



SSHRC Insight Development Grant: Strategies for Success

Dec. 10, 2024 @ 10:00 am – 11:30 am

- Thank you for joining us, the session will begin shortly
- You are currently placed on mute
- Reminder: this session will be recorded and transcribed

RSO Presenters



Wei Ye

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Faculty Presenters



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UNIVERSITY OF
TORONTO

Centre for Research
& Innovation Support

Insight Development Grant (IDG) in brief

- \$7,000 to \$75,000 over 1 or 2 years, start June 01, 2025 (June to May grant year).
 - Application is through the [SSHRC Research Portal](#) and requires the [Canadian Common CV](#) (CCV) for the main Applicant **and** Co-Applicants (rather than the regular SSHRC CV used in other SSHRC applications)
 - Supports research in initial stages (short-term research development projects, and not intended for large-scale initiatives)
 - Evaluation criteria and scoring (see [IDG webpage](#) for details)
 - **Challenge 50%** (relevance, originality, theoretical framework, methodology, lit review, training, potential impact)
 - **Feasibility 20%** (budget, timeline, expertise of applicant/team, KM plan)
 - **Capability 30%** (past experience in research, KM, training & mentoring)
- Note that as per the [SSHRC Manual for Merit Review Committee Members](#) an application must receive a score that is “satisfactory” or better in each of the three above criteria in order to be recommended for funding.
- At least 50% of overall funding for emerging scholars
 - Allows international co-applicants (if formally affiliated with a postsecondary institution)

IDG vs IG multiple applications

- Applicants who apply for an Insight Development Grant in February 2025 and **are not successful** can apply for an Insight Grant in October 2025.
- If you applied for an IG in Oct 2024, then you can apply for an IDG in Feb 2025, but objectives must be significantly different.
-  IDG Feb 2025 + IG Oct 2025 (if IDG application successful)
-  IDG Feb 2025 + IG Oct 2025 (if IDG application unsuccessful)
-  IG Oct 2024 + IDG Feb 2025 (Objectives must be significantly different)
- [SSHRC regulations regarding multiple applications and holding multiple awards](#)

IDG – Eligibility-Applicants

[Eligibility to be the Applicant \(SSHRC\)](#) – must have a formal affiliation with SSHRC-eligible Canadian postsecondary institution (primary affiliation cannot be with a non-Canadian postsecondary institution)

- Applicants apply as either an [Emerging](#) or an [Established](#) scholar (more details at end of these slides and on [SSHRC's IDG webpage](#))

[Eligibility to be PI \(UofT\)](#)

- Faculty
 - [My Research Applications \(MRA\)](#)
 - Access to MRA for Status Only or Retired/Emeritus - speak to one-up and raise@utoronto.ca
- Co-applicant – must be formally affiliated with a SSHRC-eligible Canadian postsecondary institution, or an International postsecondary institution
- Collaborator – no required affiliation (IDG funds cannot be used for Collab research costs)

IDG – Eligibility- Applicants-cont'd

Eligibility to be PI (UofT) – cont'd

- Postdoctoral fellows and PhD candidates in final year
 - Applications can be submitted **directly** to SSHRC, and not through an administering organization (contact [SSHRC IDG program officers](#) well in advance of the SSHRC deadline to clarify the process)
 - Must hold appropriate affiliation within 3 months of the start date of the grant (i.e., by Sept. 1, 2025) *****Please see “NOTE” below**

*****NOTE:** at UofT, the “appropriate affiliation” would be one that is eligible to be PI on a grant (as per “Eligibility to be PI (UofT)” guidelines/link referred to above).

If you are a Postdoc or PhD student who is thinking of applying for the IDG, please contact Wei Ye (wei.ye@utoronto.ca) at Research Services **well in advance** the IDG deadline and before you start the application in order to clarify what this means in relation to your eligibility to hold the grant at UofT as the PI if it is awarded to you.

IDG – stats for the last 3 years

	2022		2023		2024	
	National	UofT	National	UofT	National	UofT
Number of applications	1055	64	1203	83	1369	83
Successful applications	589	35	579	50	590	47
Success rate	55.8%	54.7%	48.1%	60.2%	43.1%	56.6%
Total amount requested overall	\$67,751,140	\$3,985,883	\$78,783,116	\$5,632,720	\$89,792,759	\$5,488,011
Total amount awarded	\$35,267,427	\$2,056,977	\$35,467,433	\$3,094,947	\$36,809,417	\$2,792,765
Average request	\$ 64,219	\$ 62,279	\$ 65,489	\$ 67,864	\$ 65,590	\$ 66,121
Average grant	\$ 59,877	\$ 58,771	\$ 61,256	\$ 61,899	\$ 62,389	\$ 59,421

UT 2024 IDG applications: 47 successful applications of 83 submitted = 56.6% success rate (43.1% nationally) – UT: all apps in 1st, 2nd and half in 3rd sextile, were funded

UT 2023 IDG applications: 50 successful applications of 83 submitted = 60.2% success rate (55.8% nationally) – UT: all apps in 1st, 2nd and most in 3rd sextile, were funded

UT 2022 IDG applications: 35 successful applications of 64 submitted = 54.7% success rate (55.8% nationally) – UT: all apps in 1st, 2nd and 3rd sextile, and some in 4th , were funded

IDG funding envelope (nationally):

- 2024: \$36,809,417
- 2023: \$35,467,433
- 2022: \$35,267,427



IDG stats - Emerging and Established

2023-2024 IDG	# Of applications	share of applications	# of awarded applications	share of awarded applications	success rate	total applied for	total awarded	share of awarded funds
Emergin	756	63%	365	63%	48%	\$48,116,535	\$22,099,871	62%
Established	447	37%	214	37%	48%	\$29,333,175	\$13,367,562	38%
Totals	1203	n/a	579	n/a	48%	\$77,449,710	\$35,467,433	n/a

- IDG guidelines mandate that **at least 50% of the funding envelope will be reserved for applications from Emerging Scholars**
- Most recent national stats SSHRC has released are for the 2023-2024 IDG competition (stats for previous competitions can be downloaded on SSHRC's website [here](#))
- In general, the share of submitted and awarded applications between Emerging vs Established scholars are significantly different (in favor of Emerging). However, ***the success rates are not***, as both types of scholars typically show positive success rates, with negligible differences
- Established Scholars should not be deterred from applying, but must ensure that your proposed project is distinct from previous/ongoing research (as they will be asked to articulate this in a specific section of the application as part of the "Challenge" criteria)

New for 2024 competition - Research Security

1. Policy on Sensitive Technology Research and Affiliations of Concern (STRAC)

- On January 16, 2024, the Government of Canada announced the [Policy on Sensitive Technology Research and Affiliations of Concern](#) (STRAC). Effective as of May 1, 2024.
- The policy operates using two lists that must be used in conjunction:
 - [1\) Sensitive Technology Research Areas](#) (STRA) List
 - [2\) Named Research Organizations](#) (NRO) List
- Grant applications that involve conducting research that aim to **advance** a STRA will not be funded if any of the researchers supported by the grant are affiliated with, or receiving funding/in-kind support from institutions that could pose a risk to Canada's national security.
- In the application, applicants will be asked if the proposed research aims to advance STRA.
 - If the answer is "no", no further action is required.
 - If the answer is "yes", applicants and other named roles must complete an [Attestation Form](#), to certify non-affiliation with an NRO, and include this in the application form.

