

Effective Spring 2021

## History of the ARB

The Arts Research Board (ARB) has its roots in the Research Advisory Committee (RAC) for the Arts Faculties, which originally reviewed and allocated summer research stipends to faculty applicants. In 1974, the RAC was renamed the Arts Research Board (ARB); its membership increased from ten to thirteen and its mandate expanded to include the responsibility of allocating funds to support research programs and research-related conference travel in the Humanities, Social Sciences and Business. Among the events that precipitated the changes were the reorganization of McMaster's administrative structure, a budget increase in its Grants-in-aid program and Canada Council's introduction of the General Research Grants Program and Program Grants in support of groups of researchers. The six ex officio members included the Vice-President (Academic), the Deans of the Faculties of Business, Humanities and Social Sciences, the Dean of Graduate Studies and the Director of Research Services. There were six members-at-large, two from each of the Faculties of Humanities, Social Sciences and Business (to be nominated by their respective Deans) and one chair, to be nominated by the Faculty Deans in rotation.

## ARB Mandate and Objectives

The key objective of the Arts Research Board is to cultivate a strong research base among the Faculties of Humanities, Social Sciences and Business. Specifically, ARB supports a) research programs of new faculty, b) new and/or collaborative, interdisciplinary and/or multidisciplinary research initiatives, c) ongoing research that has a budget less than the minimum required for SSHRC applications, d) research related conference travel and e) publication of peer-reviewed articles. It is expected that funding will lead to increased individual and group participation and success in external grant competitions. Seed funding is the Board's priority. Preferential treatment will be given to new faculty. Applicants to ARB who are not new faculty will be required to demonstrate exceptional circumstances indicating why they are unable to apply to SSHRC and/or why they require less than \$7,000 in funding. Note: ARB funding is not intended to support applicant's degree completion.

## ARB Policy Review

The ARB Policy will be reviewed every two years (or as required) at a meeting chaired by the Vice-President – Research (or delegate). Changes to the Policy require approval by the Board.

## ARB Membership and Quorum

The Arts Research Board is comprised of seven members ex officio (or their delegate) and three members nominated by their respective Deans. These appointments are generally for a three-year term, or a term as approved by the Dean.

### **7 Ex Officio:**

- Vice-President, Research
- Dean of Graduate Studies
- Dean of Business
- Dean of Humanities
- Dean of Social Sciences

Dean of Science  
Director, Research Office for Administration Development and Support (Board Secretary)

**3 Nominated:**

- 1 Business
- 1 Humanities
- 1 Social Sciences

Quorum for the ARB Board is five members. Abstentions are permitted only when a conflict of interest exists.

**Budget Sources**

A SSHRC Institutional Grant (SIG) is the primary source of income for the ARB awards. Other sources may include the SSHRC General Research Fund (GRF) and a University contribution to supplement the SIG.

**SSHRC Institutional Grant (SIG)**

- The grant is based on SIG Eligible Full-time Teaching Staff and performance in all SSHRC research support programs (not just standard and strategic) in the preceding three years. Calculations (\$) will be adjusted annually, although awards are granted for three year periods.
  - Formula:
    - Head Count: \$50/faculty, whose discipline falls within SSHRC mandate, including full-time teaching staff:
      - All academic staff who are teachers and/or senior academic staff (e.g., Chairs, Deans and Directors)
      - Full-time research staff who have an academic rank and a salary scale similar to teaching staff; and
      - Staff appointed for a minimum of 12 months who are teaching a full load.
    - Performance: based on the university's average performance in all SSHRC research support programs in the previous three years of competitions\*, and calculated at the rate of:
      - 23% of first \$100,000 awarded;
      - 20% of next \$400,000 awarded; and
      - 14% of the remainder.
- \*The method of calculation also includes multi-institutional grants in order to distribute credit for performance to all co-applicants.

**SSHRC General Research Fund (GRF)**

- Funds remaining in SSHRC grants after the 12-month automatic period of grace provided by SSHRC at the end of a grant period are reclassified by SSHRC as a GRF and transferred to the University. Any funds remaining after this period are allocated automatically by the University to the ARB for distribution through the research and conference competitions.

**University Contribution**

- As of fiscal year 2003/2004 the McMaster contribution is \$70,000.
- The University contribution is to be reviewed annually by the Vice President, Research.

