McMaster University

Research Office for Administration, Development & Support (ROADS)

Guide to Preparing a SSHRC Partnership Development Grant Application

Partnership Development Grants provide support over one to three years $75,000-$200,000 to teams/partnerships, led by a project director, to:

- develop research and related activities in the social sciences and humanities, including knowledge mobilization and the meaningful involvement of students and emerging scholars, by fostering new partnerships with existing and/or potential partners; or
- design and test new partnership approaches for research and/or related activities that may result in best practices or models that either can be adapted by others or have the potential to be scaled up to a regional, national or international level.

Partners must contribute in a meaningful way to the success of the project. This may include, for example, sharing in intellectual leadership or providing expertise. Partners are also expected to provide cash and/or in-kind contributions.

Timeline

By October 16*

Applicant submits to ROADS for review **first draft** of:

- Complete application form
- List of Partner Organizations and Other contributors
- Previous SSHRC Funding (if applicable)
- Goal and Project Description
- Description of Formal Partnership
- Contributions Plan
- Participants Involvement
- Training and Mentoring
- Knowledge Mobilization Plan
- Research-Creation Support Material (if applicable)
- Evidence of Formal Partnership
- Budget Justification
- List of references
- Environmental Impact (if applicable)
- Exclusion of Potential Reviewers (if applicable)
- Research Contributions
- SSHRC CV Form
- Drafts of Partner Letters of Engagement

By November 8*

Applicant submits final Application to ROADS and **signed application approval form** (GAAP/MILO/HRS Checklist) to ROADS

By 4:30pm November 15

ROADS submits application to SSHRC on behalf of applicant

* ***Applicants who submit a complete first draft by 4:30 pm on October 16 will receive specific comments and suggestions from ROADS. Applicants who submit a complete final draft by 4:30 pm on November 8 will receive administrative notes and a check list.***

Applications are reviewed in the order that they are received.
Please note applications received internal deadlines may not receive a full review.

In the event of a sustained interruption, please be aware of the Tri-Agency's Service Standards for Online Applications Systems.

Table of Contents

Advice from ROADS is listed below in blue and SSHRC instructions are printed in black. ROADS' tips are compiled from comments made by selection committee members, reviewer comments and patterns in successful applications. If you have specific questions about your proposal, please contact your Senior Advisor.

Evaluation Criterion and Scoring

The following criteria will be used by the adjudication committees to evaluate Partnership Development Grants applications:

1. Challenge—The aim and importance of the endeavour (50%):

- originality, significance and expected contribution to knowledge;
- appropriateness of the literature review;
- appropriateness of the theoretical approach or framework;
- appropriateness of the methods/approach (including the co-creation of knowledge);
- quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute;
- potential influence and impact within and/or beyond the social sciences and humanities research community; and
- potential for long-term viability and progress indicators.

2. Feasibility—The plan to achieve excellence (20%):

- probability that the objectives will be met within the timeline proposed;
- quality and genuineness of the formal partnership and associated management and governance arrangements and leadership, including involvement of partner organizations and others in the design and conduct of the research and/or related activities;
- appropriateness of the requested budget and justification of proposed costs;
- indications of other planned resources, including leveraging of cash and in-kind support from the host institution and/or from partner organizations;
- quality and appropriateness of the knowledge mobilization plans, including effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable; and
- appropriateness of the strategies for conducting the activity/activities proposed.

3. Capability—The expertise to succeed (30%):

- quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants relative to their role in the partnership and to their respective stages of career;
- evidence of other knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration / other interactions with stakeholders, contributions to public debate and the media) and of impacts on professional practice, social services and policies, etc.;
- evidence of contributions to the development of talent
- experience in formal partnerships; and
- potential of the applicant/co-applicants to make future contributions.

Documents to Read Before Applying

Applicant or project director responsibilities

By clicking “Submit,” the applicant or project director certifies that all information is accurate.

- Complete all mandatory fields (bold labels).
- Attach mandatory electronic files (application).
- Ensure all co-applicants and collaborators have submitted their Accept Invitation form.
- Verify and correct the data until the “Verification Report” confirms verification.
- Click “Submit” (to research administrator) for approval by your institution’s or organization’s internal deadline. The electronic submission process ensures validation of the information by an institution’s or organization’s administrator before they forward your application to SSHRC on your behalf (status is “Forwarded”).
- Once processed by SSHRC, the status will change to “Received.”
- Specifically for **Partnership Development Grants, Partnership Grants and Partnership Engage Grants**: Ensure that invited partner organizations have submitted their “Partner Invitation Form.”

Electronic submission process and acknowledgement of receipt of applications
Applicants must allow enough time for their institution's or organization's internal approval process, as specified by the relevant authorities. SSHRC will acknowledge receipt of your electronic application form and will assign you an application number. Please cite this number in all correspondence with us. Applications remain available for download via the SSHRC online system for 30 days after the deadline, after which they are deleted.

Eligible postdoctoral researchers and doctoral candidates may submit their application directly to SSHRC. See Administering Organization for more information.

Attaching a document
Many modules in your application will require you to attach a PDF document. You must follow the specified requirements for margins and font size, or your application will be rendered ineligible. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and file size. Once you have attached the electronic file, we recommend you click "View attached file" to ensure you have the proper file and that your file is not corrupted.

COMPONENTS OF A COMPLETE APPLICATION

Information to be provided by the project director:

- SSHRC CV form

On the application form:

- Identification
- Activity Details
- Participants
- Invited Partner Organizations
- Summary of Proposal
- Expected Outcomes
- Funds Requested from SSHRC
- Funds from Other Sources
- CEAA Pre-screening Checklist (if applicable)

As attachments:

- Previous SSHRC Funding (if applicable) – maximum 1 page
- List of Partner Organizations and Other Contributors – maximum 2 pages
- Goal and Project Description – maximum 5 pages
- Description of Formal Partnership – maximum 4 pages
- Contributions Plan – maximum 1 page
- Participants Involvement – maximum 2 pages
- Training and Mentoring – maximum 1 page
- Knowledge Mobilization Plan – maximum 2 pages
- Research-Creation Support Material (if applicable) – maximum 1 page
- Evidence of Formal Partnership –maximum 15 pages
- Budget Justification – maximum 2 pages
- Exclusion of Potential Reviewers (if applicable) – maximum 1 page
- List of References – maximum 10 pages
- Environmental Impact – Appendix A (if applicable)
- Research Contributions – maximum 4 pages
- Relevant Experience – maximum 4 pages

Information to be provided by co-applicants:

- Accept Invitation Form
- SSHRC CV form
- Relevant Experience and Research Contribution Attachments (as applicable)

Information to be provided by partner organizations:

- Accept Invitation Form, including contributions
- Letter of Engagement

Formatting Requirements
Attachments must be formatted as follows:

- in PDF format
- maximum file size of 500kb
- 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)
- page numbers are not required

Note: If you do not follow the specified requirement for margins and font size, your application may be rendered ineligible.

Self-Identification Data Collection in Support of Equity, Diversity, and Inclusion

Starting in the summer of 2018, the Social Sciences and Humanities Research Council (SSHRC) and the Natural Sciences and Engineering Research Council (NSERC) are asking all applicants for funding competitions (grants, scholarships, and fellowships) to self-identify with information on age, gender, Indigenous identity, and status as a member of a visible minority group or person with a disability. The Canadian Institutes of Health Research (CIHR) has also recently implemented this requirement.

The granting agencies already collect information on some identity factors. Currently, this information is incomplete, collected in different ways, and lacks comparability. To address these concerns, the granting agencies have agreed to use the same questions and categories of responses, which are closely aligned with the way similar data is collected by Statistics Canada.

What questions are included in the mandatory self-identification form?

The granting agencies will ask for the following information:

1. Age - What is your date of birth?
2. Gender – Select the option that you identify with, i.e. Woman; Man; or Gender-fluid, non-binary; and/or Two-Spirit
3. Indigenous Identity – Do you identify as Indigenous - that is First Nations (North American Indian), Métis, or Inuit?
4. Person with a disability – are you person with a disability?
5. Visible Minority - Do you identify as a member of a visible minority in Canada?

Completing the self-identification form will be mandatory, but for each category there is an option for “I prefer not to answer.”

Privacy and Collection of Information

The self-identification information is collected, used, disclosed, retained and disposed of in accordance with the Privacy Act and the Access to Information Act. The information will be managed in accordance with Treasury Board Secretariat policies, directives and guidelines on information management and protection of personal information, and with the Agency’s retention and disposition schedules.

Choosing to self-identify or not will have no consequences for an application. In funding opportunities where the Agency may offer special consideration for members of a designated equity group, applicants will be asked to provide their consent separately to use their self-identification information for that purpose.

Appropriate privacy notices will be provided and consent obtained when the voluntary self-identification information is collected.

For more information please visit: Self-Identification Data Collection in Support of Equity, Diversity, and Inclusion and An Open Letter to the Research Community.

Identification

Program name
Based on the objectives put forward in the Insight and Connection program descriptions, indicate and rank, in descending order of relevance, the program(s) related to your proposal.

Application title
Provide a short, descriptive title for your proposal in non-technical terms. Restrict use of acronyms (e.g., UN, NATO, NAFTA). Use uppercase for only the first word of the title, proper nouns and acronyms. Your application title will automatically be included in the Activity Details screen.

Type of partnership
Indicate whether this is a new or existing partnership. For the purpose of this competition, it is understood that a new partnership is one that was developed for the purposes of submitting an application to this funding opportunity.

Joint or special initiative
If you want your project to be considered for one of the following initiatives, select the appropriate option from the drop-down list.

- Belmont Forum
- Mitacs Accelerate internships
- Societal Implications of Genomics Research

Note: By indicating that you want to be considered for one of the above initiatives, you agree to allow SSHRC to share your application information with the relevant partner organization. If you have selected any of these initiatives, follow the links provided to ensure your compliance with all related instructions or guidelines.

Research-creation proposals
SSHRC strongly suggests that, before you select “Yes,” you refer to the definition of research-creation for more information and examples of fields involving research-creation.

If you select "yes", please also refer to Research Contributions and Research-Creation Support Material for instructions regarding creative outputs and support material. The adjudication of research-creation proposals may involve a more tailored adjudication, including evaluation by experts in research-creation, review of artistic merit, and collaboration with the Canada Council for the Arts.

Does your proposal involve Indigenous Research, as defined by SSHRC?

Select “Yes” if you wish to signal to the adjudication committee that your application should be reviewed in the context of SSHRC’s definition of Indigenous research and its Guidelines for the Merit Review of Indigenous Research.

SSHRC defines Indigenous Research as:

- Research in any field or discipline that is conducted by, grounded in, or engaged with, First Nations, Inuit or Métis communities, societies or individuals and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present. Indigenous research can embrace the intellectual, physical, emotional and/or spiritual dimensions of knowledge in creative and interconnected relationships with people, places and the natural environment.

  Whatever the methodologies or perspectives that apply in a given context, researchers who conduct Indigenous research, whether they are Indigenous or non-Indigenous themselves, commit to respectful relationships with all Indigenous peoples and communities.

This understanding of Indigenous research reaffirms SSHRC's support of research by and with Indigenous peoples. Research by and with Indigenous peoples and communities emphasizes and values their existing strengths, assets and knowledge systems.

All research involving Indigenous peoples must be undertaken in accordance with the second edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, and, in particular, Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada.

If you select "yes", note that your proposal may be assigned to a dedicated committee when justified by the number and nature of the proposals received. SSHRC may tailor the merit review of your proposal in keeping with the Indigenous Statement of Principles.

Applicant (Project Director)

The information listed in this section has automatically been transferred from your CV.

Names and Initials

In order to change your family name or given name, you must contact webgrant@sshrc-crsh.gc.ca. To change your initials, you must return to the "My Account" section of your Portfolio and update the information.

Organization

The "Organization" has automatically been transferred from the "Current Position" screen of your CV. If you wish to have a different affiliation on record for this application, click "List…" and make the necessary selections.

Administering Organization

Enter complete information about the organization that will administer the funds.

Activity Details

Ethics

State whether or not your proposal involves human beings as research subjects. If it does, select "Yes" and consult the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* and submit your proposal to your organization's research ethics board.

Environmental Impact

The Environmental Information Form (Appendix A) must be completed and submitted with grant applications **ONLY** if at least one of the following situations applies to your research or research-related activities, as per the *Canadian Environmental Assessment Act, 2012* (CEAA 2012):

A. any phase constitutes a physical activity carried out on federal lands in Canada, as defined in section 2(1), in relation to a physical work and that is not a designated project;
B. any phase constitutes a physical activity carried out outside of Canada in relation to a physical work and that is not a designated project;
C.
    i. the grant funds will permit a designated project (listed in the CEAA 2012 Regulations Designating Physical Activities (RDPA) to be carried out in whole or in part; or
    ii. any phase of the proposed research will depend on a designated project (listed in the RDPA) that is, or will be, carried out by a third party.

If none of these situations apply to your proposed research activities, then Appendix A is not needed.

Partnership Approaches

Partnership arrangements are defined by the nature of the activity/activities to be carried out. Select one or more possible formal partnership approaches from the drop-down menu. If your approach is not listed, select "other" from the list and type your approach in the box provided.

Approaches available include, but are not limited to, the following, or a combination thereof:

- cross-sector co-creation of knowledge and understanding
- disciplinary and interdisciplinary research partnerships
- networks for research and/or related activities
- partnered knowledge mobilization

Keywords
List keywords, separated by semicolons, that best describe your proposal.

Disciplines
Indicate and rank disciplines relevant to your proposal, with Entry 1 the most relevant and the last entry the least relevant. If an applicable discipline is not listed, you may select an entry such as "Other (relevant discipline)" (e.g., Other Psychology, Other Anthropology, Other Sociology) from the list, and provide the information in the box provided. You may only choose "Other (relevant discipline)" once. For instance, you cannot choose "Other Psychology" in Entry 2 and choose it again in Entry 3.

Example:

Entry 1	Sociology
Entry 2	Other Psychology
Entry 3	Other Anthropology
Entry 4	Other Education
Entry 5	Other Archaeology

Areas of Research
Indicate and rank up to three areas of research related to your proposal, with #1 the most important and #3 the least important.

Temporal Periods
If applicable, indicate up to two historical periods covered by your proposal.

Geographical Regions
If applicable, indicate and rank up to three geographical regions covered by or related to your proposal, with #1 the most important and #3 the least important.

Countries
If applicable, indicate and rank up to five countries covered by or related to your proposal, with #1 the most important and #5 the least important.

