

SSHRC Insight Grant: Strategies for Success

August 14, 2024 10:30am – 12:00pm

SSHRC Insight Grant: *Strategies for Success*

Wednesday, August 14, 2024 @ 10:30 am - 12:00 pm

Register: cris.utoronto.ca/rdf/programs


- Thank you for joining us, the session will begin shortly
- You are currently placed on mute, please make sure your video is turned off
- A reminder that this session will be recorded

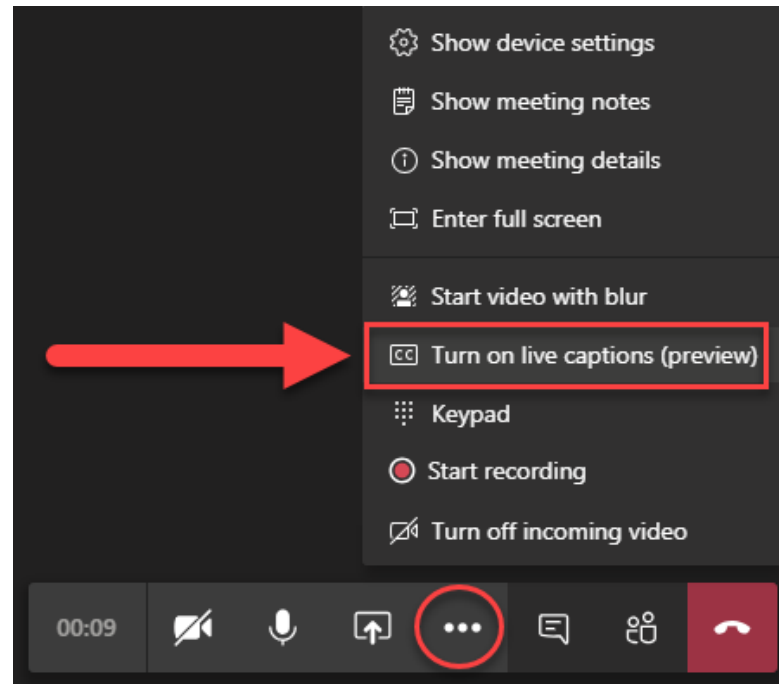
SSHRC Insight Grant: *Strategies for Success*

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Turn captions on and off

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LAND ACKNOWLEDGEMENT

We wish to acknowledge this land on which the University of Toronto operates.

For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit.

Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

Housekeeping

- This webinar is being recorded
- Please mute your audio and turn off your video
- A link to the recording will be sent to all participants after the session
- Presenter slides and chat will also be shared
- We will hold questions until the end
- Please put questions into the chat box

Agenda

Time	Topic
10:30am - 10:35am	Welcome & Housekeeping
10:35am - 10:50am	Overview of SSHRC Insight Grant with Wei Ye
10:50am - 11:35am	Faculty Panel and Q&A with Profs Paolo Frascà & Yoonjung Kang
11:35am - 11:55am	RSO Tips and Research Security Q&A with Mark Bold
11:55am - 12:00pm	Closing Remarks

Speakers



Wei Ye

Research Funding Officer, Social Sciences
& Humanities, Research Services Office



Mark Bold

Research Funding Manager, Social Sciences
& Humanities, Research Services Office



Edward Kim

Research Security Advisor, VPRI

Panelists



Dr. Yoonjung Kang

Professor, Department of Language
Studies, UTSC



Dr. Paolo Frascà

Assistant Professor, Department of
Italian Studies, Faculty of Arts &
Science

INSIGHT GRANT 2024

SSHRC  CRSH



UNIVERSITY OF
TORONTO

August 14, 2024, University of Toronto, RSO

Agenda

- The Insight Grant - Brief Introduction
 - New for 2024 competition - Research Security
 - Eligibility Overview
 - Insight Grant Statistics
 - Panel – Adjudication Process & Proposal Tips
 - Q&A #1
-
- Proposal Development- Budgets
 - Timeline and Submission
 - Webinar & Resource
 - Appendix
 - Q&A #2