**Eligibility Criteria**

To be eligible for ARB funding an applicant must be affiliated with McMaster University and must be eligible for SSHRC funding under the SSHRC Institutional Grant (SIG) Program.

The following will be considered affiliated with McMaster University:

- Faculty members of McMaster University with a tenured or tenure-stream academic appointment.
- Former faculty members of McMaster University who have retired while holding a tenured academic appointment.
- Persons holding at least a one-year appointment at McMaster University. In the event the grantee's appointment at McMaster ends, unspent funds remaining at that time will be returned to the Arts Research Board.
- Postdoctoral fellows who are conducting scholarly activity in the Humanities or Social Sciences and who are supervised by a faculty member of McMaster University who holds a tenured or tenure-stream appointment.
- Individuals who hold teaching track or non-tenure track positions are eligible to apply for ARB funding for research and travel, provided they obtain explicit permission from their Faculty Deans.
- Other persons, including Adjunct Professors and Professional Librarians, who hold permanent appointments at McMaster University and who meet SSHRC eligibility criteria for SIG funding.

Students and visiting fellows or scholars are **NOT** eligible for ARB funding. However, SSHRC encourages the employment of students in SIG-funded research.

Release Time Stipends (RTS) are not allowed under SIG rules. RTS requests must be addressed at the institutional level.

#### *New Scholars*

Applicants may request consideration as new scholars. Applications from new scholars will be adjudicated separately from all other applications. To have their applications adjudicated as new scholars, applicants must demonstrate that they have not been the principal investigator on a previous successful research grant from the Tri-Agency (SSHRC, NSERC, CIHR), and that one or more of the following applies:

- They completed their highest university degree within five years of the competition deadline;
- They have held a tenure-track university appointment at any university for five years or less;
- They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or
- They have had their career interrupted or delayed for family reasons.

#### *Postdoctoral Fellows*

- As postdoctoral fellows satisfy the eligibility criteria, they may be considered new scholars.
- Applications from postdoctoral fellows and individuals holding contractually-limited appointments must include a work plan showing how the work for which funds are being sought will be completed within the contract period.
- Postdoctoral fellows must obtain both the chair and the dean's signature.

**Students and visiting fellows or scholars are not eligible to apply for ARB funding. However, SSHRC encourages the employment of students in SIG-funded research.**

#### **Final Report Requirement**

*To be eligible for future ARB funding, researchers who have been awarded ARB SSHRC Explore or Exchange funds must submit a final report to ROADS within six months of completing the project.*

## Categories of ARB Grants

The following are the four categories of grants supported by the ARB:

1. [SSHRC Exchange \(Conference Attendance & Representational Activities Grant\)](#)
2. [SSHRC Explore \(Standard Research and Research Creation Grant\)](#)
3. [SSHRC Exchange \(Scholarly Publications Grant\)](#)
4. [SSHRC Explore \(Major Collaborative Project Seed Grants\)](#)

## Application Processes, Eligible Expenditures and Evaluation Criteria

### 1. [SSHRC Exchange \(Conference Attendance & Representational Activities Grant\)](#)

#### Objectives

The objectives of the SSHRC Exchange (Conference Attendance & Representational Activities Grant) are to support the applicant's participation in national and international conferences of major scholarly significance, as well as representational activities for scholars who hold executive office in scholarly organizations; thereby contributing to the advancement and dissemination of knowledge in the Humanities, Social Sciences and Business and the enhancement of the stature of the participant and the University. Presenting a major exhibition of work at a national or international conference will also be supported but funding will be at the discretion of the Faculty Conference Sub-Committee. Conference funding cannot be granted only for conference attendance.

#### Award Value

The maximum allowable SSHRC Exchange (Conference Attendance & Representational Activities Grant) is \$4,000. Researchers who submit multiple applications to the same competition or who submit an application to more than one competition within two fiscal years (April 1 to March 31) will be awarded a maximum of \$4,000 over the two year period.

*Please Note:* Depending on the number of high-quality applications received, the ARB may be unable to fund all applications at the level requested.

#### Competition Dates

SSHRC Exchange (Conference Attendance & Representational Activities Grant) competitions are held each Spring and Fall with deadlines of March 31 and October 31.

#### Application Process

By the application deadline, the documents below must be submitted to ROADS as one signed paper copy OR one electronic copy.