New for 2025 competition - Research Security

SSHRC resources for Research Security:

- [Tri-agency guidance on research security](#) (guidance on [STRAC](#) & [NSGRP](#))
- [National Security Guidelines for Research Partnership](#) (NSGRP)
- [Policy on Sensitive Technology Research and Affiliations of Concern](#) (STRAC)
 - [Sensitive Technology Research Areas](#) (STRA)
 - [Named Research Organizations](#) (NRO)

U of T resources for Research Security:

- U of T [Safeguarding Research](#)
- U of T STRAC Policy information [website](#).
- UTM Research Security information [website](#).

U of T Research Security contacts:

General inquiries: researchsecurity@utoronto.ca

List of specific contacts at OVPRI: <https://research.utoronto.ca/contact-us> (search under “research security” to view a list of contacts to see who supports your division)

*****NOTE** that more slides with additional information about these research security elements of the IG application are included in the appendices of this slide deck for your reference

End of overview section

Faculty and Panel Q & A

ROUND 1

What was the overall adjudication process like for you as a member of your respective sub-committee?

- ☐ What instructions were you provided as a reviewer?
- ☐ What evaluation criteria were you asked to use?



ROUND 2

- ☐ What advice/lessons learned/best practices do you have for researchers and teams exploring this funding opportunity?
- ☐ What are some things you wish you had known that you learned from your insider perspective as a successful applicant?



Budget attributes of funded IDG applications

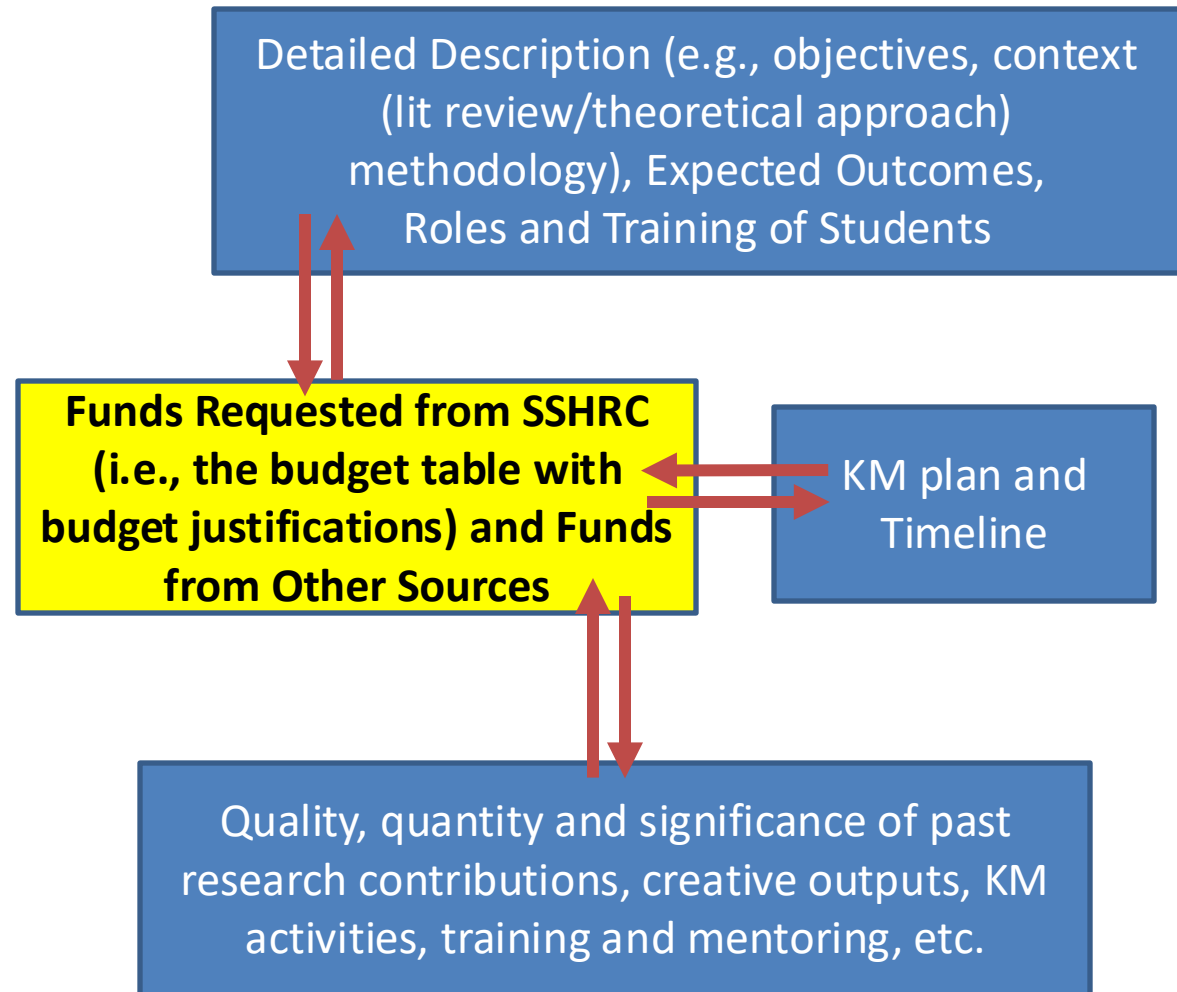
- Attentive to [evaluation criteria](#) and instructions
- Clarity (both in terms of details and formatting/presentation)
- Budget is consistent with other sections of proposal
- Costs are fully justified, presented as essential to the project
- No ineligible expenses
- Advice/reviews from other faculty members or divisional supports



CHALLENGE
(50%)

FEASIBILITY
(20%)

CAPABILITY
(30%)



The different sections of the application should speak to the budget, and the budget should speak to them (i.e., there should be no surprises when a reviewer gets to the budget after reading through the other material in the application)

Minimum Essential Funding

From SSHRC's [Manual for Adjudication Committee Members](#)

“Committees will use the principle of minimum essential funding to guide their discussions of project budgets.”

- Committee may recommend cuts if budget is deemed inessential, insufficiently justified or not appropriate
- Budget cut by 30% or more? Application may fail on Feasibility
- Budget cut by 50%? Application must fail on Feasibility
 - Know the typical budgets in your field (speak to colleagues or Business Officer if need be): unrealistically high or low budgets will lower score
 - Detail and justify all costs (HOW and WHY)
 - Budget should be consistent with proposal description, KM plan, Roles and Training of Students section, etc.
 - avoid red flags! (e.g., conference travel costs in year 1, funds for PDF without adequate justification, , expenses where it is unclear how they are essential to the project or their direct grant-related purpose)

Some reasons for budget cuts in IDG proposals

- The number and quality of submitted applications
- The size of SSHRC's IDG funding envelope (which changes annually)
- Possible that cuts are made in order to fund other proposals that may not have been funded otherwise

The above are not really in the hands of applicants. However, the following are (in some ways, though not always) in the control of applicants:

- Committee determined that some items in a proposal's budget were *inessential* or *inadequately justified*.
- *Ineligible items* were included in budget.

