**McMaster University**

**ARTS RESEARCH BOARD (ARB) APPLICATION**
**SSHRC EXCHANGE – SCHOLARLY PUBLICATIONS GRANT**

## Program Objective

The objective of SSHRC Exchange - Scholarly Publications Grant is to support and enhance manuscripts accepted for publication by a press that employs peer-review. The goal of the program is to fund excellence and innovation.

## 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 and there is no guarantee of funding for each application submitted.

## Competition Dates

Each year there is one SSHRC Exchange - Scholarly Publications Grant competition. **A completed SSHRC Exchange - Scholarly Publications Grant application form must be received by ROADS by 4:30pm on the deadline date, October 31st.** (*Next business day if the deadline falls on a weekend or statutory holiday.*)

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).

Requests for conference attendance and representational activities may not be included in a SSHRC Exchange - Scholarly Publications Grant application. A separate Conference Attendance and Representational Activities Grant application must be completed.

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

## 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, 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 to apply 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.

**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.**

### Application Instructions

**IT IS THE RESPONSIBILITY OF THE RESEARCHER TO ENSURE THAT ROADS RECEIVES THE COMPLETED APPLICATION (WITH ALL REQUIRED ATTACHMENTS AND SIGNATURES) ON OR BEFORE THE DEADLINE**

All applications must be reviewed and signed by the Department Chair or their delegate prior to submission to ROADS. If the applicant is the Chair, the application must be reviewed and signed by the Dean or their delegate. The application will undergo administrative review for completeness by the Research Administration Analyst in ROADS. Any additional information or documentation beyond the requested page limits and/or requested documents will be removed from the application prior to review, ensuring all applications are evaluated in an equal context.

### A Complete Application consists of:

- ARB Application Form (signed by Department Chair or their delegate);
- Supporting Documentation:
  - Budget Justification (maximum 1 page);
  - Summary and a 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 or Common CV (CCV)
  - 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

## *Application Sections*

### Part A: Researcher Information
Complete all fields with pertinent information for yourself as the project leader.

### Part B: Publication Information
Provide the full title and publication details as appropriate to your project

### Part C: Budget
Provide estimated costs for eligible expenditures as appropriate for your project. Proposed expenditures will need to be justified in the Budget justification attachment. Ensure you have factored in costs such as benefits, taxes, shipping and delivery fees, and that all travel is estimated in adherence with McMaster's [Guidelines for Reimbursements to Individuals For University Business (AP-01) - January 28, 2019](#)

#### *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 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.

### Part D: Other Funding
List other sources of funding and related details, which have been applied for in the past 5 years (awarded, pending or declined).

### Part E: Supporting Documentation
The following documents must be submitted as requested. Please attach the following supporting documentation as one (1) PDF document, including the completed application form. Please adhere to the stated format and page length. Any additional materials will be removed prior to review by the Board.

### 1. Budget Justification

A detailed explanation and justification for each budget item identified in **Part C: Budget** is required. Sufficient information to allow reviewers to assess whether the resources requested are appropriate must be provided. This page should only contain information pertinent to the budget (**maximum 1 page**).

### 2. Summary

A Summary of the manuscript and a table of contents (**maximum 1 page**)

### 3. Detailed Description Section

A **maximum of 2 pages of text** is pages for this section. Images and graphics are to be included in the page limitations. Please use the following headings:

     a.  Work already completed
     b.  Work in progress
     c.  Work to be done
     d.  Work plan
     e.  Intended audience

### 4. Relation to Existing Publications and Long-Term Research Goals

An explanation of how this project (a) relates to existing publications and (b) contributes to your long-range research plans (**maximum 1 page**)

### 5. SSHRC CV or Common CV (CCV) Form

A complete, current and accurate SSHRC CV or Common CV (CCV) Form will be required for lead PI as an attachment to the ARB application form, to provide the CV information, as well as funding history, student training history, and publication and/or research creation activity record. Please also include a list of publications from the last 5-years.

## Part F: Departmental Approval

You must sign your proposal and submit it to your Department Chair or their delegate for approval, in hard copy or electronically. The Department Chair or their delegate is required to provide comments on the proposal and signature on the application form.

## 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.

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

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).

## Feedback to Applicants

Board members are not required to submit comments on the proposals. Feedback will be provided to applicants who request it. Deans will provide feedback to their own faculty.. The ARB decisions are final; there is no appeal process.