A complete SSHRC Exchange (Conference Attendance & Representational Activities Grant) application consists of:

- ARB Application Form (signed by Department Chair or their delegate); and
- Supporting Documentation:
  - budget Justification (maximum 1 page);
  - an explanation of the scholarly reputation and significance of the meeting and sponsoring organization (maximum 1 page);
  - an explanation of how your attendance at this meeting will contribute to your research career (maximum 1 page);
  - one paper copy or electronic copy of the abstract of the paper or work being presented;
  - One paper copy of electronic copy of the confirmation or acceptance of paper or an invitation to present at the conference.

- SSHRC CV
  - With list of publications from previous 5-years attached
- Additional documents:
  - Applications from **postdoctoral fellows** must also include a letter of support (maximum one page) from their supervisors.
  - Applications from scholars holding **contractually-limited appointments** and/or **postdoctoral fellows** must include a work plan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.
  - Postdoctoral fellows must obtain both the chair and the dean's signature.

### **Eligible Expenditures**

Funds awarded in a competition are exclusively for the conference applied for (conference named in application awarded) and cannot be used for another conference. An expense report for Conference travel must be submitted within one year of the grant award. Presenting a major exhibition of work at a national or international conference will also be supported but funding will be at the discretion of the Faculty Conference Sub-Committee. Conference funding cannot be granted only for conference attendance.

**For complete details of Eligible Expenditures, see McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) – March 31, 2020](#) .**

### ***Transportation***

Applicants are encouraged to use the most economical travel arrangements available and suitable to their requirements. ARB support is limited to economy-class air fare, comparable rail or car mileage, the latter based on the current University rate. Health insurance costs are not covered by the Board.

### ***Kilometre Rates***

The following University rates are to be used:

- 59¢ per kilometre for the first 5,000 kilometres driven; and
- 53¢ per kilometre driven after that.

### ***Subsistence***

Conference subsistence is limited to 5 days at the maximum listed below. Justification must be provided for requests that exceed the recommended rates. Scanned copies of original receipts must accompany expense report.

**Meals:** Rates to be used prior to March 31, 2020:

In Canada: \$85.35 CDN per diem maximum

Outside of Canada: \$85.35 US per diem maximum

Rates to be used effective March 31, 2020:

In Canada: \$91.25 CDN per diem maximum (\$20.50/breakfast, \$20.10/lunch, \$50.65/dinner)

Outside of Canada: \$91.25 US per diem maximum (\$20.50/breakfast, \$20.10/lunch, \$50.65/dinner)

**Accommodation:** Reasonable cost of a single room per traveler. Complete details are available on McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) – March 31, 2020](#).

### Evaluation Criteria

SSHRC Exchange (Conference Attendance & Representational Activities Grant) Applications will be reviewed for the following:

- Significance of the conference (e.g., the conference's importance to the dissemination of results or research);
- Justification of the financial expenditures (e.g., is the budget justified for the Conference proposed);
- Contribution to the candidate's long range research plan; and
- Applicant's scholarly contributions relative to the stage of career (e.g., publications, reviews, abstracts, conference presentations over the last five years).

Priority will be given to applicants requesting support for the presentation of a peer-adjudicated submission at a major, learned conference.

The Arts Research Board will consider applications for travel grants by Canadian scholars who hold office in international scholarly organizations to attend management and policy meetings of those organizations.

In cases where a joint paper is to be presented, only one author will be supported unless an exceptional circumstance can be demonstrated.

## 2. SSHRC Explore (Standard Research and Research Creation Grant)

### Objectives

The objective of SSHRC Explore (Standard Research & Research Creation Grant) is to cultivate a strong research base through the support of high quality research and creation work. It is expected that funding will lead to increased individual and group participation and success in external grant competitions. Seed funding is the Board's priority. These grants support new faculty, new research initiatives and small-scale projects.

### Award Value

The maximum allowable for the SSHRC Explore (Standard Research and Research Creation Grant) and SSHRC Exchange (Scholarly Publications Grant) **combined is \$7,000 per Researcher per competition Cycle** and the **award is granted for a period of 24 months beginning January 1st**. Any grant funds not used by the end of that period will be returned to the ARB.

**Please Note:** Depending on the number of high-quality applications received, the ARB may be unable to fund all applications at the level requested.