Eligible Expenses

From the Tri-Agency Guide on Financial Administration, the “[Principles governing the appropriate use of grant funds](#)”, which states that grant expenditures must:

- contribute to the [direct costs](#) of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
- not be provided by the administering institution to their [research personnel](#)
- be [effective and economical](#)
- not result in [personal gain](#) for members of the research team

The Tri-Agency Guide no longer offers a prescriptive list detailing specific items that are eligible/ineligible (as was the case in the old guide), as it is now primarily principles-based, but it should be consulted (along with the [SSHRC IDG webpage](#), application instructions, and UofT institutional policies (where applicable)) for direction when inquiring about the types of costs that are eligible/ineligible.

Ineligible Expenses

Ineligible expenses include:

- Remuneration and/or travel and subsistence costs of presenters or guest speakers
- Indirect costs (i.e., overhead)
- Payments (i.e., any form of remuneration) to Applicant, Co-Applicants, or Collaborators (including PDFs serving in any of these capacities)
- Collaborators' research costs (but their travel and subsistence expenses related to research planning, the exchange of information with the grantee, and for the dissemination of research results are considered eligible)
- Consultation fees are eligible for expert and/or professional and technical services that contribute directly to the proposed research as long as the service is not being provided by a team member (i.e., Applicant/Co-Applicant/Collaborator) or other persons whose status would make them eligible to apply for a SSHRC grant (i.e., Canadian-based researchers who could apply for their own SSHRC grant).

Upon initial review, if 30% or more of budget is ineligible, then application will not reach committee.

Budget Tips

Budget *Do's*

- Budget should strongly relate to Methodology, Detailed Description, Training of Students & KM in proposal.
- Explain HOW amounts are calculated and WHY they are necessary
 - Follow institutional guidelines for student compensation (BO) and per diems (\$80 domestic, \$100 international)
 - Indicate hourly compensation (includes benefits and vacation pay)
 - Explain tasks students will do and why that level (undergraduate, Masters, PhD or postdoc) is appropriate
 - Justify use of stipends
- Choose the appropriate length of time for your project, and ensure your budget matches your activities and timeline

Budget Tips

Budget *Don'ts*

- Don't include ineligible items – consult the [Tri-Agency Guide on Financial Administration](#), the [IDG website](#), and the [UofT Guide to Financial Management](#) when crafting your budget
 - Primary project objective cannot be:
 - Curriculum Development, preparation of teaching materials, program evaluation
 - Conference or workshop organization
 - Digitization of a collection or creation of a database
 - No costs for conference organization or travel/remuneration for presenters or guest speakers (but workshops are eligible if related to project objectives)
 - No overhead or general administrative costs
 - Team members (applicant, co-applicants, or collaborators) cannot receive any form of remuneration – also, expenses related to teaching release are not eligible
 - No research expenses for Collaborators (but travel and subsistence related expenses for KM events or research team meetings with the PI are fine)
- Don't pad or inflate costs, but also don't budget too little (can speak to feasibility)
- Avoid:
 - Math errors
 - Multiple trips to one destination without justification
 - Hiring non-students without a clear justification
 - “Premature” expenses (e.g., dissemination costs in Year 1)

Funds requested from SSHRC – HOW and WHY

Personnel costs			
Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate	1	\$9,450.00	Characters remaining: 159 (500 chars) One undergraduate student will be hired to coordinate the proposed studies. Duties will include preparation of materials, recruitment, scheduling, participant payment and tracking. This student will be paid \$18 per hour (including 10% benefits and 4% vacation pay) and will work 10 hours/week for months 1-8 and 5 hours/week for months 9-12.

In the IDG budget form, it will ask you (for each budget item line) for both the budget amounts and the justification for that budget amount.

- Justification should have two elements: **HOW the expense was calculated** and **WHY it is necessary for the project** – be concise but clear
- HOW: Don't make the reviewers do the math, so indicate how the # was calculated
- WHY: link the justification to your methodology – account for every penny, the justifications should align with the project description
- Use the “preview” option to ensure that text in text boxes is visible in final iteration of the application



Funds requested from SSHRC – Personnel Costs

Personnel costs			
Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate	1	\$9,450.00	Characters remaining: 159 (500 chars) One undergraduate student will be hired to coordinate the proposed studies. Duties will include preparation of materials, recruitment, scheduling, participant payment and tracking. This student will be paid \$18 per hour (including 10% benefits and 4% vacation pay) and will work 10 hours/week for months 1-8 and 5 hours/week for months 9-12.
Masters	1	\$8,000.00	Characters remaining: 206 (500 chars) One new graduate student will be recruited to assist with the project in Year 1. The student's primary role will be in data analysis, interpretation, presentation and writing of results. The applicant's department sets the required level of financial support from the supervisor at \$8,000/year.

- Undergrad, masters and doctoral students: ask your business officer for rates of pay, indicate that hourly rates include benefits and vacation pay
- Explain **meaningful tasks** students will do and why that level is needed (essential and meaningful presence of students for successful completion of project, not simply because your dept expects you to provide student support) – this can be done in the budget table, but also in the “Roles and Training of Students” section (or wherever else it may be appropriate)
- Stipends may be used for grad students – justify
- If possible, don't spread budget evenly between two years
- Costs of **research assistants or associates who are not students** must be fully justified in terms of the needs of the research

Funds requested from SSHRC – Personnel Costs

Non student salaries	Number	Amount	Justification
Postdoctoral			Characters remaining: 500 (500 chars)
Professional/Technical Services	1	\$750.00	Characters remaining: 336 (500 chars) Transcription costs \$25/hour x 10 interviews x 3 hrs/interview. Professional transcriber will be used for greater accuracy and efficiency, based on past experience.
Other			Characters remaining: 500 (500 chars)
Subtotal		\$750.00	

- **Postdocs:** must be justified in such a way as to show that a PDF is essential to the project, and their tasks could not be adequately performed by another kind of trainee (e.g., a PhD student)
 - If a postdoc is a co-applicant or collaborator, they cannot be paid from the grant, and they would have to establish a formal affiliation to remain as a co-applicant on the grant if the proposal is successful
 - Duration of engagement of PDFs is dictated by UofT institutional policy (no longer by the Tri-Agency). Please see the [UofT SGS website](#) and the official [UofT Governing Council guidelines](#)
- **Technical services or consultants** are eligible only if you can demonstrate that expert advice is needed

Funds requested from SSHRC – Travel costs

Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)	<input type="text" value="1"/>	<input type="text" value="\$1,190"/>	<p>Characters remaining: 271 (500 chars)</p> <p>1 trip to St John's, NL, to carry out historical research in the ACF archives: economy airfare (Air Canada) = \$400.00, ground transportation = \$100.00, 3 nights hotel @\$175 per night = \$525, 3 days (domestic) per diem @\$55 = \$165</p>
Student(s)	<input type="text" value="1"/>	<input type="text" value="\$1,190"/>	<p>Characters remaining: 132 (500 chars)</p> <p>1 trip to St John's, NL, to assist PI with ACF archives research: economy airfare (Air Canada) = \$400.00, ground transportation = \$100.00, 3 nights hotel @\$175 per night = \$525, 3 days (domestic) per diem @\$55 = \$165</p>