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

**Additional information**
Additional information may be found on the https://research.mcmaster.ca/research-office-for-administration-development-support-roads/arts-research-board/

**ARTS RESEARCH BOARD (ARB) APPLICATION**
**SSHRC EXCHANGE – SCHOLARLY PUBLICATIONS GRANT**

**IT IS THE RESPONSIBILITY OF THE RESEARCHER TO ENSURE THAT ROADS RECEIVES THE COMPLETED APPLICATION (WITH ALL REQUIRED ATTACHMENTS AND SIGNATURES) ON OR BEFORE THE DEADLINE**

| Part A: Researcher and Project Information | | | |
|---|---|---|---|
| **Name:** | | | |
| **McMaster ID:** | | **Extension:** | |
| **Email:** | | | |
| **Department or School:** | | | |
| **Faculty:** | | | |
| **Name of Department Chair (or their delegate):** <br><br> If the Department Chair is not available or the applicant is the Department Chair, please provide the name and position of the delegate who will be completing Part D of the application form (e.g. Associate Dean, Dean, etc.). | | | |
| **Rank** (e.g. Professor, Assistant Professor, Lecturer, etc.)**:** | | | |
| **Status** (e.g. Tenure, Tenure-Track, Limited Appointment, etc.): | | | |
| Do you have a Teaching or Teaching-stream academic Appointment? *(If yes, please obtain explicit permission either in an email or letter from your Faculty Dean)* | ☐ yes ☐ no | | |
| **Have you had previous successful Tri-Agency grants?** | ☐ yes ☐ no | | |
| **Have you previously received ARB Funding?** <br> **If yes,** have you submitted your Final Report? <br> (due **within six months** of completion of the project or conference travel) | ☐ yes ☐ no <br><br> ☐ yes ☐ no | | |
| **Do you qualify as a new scholar?** <br><br> Applicants may request consideration as new scholars if they 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: <br> • They completed their highest university degree within five years of the competition deadline; <br> • They have held a tenure-track university appointment at any university for five years or less; <br> • They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or <br> They have had their career interrupted or delayed for family reasons. | ☐ yes ☐ no | | |

| Part B: Publication Information | |
|---|---|
| **Title of Manuscript:** | |
| **Keywords (maximum of 6):** | |
| **Name of Publisher:** | |
| **Anticipated Publication Date:** | |

| Part C: Budget | |
|---|---|
| **Transportation Costs (Specify):** | $0.00 |
| **Accommodation:** | $0.00 |
| **Meals:** | $0.00 |
| **Personnel:** | $0.00 |
| **Materials, Supplies and Services:** | $0.00 |
| **Equipment & Computer Services:** | $0.00 |
| **Other Expenses:** | $0.00 |
| **Total Amount Requested (Canadian Dollars only):** <br> The maximum allowable is $7,000 per fiscal year (April 1 to March 31). | $0.00 |

## Part D: Other Funding

**List all sources of support (internal and external) awarded or applied for in the last 5 years.**

A one-page document may be attached if additional space is required to complete Part D.

*Support awarded in the last 5 years:*

| Project Title or Conference Name, Year and Location: | Project Period (date of conference or start and end date of research): | Funding Agency or Program: | Type of Support (e.g. research grant, strategic grant, conference grant, fellowship, etc.): | Amount Awarded (for multi-year grants please indicate the total amount awarded): |
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*Support applied for in the last 5 years (pending or denied):*

| Project Title or Conference Name, Year and Location: | Project Period (date of conference or start and end date of research): | Funding Agency or Program: | Type of Support (e.g. research grant, strategic grant, conference grant, fellowship, etc.): | Status (pending or denied), Amount Requested and Duration of Grant: |
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**Part E: Supporting Documents (to be included as part of one PDF file submitted to ROADS)**

**Please attach the following documents as a single PDF using these headers:**

1. **Budget Justification** - a detailed explanation of the expenses itemized in Part C of the application form (maximum 1 page);
2. **Summary** of the manuscript and a table of contents (maximum 1 page);
3. **Detailed Description** of the project using the following sub-headings: Work already completed, Work in progress, Work to be done, Work plan, and Intended audience (maximum 2 pages);
4. **Relation to Existing Publications and Long-term Research Goals** - an explanation of how this project a) relates to existing publications and b) contributes to your long-range research plans (maximum 1 page); and
5. Current **SSHRC CV or Common CV (CCV) Form from lead PI** (including list of publications from the previous 5 years)
6. Additional documents from **postdoctoral fellows** only:
   a. Applicant must include a letter of support (maximum one page) from their supervisors.
   b. Applicants 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.
   *c.* Applicants must obtain both the chair and the dean's signature.

*Please use minimum 12pt font, single spaced, number pages and include your name in top right corner of each page.*

_____          _____

**Applicant's signature**                                              **Date**

## Part F: Departmental Approval

Once Parts A through C of the application have been completed, applicants should forward a PDF of the complete application package to their Department Chair or their delegate for comments and signature. Department Chairs should arrange to have one signed electronic copy of the application forwarded to the Research Office for Administration, Development & Support (ROADS).

**In the space below please answer the following questions:**

1. If the applicant is a new faculty member, please comment on the significance of this proposal for career development.
2. Is the applicant's publication and research record at this career stage above, at, or below expectations?
3. How original is the research and what is the possible impact on the field?
4. Are there other considerations that the Board should take into account?
5. Is the budget, in your opinion, justified for each item?

 

**Chair's Name (Print)**       **Chair's signature (or delegate)**       **Date**