Insight Grant in brief

- Most flexible SSHRC funding opportunity: short or long-term for any subject under SSHRC's mandate
- \$7,000 to \$400,000 over 2 to 5 years, maximum annual budget of \$100,000
- Two streams:
 - Stream A: \$7,000 - \$100,000
 - Stream B: \$100,001 - \$400,000Both streams are adjudicated by the same committees, though the targeted success rate is typically 5% higher for Stream A than B.
- Available for both emerging and established scholars, no separate envelope for emerging scholars
- Projects conducted by individuals or teams of researchers working in collaboration
- Automatic one-year extension (this additional year should **not** be included in your timeline)

Insight Grant in brief – Applicants

Single researcher or Team: Applicants/Co-Applicants/Collaborators

- Applicants can be emerging or established scholars
- Applicants and Co-applicants: must have a formal affiliation with SSHRC-eligible Canadian postsecondary institution
(primary affiliation cannot be with a non-Canadian postsecondary institution, as int'l co-applicants not allowed)
- Collaborators do not need this main affiliation
(IG funds cannot be used for Collab research costs)
- Postdoctoral fellows and PhD candidates in final year
 - Apply **directly** to SSHRC (see “Administering Organization” section of [IG application instructions](#) for more)
 - Must hold appropriate affiliation within 5 months of the start date of the grant (i.e., by September, 2025)
 - If you are a Postdoc or PhD student who is thinking of applying for the IG, please contact Wei Ye at Research Services (wei.ye@utoronto.ca) well before the IG 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.

Insight Grant in brief - Criteria

Evaluation criteria and scoring (for full criteria/sub-criteria, see [IG webpage](#)):

- Challenge 40% (relevance, originality, lit review, theoretical framework, methodology, training, impact)
- Feasibility 20% (timeline, expertise of applicant/team, budget, KM plan)
- Capability 40% (past experience in research, KM, impact on professional practices and policies, training & mentoring)

Insight Grant in brief - Committees

Insight Grants Committees

01	Philosophy
02	History
03	Fine arts, research-creation
04	Literature
05	Medieval, classics, religious studies
07	Economics
08	Sociology, demography and related fields
09	Geography, urban planning and related fields
10	Psychology
11	Political science and public administration
12	Education and social work
13	Anthropology and archaeology
14	Business, management and related fields
15	Linguistics and translation
16	Communications, media studies, gender studies, library and information science, related fields
17	Law and criminology
21	Indigenous research
22	Multidisciplinary or interdisciplinary humanities
23	Multidisciplinary or interdisciplinary social sciences
24	Tri-Agency Interdisciplinary Peer Review (TAIPR)

Insight Grant in brief - Committees

24 Discipline-based committees, including multidisciplinary

special committees:

- Committee 435-03: **Fine Arts, Research-Creation**
- Committee 435-21: **Indigenous research**
(Applications involving [Indigenous research](#) may undergo a more [tailored adjudication](#).)
- Committee 435-22: Multidisciplinary or interdisciplinary **humanities**
- Committee 435-23: Multidisciplinary or interdisciplinary **social sciences**
- Committee 435-24: Tri-Agency Interdisciplinary Peer Review Committee

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.

* **National Security Guidelines for Research Partnerships (NSGRP)** - research security process for grant applications involving private sector partner(s). Now only applicable for *Canada Biomedical Research Fund (Stage 2)*. Currently N/A for IG grants but will update in case of change.

New for 2024 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

Eligibility Overview - Applicants

Eligibility to be an Applicant (PI) at UofT

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](#)”).

- Tenure Stream Faculty
- Professoriate Non-Tenure Stream Faculty, including part-time or CLTA who with conditions
- Teaching Stream Faculty
- Status Only (Professorial rank) with approval of unit head via MRA
- All librarians
- Emeritus Faculty Members with the authorization of their unit head
- Clinical Faculty with conditions and through UofT’s academic department

Not eligible to be PI on a grant at UofT

- Post Doctoral Fellows
- PhD student
- Adjunct faculty members (but eligible to be co-applicant if PI is from UofT)
- Research Associate

Eligibility Overview – Subject Matter

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](#), **but most importantly** speak to SSHRC IG program staff (insightgrants@sshrc-crsh.gc.ca)
 - Projects whose primary objective is curriculum development, program evaluation, preparation of teaching materials, organization of a conference or workshop, digitization of a collection, or creation of a database are not eligible for funding