### Competition Dates

Each year there is one SSHRC Explore (Standard Research and Research Creation Grant) competition. Completed applications must be submitted to ROADS **by 4:30pm on the deadline date, October 31st**.

### Application Process

By the application deadline, applicants must submit to ROADS one signed paper copy or one electronic copy of the paperwork below.

A complete SSHRC Explore - Standard Research & Research Creation Grant application consists of:

- ARB Application Form (signed by Department Chair or their delegate); and
- Supporting Documentation:
  - summary (maximum 1 page);
  - detailed description (maximum 2 pages);
  - budget justification (maximum 1 page)
- SSHRC CV

- With list of publications from previous 5-years attached
- Additional documents:
  - Applications from **postdoctoral fellows** must also include a letter of support (maximum one page) from their supervisors.
  - Applications from scholars holding **contractually-limited appointments** and/or **postdoctoral fellows** must include a workplan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.
  - Postdoctoral fellows must obtain both the chair and the dean's signature.

### **Eligible Expenditures**

For complete details of Eligible Expenditures, see McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) – March 31, 2020](#).

The Board will consider all essential direct operating expenditures within the following categories:

#### ***Transportation***

Applicants are encouraged to use the most economical travel arrangements available and suitable to their requirements. Applications quoting higher fares because of a lack of planning will not be considered favourably by the Board. Alternate means such as interlibrary loans, mail or telephone calls, for data collection should be utilized wherever possible.

ARB support is limited to economy-class air fare, or comparable rail or bus fare, as justified. Travel support for day trips is limited to current public transportation costs (e.g. GO Transit fare for trips to Toronto).

#### ***Kilometre Rates***

The following University rates are to be used:

- 59¢ per kilometre for the first 5,000 kilometres driven; and
- 53¢ per kilometre driven after that.

For more detail, see McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) – March 31, 2020](#).

#### ***Subsistence***

The maximum per diems for Meals and Lodging are outlined in the table below.

**Meals:** Rates to be used prior to March 31, 2020:

In Canada: \$85.35 CDN per diem maximum

Outside of Canada: \$85.35 US per diem maximum

Rates to be used effective March 31, 2020:

In Canada: \$91.25 CDN per diem maximum (\$20.50/breakfast, \$20.10/lunch, \$50.65/dinner)

Outside of Canada: \$91.25 US per diem maximum (\$20.50/breakfast, \$20.10/lunch, \$50.65/dinner)

**Accommodation:** Reasonable cost of a single room per traveler. Complete details are available on the McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) – March 31, 2020](#).

Remuneration will not normally exceed 28 days. (The Board may be willing to consider requests that exceed 28 days provided: the applicant provides a rationale that justifies the longer support period and specifies the manner in which the funds will be used in as economical a manner as possible). Day trips are not eligible for a subsistence allowance.

Subsistence funding will not normally be provided in excess of the daily rates noted above. Justification must be provided for requests that exceed the recommended rates. Scanned copies of original receipts must accompany expense report.

#### ***Personnel***

Research assistance, both student and technical, essential to the initiation, development and/or achievement of the objectives of the proposed research is eligible for support. The tasks and/or role, salary rates and employment term of the assistant should be clearly defined in the Budget Justification. Please consult with your Faculty Office for guidance as needed.

#### ***Materials, Supplies, and Services***

Reasonable and justified amounts for requirements such as postage, copying, long distance telephone calls, and specialized data directly related to the proposed research are eligible for consideration.

#### ***Equipment and Computer Services***

Equipment and computing needs are eligible for support only if clearly central to the research goals and the need is well documented. Equipment purchased with ARB funds remains the property of the University. McMaster's policy with respect to ownership and disposition of equipment applies.

#### **Evaluation Criteria**

SSHRC Explore - Standard Research & Research Creation Grant applications will be assessed for the following:

- Clarity, focus and appropriateness of the research objectives, research plan, and the theoretical and methodological approach;
- Extent of scholarly content and originality;
- Overall contribution of the research to the candidate's long range research plan; and
- Applicant's scholarly contributions relative to the stage of career (e.g., publications, reviews, abstracts, conference presentations over the last five years).

### **3. SSHRC Exchange (Scholarly Publications Grant)**

#### **Objectives**

The objective of the SSHRC Exchange (Scholarly Publications Grant) is to support and enhance manuscripts accepted for publication by a press that employs peer-review.