- Separate sections for travel for research vs travel for knowledge dissemination
- *Breakdown the total costs:* airfare, accommodation, per diems, conference registration fees (if applicable), etc.
- Use [institutional per diems](#) (UofT per diem rates: \$80/day within Canada, \$100/day outside of Canada). However, long-term travel in excess of 30 days = 75% of the applicable per diem rate)
- Use economy airline rates
- Justify multiple visits to one destination

Funds requested from SSHRC – Travel costs

Travel and Subsistence Costs for Dissemination	Number	Amount	Justification
Applicant/Team Member(s)	1	\$1,425.00	Characters remaining: 244 (500 chars) IPA (Victoria, Jan 2019) - primary Canadian conference for networking and information exchange for disciplinary scholars air \$600, ground transfer \$100, 3 nights hotel @\$120/night = \$360, 3 days (domestic) per diem @\$55 = \$165, conference registration \$200
Student(s)	2	\$2,720.00	Characters remaining: 188 (500 chars) 2 PhD students will attend IPA (Victoria, Jan 2019) to gain experience in presenting and developing connections with scholars in discipline air \$600 x 2 = \$1200, ground transfer \$100 x 2 = \$200, 3 nights hotel @\$120/night x 2 = \$720, 3 days (domestic) per diem @\$55 x 2 = \$330, conf reg (student) \$135 X 2 = \$270
Subtotal		\$4,145.00	

- For conferences, justify why that particular conference, give dates if known
 - Conference travel in year 1 – explain why
- If for student travel, explain benefit to students, relate to Training section

Funds requested from SSHRC – Supplies & Non-Disposable Equipment

Other Expenses	Amount	Justification
Supplies	\$300.00	Characters remaining: 401 (500 chars) Photocopying, questionnaires, toner cartridges, courier charges and other project-related supplies.
Non-disposable equipment	\$55.00	Characters remaining: 312 (500 chars) Samsung 4GB Digital Voice Recorder (\$55 including applicable taxes per BestBuy Canada website). Model includes higher quality mic for better quality recordings to facilitate transcription.
Software licenses	\$4,263.00	Characters remaining: 365 (500 chars) Two student NVIVO licenses, for doctoral students to analyze data collected at UofT and MUN (2 2\$105 USD = \$210 USD, approx. \$263 CAD).
Submission and open access fees	\$3,215.00	Characters remaining: 205 (500 chars) Two papers will be submitted, to Journal XX and Journal YY, the leading journals in N America and Europe in this discipline. Submission fees are \$95 and \$120. Publications will be open access: where possible by placing papers in open access repository; Journal YY charges \$3,000 open access fee.

Supplies (e.g., software, stationary, postage, telephone calls) and Non-disposable equipment (e.g., computer hardware, tablets, digital recorders) are allowable, but you must show/state how they are:

- directly related to the research project being proposed
- essential to the successful completion of the project objectives (like any other expense in your budget)
- not provided to you by UofT (so it's good to mention this in the application/Budget Justification document for supplies and equipment not generally supplied to you by UofT)
- SSHRC guidelines on the request for Tools (up to \$7,000)
 - https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/support_tools_soutien_outils-eng.aspx

A note on the “Timelines” document

Applicants will be asked to include a one-page “Timelines” document, and the application instructions state the following:

“Describe the timelines for conducting the proposed project. Charts and tables are strongly encouraged as very effective tools for presenting concise details for project components and research activities.”

Please note the following when completing your “Timelines” document:

- It is generally accepted at SSHRC that an applicant would start their IDG project as soon as possible after receiving the grant. **If awarded, the IDG would begin on June 1, 2025, so your timelines should follow the June-May grant year** (eg, if applying for two years of funding, then your timeline for completion of the project should be June 2025 – May 2027). This shows that an applicant plans to maximize the time available to them and also demonstrates feasibility by showing that the project can be completed within the allotted funded timeframe that the grant allows.
- If awarded, the grant would come with an automatic extension year (so if one applies for a two-year grant, then the grantee will have a 3rd unfunded year to complete the project and use their IDG funds). However, for the IDG application, **the automatic extension year should not really be taken into account in your timelines** (as SSHRC has said that this could be viewed negatively by the committee, and the automatic extension year is really designed as “overflow time”, so one is required at the application stage to show how the project will be completed over the funded grant period (so either 1 or 2 years depending on the length of the grant one is applying for)).

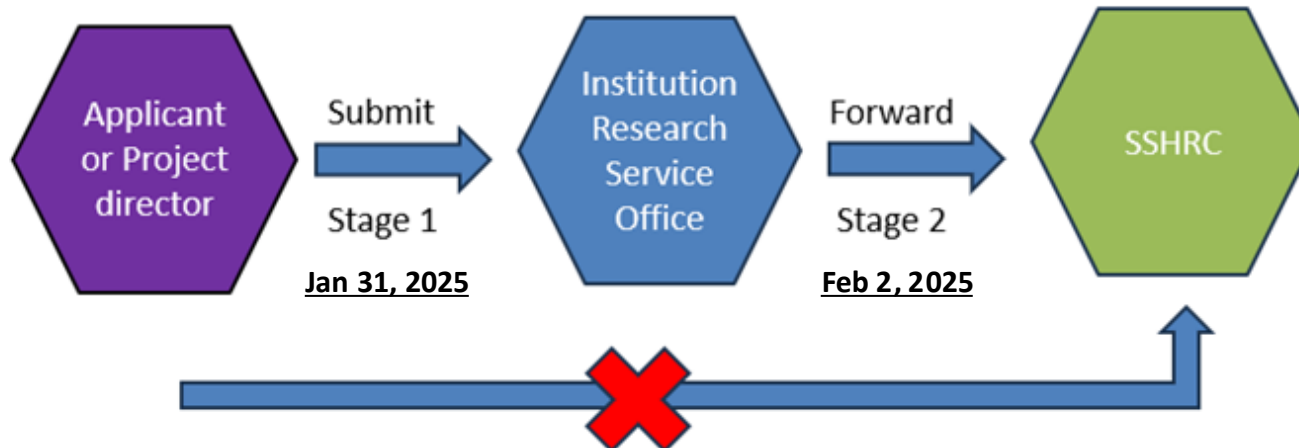
Application Tips

- **Start early (CCV! Start it now! - invite co-applicants and collaborators through Research Portal application, and ask co-applicants to complete CCV as early as possible)**
- Address evaluation criteria thoroughly
- Follow all instructions (e.g., headings for “Detailed Description” section)
- Read SSHRC guidelines on [student training](#) and [knowledge mobilization](#)
- Attachments: comply with formatting specs and ensure correct version is attached (e.g., Times New Roman 12 pt font, single spaced, ¾” margins, etc)
- Don’t be disqualified for omitting a mandatory section
- Text boxes: use preview to ensure text is visible/legible
- Have proposal read by colleagues
- Make it seamless, avoid typos – proof and polish!
- Justify all costs (HOW and WHY) and no ineligible expenses
- **Write for a multi-disciplinary committee (i.e, Academic audience/peers, but not necessarily specialists in your field)**
 - Define all terms, do not assume anything is obvious

Submitting your application

- **Complete a My Research Applications (MRA) record**
 - <https://easi.its.utoronto.ca/administrative-management-systems/my-research-mr/> (first time submitting an MRA? See [How to Submit an Application Through MRA](#))
 - Upload draft proposal, firm budget amount
 - Due at Research Services by noon, **Monday, January 27, 2025**
 - Check with your department/faculty for any internal deadlines
 - UofT PI Eligibility policy: <https://research.utoronto.ca/engaging-research/who-can-be-principal-investigator-u-t>
 - MRA help: RAISE – 416-946-5000 or RAISE@utoronto.ca
- **Submit the final SSHRC application via the SSHRC Research Portal**
 - <https://portal-portail.sshrc-crsh.gc.ca/>
 - UofT deadline for online submission through the SSHRC Research Portal is **9am, Friday, January 31, 2025**

Two Steps for Submission



Advisory Notice



SSHRC is experiencing issues with its online system, which requires immediate maintenance. The application system is currently unavailable and we are working to resolve the issue. In accordance with the [Service Standards for SSHRC Online Systems](#), a minimum extension of 24 hours will be granted for Insight Grants applications due the timing of the outage. Keep following us for more information and updates. We apologize for the inconvenience, and thank you for your patience.