Eligibility Overview– Subject Matter examples

SSHRC Eligible	SSHRC Ineligible
Research whose primary objectives are in the social sciences and humanities	Research whose primary objectives are to improve health (i.e. treatment, prevention or diagnosis of a condition) or to develop medical devices (i.e. health IT, diagnostic imaging, patient monitoring)
Health services: creating culturally informed non psychological crisis services	Health services evaluation and interventions, research primarily intends to produce more effective health service (i.e., development of health management systems)
Health professional education: mentorship to improve job satisfaction or retention	Health professional education: clinical education for medical professionals
Mental health: assessing youth well-being	Mental health: diagnosis / treatment, cross-cultural mental health therapy target
Psychology: social, industrial, developmental, personality and educational psychology	Psychology: clinically-oriented research, fundamental psychological processes, perception, sensation
Driving automation: ethics, legal, regulation issues	Driving automation: human factors psychology and cognitive psychology
Intervention research especially in behavioural psychology	Therapeutic alliance, occupational therapy tools
Social-cognitive development in children	Neuropsychology: study of brain damage

From SSHRC slides

Eligibility Overview - Multiple Applications

- No limit to the number of applications on which a researcher may be listed as a co-applicant or collaborator.
 - If you applied (as main applicant) for the 2024 IDG and **were *unsuccessful***, then you may apply for the 2024 IG (but not if your 2024 IDG was successful).
 - If you apply for the IG in Oct 2024, then you can also apply for IDG in Feb 2025, but objectives must be significantly different.
 - Current IG holders: Can submit if you currently hold an IG award, but only if in final year (that is, the year in which you received your final grant instalment (usually the year before your final automatic extension year))
-
- ✗ IDG Feb 2024 + IG Oct 2024 (if IDG application successful)
 - ✓ IDG Feb 2024 + IG Oct 2024 (if IDG application unsuccessful)
 - ✓ IG Oct 2024 + IDG Feb 2025 (Objectives must be significantly different)

Please refer to [SSHRC's Regulations Regarding Multiple Applications](#) for more information.

Insight Grant Statistics

	2021		2022		2023	
	UofT	national	UofT	national	UofT	national
<i>Number of Eligible Applications</i>	88 (of 91)	1084	104 (of 104)	1145	169 (of 171)	1477
<i>Number of Awards</i>	57	560	46	510	66	503
<i>Success Rate</i>	64.8%	51.7%	44.2%	44.5%	39.1%	34.1%
<i>Total Amount Requested</i>	\$14,984,492	\$210,915,050	\$19,382,160	\$233,136,322	\$31,274,645	\$314,848,542
<i>Total Amount Awarded</i>	\$8,477,763	\$96,443,016	\$8,156,367	\$89,470,021	\$11,541,654	\$86,315,253
<i>Average Request</i>	\$170,278	\$194,571	\$186,367	\$203,613	\$185,057	\$213,168
<i>Average Grant</i>	\$148,733	\$172,220	\$177,310	\$175,431	\$174,874	\$171,601

Panel - Adjudication Process & Proposal Tips

Professor Paolo Frasca

- Assistant Professor, Department of Italian Studies
- SSHRC IG awardee
- 2023 SSHRC IG adjudication committee member (Committee 22: Multidisciplinary or interdisciplinary humanities)

Professor Yoonjung Kang

- Professor, Department of Linguistics
- SSHRC IG awardee
- 2023 SSHRC IG adjudication committee member (Committee 15: Linguistics and translation)

Q&A #1

Writing your proposal

- Demonstrate how this new research builds upon past work
- Follow all instructions (e.g., headings for “Detailed Description” section)
- Attachments: comply with formatting specs and ensure correct version is attached (don’t be disqualified for omitting mandatory section)
- Read guidelines on [student training](#), [Knowledge Mobilization](#)
- Text boxes: use preview to ensure text is visible/legible
- Avoid typos and math errors – proof and polish!
- **Have co-applicants complete CV and “Research Contributions” doc (and “Career Interruptions” doc, if applicable) as early as possible**
- Suggested Reviewers section: don’t drain the pool, offer direction
- Write with committee/assessors in mind: address evaluation criteria thoroughly
- **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**