*Please Note:* Any publications supported by ARB funds shall acknowledge the assistance from the University.

#### **Award Value**

The maximum allowable for the SSHRC Explore (Standard Research and Research Creation Grant) and SSHRC Exchange (Scholarly Publications Grants) combined is \$7,000 per Researcher per competition Cycle and the award is granted for a period of 24 months beginning January 1st. Any grant funds not used by the end of that period will be returned to the ARB.

*Please Note:* Depending on the number of high-quality applications received, the ARB may be unable to fund all applications at the level requested.



### Competition Dates

SSHRC Exchange (Scholarly Publications Grant) competitions are held each Fall with a deadline of October 31.

SSHRC Exchange (Scholarly Publications Grants) can be applied retroactively within a 12 month period, e.g. all publication costs between January 1 to December 2017 could be submitted for adjudication in the Fall 2018 applications (with the grant start date of January 1 2019).

### Application Process

By the application deadline, applicants must submit to ROADS one signed paper copy or one electronic copy. A complete SSHRC Exchange (Scholarly Publications Grant) application consists of:

- ARB Application Form (signed by the applicant and the Department Chair or their delegate); and
- Supporting Documentation:
  - budget justification (maximum 1 page)
  - summary and table of contents (maximum 1 page);
  - detailed description (maximum 2 pages);
  - relation to existing publications and long-term research goals (maximum 1 page)
- SSHRC CV
  - With list of publications from previous 5-years attached
- Additional documents:
  - Applications from **postdoctoral fellows** must also include a letter of support (maximum one page) from their supervisors.
  - Applications from scholars holding **contractually-limited appointments** and/or **postdoctoral fellows** must include a work plan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.
  - Postdoctoral fellows must obtain both the chair and the dean's signature.

### Eligible Expenditures

Application may be made for incidental costs associated with publications.

#### *Eligible Expenses*

- Photographs
- Print reproduction
- Permission Fees
- Professional Indexing (applicants requesting support for professional indexing must provide three (3) estimates for this service. The estimates are to include either (a) the hourly rate and the number of hours required to do the job or (b) the rate per word/page and the word/page count of the publication)
- Page charges
- Open access journal fees up to a maximum of \$1000 (applicants requesting support for open access fees must give rationale for how the support will facilitate the seeding of new research)

#### *Ineligible Expenses*

- Conference and symposium proceedings
- Copy editing
- Direct subsidies to publishers
- Hiring a research assistant

**Note:** translation costs are generally not eligible but will be considered under exceptional circumstances. The applicant must provide a clear justification for the necessity of translation to the project and demonstrate that the proposed translation costs are the lowest possible by providing at minimum three estimates.

### **Evaluation Criteria**

SSHRC Exchange – Scholarly Publications Grant applications will be assessed for the following:

- Availability of alternative outlets for publication at lower or zero cost;
- Overall contribution of the publication to the candidate’s research and publication record; and
- Applicant’s scholarly contributions relative to the stage of career (e.g., publications, reviews, abstracts, conference presentations over the last five years).

## **4. SSHRC Explore (Major Collaborative Project Seed Grants)**

### **Objectives**

The SSHRC Explore (Major Collaborative Project Seed Grants) program is designed to provide critical seed funding to facilitate the subsequent development of strong, competitive proposals of an interdisciplinary and/or multidisciplinary nature for submission to external research sponsors.

The goal of the program is to fund excellence and innovation; there is no guarantee of funding for each application submitted.

### **Award Value**

The maximum allowable SSHRC Explore (Major Collaborative Project Seed Grant) is \$15,000 for up to 24 months, commencing the January following receipt of the award. Any grant funds not used by the end of that period will be returned to the ARB.

To be eligible for future ARB funding, grantees must apply for a major, external grant of over \$100,000 within two years.

***Please Note:*** Depending on the number of high-quality applications received, the ARB may be unable to fund all applications at the level requested.

### **Competition Dates**

SSHRC Explore (Major Collaborative Project Seed Grants) competitions are held each Fall with a deadline of October 31.