SSHRC Resources

- IDG funding opportunity description
https://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/insight_development_grants-subventions_de_developpement_savoir-eng.aspx
- SSHRC program staff (funding opportunity questions)
insightdevelopment@sshrc-crsh.gc.ca or 1-855-275-2861
- Tri-Agency Guide on Financial Administration (new as of April 2020)
https://www.nserc-crsng.gc.ca/interagency-interorganismes/TAFA-AFTO/guide-guide_eng.asp
- Common CV - <https://ccv-cvc.ca/>
SSHRC's CCV instructions: <https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx>
- Technical support for Research Portal and Common CV
webgrant@sshrc-crsh.gc.ca or 613-995-4273

UofT Resources

Research Services Office

- <https://research.utoronto.ca/funding-opportunities/db/insight-development-grant>
- Research Services Office social sciences and humanities funding team:
 - Wei Ye, Research Funding Officer (wei.ye@utoronto.ca) – **main RSO contact for IDG**
 - Mark Bold, Research Funding Manager

MRA

- Login: <https://easi.its.utoronto.ca/administrative-management-systems/my-research-mr/>
- Technical help and access: raise@utoronto.ca or 416-946-5000

U of T resources for Research Security:

- U of T [Safeguarding Research](#)
- U of T STRAC Policy information [website](#).
- UTM Research Security information [website](#).

U of T Research Security contacts:

General inquiries: researchsecurity@utoronto.ca

Centre for Research and Innovation Support (CRIS): <https://cris.utoronto.ca/>

Central Research & Innovation hub (partnership between VPRI, UTL and ITS)

UofT Resources

Department/Division

- Business Officer (compensation, travel, supplies costs)
- Grant writing support (Proposal development, Editorial services, Peer review, Archived applications and Internal deadlines) through your Dept/Divisional Research Facilitator
- Contact them well ahead of time to see what services are offered and deadlines for the submission of application material for review

Guide to Financial Management: <http://www.finance.utoronto.ca/gtfm.htm>

- UofT travel policies and per diems

UofT Libraries

<http://onesearch.library.utoronto.ca/triagencyopenaccesspolicy>

- Advice on compliance with Open Access Policy, publication

<https://onesearch.library.utoronto.ca/researchdata>

- Advice on data management, DMPs

<https://utsc.library.utoronto.ca/librarians>

- List of UTSC Library Liaisons to assist with OA pubs and DMPs

<https://library.utm.utoronto.ca/scholarly-communications>

- UTM library info for help with OA pubs and DMPs

UofT Resources

Research supports/contacts at Divisional levels

CORE:

Community for Research
Excellence

FAS: Gabrielle Sugar

FASE: Myriam Couturier

TFoM: Alex De Serrano

UTM: Kate Steinmann

UTSC: Anika Mifsud

Law: Kelly Nolan

Music: Ely Lyonblum

OISE: Madeleine Taylor

DLSPH: Caroline Godbout

iSchool: Emina Veletanlic

FIFSW: Vesna Bajic

LDFP: Lia Cardarelli

Nursing: Karin Trajcevski

KPE: Kay Li & Nina Hamou

Rotman: Joanne Pereira

FALD: Shirley Chan

KEEP CALM AND JUSTIFY EVERYTHING

***and follow the [IDG application instructions](#)**

****and look at the appendix that follows**

RSO Module and Q & A

Appendix

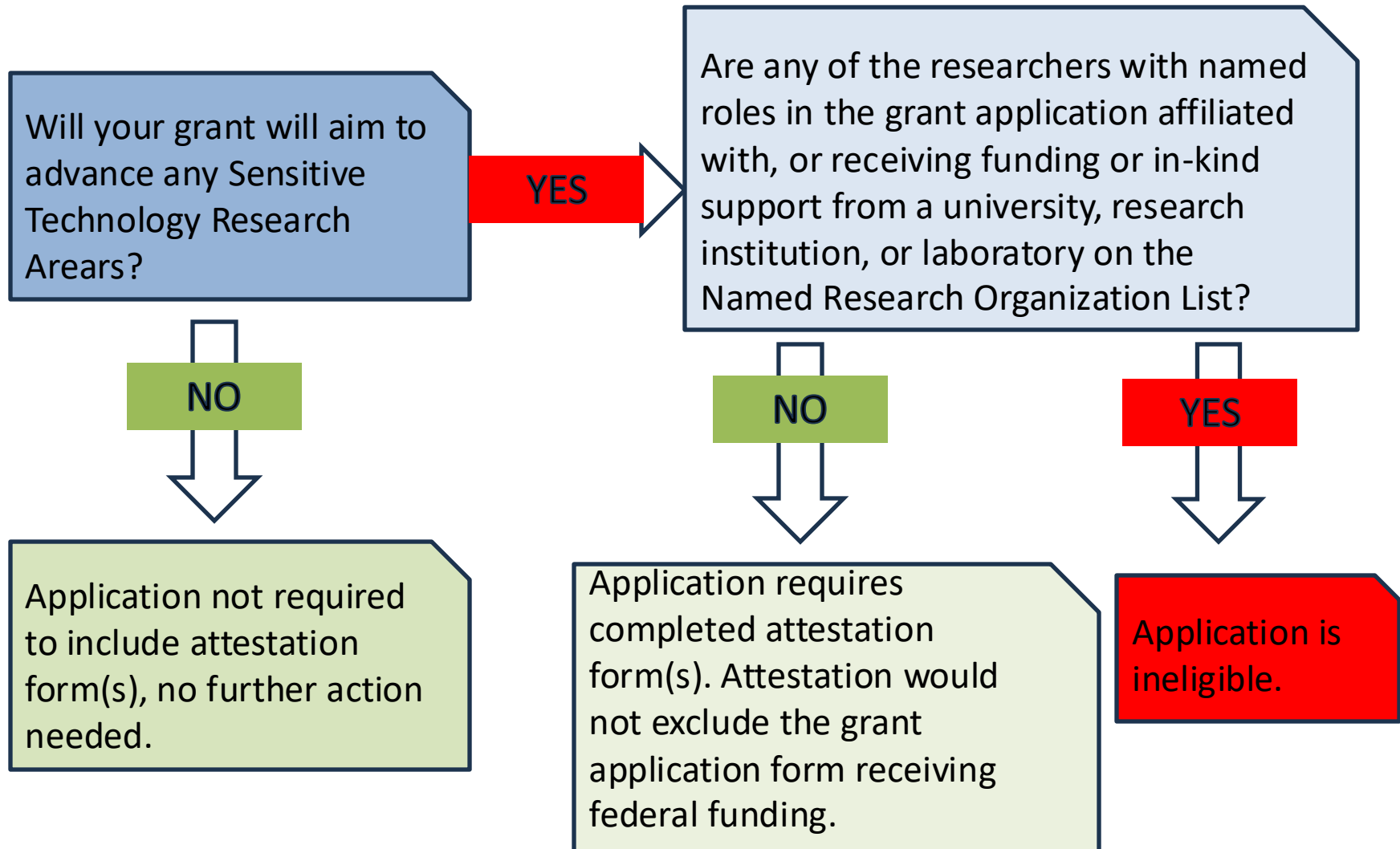
1. IDG vs IG comparison table
2. Additional information for research security
3. Additional information on Scholar Type – Emerging vs Established
4. Additional eligibility information – project and subject matter eligibility, workshop/seminar and open access fees
5. Information on IDG adjudication committee (with examples of past adjudication committees to illustrate the varied disciplines represented)
6. Example email a Co-Applicant and a Collaborator would receive when invited to an IDG application