Tips from previous committee members:

- Coherence: connect goals of new or continuing projects with past/ongoing research
- Provide sufficient detail to allow informed assessment by committee members
- Be explicit as to whether or not the research is new, emerging, or a continuation
- Take time to address/define your outcomes (traditional/activities/community partnerships)
- ‘Educate’ the committee - persuasive in demonstrating a range of research goals and objectives
- Have your grant proposal read by colleagues who have had successful applications
- Present a challenging topic (originality)- but novelty alone not enough, why important?
- Convey and inspire confidence, and clearly establish the need for the research and funds
- Strike a balance between ambition and realism
- If you are an emerging scholar, discuss why you can do the proposed project
- Plan, organize and monitor your project well
- Methodology (specific in describing data, resources and procedures: who, what, where, how?)
- **Write the proposal for the project that you want to do, not for the kind of project that you think (or were told) has a better chance of being funded.**

Budget

Minimum essential funding

- Committee may recommend cuts if budget is deemed insufficiently justified or not appropriate
- Budgets the committee feels are inflated may be scored low on Feasibility, impacting ranking:
 - at 30% may fail on Feasibility
 - at 50% must fail on Feasibility
- know the typical budgets in your field, unrealistically high or low budgets will lower score
- justify all costs (HOW and WHY)
- be consistent with proposal description
- budget for any one year cannot exceed \$100,000
- do not include ineligible expenses
 - e.g. remuneration & travel for guest speakers and presenters, overhead, payments to Applicant/Co-Apps/Collabs.
 - Upon initial review, if 30% or more of budget is ineligible, then application will not reach committee
 - Research expenses for collaborators
- avoid red flags!

Budget cont'd

3 questions that should be answered for each item in one's budget:

How much? How did you calculate this cost? Why is this expense essential?

The budget is split into two sections*:

1. Funds requested from SSHRC (i.e., the budget table)

- This section is just for the numbers (i.e., **How much?**)
- The budget for any one year cannot exceed \$100,000

2. Budget Justification document (max 2 pages)

- Should be organized by budget category (i.e., categories listed in the “Funds requested from SSHRC” budget table)
- Show **HOW** an expense was calculated and **WHY** it's necessary for the project
 - HOW: Don't make the reviewers do math, indicate how the # was calculated
 - WHY: link justification to your methodology – account for every dollar, justifications should align with the project description and other parts of application

*There is also a third budget-related section called “Funds from other sources”. For the IG, applicants are not required to include contributions (ie, cash or in-kind contributions) from other sources, but if you do have these, then they can be included in this table, and you should account for them in some way in your “Budget justification” document (ie, how are these funds from other sources going to be used in relation (or in contrast) to the funds from SSHRC)

Budget cont'd

Applicants should consult the [Tri-Agency Guide on Financial Administration](#) (Part 2: Use of Grant Funds), particularly the [4 basic principles](#) that govern the appropriate use of grant funds, as grant expenditures must:

- contribute to the [direct costs](#) of the research/activities for which the funds will be awarded, with benefits directly attributable to the grant [so the grant-related purpose for an expense must be clear, and it should be essential to the project]
- 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

Additionally, any institutional policies would apply (like those detailed in the [UofT Guide to Financial Management](#) (e.g., [per diem rates](#))).

Budget cont'd

(straight from the [IG guidelines](#))

Specific rules for the use of grant funds

- Insight Grant funds **cannot be used** for remuneration, and/or the travel and subsistence costs of presenters or guest speakers.
- Insight Grant funds **cannot be used** to remunerate team members (applicant, co-applicant or collaborator). This includes postdoctoral fellows serving in any of these capacities.
- Insight Grant funds **cannot be used** for collaborators' research costs. However, 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 or other persons whose status would make them eligible to apply for a SSHRC grant.