Previous SSHRC Funding (If Applicable)—maximum one page attachment

If the proposed partnership activities are the result of previous SSHRC-funded activities, please explain how they differ from those previously financed through SSHRC grants. Describe the results and impacts of past SSHRC-funded activities, and explain how these could influence the new activities offered in your proposal. Describe any potential or perceived overlaps with, as well as value added for, other continued SSHRC funding. Also describe any links developed with the partners as part of previous SSHRC-funded activities.

Participants

There are two categories of individual participants for Partnership Development Grants:

- co-applicant

- collaborator

Co-applicant
SSHRC defines a co-applicant as an individual, participating in a grant application, who makes a significant contribution to the intellectual direction of the research or research-related activity, who plays a significant role in the conduct of the research or research-related activity, and who may also have some responsibility for financial aspects of the research.

Subject to SSHRC approval, a co-applicant affiliated with a Canadian postsecondary institution may be named principal investigator in the event of the original principal investigator's death or resignation.

Co-applicants may be individuals from any of the following:
- **Canadian:** Postsecondary institutions; not-for-profit organizations; philanthropic foundations; think tanks and municipal, territorial or provincial governments.
- **International:** Postsecondary institutions.

Postdoctoral fellows/researchers are eligible to be co-applicants for a Partnership Development Grant. However, in order for postdoctoral fellows/researchers to receive grant funds, they must formally establish an affiliation with an eligible institution within five months of the grant start date, and maintain such an affiliation for the duration of the grant period.

Collaborator
SSHRC defines a collaborator as an individual, participating in a grant application, who may make a significant contribution to the intellectual direction of the research or research-related activity, and who may play a significant role in the conduct of the research or research-related activity.

Collaborators are not eligible to be named principal investigator in the event of the original principal investigator's death or resignation. Collaborators do not need to be affiliated with a Canadian postsecondary institution. With the exception of certain travel- and subsistence-related expenses, SSHRC does not cover expenses that research collaborators incur in the conduct of research or research-related activity.

Collaborators do not need to be affiliated with an eligible Canadian postsecondary institution. Individuals from the private sector or federal government can only participate as collaborators.

Collaborators are not required to complete SSHRC CVs.

Participant invitation process:
- Select the role.
- If applicable, select “academic” or “non-academic.”
- Enter the family name. **If you incorrectly type in a participant’s family name**, you will receive an error message. The system will recognize the discrepancy only after the participant has accepted the invitation. For your application to be successfully verified, the participant’s family name must be identical to the family name found in SSHRC’s database.
- Enter the email address.
- Click “Save.” The system will generate an email to each person, inviting them to participate in the application.

It is the responsibility of each invited person to complete, verify and submit their Accept Invitation form.

Note: Your application will not be “Verified Successfully” if all participants you invited have not successfully completed and verified their invitation.

Status	Definition
Invitation not yet accepted	Participant has not accepted the invitation. **OR** If the participant deleted the system-generated invitation email by error, as the applicant you can click “Resend email,” and the same invitation will be sent again. **OR** If the participant has declined the invitation, you must remove the person from the application by clicking “Clear entry.”
Invitation accepted but not yet verified	Co-applicant has accepted the invitation and a copy of their CV was attached to their Accept Invitation form on creation. The Accept Invitation form is incomplete. Click “View CV” to preview the co-applicant’s CV and form.
Invitation accepted but not yet verified	Collaborator has accepted the invitation and the Accept Invitation form was created. Click “View form” to preview the collaborator’s form.
Invitation accepted and verified	Co-applicant’s Accept Invitation form has been completed and verified. Click “View CV” to preview the co-applicant’s CV and form. **OR** Collaborator’s Accept Invitation form has been completed and verified. Click “View form” to preview the collaborator form.

SSHRC CV
Co-applicants must do the following:

- Co-applicants affiliated with **a postsecondary institution** must submit a full SSHRC CV.
- Co-applicants from **a non-academic organization** have the option of submitting a full SSHRC CV or only completing the following, mandatory fields:
    - Identification module—Correspondence language
    - Identification module—Permanent postal code
    - Current Position module—Organization, department, start date
    - Current Position module—Address
    - Current Position module—Primary phone number
    - Research Expertise module—Keywords
    - Research Expertise module—Discipline #1

Research contributions and relevant experience attachment
In addition to meeting the CV requirements above, co-applicants must also provide [PDF attachments] describing their research contributions and relevant experience.
A copy of the co-applicant’s CV will be attached to the Accept Invitation form upon creation. The applicant will then be able to view each co-applicant's CV. The Co-applicant Instructions outline the sections that may be included in the attachment. Co-applicants may choose to devote more space to certain sections depending on the nature of their past contributions and experience (for example, non-academic participants may choose to have a larger Relevant Experience section).

Invited Partner Organizations

Partner Organization: A partner organization participates actively in a formal partnership and contributes in a meaningful way to the success of the endeavour. A partner organization may be, for example, a Canadian or foreign: postsecondary institution, government department (federal, provincial, territorial, municipal), for-profit or not-for-profit organization, or foundation. Partner organizations are required, for administrative purposes, to identify an individual who will act as a contact person. A partner organization is expected to support the activities of the formal partnership by sharing in intellectual leadership or providing expertise. The partner organization is also expected to provide cash and/or in-kind contributions.

Formal partnership: A bilateral or multilateral formal collaboration agreement between an applicant and one or more partner organizations, of which at least one must be a Canadian postsecondary institution and at least one must be different from the institution or organization that will administer the grant funds. Partnerships may be between academic institutions, or between one or more academic institutions and one or more non-academic partner organizations. These partner organizations agree and commit to work collaboratively to achieve shared goals for mutual benefit. Partners must provide evidence attesting to the commitment that has been agreed upon.

While the formality of partnerships may vary, a formal partnership is grounded in trust and mutual respect, with partner organizations contributing in a meaningful way to the success of the endeavour. This may include, for example, sharing in intellectual leadership or providing expertise. The partner organization is also expected to provide cash and/or in-kind contributions.

Partner organization invitation process:

1. Enter the family name, given name and email address of each partner organization contact.
2. Click "Save." The system will generate an email to each contact person, inviting them to participate in the application.

It is your responsibility as the project director to ensure that the invited person verifies and completes the form in advance of the application deadline.

Note: Your application will not be "Verified Successfully" if all contacts you have invited have not successfully completed and verified their invitation.

Status	Definition
Invitation not yet accepted	Partner organization contact has not accepted the invitation.
Invitation not yet accepted	If the partner organization contact deleted the system-generated email by error, as the applicant you can click "Resend email," and the same invitation will be sent again.
Invitation refused	Partner organization contact was unable to complete the form.
Invitation accepted but not yet verified	Partner organization form has been created but incomplete. Click "View" to preview the form.
Form completed	Partner organization form has been verified and completed. The form will be attached electronically to your application once it has been submitted to SSHRC.

It is the responsibility of each invited partner organization contact to complete, verify and submit their Accept Invitation form, including their letter of engagement. Each letter should be written on official letterhead and include the following:

- the relevance and significance of the project objectives for the partner organization;
- the exact nature of the involvement of the partner organization during the lifespan of the project, including the intellectual leadership and governance of the partnership, where appropriate;
- precise details on the financial and/or in-kind contributions to be provided by the partner; and
- the expected outcomes that the partner organization wishes to achieve.

By submitting, the partner organization is acknowledging that it has read and agrees in principle with the objective(s) of the proposal.

Note: If the organization with which the applicant is affiliated wishes to participate as a partner organization, the applicant must follow the same process for inviting a partner organization as outlined above, and the letter of engagement must be signed by the appropriate official(s) (e.g., department chair, non-governmental organization executive).

Partner Organization Letter of Engagement

It is the responsibility of each invited partner organization contact to complete, verify and submit their Accept Invitation form, including their Letter of Engagement. Each partner organization **must attach** an electronic copy of a **Letter of Engagement**. It must be written on official letterhead and must include the following information:

- the relevance and significance of the project objectives for the partner organization;
- the exact nature of the involvement of the partner organization during the lifespan of the project including the intellectual leadership and governance of the partnership, where appropriate;
- precise details on the financial and/or in-kind contributions to be provided by the partner; and
- the expected outcomes that the partner organization wishes to achieve

- Contact your partners and list them in the Invited Partners module as early as possible. Often the partner representative you speak with will need to gain approval from others in the organization to confirm cash and/or in kind commitments for the project. In addition, partners will need to establish the “fair market” value of their in kind contributions.
- Having clear plans for partner involvement at an early stage will enable you to make the description of the project more focused.

Note: If the organization with which the applicant is affiliated wishes to participate as a partner organization, the applicant must follow the same process for inviting a partner organization as outlined above, and the Letter of Engagement must be signed by the appropriate official(s) (e.g., department chair, non-governmental organization executive).

For details on the mandatory application modules to be submitted by each partner, consult Appendix II.

List of Partner Organizations and Other Contributors—maximum two pages attachment

You must attach an electronic copy of your complete list of potential partner organizations and other contributors you plan to engage during the lifetime of your grant. Include address and link to website, if available. The list should be divided into the following categories:

Potential Partner Organizations
Indicate whether each partner organization listed has been invited to participate. Do not include partner organizations that you have formally invited through the SSHRC online system.

Other contributors
Other contributors include organizations (e.g., philanthropic foundations, private sector organizations) or individuals who are not partner organizations, but are likely to contribute cash and/or in-kind contributions during the lifetime of the grant.

Summary of Proposal

Provide a summary of your proposal written in clear, plain language. It should be written in non- technical terms and be clearly understood by a range of audiences with varied areas of expertise (i.e., minimal academic terminology and reference to methodology). Clearly indicate the following:

- the challenges or issues to be addressed;
- the overall goal and objectives of the proposed partnership; and
- the breadth of the partnership, and the meaningful engagement of the partners involved.

Note: If your proposal is funded, this summary will be used for promotional purposes outside the research community to inform politicians, the media and members of the public who request information about research funded by SSHRC.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text, not bold type, italics, script, underscoring, formulas or special characters. **Your text must not exceed one (1) page on the PDF copy**. Text that exceeds the capacity of the text box will not be displayed when printed. Therefore, be sure to "Preview" your text to ensure everything you type will appear on the form.

- As the PDG will be adjudicated by a selection committee of academic and non-academic representatives, ensure that the summary is accessible to a diverse audience.
- Use this section to outline the issue that your research partnership will address and to stress the critical nature of the problem. Why are your research questions significant? To whom are they important? How will you solve the problem? Describe how the project is innovative and original. If you have one or two compelling statistics, use them to buttress your claims. By the end of this section, the committee must be excited about what you plan to do and understand why the partners are involved.

Expected Outcomes

The expected outcomes of the application are essential information for the adjudication of the proposal, and are part of the Challenge evaluation criterion. SSHRC is also interested in capturing information on research outcomes at the application stage in order to gain a greater understanding of the intellectual, cultural, societal and economic contributions of social sciences and humanities research, and of how outcomes evolve throughout the lifespan of a research project and/or its related activities. This outcome information, along with the information provided on research outputs (e.g., scholarly journal articles, conferences, books, workshops, etc.) in follow-up research reporting, will enable SSHRC, scholars and institutions to communicate the contributions of social sciences and humanities research to our various stakeholders.

In this section, you are provided with the opportunity to elaborate on the potential benefits and/or outcomes of your proposed research and/or related activities. You will also have the opportunity, via follow-up research reports, to share how your outcomes have evolved.

Outcomes
Research and related outcomes include enhanced curriculum and teaching material, enriched public discourse, improved public policies, enhanced business strategies and increased innovations in every sector of society, as well as graduate supervision opportunities. Research outcomes, which are facilitated by the effective mobilization of knowledge, then permeate daily life in the form of new thinking and behaviour that lead to improvements in our economic, social, cultural and intellectual well-being.

Scholarly Benefits
Indicate and rank up to three scholarly benefits of the proposed activity, with #1 the most relevant and #3 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Social Benefits
Indicate and rank up to three social benefits relevant to the proposed activity, with #1 the most relevant and #3 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Audiences
Indicate and rank up to five potential target audiences relevant to the proposed activity, with #1 the most relevant and #5 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Expected Outcomes Summary
Describe the potential benefits/outcomes (e.g., evolution, effects, potential learning, implications) that could emerge from the proposed research and/or related activities.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text—not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page on the PDF copy. Text that exceeds the capacity of the text box will not be displayed when printed. Click “Save” and then "Preview" to ensure everything you type will appear on the form.

- Use the outcomes summary to detail information on the areas that have the strongest potential to be transformative.
- Explain how the partners will be affected by the outcomes of the project.
- Be sure to showcase key innovation or leading edge qualities and tie the expected outcomes to your research objectives.
- Expected outcomes are different than your KMP. While activities in the KMP are specific to dissemination, this section asks you to explain the potential outcomes of your research.
- Who will be the direct beneficiaries? Industry? Academia? Government Agencies? Clearly identify them and, if applicable, show how the proposed research builds on established partnerships or collaborations.
- Who will be the indirect beneficiaries?
- Consider things such as enhanced training of community workers and/or professionals,

enhancing curriculum, and affecting public policy.
- Describe impacts on trainees.
- Make sure that the proposed outcomes are realistic and achievable and that your proposal doesn't lose focus by attempting to reach too far.

Goal and Project Description—maximum five pages attachment

You must attach an electronic copy of your Goal and Project Description. **Before writing your proposal, consult the evaluation criteria in the funding opportunity description.** Write your proposal in clear, plain language. Avoid jargon, acronyms and highly technical terms. SSHRC encourages the use of tables and charts, as they are often the most effective and efficient way to capture the proposed structure and co-ordination of formal partnerships and activities. Within your description, provide the following information:

- State the overall goal and specific objectives that the partnership will address and demonstrate the relevance and significance of these objectives for the partner organization.
- Describe the originality, significance (social, economic, cultural, intellectual) and expected contribution to knowledge in the social sciences and/or humanities of the proposed project.
- Demonstrate the appropriateness of the theoretical and methodological approaches that will be chosen to meet the stated objectives. Include a literature review. SSHRC encourages applicants to, if applicable, discuss how research data arising from the project will be managed, including collection, preservation and sharing.
- Address the appropriateness of the duration (one to three years) chosen to achieve the objectives
- It is critical to present the project in a way that allows committee members with differing backgrounds to understand the importance and relevance of the partnership.
- Tie the objectives of the research to "real world" problems wherever possible and ensure that your research questions feed into the overall objective of the research partnership.
- Include a timeline with progress indicators and descriptions of milestones where feasible.
- Highlight the uniqueness of the proposed research and show why the research is important to partners. Are there impediments that involvement in the partnership will help stakeholders overcome (i.e. lack of skilled trainees, difficulty providing efficient services to the public, need for new policy or procedural initiatives, necessity for new methods of knowledge translation)?
- Name all confirmed partners in the description.
- Provide a description of the relevance of the proposed research both within a national context and, if applicable, within the context of Federal government funding or ongoing Federal research initiatives.
- Ensure that your literature review is complete and that you are ready to put plans into action as soon as funding is awarded so that reviewers will not see the proposal as a "fishing expedition".
- Reviewers will not recommend funding for a partnership that lacks focus.