IDG	IG
Short term projects, early stage research, clearly delimited	Potentially large-scale initiatives that are more aligned with past research contributions
Challenge = 50%, Feasibility = 20%, Capability = 30%	Challenge = 40%, Feasibility = 20%, Capability = 40%
1-2 years, \$7000 - \$75,000	2-5 years, \$7000 - \$400,000
Int'l co-applicants allowed	Int'l co-applicants not allowed
50% of funding envelope reserved for Emerging scholars	No reserved funding envelope for Emerging or Established scholars, but Stream A apps (less than 100k budget) have higher targeted success rate.
Single-stage IDG adjudication committee review (no external assessors)	Applications assessed by both SSHRC IG adjudication committee members and external assessors
CV requirement for IDG application: Canadian Common CV	CV requirement for IG application: SSHRC CV (as part of the SSHRC application site)

Research Security – additional information

- Those with named roles must provide the completed attestation forms to the applicant, who must save them as a single PDF and upload it to the STRAC Attestation Module of the application form .
- For application aiming to advance a STRA, the inclusion of completed attestation forms is an eligibility issue. However, whether an application aims to advance a STRA or not will not affect merit review.
- If an application aiming to advance a STRA is successful, any post –award additions of participants with named roles will require completed attestation forms.
- Grantees must also inform SSHRC if the nature of their research evolves such that activities supported by the grant would aim to advance a STRA. Grant recipients cannot proceed with these new research activities until the appropriate granting agency’s approval has been obtained .
- For further guidance and FAQs: <https://science.gc.ca/site/science/en/safeguarding-your-research/guidelines-and-tools-implement-research-security/sensitive-technology-research-and-affiliations-concern/frequently-asked-questions-faq-policy-sensitive-technology-research-and-affiliations-concern>

Research Security – additional information



Research Security – additional information

“Will the proposed research activities supported by this grant aim to advance any of the listed Sensitive Technology Research Areas?” – if “yes”, the “STRAC Attestation” section must be completed

Application - STRAC Attestation

In accordance with the Policy on Sensitive Technology Research and Affiliations of Concern (STRAC), if you answered “Yes” to the Sensitive Technology Research Areas question, you must complete and attach [attestations](#) from researchers with named roles in the grant application. Attestation forms must be merged into one, single PDF document.

Click on the “Instructions” button in the menu above for information outlining the content requirements for your document.

The file containing your attachments must ...

Your electronic file attachment must meet the following specifications:

- PDF format (.pdf extension); unprotected
- Maximum file size of 10 Mb
- 8 ½" x 11" (216 mm x 279 mm)

General Presentation

- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

File name No file selected.

Research Security – additional information – Attestation form

The link to the attestation form is available in the IG application instructions, in the “STRAC Attestation Module” section: <https://www.sshrc-crsh.gc.ca/funding-financement/instructions/ig-ss/applicant-candidat-eng.aspx#STRAC-RTSAP>

Attestation for Research Aiming to Advance Sensitive Technology Research Areas

Date of attestation (yyyy-mm-dd)

Form instructions

- To certify your compliance with the Policy on Sensitive Technology Research and Affiliations of Concern, complete the form below and save a read-only copy. To save the file as read-only, one option is to save the file as a PDF. Keep a copy of the completed form for your records.
- The lead applicant is responsible for collecting and merging all completed attestation forms from researchers with named roles in the grant application. The lead applicant is encouraged to use a trusted PDF merging tool provided or recommended by their institution.
- The lead applicant must then upload the single PDF file to the corresponding module in the grant management system.

PART 1 – RESEARCHER INFORMATION

Last name of researcher	First name of researcher	Primary affiliation of researcher

Email address

Public profile link of researcher (optional) - for the purpose of identification.

Any public profile can be provided, including but not limited to ORCID, Google Scholar, ResearchGate, LinkedIn, or a personal or institutional webpage.

PART 2 – ATTESTATION

As of the date of this attestation, I [researcher named in Part 1] attest by completing this form that I have read, understood, and am compliant with the [Policy on Sensitive Technology Research and Affiliations of Concern \(STRAC\)](#), which states that:

Grant applications submitted by a university or affiliated research institution to the federal granting agencies and the Canada Foundation for Innovation involving research that aims to advance a listed [Sensitive Technology Research Area \(STRA\)](#) will not be funded if any of the researchers involved in activities supported by the grant are currently affiliated with or in receipt of funding or in-kind support from any of the listed [Named Research Organizations \(NRO\)](#).

For more information, including definitions of bolded terms, see the [Tri-Agency Guidance on the STRAC Policy](#).

I [researcher named in Part 1] understand that:

- This attestation form is required because the lead applicant, on behalf of the research team, has certified that the research supported by this grant will aim to advance a listed [Sensitive Technology Research Area \(STRA\)](#).
- By completing this form, I take responsibility for the accuracy of my attestation statement.
- All information provided in this form will be stored securely by the relevant granting agency in accordance with the [Privacy Act](#) and may be shared with Government of Canada departments and agencies at any time for the purpose of national security assessment to validate compliance with the policy.
- Should the grant be awarded, compliance with the STRAC policy as defined at the time of application will be required for the duration of the grant, in accordance with the grant's Terms & Conditions of Award.
- Following the [Tri-Agency Guidance on the STRAC Policy](#), actions may be required if there are changes to the nature of the research or to the composition of the research team.
- Non-compliance with this policy may represent a breach of the [Tri-Agency Framework: Responsible Conduct of Research](#).

For more information


Consult the [Tri-Agency Guidance on the STRAC Policy](#), the [STRAC Policy](#), the [STRAC Policy FAQ](#), and the [Sensitive Technology Research Areas \(STRA\)](#) and [Named Research Organizations \(NRO\)](#) lists.