Budget Tips

Budget *Do's*

- Budget should strongly relate to methodology 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
- **Budget justification should mesh with other application sections (Detailed Description, Student Training & KM plan)**

Budget Tips Cont'd

Budget *Don'ts*

- Don't include ineligible items – see the updated Tri-Agency guide: https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp
 - Only direct costs for the research being proposed - No overhead or general administrative costs
 - No compensation-based costs for Research Team members (Applicant, Co-Applicants, Collaborators)
 - No costs for conference organization or travel/remuneration for presenters or guest speakers (but workshops are eligible if related to project objectives)
 - **Primary** project objective cannot be curriculum development, program evaluation, preparation of teaching materials, organization of a conference or workshop, digitization of a collection, or creation of a database
 - No research expenses for Collaborators (but travel and subsistence related expenses for KM events or research team meetings with PI are fine)
- Don't pad or inflate costs
- Avoid:
 - Math errors
 - Multiple trips to one destination without justification
 - Hiring non-students without a clear justification
 - “Premature” expenses that could be a red flag (e.g., dissemination costs in Year 1 without proper justification)

Timeline

Internal deadlines:

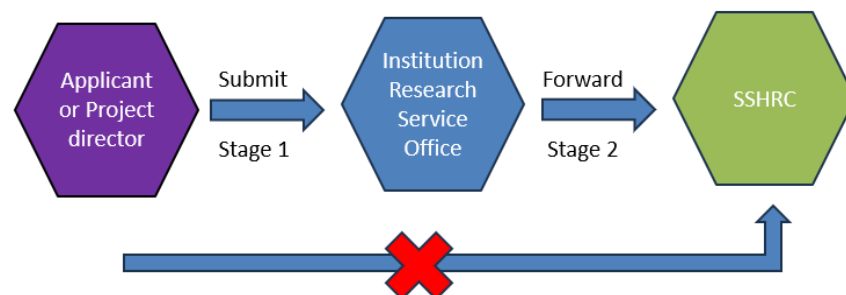
- **Deadline to receive MRA by RSO – noon, Monday, September 23, 2024**
 - Logon [My Research \(MR\) | EASI \(utoronto.ca\)](#)
 - Upload draft proposal, firm budget amount
 - MRA can take several days to approve – please submit early
- **Deadline to submit complete application on the SSHRC portal**
 - Logon https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA
– 9 am, Friday, September 27, 2024

SSHRC deadline for RSO's forwarding:

- **Deadline for RSO to forward your application to SSHRC, 8pm, Tuesday, October 1, 2024**
- Postdocs and PhD students can apply directly to SSHRC (don't fill the institution info) - no institutional approval until after award

Result out: the beginning of April 2025

Funding start date: April 2025



Submission Checklist

Applicant

1. Complete all mandatory fields
2. Attach all mandatory documents
3. Ensure all participants have included relevant attachments
4. Verify and preview your application
5. Click “Submit” for institutional approval
6. Institutions forward applications to SSHRC
7. Leave enough time!

Co-applicant

1. Create and verify SSHRC CV
2. Accept the invitation and upload Research Contributions (PDF).

Collaborator

1. Fill out a profile.
2. Accept invitation

Team members' CV will hold up the whole application if they are not complete



Remember the Oct 2023 IG deadline?



Social Sciences and Humanities
Research Council of Canada

Conseil de recherches en
sciences humaines du Canada



Social Sciences and Humanities Research Council

www.sshrc-crsh.gc.ca



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.

Avis d'information

Le système en ligne du CRSH éprouve présentement des problèmes et nécessite un entretien immédiat. Par conséquent, le système n'est pas disponible et nous nous efforçons de résoudre la situation. Conformément aux [normes de service pour les systèmes de demande en ligne du CRSH](#), un délai supplémentaire d'au moins 24 heures sera accordé pour les demandes de subventions. Sachez compte tenu de cette interruption de service. Continuez à nous suivre pour en savoir plus et obtenir des mises à jour. Nous nous excusons de tout inconvénient et nous vous remercions de votre patience.

- The final deadline for 2023 SSHRC IG competition was initially set for Oct 1, 2023. However, The SSHRC platform experienced significant downtime starting from Sep 27.
- Applicants who submitted their applications by Sep 26, ahead of the UofT's internal deadline, faced no issues.
- For those that tried to submit after internal deadline: *days* of timeouts, delays, multiple extensions from SSHRC, anxiety, and wasted hours. After several days of struggle, SSHRC finally rescheduled the final deadline to Oct 4, 2023.