### **Application Process**

***Researchers who intend to apply for SSHRC Explore – (Major Collaborative Project Seed Grants) are encouraged to contact their Faculty Deans for assistance and direction in proposal development.***

By the application deadline, applicants must submit to ROADS one signed paper copy or one electronic copy. A complete SSHRC Explore (Major Collaborative Project Seed Grant) application consists of:

- ARB Application Form (signed by Department Chair or their delegate); and
- Supporting Documentation:
  - budget justification (maximum 1 page)
  - detailed description (maximum 2 pages);
  - interdisciplinary justification/future funding summary (maximum 1 page)

- SSHRC CV
  - With list of publications from previous 5-years attached
- Additional documents:
  - Applications from **postdoctoral fellows** must also include a letter of support (maximum one page) from their supervisors.
  - Applications from scholars holding **contractually-limited appointments** and/or **postdoctoral fellows** must include a work plan (maximum one page) to demonstrate that the activities for which they are requesting funding will be completed before their appointment ends.
  - Postdoctoral fellows must obtain both the chair and the dean's signature.

### **Eligible Expenditures**

Applicants must itemize and justify the financial contribution requested from the ARB. Normally, the Board's funding will be limited to one-time or short-term requirements. The budget must detail any financial and/or in kind University support negotiated through the Department, Faculty and other university office(s) in support of project requirements (e.g. equipment, networking services, space, availability of specific facilities and resources and release time). McMaster's policy with respect to ownership and disposition of equipment applies.

The Board will consider all essential direct operating expenditures within the following categories:

#### ***Transportation***

Applicants are encouraged to use the most economical travel arrangements available and suitable to their requirements. Applications quoting higher fares because of a lack of planning will not be considered favourably by the Board. Alternate means, such as interlibrary loans, mail or telephone calls for data collection should be utilized wherever possible.

ARB support is limited to economy-class air fare, or comparable rail or bus fare, as justified. Travel support for day trips is limited to current public transportation costs (e.g. GO Transit fare for trips to Toronto).

#### ***Kilometre Rates***

The following University rates are to be used:

- 59¢ per kilometre for the first 5,000 kilometres driven; and
- 53¢ per kilometre driven after that.

For more detail, see McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) – March 31, 2020](#).

#### ***Subsistence***

The maximum per diems for Meals and Lodging are outlined in the table below. Scanned copies of original receipts must accompany expense report.

**Meals:** Rates to be used prior to March 31, 2020:

In Canada: \$85.35 CDN per diem maximum

Outside of Canada: \$85.35 US per diem maximum

Rates to be used effective March 31, 2020:

In Canada: \$91.25 CDN per diem maximum (\$20.50/breakfast, \$20.10/lunch, \$50.65/dinner)

Outside of Canada: \$91.25 US per diem maximum (\$20.50/breakfast, \$20.10/lunch, \$50.65/dinner)

**Accommodation:** Reasonable cost of a single room per traveler. Complete details are available on the McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) – March 31, 2020](#).

Remuneration will not normally exceed 28 days. (The Board may be willing to consider requests that exceed 28 days provided: the applicant provides a rationale that justifies the longer support period and specifies the manner in which the funds will be used in as economical a manner as possible.) Day trips are not eligible for a subsistence allowance.

Subsistence funding will not normally be provided in excess of the daily rates noted below. Justification must be provided for requests that exceed the recommended rates.

### ***Personnel***

Research assistance, both student and technical, essential to the initiation, development and/or achievement of the objectives of the proposed research is eligible for support. The tasks and/or role, salary rates and employment term of the assistant should be clearly defined in the Budget Justification. Please consult with your Faculty Office for guidance as needed.

### ***Materials, Supplies, and Services***

Reasonable and justified amounts for requirements such as postage, copying, long distance telephone calls, and specialized data directly related to the proposed research are eligible for consideration.

### ***Equipment and Computer Services***

Equipment and computing needs are eligible for support only if clearly central to the research goals and the need is well documented. Equipment purchased with ARB funds remains the property of the University. McMaster's policy with respect to ownership and disposition of equipment applies.

### ***Other***

For SSHRC Explore (Major Collaborative Project Seed Grants) other justified costs associated with, but not limited to, such needs as workshops, consultations and application development are eligible for consideration.

Applicants may load project expenditures on either the front or back end of the grant period but may not exceed \$10,000 during the first twelve (12) months.