Attestation statement

As of the date of attestation on this form and to the best of my knowledge, I [researcher named in Part 1] attest that by checking this box, I am not affiliated with or in receipt of funding or in-kind support from any of the listed [Named Research Organizations \(NRO\)](#). I also understand that all researchers involved in the activities supported by this grant must comply with the [Policy on Sensitive Technology Research and Affiliations of Concern \(STRAC\)](#), as defined at the time of application, for the duration of the grant.

☐

(06-2024)
PROTECTED B WHEN COMPLETED
Ce formulaire est disponible en français.


Government of Canada
Gouvernement du Canada




Research Security – additional information – National Security Guidelines for Research Partnership (NSGRP) Risk Assessment



Research Security – additional information – RAF

The link to the Risk Assessment Form (RAF) is available here:

https://science.gc.ca/site/science/sites/default/files/attachments/2023/risk_assessment_form_IS-ED-ISDE3832E.pdf

 Innovation, Science and Economic Development Canada / Innovation, Sciences et Développement économique Canada

Protected When Completed

Save As Print Reset

Family name of applicant:	Initial(s) of all given names of applicant:	Grant administering institution:
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Introduction

The Risk Assessment Form is a tool to identify and assess potential risks that research partnerships may pose to Canada's national security as outlined in the [National Security Guidelines for Research Partnerships](#) and to develop effective mitigation measures.

In answering the Risk Assessment Form questions, you will provide information – to the best of your ability – that is specific to your proposed area of research and prospective research partner organizations. This information will be used to assess national security risks where the proposed research partnership could expose the research project to foreign interference, espionage or theft from foreign governments, militaries and other organizations, and also pose potential risks to the wider Canadian research enterprise.

For the purpose of the National Security Guidelines for Research Partnerships, a partner organization is any organization that plays an active role in the project and/or supports a research partnership through cash and/or in-kind contributions. Examples of a partner organization's role may include:

- Sharing in intellectual leadership or providing expertise;
- Active participation in research activities; and/or
- Application of research results and/or active participation in translating or mobilizing the knowledge produced to help achieve the desired outcomes of the project.

National security risks may be described as, but not limited to circumstances where there are potential instances of foreign interference, espionage, intellectual property theft or unauthorized knowledge transfer that:

- contribute to the advancement of military, security, and intelligence capabilities of states or groups that pose a threat to Canada; and/or
- disrupt the development of Canadian research and innovation, weaken the resiliency of critical infrastructure, or jeopardize the protection of sensitive data of Canadians.

The information collected will not be used to substantiate if you are compliant with any legislative or regulatory requirements that may apply to your proposed research project. The collection of this information will be used to assess the overall risk profile of your research project.

Who needs to complete the Risk Assessment Form?

Anyone can use the Risk Assessment Form to conduct due diligence when establishing and/or continuing partnerships with national, international and multinational partners.

This form may be required for specified federal research funding opportunities. You should consult the appropriate program literature associated with the funding opportunity to which you are applying to determine if you are required to submit a Risk Assessment Form with your grant application.

Depending on the specific funding opportunity, the "applicant" may be an individual, on behalf of any co-applicants, or may be a post-secondary or research institution.

What resources and tools may assist you?

You are encouraged to conduct open-source research to complete the Risk Assessment Form and to consult with your partner organization(s), where appropriate, to validate the information. For more information, consult the comprehensive guide [Conducting Open Source Due Diligence for Safeguarding Research Partnerships](#).

Additional guidance and resources, including Public Safety Canada's [Safeguarding Science Workshop](#) and the Canadian Security Intelligence Service's [Threat briefing and checklist](#), that may assist in the completion of this form can be located on the [Safeguarding Your Research](#) portal.

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Canada

Scholar Type - Emerging vs Established

Emerging Scholar

Projects to develop new research questions/theoretical approaches/methods, which may build on graduate work and/or represent a continuation of overall research trajectory

- Have not yet established an extensive record of research achievement, but in the process of building one
- Have not successfully applied, as PI or Project Director, for a grant through SSHRC, NSERC, or CIHR (though could have held a PEG or a KM grant like a Connection or Knowledge Synthesis grant)

In addition to the above, they must meet at least one of the following criteria:

- have completed their highest degree no more than six years before the competition deadline (SSHRC considers only the date of completion of the first doctorate); or
- have held a tenured or tenure-track postsecondary appointment for less than six years; or
- have held a postsecondary appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions); or
- have had their careers significantly interrupted or delayed for health or family reasons within the past six years.

Scholar Type - Emerging vs Established cont'd

Established Scholar

Projects that explore new research questions and/or approaches that are **distinct** from the applicant's previous/ongoing research, and that are clearly delimited and in the early stages of the research process. IDGs are not intended to support ongoing research for established scholars.

NOTE: *the application will ask Established Scholar applicants to explain how the proposed research is distinct from their previous/ongoing research* - Please see [IDG "Description" section](#) for more

Some things to consider:

- Committee members will determine if the IDG proposal from an Established Scholar is distinct enough from their previous or ongoing research, and this determination can vary depending on the disciplinary committee. If you were on the committee, what would you be looking for in a description of how an applicant's proposed project is distinct from their previous/ongoing research?
- If you were to submit the same kind of proposal for an Insight Grant (a granting program that supports long-term research goals rather than short-term research in its initial stages, and that does not require an explanation of how the proposal is distinct from previous or ongoing research), do you believe it would fare well?
- The project must be clearly delimited, with the Applicant having yet to publish or submit/receive a grant under this topic/area (so must be in the early stages of the research process), and it is up to the Applicant and the research team to highlight the project's novel contribution compared to previous research (otherwise the committee may question why the applicant did not apply to for an Insight Grant – Stream A).
- Speak to a SSHRC IDG program officer for clarity (insightdevelopment@sshrc-crsh.gc.ca)

IDG - Eligibility

- **Project eligibility**
 - Look to the general [Insight Program objectives](#) and the more specific [IDG objectives](#) on SSHRC's website
 - *****Primary objective of the project cannot be curriculum development, preparation of teaching materials, program evaluation, organization of a conference or workshop, digitization of a collection, or creation of a database**
- **[Subject Matter eligibility](#)** – Applications must meet two criteria:
 1. The proposed research or related activities must be primarily in the social sciences and humanities (i.e., aligned with SSHRC's [legislated mandate](#)).
 2. The intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups and societies—what we think, how we live, and how we interact with each other and the world around us.
 - If your application is Health- or Psychology-related – check [guidelines](#), speak to SSHRC IDG program staff (insightdevelopment@sshrc-crsh.gc.ca)

Funds requested from SSHRC – Costs to hold a workshop or seminar

Costs of holding a workshop or seminar, the activities of which relate directly to the funded research, are eligible. However:

- The organization of a conference or workshop cannot be the primary objective of an Insight Development Grant proposal
- No remuneration and/or travel and subsistence costs of presenters or guest speakers

Funds requested from SSHRC – Open Access Fees

- Tri-Agency Open Access Policy on Publications
 - For SSHRC, applies to peer-reviewed journal publications
 - http://www.science.gc.ca/eic/site/063.nsf/eng/h_F6765465.html. There is also information on the eligibility of open access/article processing charges and book processing charges in the “Eligible and ineligible expenses” section of the [SSHRC Manual for Merit Review Committee Members](#)
 - UofT library – website on how to comply with Open Access policy <https://onesearch.library.utoronto.ca/copyright/funding-policy-cihr-nserc-and-sshrc>
 - Don't include blanket Open Access fees – if you intend to publish in a journal that charges fees, justify the cost/journal