SSHRC Resources

SSHRC Insight Grants webinar

French language version:

- Date: Thursday, August 22, 2024
- Time (ET): 10 - 11:30 am
- link: [Cisco Webex Meetings](#)

English language version:

- Date: Thursday, August 22, 2024
- Time (ET): 1 - 2:30 pm
- link: [Cisco Webex Meetings](#)

For a list of upcoming SSHRC webinars, visit:

<https://www.sshrc-crsh.gc.ca/funding-financement/webinars-webinaires/index-eng.aspx>

SSHRC Resources

- SSHRC IG funding opportunity description, link to application and application instructions
http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/insight_grants-subventions_savoir-eng.aspx
- Tri-Agency Guide on Financial Administration (TAGFA)
https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp
- SSHRC program staff (funding opportunity questions)
insightgrants@sshrc-crsh.gc.ca or 1-855-275-2861
- Technical support for Application Form and CV
webgrant@sshrc-crsh.gc.ca or 613-995-4273

UofT Resources

Research Services Office

- Website: <https://research.utoronto.ca/funding-opportunities/db/insight-grants>
- Tip-sheet at the above website
- Research Services SSHRC team
 - Wei Ye, Research Funding Officer (wei.ye@utoronto.ca) – main RSO contact for IG

MRA

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

UofT Resources

Department/Division

- Business officer (compensation, travel, supplies costs)
- Grant writing support (peer review, archived applications, internal deadlines)
- Dept/Divisional Research Facilitator (for proposal development/editorial services)

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

- UofT travel policies and per diems

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

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

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 [IG application instructions](#)

**and look at the appendix that follows

Appendix

- Tips
- IDG vs IG comparison table
- Additional information for Research Security
- Adjudication committee information and examples

A small tip

In the IG application, in the section called “Research Activity”, there is a sub-section concerning “Environmental Impact”

If you answer “No” to the first question (“Will any phase of the proposed research take place outdoors?”), then you are not required to answer questions A, B, C and D below that, so just leave them blank.

Many applicants answer “No” to the first question, but then (believing they have to answer A-D) answer “Yes” to question B (“Will any phase of the proposed research take place in a country other than Canada?”). But this is only relevant if you answer “Yes” to the first question.

Environmental Impact

Will any phase of the proposed research take place outdoors?

No

A. Will any phase of the proposed research take place on federal land, the Yukon, the Northwest Territories or Nunavut, as intended?

B. Will any phase of the proposed research take place in a country other than Canada?

C. Will the grant permit a designated project (listed in the [Physical Activity](#) schedule)?

D. Will any phase of the proposed research activities depend on a designated project (listed in the [Physical Activity](#) schedule) being funded by an organization other than SSHRC?

If you answer “No” to the first question, but you also choose to answer questions A-D, and you answer “Yes” to (for example) question B, then you won’t be able to submit the application until you complete and upload the Environmental Impact form (but if you answered “No” to the first question, then the form is not relevant to your proposal)

Budget tips from UofT Research Administrators/Facilitators

- **Students:** SSHRC emphasizes student training and engagement throughout the life of one's project, so don't underbudget for students: but all personnel costs must be fully justified, in terms of student level (e.g., why a PhD?), activities and duration of employment – don't be vague.
- **PDF or non-student personnel:** why are they necessary? Committee may wonder if a student trainee could perform the work, so make sure the activities to be completed match the person's level/expertise/credentials (budget cuts are common when funds are requested for PDFs without airtight justification)
- **Dangers of overestimating:** don't pad or inflate costs. Are 10 RAs needed? Could the work be performed by fewer trainees? **But don't underestimate either**, as this could bring down the feasibility score as well. What is *essential* to the project, but also what is most *effective*? (but not necessarily cheapest)
- **Dissemination costs** in the 1st year of a grant, or 2-3 conference and/or research trips per year – are all of these essential? Don't over-ask on travel.
- **Travel costs for the same location multiple times:** why? Is this effective? Justify these multiple trips.
- **Major activities or purchases late in the grant:** How essential or effective is significant fieldwork or equipment costs in the final year of the project? (e.g., if funds for a laptop are requested in year 1, why is a second laptop needed in the 4th year of a 4-year grant?)

