



**ARTS RESEARCH BOARD (ARB) APPLICATION**  
**SSHRC EXPLORE – MAJOR COLLABORATIVE PROJECT SEED GRANT**

### Program Objective

The **SSHRC Explore – Major Collaborative Project Seed Grant** 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.

### 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. 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 Explore – Major Collaborative Project Seed Grant competition. **A completed SSHRC Explore – Major Collaborative Project Seed 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.)*

### 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); and
- Supporting Documentation:
  - Budget Justification (maximum 1 page);
  - Detailed Description (maximum 2 pages);
  - Interdisciplinary Justification/Future Funding Summary (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 Project Information**

Complete all fields with pertinent information for yourself as the project leader. If there are co-applicants involved, include their information as requested. Add more rows if required.

Provide the full title and complete all responses for Certifications, as appropriate to your project.

**Part B: 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 that 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**

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.

**For complete details of Eligible Expenditures, see McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) - January 28, 2019](#).**

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:

- 58¢ per kilometre for the first 5,000 kilometres driven; and
- 52¢ per kilometre driven after that.

For more detail, see McMaster's [Guidelines for Reimbursements to Individuals For University Business \(AP-01\) - January 28, 2019](#).

- **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 May 1, 2018:

- In Canada: \$51 CDN per diem maximum
- Outside of Canada: \$51 US per diem maximum

Rates to be used as of May 1, 2018:

- In Canada: \$85.31 CDN per diem maximum (\$19.10/breakfast, \$18.90/lunch, \$47.35/dinner)
- Outside of Canada: \$85.31 US per diem maximum (\$19.10/breakfast, \$18.90/lunch, \$47.35/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 \(AP-01\) - January 28, 2019](#).

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 task 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 Service**

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 expenses**

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.

### **Part C: 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 D: 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 B: 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. Detailed Description***

A **maximum of 2 pages of text** plus 1 page of references are allocated for a total of three pages for this section. Images and graphics are to be included in the page limitations. Please use the following headings:

1. Objectives
2. Context
3. Methodology
4. Communication of Results/Knowledge Mobilization

#### ***3. Interdisciplinary Justification/Future Funding Summary***

An explanation of (a maximum of 1 page):

- a) why this project qualifies as interdisciplinary and/or multidisciplinary;
- b) how it contributes to your long-range research plans; and
- c) the external sponsor from which you plan to seek funds to develop this project further

#### **4. 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 activity record. Please also include a list of publications from the last 5-years.

#### **Part E: 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 Explore – Major Collaborative Project Seed Grant applications will be reviewed 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)

#### **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 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 EXPLORE – MAJOR COLLABORATIVE PROJECT SEED GRANT**

**Submission Deadline: 4:30pm, October 31<sup>st</sup>**

Submit one complete, signed application (as outlined above) by email to: Kim Graham, Research Administration Analyst, ROADS, Email: [grahkim@mcmaster.ca](mailto:grahkim@mcmaster.ca) Tel: 905-525-9140, Ext. 26956

**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**

<b>Part A: Researcher and Project Information</b>			
<b>Name:</b>			
<b>McMaster ID:</b>		<b>Extension:</b>	
<b>Email:</b>			
<b>Department or School:</b>			
<b>Faculty:</b>			
<b>Name of Department Chair (or their delegate):</b> 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.).			
<b>Rank</b> (e.g. Professor, Assistant Professor, Lecturer, etc.):			
<b>Status</b> (e.g. Tenure, Tenure-Track, Limited Appointment, etc.):			
Do you have a Teaching or Teaching-stream academic Appointment? <i>(If yes, please obtain explicit permission either in an email or letter from your Faculty Dean)</i>		<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Have you had previous successful Tri-Agency grants?</b>		<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Have you previously received ARB Funding?</b> If yes, have you submitted your Final Report? (due <b>within six months</b> of completion of the project or conference travel)		<input type="checkbox"/> yes	<input type="checkbox"/> no
<b>Do you qualify as a new scholar?</b>		<input type="checkbox"/> yes	<input type="checkbox"/> no
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: 1. They completed their highest university degree within five years of the competition deadline; 2. They have held a tenure-track university appointment at any university for five years or less; 3. They have held an appointment at a university where tenure-track positions are offered, but never a tenure-track position; or 4. They have had their career interrupted or delayed for family reasons.			
<b>Research Team:</b> List names of your team members (co-applicants and collaborators) who will take part in the intellectual direction of the research. Do not include assistants, students or consultants. (add rows if required)			
<b>Name</b>	<b>Title</b>	<b>Role</b>	<b>Department/Affiliation</b>

<b>Project Information</b>			
<b>Title of Project:</b>			
<b>Keywords (maximum of 6):</b>			
<b>Does the project involve use of Humans, Animals, Biohazardous Materials or Controlled Goods?</b> All research proposals involving human or animal subjects, biohazardous materials, radioactive substances, or controlled goods and/or technology must receive clearance from a McMaster ethics, animal-care, biohazards, radiation safety or controlled goods review board.		<input type="checkbox"/> <b>No</b>  <input type="checkbox"/> <b>Yes</b> - Please indicate below which approvals are required and their current status.	
<input type="checkbox"/> <b>Human Subjects</b>	Status: <input type="checkbox"/> <b>Pending</b> <input type="checkbox"/> <b>Approved – Authorization #</b>		
<input type="checkbox"/> <b>Animal Subjects</b>	Status: <input type="checkbox"/> <b>Pending</b> <input type="checkbox"/> <b>Approved – Authorization #</b>		
<input type="checkbox"/> <b>Biohazards</b>	Status: <input type="checkbox"/> <b>Pending</b> <input type="checkbox"/> <b>Approved – Authorization #</b>		
<input type="checkbox"/> <b>Health Physics</b>	Status: <input type="checkbox"/> <b>Pending</b> <input type="checkbox"/> <b>Approved – Authorization #</b>		
<input type="checkbox"/> <b>Controlled Goods and/or Technology</b>	Status: <input type="checkbox"/> <b>Pending</b> <input type="checkbox"/> <b>Approved – Authorization #</b>		

<b>Part B: Budget</b>	
<b>Transportation Costs (Specify):</b>	\$0.00
<b>Accommodation:</b>	\$0.00
<b>Meals:</b>	\$0.00
<b>Personnel:</b>	\$0.00
<b>Materials, Supplies and Services:</b>	\$0.00
<b>Equipment &amp; Computer Services:</b>	\$0.00
<b>Other Expenses:</b>	\$0.00
<b>Total Amount Requested (Canadian Dollars only):</b> The maximum allowable is \$15,000	\$0.00

**Part C: 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)

*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) and Amount Requested and Duration of Grant:



**Part D: 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 B of the application form (maximum 1 page);
2. **Detailed Description** - a description of the project using the following sub-headings: Objectives, Context, Methodology, and Communication of Results (maximum 2 pages); plus up to one page of references;
3. **Interdisciplinary Justification/Future Funding Summary** - an explanation of a) why this project qualifies as interdisciplinary and/or multidisciplinary; b) how it contributes to your long-range research plans; and c) the external sponsor from which you plan to seek funds to develop this project further (maximum 1 page); and
4. Current **SSHRC CV or Common CV (CCV) Form from lead PI** (including list of publications from the previous 5 years)
5. 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.***

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Applicant's signature

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Date

**Part E: 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?

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Chair's Name (Print)

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Chair's signature (or delegate)

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Date