Description of Formal Partnerships—maximum four pages attachment

You must attach an electronic document that defines and fully describes the partnership, so committee members clearly understand that your proposal is a genuine formal partnership. In this document, explain:

- why a partnership approach is appropriate for the proposed activities, and demonstrate, specifically, how such a partnership adds value beyond what could be achieved through other approaches;
- the governance structure of the partnership, clearly demonstrating the involvement of key partner organizations in the decision-making process and explaining the conditions, if any, under which they are participating;(you may wish to include a diagram to illustrate the governance structure)
- how the partner organizations will participate in the intellectual leadership of the partnership;
- the anticipated challenges in building the partnership, and how these will be addressed;
- how partner organizations will benefit from their participation in the partnership; and
- how your application integrates the expertise of all partners in order to conduct the activities.

Note: Although only one person can be the official project director named on the application form for accountability reasons, it is permissible to propose a co-director leadership model in the narrative portions of the application, if appropriate.

- Provide sufficient detail to assure reviewers of the feasibility and commitment of all partners.
- See Appendix VIII for a sample governance structure.
- Explain how the design of the partnership enhances decision making and integration of expertise. For example, will there be meetings of all stakeholders on a regular basis? How will disagreements/differences in opinion be mitigated? How will you ensure that all partners are involved in the intellectual leadership of the partnership? Will all partners be involved in all facets of the research or will you have sub-groups to deal with certain parts of the study?

Contributions Plan—maximum one page attachment

Prior to filling out this section, see the exclusions in the Guidelines for Cash and In-Kind Contributions in Appendix III.

In an electronic attachment, detail your plan to secure cash and/or in-kind contributions. The plan must describe:

- the confirmed contributions of the applicant's institution or non-academic organization;
- the confirmed or proposed contributions from partners and/or other sources;
- how you will continue to seek and to secure cash and/or in-kind support during the life of the grant (one to three years); and
- how the support will benefit the partnership.

Participants Involvement—maximum two pages attachment

Explain the different types of expertise needed to ensure the success of the partnership. Describe the roles, responsibilities and contributions of the applicant and each co-applicant and/or collaborator, as well as other key participants. Clearly indicate, where appropriate, whether they are from an academic or non-academic sector (e.g., not–for-profit organization, philanthropic foundation, public sector, private sector), and how the activities and expertise of each member will support and enhance the proposed partnership.

- Ensure that you elaborate on the roles and activities of each participant, especially if you have a large team. A focused team with leaders in the field is more competitive than a large team featuring people with less impressive credentials and who have no clear role in the project.
- Describe how representatives from partner organizations are fully integrated into the intellectual leadership of the partnership.
- If you have partners from the private sector/industry, highlight their participation in the project.
- Partners should not be incidental – you must demonstrate that each partner has a stake in the proposed activities.

Training and Mentoring—maximum one page attachment

Applicants are advised to consult SSHRC's Guidelines for Effective Research Training.

SSHRC considers that, in order to be effective, research training should, when applicable, do the following:

Build both academic (research and teaching) competencies and general professional skills, including knowledge mobilization that would be transferable to a variety of settings.

Increasingly, academic skills are skills that are valuable for both academic and non-academic careers. This is due to both the dynamic and evolving nature of research practices, and the reliance that business, not-for-profit and government organizations place on skills students and postdoctoral researchers are able to develop through the social sciences and humanities.

Effective research training enables students and/or postdoctoral researchers to acquire valuable skills in areas such as:

- research methods and theories;
- publication and research communication;
- knowledge mobilization and dissemination;
- teaching in diverse settings and with various technologies;
- digital literacy;
- data management and analysis;
- research ethics;
- interdisciplinary research;
- consultation and community engagement;
- project and human resources management;
- leadership and teamwork; and/or
- workshops and conferences.

Include international and/or intersectoral opportunities whenever possible and applicable.
Students and postdoctoral researchers can gain significant personal benefits, such as new perspectives and knowledge, as well as for their career prospects as a result of research undertaken across international and/or intersectoral boundaries.

International experience benefits students and postdoctoral researchers by giving them the opportunity to form networks that cross national, cultural and linguistic borders. These networks can be useful in both academic and non-academic careers. Intersectoral experience fosters collaboration between students and postdoctoral researchers and business, not-for-profit and government organizations. On one hand, it supports the development of robust academic careers (through, for example, expanded access to research resources and collaborators), while, on the other hand, it can enable effective transitions to non- academic careers.

Include specific, effective mentoring and institutional support.
It is important to clearly plan out and articulate what training or mentoring a supervisor or SSHRC applicant can provide for the students and the postdoctoral researchers involved in their project. It is likely not possible for the supervisor/applicant to provide training in all of the skills listed above. Often, the host institution will be able to bring additional resources to ensure the best possible training is provided, and that optimal research results are achieved.

Alternative means by which research training might be provided to students and postdoctoral researchers may include:

- research or teaching assistantships;
- career development workshops;
- online training modules; and/or
- internships with external partners.

ROADS recommends including the following statement in regard to graduate students and postdoctoral fellows, where feasible, in the description of Student Training:

"Graduate students and postdoctoral fellows will be granted preferred access, in cases of limited enrollment, to ensure they have the opportunity to take part in a wide range of professional development training sessions including Effective Networking, Communication, Project Management, Entrepreneurship and Intellectual Property, and Publication and Grantsmanship. As well, they will have access to the 18 on- line modules and other resources aimed at graduate professional skills training available at MyGradSkills.ca."

It is expected that students, emerging scholars (e.g., postdoctoral fellows and other scholars in similar situations) and/or other highly qualified personnel (e.g., practitioners, subject matter experts, Aboriginal elders, etc.) will meaningfully participate in the proposed initiatives. You must attach an electronic document that clearly describes the specific roles and responsibilities of students, emerging scholars and/or other highly qualified personnel, indicating the work they will be undertaking.

Include:

- the nature and degree of training, mentoring and employability activities;

- the capacity of the applicant and team members to provide the proposed training, mentoring and employability activities;
- the anticipated number (#) of students, emerging scholars and/or other highly qualified personnel (where applicable, indicate the level of study—i.e., undergraduate, master's, or doctoral) to be trained and mentored;
- the nature and level of specialized skills that the students, emerging scholars and/or other highly qualified personnel will develop as a result of their participation; and
- any career development opportunities for students, emerging scholars and/or other highly qualified personnel.
- Describe training opportunities for students and partner staff and consider inter-institutional or inter-organizational mentoring where possible.
- Address your previous experience in training HQP; where possible, highlight success stories that show evidence of your leadership.
- Make sure that the proposed training plan indicates that the trainees will be exposed to an environment of innovation.
- Explicitly describe the activities of your student trainees and what specific skills they will learn as a result of working on this project. Make clear how trainees are linked to achieving project objectives. If there are sub-projects, explain which students will be working in each area.
- Trainees should be mentored in activities that are beyond those in their role as graduate student.
- Students must be integrated into your project.
- Name sectors of the economy that have a need for personnel with the skills your trainees will develop wherever possible. How will this experience enhance future career success in academia? Will they be exposed to innovative methodology or equipment? What specific, unique training experiences will you provide to make trainees more valuable?
- Ensure that the number and level of students you request are aligned with the work necessary to achieve the objectives of the partnership. Do not over or under estimate.

If you selected "Mitacs Accelerate internships" as a "Joint or special initiative" under Identification, provide summary information about the proposed internship or internships, such as the objectives, expected deliverables, benefits to interns, percentage of time to be spent onsite with the partner organization, and planned activities.

This funding opportunity's recipients are automatically preapproved for Mitacs Accelerate internships. Interested grant holders must submit a completed Mitacs Accelerate application form to Mitacs after SSHRC competition results have been announced. To access the Accelerate application form, contact a Mitacs business development representative.

Mitacs internships cannot be the only mechanism for training included in a research project, and must be cofunded by partner contributions separate from the partner funding contributions made toward the SSHRC grant.

Knowledge Mobilization Plan—maximum two pages attachment

Knowledge mobilization is understood by SSHRC as the reciprocal and complementary flow and uptake of research knowledge between researchers, knowledge brokers and knowledge users—both within and beyond academia—in such a way that may benefit users and create positive impacts within Canada and/or internationally, and, ultimately, has the potential to enhance the profile, reach and impact of social sciences and humanities research. Knowledge mobilization initiatives must address at least one of the following, as appropriate, depending on research area and project objectives, context, and target audience:

Within academia:

- informs, advances and/or improves:
  - research agendas;
  - theory; and/or
  - methods.

Beyond academia:

- informs:
    - public debate;
    - policies; and/or
    - practice;
- enhances/improves services; and/or
- informs the decisions and/or processes of people in business, government, the media, practitioner communities and civil society.

Knowledge mobilization methods may include publications (e.g., journal articles, books, book chapters, reports, etc.); events (e.g., workshops, conferences, etc.); improved and effective teaching and the development of pedagogy/curricula; and other forms of knowledge mobilization such as knowledge transfer, translation, exchange, brokering, synthesis, co-production and networking, often facilitated by the adoption of rapidly evolving digital technologies.

In planning your research project, it may also be useful to consider the ways in which merit reviewers assess knowledge mobilization activities. For example, reviewers are advised to evaluate, under the Feasibility criterion, the "quality and appropriateness of knowledge mobilization plans, including effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable."

SSHRC encourages funding recipients to disseminate research knowledge in both official languages, whenever feasible and/or appropriate.

In your attachment, include a plan to increase knowledge uptake by target audiences, and anticipated outputs, outcomes and/or impacts of social sciences and humanities knowledge among various appropriate audiences or participants (academic and/or non-academic), including:

- methodologies and approaches to engage appropriate target audiences or participants, including, as applicable, diverse groups of researchers, policy-makers, business leaders, community groups, educators, media, international audiences, practitioners, decision-makers and the general public;
- timeframes or a schedule for the intended knowledge mobilization activities;
- and justifications for how the above two points fit within the project's particular knowledge mobilization objectives

Open Access and Data Management
To the extent possible, and in keeping with SSHRC's endorsement of open access forms of knowledge dissemination, research results should be made openly available, through, for example, open access publications, websites, publicly accessible databases and/or institutional repositories. Grant holders must comply with the Tri-Agency Open Access Policy on Publications. To learn more, consult SSHRC's Open Access overview.

Further to SSHRC's Research Data Archiving Policy, SSHRC also encourages researchers to manage and share data arising from their research in accordance with community standards and best practices. All research data collected with the use of SSHRC funds should be preserved for use by others within a reasonable period of time. For additional information, see Appendix X.

For additional information and resources, please see SSHRC's Guidelines for Effective Knowledge Mobilization.

- Although new forms of KM are coming to the forefront of knowledge mobilization strategies, ensure that you also include traditional modes of dissemination, including publishing in academic journals and conference presentations. If it "makes sense" in relation to your research, you might consider moving beyond traditional activities, where applicable. See Appendix VII for additional information on KM strategies.
- Ensure that you explain how results from the partnership will reach the audiences of greatest

concern for non-academic partners (if applicable).

- Selection committee members have indicated that digital repositories are becoming a baseline standard for dissemination and SSHRC has placed an emphasis on increasing the flow of knowledge to sectors beyond academia, where feasible. If you have plans to write policy papers or reports, mention this and indicate the sectors to which they will be relevant. How will the information be translated to users in the field and practitioners, if applicable? Do you have established relationships in these sectors?
- Justify your choices – explain why they are the best avenues to reach your intended audience. Why have you chosen to use these methods? Are the journals influential? Is one method of dissemination considered standard practice in your field?
- Provide a timeline of your activities.

Research-Creation Support Material (If Applicable)—maximum one page attachment

If in Identification you have self-identified yours as a "research-creation" project, you may include a website link to provide samples of work that best illustrate the qualifications of the team and/or the nature of the proposed research-creation.

Reasonable efforts will be made to view or listen to support material; however, due to technical challenges, SSHRC cannot guarantee that the samples will be accessed. Please consider that reviewers will have very limited time per application to view, read or listen to samples of work. Note that only links provided in the support material attachment will be used by merit reviewers.

If including a website link, please follow these instructions:

- Provide the complete and exact URL and indicate the path to access the intended support material on the website.
- Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material, etc.). Please provide titles, dates of creation/production, and a brief context for the works presented. Explain why you are including these items, and how they relate to your proposed project.
- Ensure that the website and all links involved will be operational up to six months after the application deadline.
- Specify the browser and version that should be used.

Note: SSHRC assumes no responsibility in cases where links provided are broken or the server is unavailable during the adjudication period.

See SSHRC's Guidelines for Research-Creation Support Materials for more information.

Evidence of Formal Partnership—15 pages maximum

Applicants for Partnership Development Grants are required to provide evidence that demonstrates the quality and level of commitment of the proposed formal partnership.

As SSHRC recognizes that partnerships under development can take a variety of forms and be at various phases of development, the quality and quantity of evidence to be submitted in support of the application must accurately reflect the current stage of the partnership (i.e., new or existing).

Evidence of formal partnership may include, but is not limited to, **either final or draft versions** of:

- governance frameworks;
- agreements (intellectual property, conflict resolution, etc.);
- strategic plans; and/or
- other relevant documentation.

Note: Do not provide letters of engagement from partner organizations in this section, as these will already be included elsewhere in your application. As well, any information provided in this section that is not documentary evidence of formal partnership may be removed from your application prior to its evaluation.

- If you have an existing agreement with a partner, you may include this or use it as a template.
- For a template Memorandum of Understanding (MOU), please contact your Senior Advisor.
- Partner letters are not evidence of formal partnership – your attachment should outline the applicable administrative conditions of the partnership and ensure partners are in agreement concerning expectations of all involved.
- Although there is no page limit, there is a file size limit of 2MB. If you have a large document or several documents, attach the pdf. version well before the deadline to determine whether it will be accepted or if changes are necessary.

Funds Requested from SSHRC

SSHRC provides the following guidelines to committee members regarding the adjudication of the budget sub criterion of the overall Feasibility score:

- Committees may consider failing a project on the Feasibility criteria if they deem that 30 per cent or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.
- Committees will use the principle of minimum essential funding to guide their budget discussions.
- Committees may recommend minor budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the project objectives.