Adjudication Committee

- Applicants select their **preferred adjudication committee** (choose the committee that is most appropriate based on subject/discipline) – see [here](#) for past adjudication committees.
- [Indigenous Research](#): if your proposal falls under [SSHRC's definition](#) of Indigenous Research, then your proposal can be identified as such, and would be adjudicated under SSHRC's [Guidelines for the Merit Review of Indigenous Research](#)
- [Research-Creation](#): please see SSHRC's [definition](#) of Research Creation (an approach to research that combines creative and academic research practices, where “creation” is situated within research with a resultant creative/artistic work). If your proposal aligns with SSHRC's definition, then you can denote this by answering “Yes” to the “Is this a research-creation project?” question in the application's “Identification” section (and you then must also select the “Fine Arts, Research-creation” committee from the “Committee” dropdown list, and also complete the “Research-Creation Support Material” one-page document).
- If your project falls under two or more disciplines, then if it is primarily under one discipline, you can choose the applicable committee related to that discipline. But if it does not primarily fall under any one discipline, then you could choose one of the two **Multidisciplinary or interdisciplinary committees** (ie, social sciences or humanities).
- If the proposal spans the mandate of more than one federal research funding agency (SSHRC, NSERC and CIHR), then applicants can select a pilot [Tri-Agency Interdisciplinary Peer Review Committee](#) for the 2025 Insight Development Grants competition. This pilot committee will use a harmonized tri-agency peer review process and [Tri-Agency Interdisciplinary Peer Review Committee-specific evaluation criteria](#) that differ from the usual process used by this funding opportunity

Adjudication Committee

Example #1: past IDG Literature adjudication committee

Chair research interests: Eighteenth–century literature; Romantic literature; Scottish literature; women’s writing; travel writing

Member 1 research interests: Canadian and American lit (Pacific coast)

Member 2 research interests: Victorian literature, imperialism, and cosmopolitanism

Member 3 research interests: Cannibalism; Digestion; Early Modern Emotions; Body/Mind Relationship; Colonialism; Gender; Early Modern Medicine; Wordplay; Shrews; Sugar

Member 4 research interests: Early modern English literature and writing by women

Member 5 research interests: French literary and cultural studies

Adjudication Committee

Example #2: past IDG Multidisciplinary (humanities) adjudication committee

Chair research interests: Canadian science in national, international and global context, modern ecology, the physical world of Victorian Canadians

Member 1 research interests: Epistemology (practical and formal); philosophy of the economy

Member 2 research interests: 18th century French literature, Early Modern clandestine literature, Journalism and Intellectual Networks, 18th century European Correspondences

Member 3 research interests: Arabic literature, Francophone literature of the Arab World, women's literatures

Member 4 research interests: translation studies, world literature, Japanese literature, metaphor, and women's writing

Example of email a Co-Applicant would receive after being formally added to an IDG application

You have been invited to participate as a co-applicant on an application to be submitted to the Social Sciences and Humanities Research Council (SSHRC).

- Application Deadline: 2025-02-02 20:00:00 eastern
- Applicant: [Applicant name will be displayed here]
- Funding Opportunity: Insight Development Grant
- Authorization Number: 6328c0ac-71d9-4ecd-914a-f26980041f08 (not case sensitive)

To accept the invitation:

For **new users**, follow steps 1 to 8:

1.
 - a. Create an account with the Research Portal (<https://portal-portail.sshrc-crsh.gc.ca>).
 - b. Complete and save your Person Profile page.
 - c. Confirm your registration.

For **registered users**, follow steps 2 to 8:

2. Using your email address and password, sign in to the Research Portal (<https://portal-portail.sshrc-crsh.gc.ca/a/invite-accept.aspx?authCode=6328c0ac-71d9-4ecd-914a-f26980041f08>).
3. If the authorization number does not appear on the **Accept Invitation** page, copy and paste it from the invitation email in the Authorization Number field.
4. Click on **Accept Invitation**. Read the Terms and Conditions, and if you agree, click **I Accept**.
5. Click on "application" and you will be automatically redirected to the Person Profile page. If necessary, update the information and click **Save Profile**. If you have no updates, you must still click **Save Profile** to continue.
6. Click **Back to Welcome Page** and **Open** the intended application. Under the Applicant section, you can:
 - a. view the application (read-only)
 - b. view attachments (read-only)
7. To complete your SSHRC CCV, log on to the CCV website (<https://ccv-cvc.ca/indexresearcher-eng.frm>), select SSHRC for both the funding source and the CV type. Follow the specific instructions from SSHRC by clicking on the **PDF icon**.
8. Click on **Back to Application Overview**. Please ensure that you have uploaded the final version of your SSHRC CCV. Once you are ready to submit, click the **Submit** button. NOTE THAT CHANGES ARE NOT PERMITTED AFTER THE APPLICANT HAS SUBMITTED THE APPLICATION.

NOTE: We recommend you complete and upload your SSHRC CCV as soon as possible. Please take into consideration the application deadline and the time required to fulfill the acceptance requirements. Should you wish to modify your CCV after it has been submitted, click the **Modify** button. If you wish to withdraw your participation, you must contact the applicant. For additional information, contact [Applicant email address will be displayed here]

Example of email a Collaborator would receive after being formally added to an IDG application

You have been invited to participate as a collaborator on an application to be submitted to the Social Sciences and Humanities Research Council (SSHRC).

- Application Deadline: 2025-02-02 20:00:00 eastern
- Applicant: [Applicant name will be displayed here]
- Funding Opportunity: Insight Development Grant
- Authorization Number: a24db32c-b34e-4a30-b3e6-d52cb50cfead (not case sensitive)

To accept the invitation:

For **new users**, follow steps 1 to 5:

- a. Create an account with the Research Portal (<https://portal-portail.sshrc-crsh.gc.ca>).
- b. Complete and save your Person Profile page.
- c. Confirm your registration.

For **registered users**, follow steps 2 to 5:

2. Using your email address and password, sign in to the Research Portal (<https://portal-portail.sshrc-crsh.gc.ca/a/invit-accept.aspx?authCode=a24db32c-b34e-4a30-b3e6-d52cb50cfead>).
3. If the authorization number does not appear on the Accept Invitation page, copy and paste it in the Authorization Number field.
4. Click on **Accept Invitation**.
5. Click on "application" and you will be automatically redirected to the Person Profile page. If necessary, update the information and click **Save Profile**. If you have no updates, you must still click **Save Profile** to continue. The invitation status on the applicant form will change to Invitation accepted and completed. No further action is required.

Click **Back to Welcome Page** and **Open** the intended application to view the application and attachments.

NOTE: **CCVs are no longer required or accepted for collaborators**. Please take into consideration the application deadline and the time required to fulfill the acceptance requirements. If you do not confirm your participation on this proposal, you will be removed from the application. If you wish to withdraw your participation, you must contact the applicant.

For additional information, contact [Applicant email address will be displayed here]

Thank you!

- A link to the recording, presenter slides, and feedback form will be sent out after the session
- Follow-up questions can be addressed to cris@utoronto.ca