## **Evaluation Criteria**

SSHRC Explore (Major Collaborative Project Seed Grant) applications will be assessed for the following:

- Are interdisciplinary and/or multidisciplinary and involve at least three investigators; the Principal Investigator must be affiliated with McMaster University; the other two can be from other institutions.
- A clear and specific plan for submitting an application for a major external grant request for over \$100,000 within two years;
- Have a maximum requirement of 24-months funding and maximum support of \$15,000 over the grant period;
- Clarity, focus and appropriateness of the research objectives, research plan, and the theoretical and methodological approach;
- Extent of scholarly content and originality;
- Overall contribution of the research to the candidates long range research plan; and
- Applicant's scholarly contributions relative to the stage of career (e.g., publications, reviews, abstracts, conference presentations over the last five years).

## **Adjudication Process**

All ARB applications are adjudicated by the Faculty Subcommittee consisting of the Faculty Dean and the Faculty Representative (and any additional members as determined by the Faculty). When the applicant is a member of the Subcommittee, the remaining member(s) will review the application. The individual will be removed from review of all applications in the category for which they applied. The Faculty may choose to enlist an additional reviewer to assist or follow their own Faculty conflict of interest protocol.

The SSHRC Exchange (Conference Attendance and Representational Activities Grant) applications are adjudicated twice annually (Fall and Spring). The other three (SSHRC Explore (Standard Research & Research Creation Grants), SSHRC Exchange (Scholarly Publications Grants) and SSHRC Explore (Major Collaborative Project Seed Grant) are adjudicated annually (Fall).

After selections are made by the Faculty Subcommittee, approval of the full board is secured via email.

### **Ranking Scale**

Faculties may employ their own ranking methodology or use the same scoring system previously utilized by the ARB Board where applications are ranked using the following scale:

- 1** – Best
- 2** – Middle
- 3** – Lowest

ROADS can assist Faculties with possible funding scenarios if requested.

### **Feedback to Applicants**

Feedback will be provided to applicants who request it. Deans will provide feedback to their own faculty members. For faculty members outside Social Sciences, Humanities, Business and Science, the Subcommittee members will provide the information to ROADS who will convey it to the applicant.

### **Allocation of Funds**

ARB funds are distributed as follows:

- 67%** SSHRC Explore (Standard Research and Research Creation Grants)  
SSHRC Exchange (Scholarly Publications Grants)  
SSHRC Explore (Major Collaborative Project Seed Grants)
- 33%** SSHRC Exchange (Conference Attendance and Representational Activities Grants)  
These funds are then further distributed as follows:
  - 65%** Spring Competition
  - 35%** Fall Competition

Funding for all four grant categories is allocated to four Faculty pools, one for each of the Faculty of Humanities, the Faculty of the Social Sciences, the Faculty of Business, and Other. The funding allocated to each Faculty is based on the number of researchers who are eligible for SSHRC funding. For the current competition, funds were distributed as follows:

- 21% to Business
- 33% to Humanities
- 38% to Social Sciences
- 8% to all other Faculties

Where there are surpluses or unallocated funds for a Faculty:

- i. *these funds (up to a maximum of \$10,000 each for conference and research) will be carried forward to the next competition budget for the faculty where the surplus or unallocated funds originated.*
- ii. *Any surplus or unallocated funds in excess of \$10,000 (for conference or research) will be redistributed to all other Faculties according to the standard formula.*
- iii. *transfer of funds between Research & Conference allocations is permitted such that total Major Seed funding will not exceed \$70K.*

## **Post Award Guidelines**

### **Deviation from Proposed Activities and/or Budget**

All conditions specified in the formal grant notification and relevant program requirements must be respected. Unless otherwise specified, grantees may generally deviate from the proposed research activities and/or schedules. Furthermore, they are not required to adhere strictly to the allocation of funds set out in the application as long as they use their grant for the broad purpose for which it was originally awarded.

### **Extension Requests**

Extension requests must be submitted in writing to ROADS with a clear justification for the request and plans for project completion. Extensions are not permitted for SSHRC Exchange (Conference Attendance & Representational Activities Grant) projects.

## **Final Report Requirement**

*To be eligible for future ARB funding, researchers who have been awarded ARB SSHRC Explore or Exchange funds must submit a final report to ROADS within six months of completing the project.*

### **Additional Information**

Application forms for the ARB competitions and the final reports are available on the Research Office for Administration, Development, and Support (ROADS) website: <https://research.mcmaster.ca/research-office-for-administration-development-support-roads/arts-research-board/>