The budget will be adjudicated according to the appropriateness of the requested budget and to the justification of other planned resources (time, human and financial), including cash and in-kind support already secured, or to be secured, from partner organizations.

Depending on the duration of the grant requested (one to three years), estimate as accurately as possible the costs that you are asking SSHRC to fund through a grant. All budget costs must conform to the rates and regulations of the applicant's (project director's) institution or non-academic organization, and must be fully justified in terms of the needs of the project, including costs for organizing and coordinating team collaborations and for communicating results to audiences, stakeholders and the general public.

Enter amounts rounded to the nearest dollar without any spaces or commas (e.g., 2000). For blank entries, leave in the "0" value. When entering an amount, highlight the "0" and type the dollar value in the box provided.

Note: Consult the Tri-Agency Financial Administration Guide for detailed information on eligible and ineligible expenses.

Personnel Costs
For each of the categories below, enter the number (#) of students and non-students you plan to hire, whether as salaried employees or as recipients of stipends.

Student and non-student salaries and benefits
For each applicable category, enter, for each budget year, the number (#) of students and non-students to be hired. Specify the total amounts to be paid.

Note: When students are paid by wage, the amounts should be determined in accordance with the university's collective agreement or policy. No SSHRC maximums apply when paying students by salary.

Student stipends
You may request stipends for graduate students and postdoctoral fellows. Stipends must be justified in terms of the research, research training and/or research-related objectives. The work performed by stipend

recipients should be an integral part of the project. Stipend rates are set by the institution concerned.

Other—salary research allowance
These stipends cover up to 50 per cent of the cost of temporarily replacing an employee from a Canadian not -for-profit organization who will be devoting his or her time as a project director or co- applicant on a SSHRC-funded research project. The request for salary research allowance must be justified in the proposal.

Salary research allowances can only be used by not-for-profit organizations that have project directors or co-applicants listed on their Notice of Award. Researchers holding an academic position at a postsecondary institution and government employees are not eligible for salary research allowances.

Note that a salary research allowance is not a salary for the project director or co-applicant, but is paid to the Canadian not-for-profit organization in order to offset the costs of replacing its employee.

For further information, see SSHRC's Salary Research Allowances policy.

Travel and subsistence costs
Enter, by budget year, the total amounts requested for travel abroad and within Canada for both the research team and student personnel. Applicants must obtain the lowest possible travel fares. Car rental is allowable only if it is essential to the research.

Subsistence costs must be based on rates approved by the institution or organization that will manage and administer the funds.

Other expenses

Professional/technical services
Consulting fees for professional and technical services are eligible expenditures only if it is demonstrated in the Budget Justification that expert advice is needed. If a grant is awarded and you have planned to contract consultants for amounts in excess of $25,000, two independent cost quotations will be required.

Supplies
You may include other supply items (e.g., software, stationery, postage, telephone calls) only if they relate directly to the research.

Non-disposable equipment - Computer hardware
Purchase or rental of computers and associated hardware is allowable only if these are not accessible through the university or employer.

Non-disposable equipment - Other
Purchase or rental of equipment (e.g., audio or video equipment) is allowable only if it is not accessible through the university or employer.

Other expenses
Specify other research expenses not already included.

Funds from Other Sources

Prior to filling out this section, see SSHRC's exclusions in the Guidelines for Cash and In-Kind Contributions

You must list all other contributors (e.g., individuals, not-for-profit, philanthropic foundations, private sector organizations) that are providing cash and/or in-kind contributions for the proposal. You must also indicate whether or not these funds have been confirmed.

Note: Contributions from partner organizations should <u>not</u> be included in this section.

If a funding source is not listed, select "Other/Unknown" using the "List..." button. Type in the source name and amount and identify the contribution type.

If you have received, from a single funding source, more than one contribution of the same type (i.e., cash, in-kind) and Confirmed Status, you must combine these into one entry (e.g., two $20,000 cash contributions from a university become one $40,000 confirmed cash contribution). Enter amounts rounded off to the nearest dollar without spaces or commas (e.g., 2000). For blank entries, leave in the "0" value. When entering an amount, highlight the "0" in the box provided and type the dollar value.

Note: All contributions must be indicated in Canadian currency.

When you save the data, five new blank entry lines will be added to the screen to allow you to enter additional funding entries.

Total Project Cost

Each partner organization must complete a Contributions from Partner Organization page (budget) indicating whether each budget item has been confirmed. When all Contributions from Partner Organization pages have been submitted, the amounts from each budget item will be automatically totaled. After the data are saved, the system will automatically display these totals on the print version of this page of the application form.

A. Total of all partners' contributions
The system will automatically total the values entered for "Cash" and "In-kind".

B. Total funds from other sources
Once you complete the "Funds from Other Sources" screen and save the data, the system will automatically display the totals on line B.

C. Total funds requested from SSHRC
For each year, the amounts from "Student salaries and benefits/Stipends" to "Other expenses (specify)" will be automatically totaled. After the data is saved, the system will automatically display the totals on line C.

Total cost of project (A + B + C)
The system will automatically add lines A., B. and C.

Budget Justification—maximum two pages attachment

You must attach an electronic copy of your budget justification. Using the categories listed on the Funds Requested from SSHRC page, explain how you will use the funds in each budget category to achieve the objectives of the proposed activity. For example, under the student and non-student salaries categories, explain why these people need to be hired to meet the objectives of the activity. Applicants are reminded of SSHRC's mandate to provide opportunities for students, emerging scholars and other highly qualified personnel. ***Note that budget costs for research assistants or associates who are not students must be fully justified in terms of the needs of the proposal.*** You must also justify any funds that appear in the category "Other".

Please be sure that your budget requests are in accordance with the level of funding that is essential to complete the proposed activities. Note that the adjudication committee may deem your application less competitive if they find that you are requesting non-essential funding. Committees will use the principle of minimum essential funding to guide their discussions of project budgets

Note: In reviewing the funding you have requested, committee members take into account the quality of your overall financial planning, your justification of the expenditures you have proposed, and the institutional and partner organization funding that you have secured. It is also important to indicate how the budget requested from SSHRC and the partners' contributions will complement each other and benefit the objectives of the partnership.

- All budget components must be well justified.
- Provide a clear and concise explanation for the requested funds.
- You are expected to justify the type (Ph.D./M.A./Undergraduate) of students who will participate in your research team. If space is a challenge in this section, you may include it in the Training section.
- Consider including tables to outline the number of students per year and/or travel for partnership activity if this is a large component of the budget.
- Ensure that reviewers can see the link between your requested expenses and your objectives.
- Do not over or under estimate your budget.

Travel and Subsistence Costs-Applicant/Team Members & Students

- Explain briefly how each activity relates to the proposed research.
- Who will be traveling?
- How much $ per flight? How much $ for accommodations and ground travel?
- What conferences will you be attending (give examples)?
- How much $/conference? How many conferences/year?
- **Collaborators are not covered by SSHRC for travel or research expenses unless they are traveling for team meetings or presenting with you at a conference.** If you are including costs for collaborator travel, ensure that these points are included in your justification to avoid this being considered an ineligible expense. Travel for team members must be very strongly justified.

Supplies

Office supplies are covered only if they relate to direct costs of research. For a complete list of eligible and ineligible supplies, see http://www.nserc-crsng.gc.ca/_doc/Professors-Professeurs/ExpenseSupplies-DepensesArticles_eng.pdf

Other Expenses

Workshops and Conferences

- SSHRC has advised that applicants should not include conference hosting costs in their budget request.

Exclusion of Potential Reviewers (if applicable)—maximum one page attachment

Applicants may attach a one-page electronic document naming potential reviewers who, in their opinion, would be unlikely to provide an impartial review. This document must provide a justification for excluding potential reviewers (e.g., experts with whom you or members of your research team have had serious disputes). While SSHRC cannot be bound by this information, it will take it into consideration in the selection of external reviewers.

This information will be held in strictest confidence and will not be provided to external reviewers or members of the adjudication committee. Any exclusion (if still relevant) should be renewed with any subsequent applications.

List of References—maximum ten pages attachment

You must attach an electronic copy of all references cited in your proposal.

- Ensure that your literature review is complete and up to date.
- SSHRC does not set formatting guidelines for the List of References. Please use the standard format for your discipline.

Research Contributions—maximum five pages attachment

Applicants must provide an electronic copy of their Relevant Research Contributions. A maximum of five pages is permitted to cover the following sections, which must be presented in the following order:

1. Research Contributions Over the Last Six Years (2013-19)
2. Other Research Contributions
3. Most Significant Career Research Contributions
4. Career Interruptions and Special Circumstances
5. Contributions to Training
6. Relevant experience

1. Research Contributions Over the Last Six Years (2013-19)
Outline research contributions within the last six years. **For an application deadline in November 2019, for example, include contributions from November 2013 onwards.** In the case of those candidates claiming career interruptions (see 4. Career Interruptions and Special Circumstances below), you may include publications drawn from your most recent periods of research activity, to an overall total of six years.

Provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify research contributions that resulted from previous SSHRC support with an asterisk (*).
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.
- Recent graduates, please list your theses.

Group your contributions by category in the following order, listing your most recent contributions first:

a. Refereed contributions: books (where applicable, subdivide according to those that are single- authored, co-authored and edited works), monographs, book chapters, articles in scholarly refereed journals and conference proceedings, etc.
   Be aware that a “refereed work” involves its assessment:
   - in its entirety—not merely an abstract or extract;
   - before publication; and
   - by appropriately independent, anonymous, qualified experts ("independent" in this context means at arm's length from the author).

b. Other refereed contributions, such as: conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.
c. Non-refereed contributions, such as: book reviews, published reviews of your work, research reports, policy papers, public lectures, etc.
d. Forthcoming contributions: indicate one of the following statuses: **"submitted", "revised and submitted", "accepted"** or **"in press"**. Contributions not yet submitted should not be listed. Provide the name of the journal or book publisher and the number of pages.

Creative outputs
List your most recent and significant achievements, grouping them by category. Creative outputs will be evaluated according to established disciplinary standards, as well as creative and/or artistic merit. Examples of creative outputs may include, for example, exhibitions, performances, publications, presentations, film, video, audio recordings, etc.

If applicable, you may include a website link. SSHRC cannot guarantee that links will be accessed.

2. Other Research Contributions
Describe any other contributions to research and the advancement of knowledge within the last six years,

including your research contributions to non-academic audiences (e.g., general public, policy- makers, private sector or non-profit organizations, etc.).

3. Most Significant Career Research Contributions

List and rank up to five of your most significant contributions over your entire career. In this case, the six-year rule does not apply. Therefore, your list of publications may differ from those you have listed under the "Publications" section of your CV. Please ensure that you explain briefly the significance of the contributions listed.

4. Career Interruptions and Special Circumstances

SSHRC asks its adjudication committees to take into consideration both career interruptions and special circumstances that may have affected the record of research achievement of candidates. In doing so, adjudication committee members will be able to more accurately estimate the productivity of each researcher, independent of any career interruptions or special circumstances. **Previous productivity is one element that may predict the success of proposed project.**

Career interruptions occur when, for health, administrative, family or other reasons, a researcher is taken away from his or her research work for an extended period of time. In these cases, as explained above in relation to 1. Research Contributions Over the Last Six Years (2013-19), the researcher should explain the interruption(s) and ask that an equivalent period of research activity prior (but as near as possible) to the present day and leading to a total of six years be taken into consideration by the adjudication committee.

Special circumstances involve slowdowns in research productivity created by health, administrative, family or other reasons (i.e., the researcher was not taken completely away from his or her work).

SSHRC asks its adjudication committees to consider career interruptions and special circumstances that may have affected candidates' record of research achievements. In doing so, adjudication committee members will be able to more accurately estimate the productivity of each researcher, independent of any career interruptions or special circumstances in the last six years. Previous productivity is one element that may predict the success of the proposed research project.

5. Contributions to Training

Provide the following information on students you have helped train within the last six years:

- Indicate your role in supervising or co-supervising ongoing and/or completed theses, listing these by the student's level of studies.
- Describe contributions you have made to involve students (e.g., doctoral, master's, undergraduate) in your research activities.
- Specify if your opportunities for such contributions have been limited because your university does not have graduate degree programs in your field or discipline.

- If you have more publications than space allows, include those on which you are lead author, that have the highest impact and that speak directly to your expertise for the proposed activities.
- Put lesser known journals into context.
- Ensure that your role is clear. Describe the significance of any publications which have already had an impact in your field.
- Research should have been published consistently. If there are gaps in productivity, these should be addressed. For example, if journals in your field have long publication cycles you may explain this.
- Include citation #s and the source, as well as journal impact factors, where applicable, to demonstrate your research impact/research standing.
- Describe outreach and invited talks and lectures, speeches to industry, and keynote addresses, especially those outside of Canada.
- If there is a weak area in your contributions, explain this. If you have minimal experience training students, note why this is the case (e.g. no degree program in the field) and provide information on any training-type activity you've engaged in.
- Include activities such as membership on committees, boards, or policy-making bodies (e.g., editorial boards, review panels).

- Describe the significance of Most Significant Contributions in terms of the influence and impact on the target community, both scientific and broader Canadian society, where applicable. Most Significant Contributions are not limited to published outputs, but may include any research related endeavor.
- Provide context explaining why this contribution is significant. Why is this contribution important in your field? What is new, innovative, unique about this contribution? How has it changed the field or added a new aspect to others' explorations?
- Explain the impact of your accomplishment. Examples may be: recognition from peers (citation statistics), influence on others' research, effect on the community beyond the academy (adoption of policy developed from your research, training of front-line workers based on your findings, greater awareness of an issue, etc.)

6. Relevant experience

In the Relevant experience section, non-academic and academic project directors can describe their previous experience that is relevant to the topic and objectives they are investigating in the application, including their experience in engaging in and/or leading formal partnerships and collaborative research. Please justify how this experience will aid you in the proposed activity. Examples of relevant experience include: working within or with communities and/or organizations (e.g., not-for-profit, public and private sector organizations), non-academic career information, or voluntary work. Include:

- your experience in engaging in and/or leading formal partnerships and collaborative research;
- a brief description of the nature of the work you performed;
- an explanation of how this work has prepared you for your role in the project; and
- a description of the skills you developed (e.g., training, mentoring, analysis, networking).
    - It is critical to demonstrate that you have the expertise to lead the partnership. Include all experience related to large scale collaborations and mention any leadership roles you have had.

Environmental Impact—Appendix A

If you have selected "Yes" to at least one of the questions in the Environmental Impact section on the Activity Details screen, you must complete an Environmental Information Form (Appendix A) and upload it to the Environmental Impact page.