Budget tips from UofT Research Administrators/Facilitators cont'd

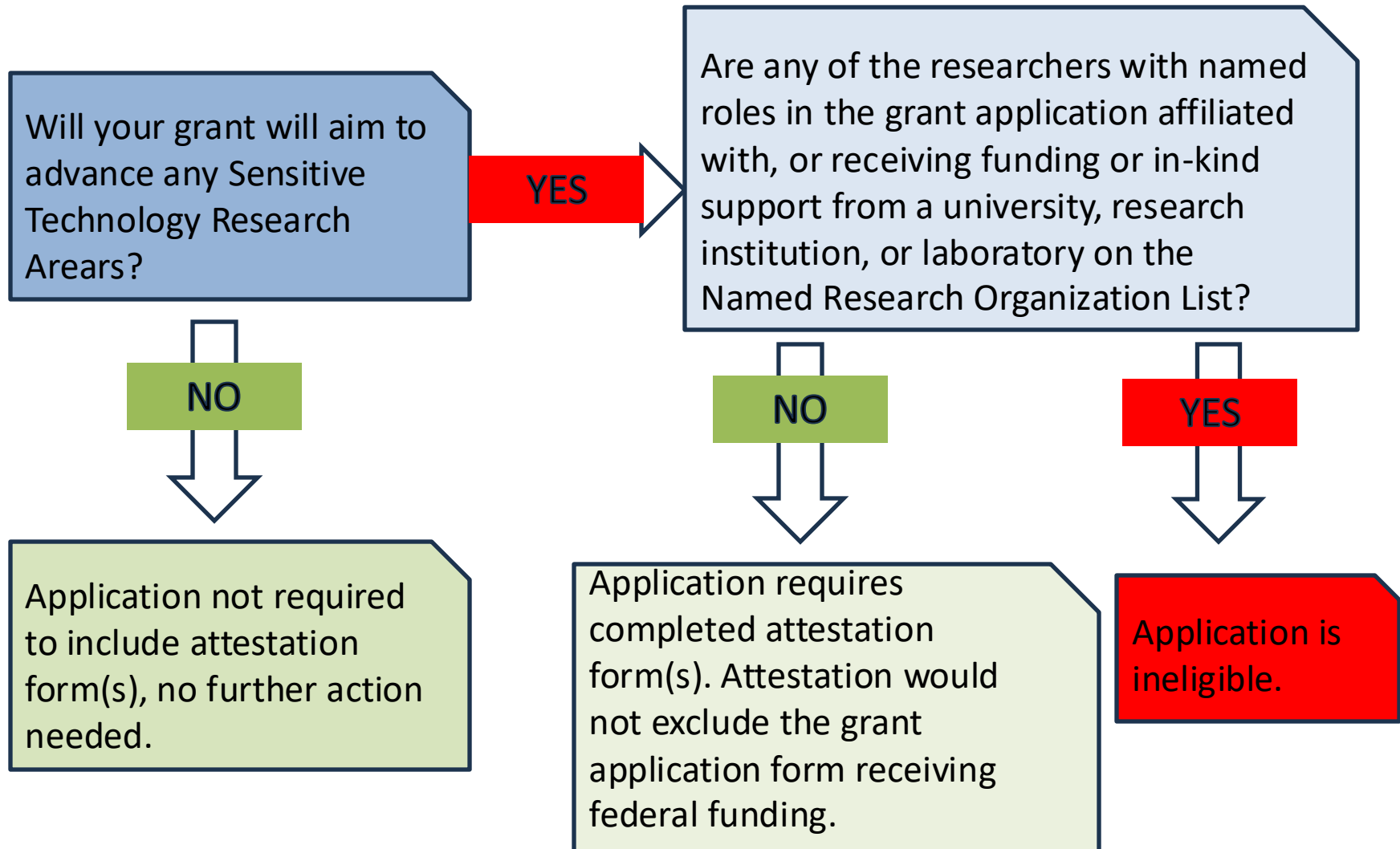
- **Alignment with other sections of the application:** Budget table and Budget Justification must be consistent with one another (and with the rest of the application) – strive for clarity and consistency, and don't surprise reviewers with unexpected costs in your Budget/Budget Justification that aren't aligned with the objectives of the project or the work described (e.g., a reviewer should not be surprised by funds being requested in your budget for a PhD student, or a PDF, or non-student personnel, etc., after having read through the other sections of the proposal).
- **Typical costs:** Know the kinds of costs typical in your field, as those should be emphasized (especially if your application will be reviewed by a committee made up of people in your field).
- **Ineligible items:** Don't include them! (e.g., compensation-based costs for Research Team members (Applicant, Co-Applicants, Collaborators), research expenses for collaborators, conference organization costs, overhead, etc. See slide entitled "Ineligible Expenses")
- **Try not to "ballpark" costs:** try to get real numbers (e.g., for costs associated with open access fees, dissemination and travel expenses (e.g., per diem rates), personnel costs) – how were the costs calculated and where are you quoting them from? Speak to Business Officer for rates of pay (including benefits and vacation pay).
- **Institutional rates:** when using them (e.g., per diem rates, rates of student pay (if applicable)), state that they are institutional UofT (or departmental) rates in order to give a basis for the costs.
- **Math errors:** Avoid them!