Appendix I—Budget Guidelines

1. SALARIES

Students

SSHRC no longer has regulated maxima or minima for student stipends. In addition, if paying students an hourly rate, SSHRC does not have a maximum amount (we have seen wages ranging from $14.00-$42/hour).

If you are "buying out" a TA-ship, you will use CUPE negotiated rates. If you are hiring a student RA and not buying out their TA-ship, you will use departmental norms that may be obtained from your department administrator to determine appropriate salary levels. **Note**: Undergraduates must be paid an hourly rate.

Non-students

Discuss with your department administrator. HR may need to be contacted as rates are based on experience + fringe benefit (rate will be based on employee status i.e. temporary vs. permanent) and rates must follow existing labour contracts.

Professional/Technical Services

If you hire someone for professional/technical expenses, and it exceeds more than $25,000, you must secure cost quotations (2 independent).

2. TRAVEL EXPENSES/PER DIEM RATES – MCMASTER POLICES

Transportation

Use an estimate for airfare based on an economy rate. State in your budget justification section that these are estimated from web rates and the date you obtained them. You may account for inflation of airline prices over the next few years.

McMaster's mileage rates are:

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

Subsistence

McMaster University shall provide reimbursement for reasonable expenses incurred by individuals while carrying out University business, per the "Reimbursements to Individuals on University Business" policy and the "Guidelines for Reimbursements to Individuals for University Business".

Please note the following information that may be found in the above noted policy:

- Reasonable cost: deemed to be based on sound judgment and moderation, reflecting consideration of accountability, business purpose, efficiency, and value for money, and does not attract a taxable benefit as defined by the Canada Revenue Agency.
- Reimbursement is limited to a single room rate per traveler, supported by an original hotel invoice marked paid.
- Where accommodation is provided privately with family or friends, the University will reimburse a gratuitous amount per night of **$20 CDN** payable to the traveler only, not to the lodging host.
- Individuals shall obtain lowest economy class after considering risk of cancellation or need to make itinerary changes. Claims for First Class and Business Class travel may be permitted if the flight exceeds 6 continuous hours, or the claim is accompanied by a medical certificate or pre-approval by the traveler's Purpose Approver.
- Rental vehicle gasoline is reimbursable based on submission of original receipts.
- Travel to and from airports shall consider the most reasonable cost to the University.
- A per diem meal allowance may be claimed in lieu of actual costs **$85.35/day** ($19.10/breakfast, $18.90/lunch, $47.35/dinner) in Canadian dollars for travel in Canada, or, U.S. dollars for travel outside Canada.
- Required Support is not required to support the per diem meal allowance.
- Note: Only meal costs incurred while on University business or during travel for University business may be claimed. The per diem allowance will not apply where meals are included as part of another reimbursable item (for example: conference, transportation).
- The per diem claim should be reduced accordingly.

- The meal allowance includes gratuities and taxes.

When using US$ rates for travel, convert the request into Canadian funds on the application. The current rate of exchange may be found at http://www.mcmaster.ca/bms/BMS_Rates.htm.

Appendix II—Partner Organization Form Instructions (Web)

Partner organizations are required, for administrative purposes, to identify an individual who will act as a contact person. As the partner organization contact person, you have been invited to participate in an application.

If you delete the system-generated email inviting you to complete this form, the applicant can resend the email. If you are removed as a partner contact by the applicant, you will be notified by email.

Once you have submitted the Partner Organization Form, it is still possible for you to make changes as long as the applicant has not electronically submitted the application to SSHRC. If you attempt to make changes to the form once the applicant has already submitted the application, you will receive one of two messages: (1) form update error or (2) applicant has forwarded form.

Important: The only access to the Partner Organization Form is through the link indicated in the system-generated email. We suggest you bookmark the link or save the email.

We also suggest that you print and consult these instructions while you are completing your Partner Organization Form. You may also refer to this document by clicking on the "Instructions" button at any time within a screen. This button will link you directly to the instructions for the screen you are completing.

Guidelines for the Involvement of Partners

Partner organizations, whether from academia or the private, public and non-profit sectors, work collaboratively to achieve shared goals for mutual benefit. More specifically, they agree and commit to collaborate in a way that creates and fosters an environment based on:

- open communication and information exchange;
- recognition for the contributions and skill sets that each partner brings to the project;
- trust, inclusivity and shared responsibility in the project's governance and decision-making processes;
- a commitment to produce high-quality results; and
- a recognition that all partners have a role to play in sharing, promoting and disseminating results to ensure that the knowledge created is accessible for the benefit of all those who wish to access it.

Application Summary

The information provided by the applicant in the Identification module of their application form is automatically included here. The fields are not editable; they are read-only.

Partner Organization Information

Contact Information

Enter complete information for the organization and the contact person. Restrict the use of acronyms in the organization field. If possible, translate foreign organization names into English or French. SSHRC's database does not accept special characters.

Address

The address you provide must be complete and accurate, as SSHRC will use it to correspond with you. For countries other than Canada and the United States, select the "Other" address format and enter the city/municipality, province and postal code in the address lines.

Email

Include an email address at which you can be reached.

Web address

If applicable, include your website address. This will enable us to validate/verify your information.

Letter of Engagement—maximum two pages (mandatory)
Prior to filling out this section, see SSHRC's definitions of partner organization and formal partnership, and the exclusions in the *Guidelines for Cash and In-Kind Contributions*.

Each partner organization **must attach** an electronic copy of a **Letter of Engagement**. It must be written on official letterhead and must include the following information:

- the relevance and significance of the project objectives for the partner organization;
- the exact nature of the involvement of the partner organization in the project, including the intellectual leadership and governance of the partnership, where appropriate;
- precise details on the financial and/or in-kind contributions to be provided by the partner organization; and
- the expected outcomes that the partner organization wishes to achieve.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking on the "Browse" button and attach it to the application by clicking on the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click on the "View attached file" button to ensure that you have the proper file.

Contributions from Partner Organization
Consistent with the funding opportunity's emphasis on partnership and shared intellectual leadership, partner organizations are required to provide cash and/or in-kind contributions to reflect their meaningful collaboration and involvement in the project during the period of the award.

To guide partners in identifying in-kind and/or cash contributions, please refer to the *Tri-Agency Financial Administration Guide* as a baseline, and to the *Guidelines for Cash and In-Kind Contributions*.

For each category (i.e., Cash—confirmed; Cash—unconfirmed; In-kind—confirmed; In-kind—unconfirmed), enter an amount rounded off to the nearest dollar without any spaces or commas (e.g., 2000).

Note: All contributions must be indicated in Canadian currency.

Submit
Before you can submit the Partner Organization Form, you must successfully verify your form. When you select the "Submit" module and click the link "Click here to verify your form", the system will generate a Verification Report that lists any fields that must be completed or corrected. Once you have successfully verified your form, you must click on the link "Submit" and the completed Partner Organization Form will be attached to the application form. By submitting, you are acknowledging that you have read and agree in principle with the objective(s) of the proposal.

Note: The applicant cannot submit his/her application until you have submitted the Partner Organization Form.

Appendix III—Guidelines for Cash and In-Kind Contributions

Eligible Cash Contributions

The Tri-Agency Financial Administration Guide is used generally as a baseline for eligible cash contributions.

Eligible cash contributions include expenses for the direct costs of research and/or research-related activities that are directly related to achieving the objectives for which the grant was awarded. For a list and description of the costs that SSHRC considers to be eligible expenses and activities, please refer to the Use of Grant Funds section of the Tri-Agency Financial Administration Guide.

Compensation for faculty involved in the project cannot be counted as an eligible contribution. However, the actual cost of releasing faculty from teaching duty to enable participation in and administration of the project is an eligible contribution and can be counted as such (e.g., the cost of hiring a sessional instructor for course release may be counted).

Note: While the Tri-Agency Financial Administration Guide lists faculty salaries as non-eligible expenses, SSHRC will, in the case of Partnership Grants, make an exception to this guideline for SSHRC partnered chairs. SSHRC's Guidelines for Partnered Chairs provide detailed information about expected contributions.

Note: The McMaster Indirect Cost Policy stipulates that overhead must be charged on research projects to assist in covering the costs associated with operating university facilities. Funds for indirect costs associated with SSHRC-funded research are provided to the University via the federal Research Support Fund and, therefore, should not be included in the Partnership Development Grant application. However, overhead must be charged at a rate of 25% on cash contributions from non-academic partner organizations.

Eligible In-Kind Contributions

Eligible in-kind contributions include eligible nonmonetary resources that partners, sponsoring organizations and/or the grantee's institution provide to support the project. While eligible in-kind contributions generally align with the Tri-Agency Financial Administration Guide, SSHRC will consider other in-kind contributions that are essential to carrying out the project.

Note: Please consult a SSHRC program officer via the contact information listed in the related funding opportunity description before including any in-kind contributions that do not align with the Tri-Agency Financial Administration Guide.

In-kind contributions considered essential to the research or research-related activities could be in the form of cash-equivalent goods or services, which, if not donated, would have to be purchased with project funds. In-kind contributions could also include the time of individuals (non-faculty) within partner organizations (e.g., experts in a specific area) spent in providing direction and participating in the project. In some cases, the partners may provide specialized skills and advice or access to special equipment, space, data sets, etc.

Sources of Eligible Cash and/or In-Kind Contributions

Canadian and international sources of eligible cash and/or in-kind support may include:

- the host institution;
- other academic institutions and organizations (such as universities, research centres, colleges, etc.);
- philanthropic foundations and trust funds;
- departments and agencies of the federal government;
- departments and agencies of provincial, territorial and municipal governments;
- crown corporations;
- private sector firms and corporations;
- not-for-profit organizations and community organizations;
- professional associations;
- labour organizations; and
- individuals (except for Connection Grants).

In cases where leveraging of resources is a requirement of a grant, SSHRC reserves the right to make the final determination of eligibility and value regarding cash and in-kind contributions, to disallow expenditures and, if necessary, to reduce the amount of SSHRC funding awarded.

Exclusions
While external grant funds (e.g., international grant funds) may, in some cases, be applied as eligible contributions, grant funds received from the Canada Foundation for Innovation, the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC), SSHRC and tri-agency programs (e.g., Networks of Centres of Excellence and related programs, the Canada Research Chairs Program, the Canada Excellence Research Chairs Program, the Research Support Fund, and the Canada First Excellence Research Fund) cannot be counted as required contributions.

A contribution that has already been used in full or in part to support another project funded by CIHR, NSERC, SSHRC or any tri-agency program will not be recognized as an eligible contribution for a new SSHRC-funded project.

Stacking Provisions of Public Funds
The maximum level—or stacking limit—of total government assistance (federal, provincial and municipal assistance for the same eligible expenditures) will not exceed 100 per cent of eligible expenditures. In the event that total government assistance to a recipient exceeds the stacking limit, SSHRC will adjust the level of assistance so that the stacking limit is not exceeded and there is no duplication of funding.

When an award holder is successful in attracting other funding, from either governmental or non-governmental sources, the additional funds do not displace the grant provided by SSHRC. The award holder is encouraged to use the additional funds to extend or accelerate the achievement of their project's overall objectives by expanding its research program, increasing its talent development activities, enhancing its knowledge mobilization activities, or conducting other activities for the benefit of scholarship and society.

Valuation of Eligible In-Kind Contributions
SSHRC will recognize in-kind contributions at fair market value. "Fair market value" is defined as the agreed-upon price in an open and unrestricted market between knowledgeable and willing parties who are dealing at arm's length and who are fully informed. The fair market value is the price an institution would be expected to pay in such circumstances, after normal and educational discounts.

It is the responsibility of institutions to ensure that the reported fair-market value for all items involving an in-kind contribution is reasonable.

To guide applicants and partners in identifying in-kind contributions, please refer to the Tri-Agency Financial Administration Guide as a baseline, and to the list below. This list is not exhaustive. Applicants may contact SSHRC program staff (via the contact information found at the end of the related funding opportunity description) for more information about in-kind contributions.

Examples of Cash and In-Kind Contributions

Category	Eligible	Non-Eligible
Salaries	Actual salary cost (up to a maximum of $80 per hour, or higher with justification) for employing experts to contribute directly to the project Portion of the salary of a project manager or research support staff person assigned to fulfill duties specifically related to the project	Payments to the project director, co-applicants and/or collaborators as consulting fees or honoraria (additional to his or her salary) Salary overheads, or external charge-out or consultant rates Salary and costs of

Category	Eligible	Non-Eligible
		administrative support staff Salary and costs of management activities not directly related to the project
Professional and technical services/contracts	Consulting fees and/or technical expertise directly related to the funded project (e.g., communications professionals, lawyers, Indigenous elders, etc.)	Fees not related to the funded project
Faculty remunerations	Actual costs to the institution for release time from teaching duties (e.g., the cost of hiring a sessional instructor for course release may be counted).	Payment to the project director, co-applicants and/or collaborators as consulting fees or honoria (additional to his or her salary)
Partner remunerations	Salary and benefits of partner institution employees (not host institution employees) when they undertake activities related directly to the project	Overhead on salary and benefits of partner institution employees
Travel and subsistence costs	Reasonable out-of-pocket travel and subsistence expenses for work that is directly dedicated to the funded project Use of air mile points to pay for travel and subsistence Reasonable conference travel costs related to the funded project Conference registration fees; or a proportion of these fees if only part of the conference focuses on issues or topics related to the project	Costs to cover conference fees, travel, hotels, food, etc., to attend events, meetings, etc. that are unrelated to issues or topics related to the project
Equipment, materials and supplies (E.g., computer and electronic communications)	Donated used equipment, material and supplies, at: • fair market value • company book value Donated new equipment, material and supplies, at: • selling price to most favoured customer (if stock item) • cost of manufacture (if one of a kind) Loaned equipment, material and supplies, based on: • rental equivalent based on depreciation • rental equivalent to highest-volume rate	Equipment, material and supplies at list price or discounted list price Rental equivalents exceeding accepted values had the equipment been donated or sold Development costs

Category	Eligible	Non-Eligible
Software, new technologies and databases	Cost of purchasing licenses needed for the project, if not already provided by the institution Development cost of new technologies related to the project Access to unique databases Costs of collecting and archiving data where: • the data are critical to the success of the project; • there is a commitment to archive the data, once suitably cleaned, in a public database within a reasonable time following the completion of the project; and • the database remains in the public domain	Development costs of new software and new technologies that go well outside the scope of the project See the Canada Foundation for Innovation for funding opportunities that may be applicable in the development of these kinds of tools
Dissemination of results	Preparation of materials (e.g., digital media) for mass and other audiences Organization of a workshop, seminar, roundtable, conference or public lecture that relates directly to the research project or other funded activities	
Use of facilities	Donated meeting rooms, space or facilities for which a fee is usually charged Donated additional office space that may be at the partner's site or at the academic institution, **as long as the office space is over and above what is provided to the applicant as part of his or her regular employment conditions** (e.g., additional office space required to accommodate students, international collaborators, etc., who are contributing to the initiative) Rental costs for specialized equipment needed at events **Note**: The value of donated meeting rooms should be calculated at the rates normally charged to staff, and not at rates charged to non-university clients.	

Institutional and Partner Organization Contributions

Applicants are expected to include a plan to seek and secure cash and/or in-kind support for their initiative during the life of the grant. While there is no minimum contribution requirement, institutions and their partner organizations are expected to demonstrate that a formal partnership currently exists, or is in the process of being developed, by supporting the activities of the formal partnership through cash and/or in-kind contributions.

Appendix IV—Partner Letter Template

[To be printed on partner letterhead]

XXX, 2019

Ted Hewitt
President
Social Sciences and Humanities Research Council
350 Albert Street
P.O. Box 1610
Ottawa, ON K1P 6G4
Canada

Dear Dr. Hewitt:

XXX is pleased to provide our support for the SSHRC Partnership Grant initiative [title] led by Dr. [name] of McMaster University's Department of [name]. I have read and agree in principle with the objectives of the proposal.

<u>2nd paragraph – partner overview</u>
Brief overview of the partner organization

<u>3rd paragraph – partner involvement</u>
Brief description of:

- the partner's interest in the proposed initiative
- the partner organization's history of working with the research team, if applicable
- the partner's involvement in the development of the proposal, if applicable
- the role that the partner will play in the proposed initiative, including participation in the governance structure, if applicable
- how the partner expects to benefit from the proposed initiative
- the importance of the proposed research for Canada

<u>3rd paragraph – partner contribution details</u>

- Specify the partner contribution (both cash and/or in-kind)
- Confirm the number of years this contribution will be provided
- Cash contributions:
    - Cannot include grant funds received from federal granting agencies, such as CFI, CIHR, NSERC, SSHRC, NCE, CRC, CECR, etc.
    - Cannot include funds that have already been matched in full or in part to projects funded by federal granting agencies
    - Will be charged overhead at a rate of 25%
- In-kind contributions:
    - Describe the method for determining their value (must be fair market value – the price an institution would be expected to pay in such circumstances, after normal and educational discounts) and why the contribution is critical to this partnership
    - For example:
        - For non-academic institutions - "Dr. X will work with the team 1 day per week (20% of time) from April 1, 2019 to March 31, 2023. Twenty percent of Dr. X's salary plus benefits = $X per year (in-kind). Dr. X has expertise in YYY, which is critical to the project and not currently available within the research team and will…"
        - "We will allow Dr. X (the PI) access to our research facilities for 20 days per year from October 1, 2019 to March 31, 2023. Twenty days @ $X per day = $X per year (in-kind). Our facilities include…, equipment which is critical to the project and not available at the participating academic institutions. Using our facilities that Dr. Z will be able to…"
    - <u>Salaries</u>:
        - Actual salary costs (up to a maximum of $80 per hour, or higher with justification) for employing experts to contribute directly to the project
        - Portion of the salary of a project manager or research support staff person assigned to fulfill duties specifically related to the project
    - Cannot include:

        - Payments to the principal investigator as consulting fees or honoraria
        - Salary overheads, or external charge-out or consultant rates
        - Salary and costs of administrative support staff
        - Salary and costs of management activities not directly related to the project
    - <u>Professional and technical services/contracts</u>:
        - Consulting fees and/or technical expertise directly related to the funded project
        - Cannot include fees not related to the funded project
    - <u>Faculty remunerations</u>:
        - Actual costs to the institution for release time from teach duties
        - Cannot include payment to the grantee as consulting fees or honoraria
    - <u>Travel and subsistence costs</u>:
        - Reasonable out-of-pocket expenses for work that is directly related to the funded project
        - Use of air mile points to pay for travel
        - Reasonable conference travel costs related to the funded project
        - Conference registration fees, or a proportion of these fees if only part of the conference focuses on issues or topics related to the project
        - Cannot include costs to cover conference fees, travel, hotels, food, etc., to attend events, meetings, etc., that are unrelated to issues or topics related to the project
    - <u>Equipment, materials and supplies</u>:
        - Donated used equipment, materials and supplies at fair market value or company
        - book value
        - Donated new equipment, materials and supplies at selling price to most favoured customer (if stock item) or cost to manufacture (if one-of-a-kind)
        - Loaned equipment, materials and supplies based on rental equivalent based on depreciation or rental equivalent to highest-volume rate
        - Cannot include:
            - Equipment, materials and supplies at list price or discounted list price
            - Rental equivalents exceeding accepted values had the equipment been donated or sold
            - Development costs
    - <u>Software, new technologies and databases</u>:
        - Cost of purchasing licenses need for the project, if not already provided by the institution
        - Development cost of new technologies related to the project
        - Access to unique databases
        - Costs of collecting and archiving data where:
            - The data are critical to the success of the project;
            - There is a commitment to archive the data, once suitably cleaned, in a public database within a reasonable time following the completion of the project; and
            - The database remains in the public domain.
        - Cannot include development costs of new software and new technologies that go well outside the scope of the project
    - <u>Dissemination of results</u>:
        - Preparation of materials (e.g. digital media) for mass and other audiences
        - Organization of a workshop, seminar, roundtable, conference or public lecture that relates directly to the research project or other funded activities
    - <u>Use of facilities</u>:
        - Donated meeting rooms, space or facilities for which a fee is usually charged
        - Donated additional office space that may be at the partner's site or at the academic institution, as long as the office space is over and above what is provided to the applicant as part of his or her regular employment conditions
        - Rental costs for specialized equipment needed at events

In conclusion, XXX is very pleased to support this proposal and look forward to participating in the development of a formal application.

Sincerely,

Name and title of signatory

Appendix V—Use of Grant Funds

To be eligible to receive SSHRC funding non-academic partner institutions must have representatives on the grant as co-applicants or collaborators.

Collaborator:

- An individual who may make a significant contribution to the intellectual direction of the research or research-related activity, and who may play a significant role in the conduct of the research or research-related activity
- May be individuals from Canadian or international postsecondary institutions; not-for- profit organizations; public sector or private sector organizations; philanthropic foundations; think tanks; and municipal, territorial, provincial or federal governments
- Collaborators' travel and subsistence expenses related to research planning and exchange of information with the grantee or for the dissemination of research results; unless this is not permitted according to their formal participation in certain programs

Co-applicant (co-investigator):

- An individual who makes a significant contribution to the intellectual direction of the research or research-related activity, who plays a significant role in the conduct of the research or research-related activity, and who may also have some responsibility for financial aspects of the research
- May be individuals from Canadian or international postsecondary institutions; Canadian not-for-profit organizations; Canadian philanthropic foundations; Canadian think tanks; and Canadian municipal, territorial or provincial governments

Eligible Expenses

Compensation- Related Expenses:

- Salaries and the actual cost of related federal, provincial and institutional non-discretionary benefits for work performed by research personnel that contributes towards the direct cost of research for which the funds were awarded, shall be in accordance with institutional policies, and must meet the following condition, as applicable:
  - Salaries to postdoctoral fellows are limited to two years' support
- Stipends paid to trainees (e.g., undergraduate, graduate students, postdoctoral fellows) shall be in accordance with institutional policies, and must meet the following conditions, as applicable.
  - Stipends to postdoctoral fellows are limited to two years' support
- Consulting fees
- Fees paid for the purpose of participant recruitment, such as modest incentives to consider participation (i.e. to establish a potential participant pool), where approved by a Research Ethics Board
- Fees paid to research participants, such as modest incentives for participation, where approved by a Research Ethics Board.
- Subcontract costs
- Clerical salaries directly related to dissemination activities, including manuscript preparation.
- Honoraria for guest lecturers
- Research time stipends only when awarded
- Salary Research Allowances only when included in a particular funding opportunity.
- Salary to project coordinators

Travel and Subsistence Costs (meals and accommodation)

- Include reasonable out-of-pocket expenses for field work, research conferences, collaborative trips, archival work and historical research, for the grantee, research personnel and students working with the grantee, and visiting researchers

Sabbatical/Research Leave

- Costs related to a vehicle necessary for field work (with prior institutional approval; the vehicle must be licensed and insured during the sabbatical period).
- Direct research expenses, including research assistance, bench fees and field work expenses, including travel and accommodations, when supported by appropriate

documentation.

- Transportation costs to move research equipment or material to and from the sabbatical location.
- Travel costs to attend conferences.
- The costs of travel between the home institution and the sabbatical location, limited to one return trip ticket, except in unusual circumstances.

Equipment and Supplies

- Research equipment and supplies. See the List of Eligible and Non-eligible Expenses for Stationery and Office Supplies for additional information.
- Travel costs to visit manufacturers to select major equipment purchases.
- Transportation costs for purchased equipment.
- Extended warranty for equipment.
- Brokerage and customs charges for the importation of equipment and supplies.
- The costs of training staff to use equipment or a specialized facility.
- Maintenance and operating costs of equipment and vehicles used for Agency-supported research.

Computers and Electronic Communications

- Computers, tablets, modems, emerging technology and other hardware and/or specialized software required for the research not normally provided by the institution, and with adequate justification establishing the need in relation to the funded research.
- Cellular phones, smartphone or other electronic devices when they are necessary for research purposes (e.g. data collection), and/or for personnel safety reasons with adequate justification
- Monthly plan fees for electronic devices when being used for the research purposes (e.g. data collection), and/or for personal safety reasons only

Dissemination of Research Results

- Costs of developing web-based information, including website maintenance fees
- Costs associated with the dissemination of findings, i.e., through traditional venues as well as videos, CD-ROMs).
- Page charges for articles published, including costs associated with ensuring open access to the findings (e.g., costs of publishing in an open access journal or making a journal article open access) See Appendix X for information on Open Access.
- Costs of preparing a research manuscript for publication
- Translation costs associated with dissemination of findings
- Costs of holding a workshop or seminar, the activities of which relate directly to the funded research (including non-alcoholic refreshments or meal costs).

Services and Miscellaneous Expenses

- Recruiting costs for research personnel, such as advertising and airfare for candidates, etc.
- Costs for safe disposal of waste.
- Costs for the purchase of books or periodicals, specialized office supplies, computing equipment and information services not formally provided by the institution to all its academic research and staff
- Costs involved in providing personnel with training and/or development in novel techniques required for the conduct of the research project.
- Specialized courses with adequate justification.
- Hospitality costs (non-alcoholic refreshments or meals) for networking purposes in the context of formal courtesy between the grantee and guest researchers and research-related activities in the context of assemblies that facilitate and contribute to the achievement of the research objectives(e.g., grantee meeting with partners, stakeholders, guest researchers). Gifts, where approved by a Research Ethics Board, will also be eligible.
- Costs of membership in professional associations or scientific societies if necessary for the research program/project.
- Monthly parking fees for vehicles specifically required for field work and only for month(s) when field work was conducted.

Non-Eligible Expenses

- Any part of the salary, or consulting fee, to the grantee or to other persons whose status would make them eligible to apply for grants from the Agency
- Any form of compensation to co-applicants and collaborators of the grant regardless of their eligibility to apply for grants
- Administrative (or management) charges and fees
- Compensation-related benefits to recipients of stipends
- Discretionary severance and separation packages
- Commuting costs of grantees and associated research personnel between their residence and place of employment, or between two places of employment
- Passport and immigration fees
- Costs associated with thesis examination/defense, including external examiner costs
- Reimbursement for airfare purchased with personal frequent flyer points programs
- Costs of transporting research personnel to and from a grantee's sabbatical location for supervisory or academic purposes.
- Costs of transporting the grantee to the home institution for supervisory or academic purposes.
- Living expenses (subsistence and accommodation costs).
- Insurance costs for equipment and research vehicles.
- Costs of the construction, renovation or rental of laboratories or supporting facilities.
- Standard monthly connection or rental costs of telephones
- Connection or installation of lines (telephone or other links)
- Voice mail
- Library acquisitions, computer and other information services provided to all members of an Institution
- Home internet costs
- Costs of alcohol
- Costs of entertainment, hospitality and gifts, other than those specified above such as regular interactions with colleagues from the institution and personnel meetings
- Costs related to staff awards and recognition
- Education-related costs such as thesis preparation, tuition and course fees, leading up to a degree
- Costs related to professional training or development, such as computer and language training.
- Costs involved in the preparation of teaching materials
- Costs of basic services such as heat, light, water, compressed air, distilled water, vacuums and janitorial services supplied to all laboratories in a research facility
- Insurance costs for buildings or equipment
- Costs associated with regulatory compliance, including ethical review, biohazard or radiation safety, environmental assessments, or provincial or municipal regulations and by-laws
- Monthly parking fees for vehicles, unless specifically required for field work
- Sales taxes to which an exemption or rebate applies.
- Costs of regular clothing.
- Patenting expenses.
- Costs of moving a lab.

Appendix VI—Subject Matter Eligibility

General Guidelines for the Eligibility of Subject Matter at SSHRC

Applications to SSHRC as the primary source of research or research training support must meet the following two criteria:

- The proposed research or related activities must be primarily in the social sciences and humanities (i.e., aligned with SSHRC's legislated mandate).
- 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.

Applicants to any of SSHRC's grant or scholarship funding opportunities who wish to collaborate with researchers working in fields other than the social sciences and humanities should explore options for Multi-agency Research Funding Collaboration.

Guidelines for the Eligibility of Applications Related to Health

The following are considerations when preparing or assessing the eligibility for SSHRC support of applications with subject matter related to health:

- Investigators whose proposed research is health-related should consult CIHR's mandate first to explore eligibility. CIHR has policies and procedures in place to adjudicate the full range of social sciences and humanities research proposals related to health research.
- The use of social sciences or humanities theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible for SSHRC funding.

Ineligible for SSHRC Support

Examples of ineligible research include:

- clinical education for health care professionals;
- psychomotor research and kinesiology;
- clinical research (e.g., treatment, prevention or diagnosis of a condition, disorder or disease; testing or evaluating the impact of interventions, medication or medical aids);
- therapy (e.g., counselling, interventions, psychotherapy, rehabilitation, speech and occupational therapy, validation/testing of diagnostic tools); and
- epidemiology.