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

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 <input type="text"/>	First name of researcher <input type="text"/>	Primary affiliation of researcher <input type="text"/>
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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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Save As Print Reset

Canada

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
- **Multi/interdisciplinary evaluation**: if you select this, you must complete a one-page justification (explaining how your research will integrate elements (eg, theories, methodologies) from two or more disciplines)
- [Tri-Agency Interdisciplinary Peer Review Committee](#): intended for applications proposing research across disciplines/subject areas related to two or more of (1) social sciences & humanities, (2) natural sciences and engineering, and (3) health and wellness (subject matter still needs to fall under [SSHRC's mandate](#)). Will be composed of peer reviewers active in interdisciplinary research who will be recruited in response to the applications that are submitted, using its own [Evaluation Criteria](#) (select “Committee 24” and complete one-page justification)
- [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 (and, if appropriate, you could choose to have your proposal adjudicated by a Fine Arts-Research Creation committee).

Adjudication Committee

Past IG Literature adjudication committee – example of diverse research interests

Chair: Literary and cultural history of the long 18th century in Britain, narrative studies, gender and sexuality theory

Member 1: Victorian literature and culture, the history of media and technology, sound studies, contemporary American poetry, and Canadian poetry

Member 2: 19th century literature, Literature and Anthropology, French literature

Member 3: Old English, Middle English, Renaissance Literature, History of the Book

Member 4: AI/Robotics and literature, Modern/Postmodern novel

Member 5: 19th and 20th century French literature, Gender and Sexuality Studies, Québec and francophone literatures

Member 6: Romanticism, 18th and 19th century literature and visual culture, history of museums and collections

Adjudication Committee

Past IG Multidisciplinary or interdisciplinary social sciences adjudication committee – example of diverse research interests

Chair: language variation and change, linguistic heterogeneity, varieties of English

Member 1: social and political implications of new media, global communications, media and crime, and Arab media and politics

Member 2: attention and memory, auditory and visual perception, psychology and sport

Member 3: intellectual property, health law, and bioethics

Member 4: surveillance studies, smart cities and ubiquitous computing, urban studies, literature and film

Member 5: resilience and psychosocial stressors, family caregiving for persons with Dementia or recovering from stroke, disaster response and high risk populations

Member 6: Canadian and American foreign policy, Latin American and Caribbean politics with an emphasis on Cuba, and international relations

Q&A #2

Thank you!

SSHRC Insight Grant: *Strategies for Success*

Wednesday, August 14, 2024 @ 10:30 am - 12:00 pm

Register: cris.utoronto.ca/rdf/programs



Centre for Research
& Innovation Support

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

New Frontiers in Research Fund (NFRF) - Exploration: Strategies for Success –

September 12th, 2024 | 10:30am - 12:00pm



Register: www.cris.utoronto.ca/events/