Decision-Making and Consultation Process to Determine the Eligibility of Applications Related to Health:

Decision-making with regard to eligibility is entrusted to SSHRC staff and management, rather than to the peer/merit review committees, which focus on assessing the excellence of proposals. Potential applicants are encouraged to contact SSHRC staff in advance of submitting their application if there are questions regarding subject matter eligibility. Staff will endeavour to provide advice to applicants. However, a final decision on eligibility can be made only following submission of a full proposal.

SSHRC staff also consult, as required, with outside experts and/or with officials at CIHR for assistance in arriving at a recommendation. Applicants whose proposals are deemed ineligible are informed via a formal letter. Please note that SSHRC does not permit appeals on grounds of subject matter eligibility.

For more information please visit: Selecting the Appropriate Federal Granting Agency.

Appendix VII—Planning Your Knowledge Mobilization (KM) Strategy

Applications for research funding are increasingly requesting that researchers articulate their plans for mobilizing knowledge arising from their research. The participation of knowledge users/partner organizations throughout the project will enrich the research program and ensure that outcomes remain relevant to those who will form the user community. The following is a worksheet to help researchers brainstorm appropriate and innovative KM strategies; sub-questions are designed to allow researchers to provide the agencies with as much detail as envisioned at the time of application. Financial resources, human resources and/or access to resources should be considered and evidence provided that the KM plan can be accomplished with the resources available.

	Key Questions	Options
Goals	• Are the KM goals clear, concrete and well justified? • Are the KM goals appropriate to the potential research findings and the target knowledge users?	KM goals could include: • increase knowledge/awareness • inform future research • inform/change attitudes • inform/change behaviour • inform/change policy • inform/change practice • inform/change technology
Knowledge User / Partner	• Does the plan consider all potentially relevant knowledge users/audiences? • Are the knowledge users precisely defined in terms of their sector, roles, responsibilities and decision-making needs/opportunities? • Does the plan demonstrate an understanding of the proposed target knowledge users, including their knowledge needs in the research area and their preferences for using knowledge?	Identify your target knowledge user(s) as specifically as possible; where known, include the name of the organization; address whether you have a contact person in place in the organization. Explain why those groups need and will benefit from the outcomes of your research. Target knowledge users could include: • Community-based groups • Not-for-profit organizations • General public • Health care professionals/service providers • Health system administrators/managers • Industry/venture capital group/ commercial partners technology transfer and commercialization o Which companies or industry partners are in your network of contacts? Which industries are most likely to be interested in your research or the highly qualified personnel (HQP) that are trained during your project? Can you name a specific business that would be interested in commercialization? Who would buy it once it is on the market? Is there currently a gap in the market that your product would

		fill?
		• Schools
		  o Which schools? Which levels (pre-school, elementary, high school, college, universities)? Have you been in touch with particular teachers or principals or School Board Officials regarding your research and the impact it may have on their institutions?
		• Media : print, TV, radio, web
		• Patients
		  o Do you already have a contact with a particular patient population?
		• Consumers
		• Policy makers/legislators
		  o Who will turn your research into policy? Do you have a relationship with particular lobby groups or politicians? Has anyone in your networks expressed interest in putting your type of research into action?
		• Private sector
		• Research funders
		• Researchers

Strategies	• Are key messages clearly identified?
	• Are the strategies appropriate to achieve the KM goals?
	• Does the plan take into consideration the context in which the knowledge is to be used?
	• If appropriate, is there a plan to adapt the knowledge to each specific user group?
	• Have mitigating factors been considered that might affect the applicability of the research findings or the effectiveness of the planned KM activities?
	• Does the plan consider barriers and facilitators to knowledge use?
		KM strategies could include:
		Diffusion & Dissemination
		• Patents & Intellectual Property (IP)
		  o Does your research have the potential to be patented, trademarked or copyrighted? Does it produce designs that may be valuable to industry?
		• Incorporation/ Spin-off companies
		  o Could your research lead to a new company being formed? Who are the potential partners and stakeholder?
		• Create or Modify existing Best-practices for your field
		  o Will your research modify existing protocols/ regulations/ guidelines or norms?
		• Academic conference presentations
		  o Who are the anticipated participants? Individuals from which sectors? What is the scope and timing of the conference?
		• Workshops
		  o Who is expected to participate? Researchers and HQP? Partners, academic or from other sectors? Will this be an annual event? How are those from outside of the academic sector expected to participate?
		• Lectures
		  o Where is it likely that the team will give lectures? Do you have partnerships in place to show the likelihood of team members being invited speakers (particularly if lectures are to be outside of academia)

		• Non-peer-reviewed/ Popular Publications
		  o Which media sources may be interested in your research? National or local publications? Those with a broad reach or those with a more narrow specialized interest? Do you already have a relationship with a particular media company or journalist?
		• Books/ Edited Collections
		  o Who will publish the book? Who will help with funding publication? Who are the other contributors to collected works? Will HQP have a role in editing and content development?
		• Peer-reviewed publications (open-access journal/archive) Scholarly Journals, Journal Special Issues
		  o Why is this journal best? What are the demographics of the readership? Is it prestigious? What kind of reach will it have?
		• Virtual Speaker Series (Pod Casts, YouTube)
		  o Who would your audience be? What evidence can you provide to prove anyone would listen to or watch your KM activity? Are there people who need this information and could not get it in any other format? Are these formats particularly attractive to a target audience?
		• Websites, Wikis and Blogs
		  o Websites alone are becoming less popular, but they are often a starting point to peak interest. Frequently updated blogs tend to keep people coming back for more. Who will update your website or blog? Who will design it? Who are the people likely to benefit from the information found there? Can HQP play a role here? Is it an opportunity to bring in other disciplines?
		• Social networking and media: Twitter, Facebook, LinkedIn, Mobile Apps, Wikis
		  o Who will be part of your online network? What will you have to offer? How will you benefit from the network?
		• Open Source access to knowledge
		  o What open source technology will you use? Who is the intended audience for the research? Will you use academic services or those for the public?
		• Public Awareness Campaigns
		  o What level of government or NGOs can you get onboard to support such a campaign? How would campaign materials (posters, pamphlets, talks) be disseminated? Has anyone expressed an interest in using your research in this way? If so, who?
		• Decision-support aids
		  o Could your results produce paper or web-based tools that provide information about options and outcomes

- Teaching Curricula/ develop new educational materials/sessions
    - Does this research fit well with a current or future course you are teaching? Perhaps it is applicable to elementary or secondary education?
- Events/courses
    - Conference, symposium, continuing education. How long would the sessions run? One offs or multi-part?
- Tool kits
    - How will people use the tools in the tool kit to learn? What will the tools be? What are the mechanics of getting the tool kits into the hands of knowledge users? Who are the end users?
- Interactive small group meeting/workshop
    - Who is expected to participate? Researchers and HQP? Partners, academic or from other sectors? Will this be an annual event? How are those from outside of the academic sector expected to participate?
- Plain-language summaries
    - Why is it important that your research be made easily accessible to a non-academic audience? How will easily-accessible plain-language summaries break down boarders between knowledge producers and knowledge users and why is this important?
- Summary briefings to stakeholders
    - Generally these documents help keep all partners informed about what work is being done and how shared objectives are being met. How will this sort of communication help strengthen your partnership and why is it needed? Consider Geography, involvement of different partners at different stages of the research project, etc.
- Reminders
    - Electronic reminders in patient files, pocket cards
- Networks/networking
    - Who makes up your network? Academics, industry, NGOs? What benefits do members of the network derive? What are the goals of the network? How will you communicate with your network? Presentations? Newsletters?
- Stakeholder-mediated intervention
    - Intervention that actively engages stakeholders to improve their knowledge or behaviour
- Performance feedback
    - Why is it important to your program of research to have a performance check-up?
- Engage champions/opinion leaders
    - Which informal leaders will you include to assist with sharing your knowledge?
- Financial intervention or incentive
    - How will you choose who gets the financial incentive? How much? How will it be financed?
- Arts-based KM activity
    - What kinds of arts-based activities are appropriate?

		How will you measure KM effectiveness? • Audit and feedback o As appropriate for your discipline; for example, in the case of medical research this could include chart review to determine the number of diagnostic tests ordered • Communities of practice o Communication of evidence with a group of practitioners that meets to share work practices. Who would this be? How would you share? What outcomes could be expected of sharing your research? • Mentorship o Who could you mentor? What would the mentorship relationship look like? How often, how long and in what capacity would your mentoring take place? • Tours, Walks, Audio Tours o Who will take your tour? How will you guide them (podcast, map, tour guide, etc.)? Will the tour materials be free online or available in some other way? How will you get participants and what value will they receive from attending? Will the tour be attached to a conference, workshop or other KM activity? • McMaster's Reach Ahead program o Can your research fit in with McMaster's program to bring high school students on to campus for the university experience? Is your program of research particularly interesting to youth? Is it the sort of work that might entice someone to pursue higher education? How would you make it fit with the program? Application Working with knowledge users to: • Adapt knowledge for use • Commercialize • Identify barriers/supports to the use of findings • Tailor messages and interventions to promote use • Monitor knowledge use • Evaluate outcomes • Ensure sustainability
Expertise	• Are all necessary knowledge users (Partners, co-PIs, collaborators and HQP) involved to achieve the stated goals? • Is there a sufficient description of the team's ability to execute the	Expertise required could include individuals in the following roles: • knowledge broker • community leader • KM specialist • communication specialist • management • public relations

	proposed strategies? • Where appropriate, does the team plan to collaborate with members of its target audiences?	• volunteer • website developer/IT expert • writer/editor/copy editor/videographer Incorporating researchers with these expertise is an excellent opportunity to make a research project interdisciplinary
Resources	• Does the budget allocate adequate financial support to implement the plan? • Is the KM going to be sustainable beyond the life of the grant? Who is going to run it and how is it going to be paid for?	Resources could include: Personnel • graphic design/layout • knowledge broker • KM specialist • public relations/marketing specialist • writer/editor/copy editor Consumables & Fees • mailing and postage • advertising • media development and release • open-access publication fees • patent and licensing fees • publishing costs • production/printing • teleconferences/travel • web-related costs (blogs, podcasts, wikis, website development/maintenance) • workshops/meetings/networking costs

This document is adapted from and expands upon the End of Grant Knowledge Translation (KT) worksheet found at http://www.cihr-irsc.gc.ca/e/45321.html#a9.
For other useful resources on knowledge mobilization activities and research, please see:

- The Canadian Knowledge Transfer and Exchange Community of Practice website;
- Pathway to Impact, Research Councils UK;
- Mapping the Impact of Research, David Phipps, York University;
- The Knowledge mobilization plan in the Knowledge Mobilization Toolkit;
- "A Report Detailing the Development of a University-Based Knowledge Mobilization Unit that Enhances Research Outreach and Engagement" found at http://src-online.ca/index.php/src/article/viewFile/31/57.

Appendix VIII—Governance Structure Template

[In a few sentences describe the reasons for and advantages of the governance structure you are proposing below.]

A. Project Management Group:

Members:

Responsibilities: [e.g. responsible for things like planning and implementation of the project, including organizing meetings, preparing communications, etc. Indicate how often you will meet.]

B. Steering Committee:

Members: [perhaps the project management group and leaders of the sub-projects]

Responsibilities: [perhaps guide and coordinate research activities of, and facilitate communication among, sub-projects; indicate how often you will meet]

C. Advisory Committee:

Members: [perhaps the steering committee, and all other co-applicants and collaborators]

Responsibilities: [perhaps assist in development of research objectives, methods and interpretation and communication of results; also review and comment on reports from the steering committee; indicate how often you will meet]

Appendix IX—CV Instructions

Note: Only the SSHRC on-line CV will be accepted. Other CVs (e.g., NSERC, Canadian Common CV) will not be accepted.

<u>Introduction</u>

All participants (applicants, co-applicants, collaborators) must complete or update their own SSHRC on-line CV using their Internet browser. We suggest that you print and consult this document and the Help with Online Forms document while you are completing your on-line CV. You may also refer to this document by clicking on the "Instructions" button at any time within a screen. This button will link you directly to the instructions for the screen you are completing.

Applicant

When you submit electronically your application to the research administrator at your institution, the system will attach a copy of your CV to your application. By clicking "Submit", you confirm that all information provided is accurate and that you accept the Terms of Use. The act of "submitting" an application to the research administrator constitutes your electronic approval and replaces your handwritten signature.

Co-applicants and Collaborators

The act of "accepting" an applicant's electronic invitation to participate in an application constitutes your electronic approval and replaces your handwritten signature. The system will also attach a copy of your CV to the application when it is forwarded to SSHRC.

When the research administrator at your institution forwards electronically your application to SSHRC (signed paper copies will no longer be necessary), the data provided in the on-line CVs and application form are then transferred to SSHRC's corporate database.

<u>Identification</u>

Only the information in the "Name" and "Language Proficiency" sections will be made available to selection committee members and external assessors. The information you provide in the "Citizenship" and "Statistical and Administrative Information" sections will be used by SSHRC for administrative and statistical purposes only. Filling out the Statistical and Administrative Information section is optional.

Names and Initials

SSHRC will use the information you provide in the Given Name, Initials, and Family Name boxes to address its correspondence to you.

If you use your second or third name as your given name, see the examples below for help in completing the initials box.

Example 1: A.J. Paul Moore

If you prefer to have your initials appear before your given name, you would enter:

Given Name	Initials	Family Name
A.J. Paul		Moore

SSHRC correspondence would address you as *Mr. A.J. Paul Moore.*

Example 2: Joanne Francine Mélanie Trudeau (normally addressed as Mélanie)

If you usually use your second or third name as your given name and do not want your initials appearing before your given name, you would enter:

	Initials	Family Name
Mélanie	J.F.	Trudeau

SSHRC correspondence would address you as *Ms. Mélanie J.F. Trudeau.*

Language Proficiency
Indicate your proficiencies in both official languages, and any other languages.

Citizenship
Indicate your citizenship status by selecting the appropriate option button and answering the applicable questions. Permanent residents should specify the date of permanent residency.

Applicants who are neither citizens nor permanent residents of Canada may now apply to SSHRC's grant programs. However, they must be employed in teaching or research by the administering institution for the entire duration of the award—unless the eligibility criteria of the program to which they are applying explicitly states otherwise.

If you are applying for a SSHRC Postdoctoral Fellowship, you must either be a Canadian Citizen or a permanent resident of Canada by the competition deadline date.

Note: The above restriction does not apply to applicants and co-applicants who are citizens or permanent residents of Canada.

Foreign researchers are eligible to apply as co-applicants to selected SSHRC programs.

Statistical and Administrative Information
Postal Code
Enter the postal code from your permanent address in Canada (do not include spaces or dashes, e.g., KIP6G4).

Council Identification (CID) Number
The Council Identification (CID) number is a unique identifier that SSHRC assigns to each participant. It is used primarily as an identification key for SSHRC's corporate database and to help us communicate with our clients. If you already have your CID number, enter it here. If you do not know this number, contact the program officer responsible for your committee. If you do not have one yet, please leave this box blank, and SSHRC will assign a CID to you.

Current Position
Enter your current place of employment or university affiliation and your "Contact Information" in this section. If you have changed positions, click on the "New Current Position" button to create a new position. Your previous position will automatically be included in the Work Experience screen. Your current position will then appear as the first entry in Work Experience.

Position
Indicate your position (e.g., Associate Professor, Director, Community Organizer). If an applicable position is not listed, select "Other" from the list and type the information in the box provided.

Address
Use only if your current place of employment or university affiliation is not with a Canadian university. (If you are affiliated with a department at a Canadian university, the department's mailing address will be entered once your data is transferred to SSHRC's corporate database.) If you wish the Council to use another address in order to contact you, specify it under the "Correspondence Address" section of the Address screen.

For countries other than Canada and the United States, select the "Other" address format and enter the city/municipality, province or state and postal or zip code in the address lines.

Contact Information
The following information will help us contact you more rapidly. Secondary information will not be released

by SSHRC without your consent (e.g., home coordinates are considered to be personal information and are protected under the *Privacy Act*). This information will appear on the Identification page and will not be seen by selection committee members and external assessors.

Address

Correspondence Address

Complete this screen only if you wish your correspondence to be sent to an address other than that of your current place of employment or university affiliation, or if you have a temporary address.

Permanent Canadian Address (for Postdoctoral Fellowship applicants only)

Regardless of your citizenship status (Canadian citizen or permanent resident of Canada), you must provide your permanent address in Canada, even if it is the **same** as your Current Mailing Address.

Temporary Address

If providing a temporary address, phone number and/or E-mail address, ensure that you enter the effective dates.

Work Experience

The information entered in the Current Position screen **should not be repeated here**. List all other positions, academic and non-academic, you have held, beginning with the most recent. Once the data are saved, the system will automatically sort the data in reverse chronological order, based on the start year.

Position

Indicate your position (e.g., Associate Professor, Director, Community Organizer). If an applicable position is not listed, select "Other" from the list and type the information in the box provided. **List a maximum of 15 other positions.**

Organization - Department/Division

Select the Organization and Department/Division by clicking on the "List..." button. The Country list will appear. Select the country, the province or state (if applicable), then the organization. If the Organization or Department/Division is not listed, select "Other" from the list and type the information in the box provided.

Academic Background

You may list up to five degrees. Check the corresponding box to designate the highest degree you have earned. The highest degree will appear first and all others will appear in reverse chronological order, based on the start date. **Degrees currently in progress cannot be listed as the Highest degree**.

When required, identify the information requested by clicking on the "List..." button. If the appropriate information is not listed, select "Other" from the list and type the information in the box provided.

Degree type and Degree name

Indicate your degree type by selecting it from the choices provided. If you choose "equivalent" degree, enter the degree name in the Degree name box. You may also use this box to give more details about your Degree name if you think this information would be helpful to us (e.g., degrees that involve interdisciplinary programs).

Start date/Expected date/Awarded date

For completed degrees, indicate the date the degree was awarded. For degrees in progress, enter your expected date of completion.

Credentials

List up to six awards, distinctions, licenses and professional designations you have received and think would be the most pertinent to the adjudication of your application. List them in reverse chronological order, based on the year awarded.

Information entered on the Funded Research screen **should not be repeated here**.

Name
If applicable, give the name or a brief description of the award or distinction.

Country
Select the country name by clicking on the "List..." button.

Note: The Source and Duration are mandatory fields if you are applying to the Postdoctoral Fellowships Program.

Research Expertise
The information provided in this section refers to your own ongoing research interests, not to a particular research proposal.

Select appropriate entries under each of the sections using the "List..." button. Duplicate entries are not permitted.

Keywords
List keywords, separated by semicolons, that best describe your areas of research expertise.

Disciplines
Indicate and rank up to five disciplines that best correspond to your research interests. If an applicable discipline is not listed, you may select an entry such as "Other (relevant discipline)" (e.g., Other Psychology, Other Anthropology, Other Sociology) from the list, and type the information in the box provided.

Example:

Entry 1	Sociology
Entry 2	Other Psychology
Entry 3	Other Anthropology
Entry 4	Other Humanities
Entry 5	“Other”

Duplicate entries are not permitted. For instance, you cannot choose "Other Psychology" in Entry 2 and choose it again in Entry 3. Also, you can only choose "Other" (with an explanation) once in all of the five entries.

Areas of Research
Indicate and rank up to three areas of research that best correspond to your research interests as well as areas to which your research interests would apply.

Temporal Periods
If applicable, indicate up to two historical periods covered by your research interests.

Geographical Regions
If applicable, indicate and rank up to three geographical regions covered by your research interests.

Countries
If applicable, indicate and rank up to five countries covered by your research interests.

Funded Research
This section is intended to include grants and funding specifically for research, as opposed to general awards. List up to eight grants or contracts you have received from SSHRC and other sources. It is not uncommon for postdoctoral researchers to leave this section blank.

The information entered in the Credentials screen **should not be repeated here**. Once the data are saved, the system will automatically sort the data in reverse chronological order, based on the year awarded.
Funding organization

Select the funding organization by clicking on the "List..." button. If the funding organization is not listed, select "Other" from the list and type the full organization name in the box provided.

Year awarded/Completion status
Indicate the year the funding was awarded and the completion status of the research for which the grant or contract was awarded.

Role
Indicate your role (applicant/principal investigator, co-applicant, etc.) in the funded research.

Applicant's name
If you are not the applicant (principal investigator) for the research project, specify that person's name in the spaces provided.

Refer to the instructions given earlier in this document under "Identification" (Names and Initials) before completing this area.

Project title/Total amount
List the project title and the total amount of money received for each grant or contract. Do not include decimals or cents.

Appendix X—Open Access Policy

The Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC) ("the Agencies") are federal granting agencies that promote and support research, research training and innovation within Canada. As publicly funded organizations, the Agencies have a fundamental interest in promoting the availability of findings that result from the research they fund, including research publications and data, to the widest possible audience, and at the earliest possible opportunity. Societal advancement is made possible through widespread and barrier-free access to cutting-edge research and knowledge, enabling researchers, scholars, clinicians, policymakers, private sector and not-for-profit organizations and the public to use and build on this knowledge.

Information and communications technology, and in particular the advent of the internet, has transformed the way that science and scholarly research is conducted and communicated. Indicative of this changing landscape has been the steady growth in open access publishing and archiving, which facilitates widespread dissemination of research results. Open access enables researchers to make their publications freely available to the domestic and international research community and to the public at large, thereby enhancing the use, application and impact of research results.

Momentum for open access has been growing as numerous funding agencies and institutions worldwide implement open access policies. The Agencies strongly support open access to research results which promotes the principle of knowledge sharing and mobilization – an essential objective of academia. As research and scholarship become increasingly multi-disciplinary and collaborative, both domestically and internationally, the Agencies are working to facilitate research partnerships by harmonizing domestic policies and aligning with the global movement to open access.

The harmonized Tri-Agency Open Access Policy on Publications requires all peer-reviewed journal publications funded by the Social Sciences and Humanities Research Council of Canada (SSHRC) to be freely available online within 12 months.

Researchers can comply with the open access policy in two ways:

a. **Online Repositories**
Grant recipients can deposit their final, peer-reviewed manuscript into an institutional or disciplinary repository that will make the manuscript freely accessible within 12 months of publication. It is the responsibility of the grant recipient to determine which publishers allow authors to retain copyright and/or allow authors to archive journal publications in accordance with funding agency policies.
b. **Journals**
Grant recipients can publish in a journal that offers immediate open access or that offers open access on its website within 12 months. Some journals require authors to pay article processing charges (APCs) to make manuscripts freely available upon publication. The cost of publishing in open access journals is an eligible expense under the Use of Grant Funds.

These routes to open access are not mutually exclusive. Researchers are strongly encouraged to deposit a copy of the final, peer-reviewed manuscript into an accessible online repository immediately upon publication, even if the article is freely available on the journal's website.
Applicants may consult the following resources to assist in complying with the policy.

Repositories:

- MacSphere (https://macsphere.mcmaster.ca/) is McMaster University's Institutional Repository (IR). The purpose of an IR is to bring together all research under one umbrella, with an aim to preserve and provide access to that research. The research and scholarly output included in MacSphere has been selected and deposited by the individual university departments and centres on campus.
- Canadian Institutional Repositories (http://www.carl-abrc.ca/ir.html) – Domestic information on publicly available archives or repositories.
- Directory of Open Access Repositories (http://www.opendoar.org/) - International database of repositories.
- Erudit (https://depot.erudit.org/?locale=en) – French Language repositories.

Open Access Resources and Directories:

- Association science et bien commun (http://scienceetbiencommun.org/?q=node/22) (available in French only) – Resources on how to promote open access to research results.
- Bielefeld Academic Search Engine (BASE) (http://www.base-search.net/) – A search engine for academic open access web resources.
- Canadian Association of Research Libraries (CARL) (http://www.carl-abrc.ca/openaccess.html) – Resources on how to promote open access to research.
- CARL/ SPARC Brochure (http://carl-abrc.ca/en/scholarly-communications/resources-for-authors.html) and Canadian Author Addendum (http://www.carl-abrc.ca/en/scholarly-communications/resources-for-authors.html#addendum)
- Directory of Open Access Journals (DOAJ) (http://doaj.org/) - A comprehensive list of free, full text, quality controlled scientific and scholarly journals.
- Directory of Open Access Repositories (OpenDOAR) (http://www.opendoar.org/) – a directory of academic open access repositories
- SHERPA/JULIET (http://www.sherpa.ac.uk/juliet/) - Summaries of research funder open access policies.
- SHERPA/RoMEO (http://www.sherpa.ac.uk/romeo/) - Provides a searchable database of publisher policies on copyright and archiving.

For more information on the Tri-Agency Open Access Policy on Publications please visit http://www.science.gc.ca/default.asp?lang=En&n=F6765465-1

For an online tutorial and additional advice from McMaster University Libraries please visit http://library.mcmaster.ca/scholarly-communication/open-access

Appendix XI—Data Management

In June 2016 the Tri-Agency Statement of Principles on Digital Data Management was released by the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council of Canada (NSERC), and the Social Sciences and Humanities Research Council of Canada (SSHRC). The objective of this statement of principles is to promote excellence in digital data management practices and data stewardship in agency-funded research. It complements and builds upon existing agency policies, and serves as a guide to assist researchers, research communities and research institutions in adhering to the agencies' current and future research data management requirements.

Research data include observations about the world that are used as primary sources to support scientific and technical inquiry, scholarship and research-creation, and as evidence in the research process. Research data are gathered through a variety of methods, including experimentation, analysis, sampling and repurposing of existing data.

The agencies believe that research data collected with the use of public funds belong, to the fullest extent possible, in the public domain and available for reuse by others.

Data Management Planning
Data management plans should be developed using standardized tools, where available. Information regarding data management and available resources for the development of data management plans can be found on the McMaster Library website.

Data management plans are key elements of the data management process. They describe how data are collected, formatted, preserved and shared, as well as how existing datasets will be used and what new data will be created. They also assist researchers in determining the costs, benefits and challenges of managing data.

Constraints and obligations
Research data must be managed in agreement with all commercial, legal and ethical obligations.

Data management should be performed in accordance with the requirements of the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – 2nd edition*. This statement provides guidance on data management aspects of research involving humans, such as consent, privacy and confidentiality, indigenous people's rights, secondary use of data and data linkage. Data management should also be performed in accordance with the requirements of the *Tri-Agency Framework: Responsible Conduct of Research*.

Preservation, Retention and Sharing
Research data resulting from agency funding should normally be preserved in a publicly accessible, secure and curated repository or other platform for discovery and reuse by others.

Information regarding research data repositories can be found on the McMaster Library website.

Responsibilities of Researchers
- incorporating data management best practices into their research;
- developing data management plans to guide the responsible collection, formatting, preservation and sharing of their data throughout the entire lifecycle of a research project and beyond;
- following the requirements of applicable institutional and/or funding agency policies and professional or disciplinary standards;
- acknowledging and citing datasets that contribute to their research; and
- staying abreast of standards and expectations of their disciplinary community.

For additional information about data management and available resources, please consult the Tri-Agency Statement of Principles on Digital Data Management and the McMaster Library website.

Data Management Plan (Portage Template)

Sections	Questions
Data Collection	- What types of data will you collect, create, link to, acquire and/or record? - What file formats will your data be collected in? Will these formats allow for data re-use, sharing and long-term access to the data? - What conventions and procedures will you use to structure, name and version-control your files to help you and others better understand how your data are organized?
Documentation and Metadata	- What documentation will be needed for the data to be read and interpreted correctly in the future? - How will you make sure that documentation is created or captured consistently throughout your project? - If you are using a metadata standard and/or tools to document and describe your data, please list here.
Storage and Backup	- What are the anticipated storage requirements for your project, in terms of storage space (in megabytes, gigabytes, terabytes, etc.) and the length of time you will be storing it? - How and where will your data be stored and backed up during your research project? - How will the research team and other collaborators access, modify, and contribute data throughout the project?
Preservation	- Where will you deposit your data for long-term preservation and access at the end of your research project? - Indicate how you will ensure your data is preservation ready. Consider preservation-friendly file formats, ensuring file integrity, anonymization and de-identification, inclusion of supporting documentation.
Sharing and Reuse	- What data will you be sharing and in what form? (e.g. raw, processed, analyzed, final). - Have you considered what type of end-user license to include with your data? - What steps will be taken to help the research community know that your data exists?
Responsibilities and Resources	- Identify who will be responsible for managing this project's data during and after the project and the major data management tasks for which they will be responsible. - How will responsibilities for managing data activities be handled if substantive changes happen in the personnel overseeing the project's data, including a change of Principal Investigator? - What resources will you require to implement your data management plan? What do you estimate the overall cost for data management to be?
Ethics and Legal Compliance	- If your research project includes sensitive data, how will you ensure that it is securely managed and accessible only to approved members of the project? - If applicable, what strategies will you undertake to address secondary uses of sensitive data? - How will you manage legal, ethical, and intellectual property issues?

For more information please visit: DMP Assistant. The Portage Network has developed an online, bilingual, data management planning tool (the DMP Assistant) and associated templates, to support researchers in developing data management plans.