**Research Office for Administration, Development & Support (ROADS)**

**Guide to Preparing a SSHRC Partnership Engage Grant Application**

Partnership Engage Grants are expected to respond to the objectives of the Insight program and the Connection program. Please note that Partnership Engage Grants cannot respond exclusively to the objectives of the Connection program.

They provide short-term and timely support for partnered research activities that will inform decision-making at a single partner organization from the public, private or not-for-profit sector. The small-scale, stakeholder-driven partnerships supported through the Partnership Engage Grants are meant to respond to immediate needs and time constraints facing organizations in non-academic sectors. In addressing an organization-specific need, challenge and/or opportunity, these partnerships let non-academic organizations and postsecondary researchers access each other’s unique knowledge, expertise and capabilities on topics of mutual interest.

SSHRC welcomes applications involving Indigenous research, as well as those involving research-creation.

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 May 25\*** Applicant submits to ROADS for review first draft of application module text and attachments as word documents.

**By June 8\* Applicant submits final Application** and **signed application approval form**

(GAAP/MILO/HRS Checklist) to ROADS

**By 4:30pm June 15\*\*** ROADS submits application to SSHRC on behalf of applicant

*\** ***Applicants who submit a complete first draft by 9:00 am on May 25 will receive specific comments and suggestions from ROADS. Applicants who submit a complete final draft by 9:00 am on June 8 will receive administrative notes and a check list.***

\*\* **Note**: If a deadline falls on a weekend or a Canadian public holiday, the online application system will remain open until 8 p.m. (eastern) on the next business day.

*Applications are reviewed in the order that they are received.*

*Please note applications received after 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](http://www.sshrc-crsh.gc.ca/funding-financement/service/standards_oas-normes_sao-eng.aspx).

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**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 and scoring scheme are used to evaluate the applications:

1. **Challenge—The aim and importance of the endeavour (60%):**
   * research’s relevance to needs, challenges and/or opportunities facing the partner organization;
   * originality, significance, and expected contribution to knowledge and, more specifically, to the partner organization;
   * appropriateness of the literature review;
   * appropriateness of the methods and theoretical approach;
   * [quality of training and mentoring](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/effective_research_training-formation_en_recherche_efficace-eng.aspx) to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and
   * potential for the project results to have influence and impact within the partner organization and beyond.
2. **Feasibility—The plan to achieve excellence (20%):**
   * probability that the objectives will be met within the timeline proposed;
   * involvement of partner organization 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](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx) from the host institution and/or from the partner organization; and
   * quality and appropriateness of the knowledge mobilization plans, including effective dissemination, exchange and engagement with the partner organization and other stakeholders within and/or beyond the research community.
3. **Capability—The expertise to succeed (20%):**
   * quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants relative to their roles in the partnership and to the stages of their 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.; and
   * evidence of past contributions to the [training and mentoring](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/effective_research_training-formation_en_recherche_efficace-eng.aspx) of students, postdoctoral researchers and highly qualified personnel.

**Evaluation and Adjudication**

Applications are adjudicated, and available funds awarded, through a [merit review process](http://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/index-eng.aspx). SSHRC bases funding decisions on the recommendations of the adjudication committee and on the funds available. Committee discussions are guided by the principle of minimum essential funding.

SSHRC’s [Guidelines for the Merit Review of Indigenous Research](http://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx) are relevant for researchers (applicants and project directors) and students preparing SSHRC applications related to [Indigenous research](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a11). SSHRC provides these guidelines to merit reviewers to help build understanding of Indigenous research and research-related activities, and to assist committee members in interpreting SSHRC’s specific evaluation criteria in the context of Indigenous research. SSHRC relies on a community of merit reviewers with experience and expertise in Indigenous research to judge the extent to which the guidelines may be applied to a particular research proposal. The guidelines may also be of use to external assessors, postsecondary institutions and partner organizations that support Indigenous research.

|  |  |
| --- | --- |
| **The objectives of the**  **Insight program are to:** | **The objectives of the**  **Connection program are to:** |
| • build knowledge and understanding from disciplinary, interdisciplinary and/or cross-sector perspectives through support for the best researchers;  • support new  approaches to research on complex and important topics, including those that  transcend the capacity of any one scholar, institution or discipline;  • provide a high-quality research training experience for students;  • fund research expertise  that relates to societal challenges and opportunities; and  • mobilize research  knowledge, to and from academic and non- academic audiences, with the potential to lead to intellectual, cultural,  social and economic influence, benefit and impact. | • facilitate the multidirectional flow of social sciences and humanities knowledge among researchers and  between the campus and the larger community, in order to enhance intellectual, cultural, social and economic influence, benefit, and  impact;  • increase the accessibility  and use of social sciences and humanities research knowledge among academic and non- academic audiences;  • support the building of reciprocal relationships among social sciences and humanities researchers,  and between social sciences and humanities researchers and those in a position to either co-create or use research knowledge;  • support the development of social sciences and humanities research networks and tools designed to facilitate scholarly work; and  • make such networks and  tools more accessible to non-academic audiences. |

# 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](http://www.science.gc.ca/eic/site/063.nsf/eng/h_97615.html) and [An Open Letter to the Research Community](http://www.science.gc.ca/eic/site/063.nsf/eng/h_97616.html).

**COMPONENTS OF A COMPLETE APPLICATION**

**Information to be provided by the applicant:**

• SSHRC CV form

*On the application form:*

• Identification

• Activity Details

• Participants

• Invited Partner Organization

• Summary of Proposed Partnership and Activity

• Expected Outcomes

• Funds Requested from SSHRC

• Funds from Other Sources

• CEAA Pre-screening Checklist (if applicable)

*As attachments:*

• Goal and Project Description – maximum 5 pages

• Research-Creation Support Material (if applicable) – maximum 1 page

• Budget Justification – maximum 1 page

• List of References – maximum 5 pages

• Environmental Impact (if applicable)

• Exclusion of Reviewers (if applicable) – maximum 1 page

• Research Contributions and Relevant Experience – maximum 5 pages

• Letter of Engagement – maximum 2 pages

**Information to be provided by co-applicants:**

• Accept Invitation Form

• SSHRC CV form

• Research Contributions and Relevant Experience Attachment (as applicable)

**Information to be provided by partner organization:**

• Accept Invitation Form, including contributions

• Letter of Engagement

**Information to be provided by collaborators**

• Accept Invitation Form

**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 will be rendered ineligible.

# Application Process

Applicants must complete the [application form](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/partnership_engage_grants-subventions_d_engagement_partenarial-eng.aspx#Application) in accordance with accompanying instructions. Applications must be submitted electronically by ROADS.

Applicants needing help while preparing their application should [communicate with SSHRC](http://www.sshrc-crsh.gc.ca/contact_us-contactez_nous/index-eng.aspx?pedisable=true) well in advance of the application deadline.

Once the 8:00 p.m. (eastern) application deadline has passed, the application server will be offline for 48 hours and unable to accept applications. The server will come back online thereafter, ready to accept applications for the next competition deadline. During the 48-hour hiatus, the server will retain the information for applications still in progress.

**Identification**

**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 the following initiative, select it from the drop-down list:.

* [Mitacs Accelerate internships](http://www.mitacs.ca/en/programs/accelerate)

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

**Research-creation proposals**

Before selecting “yes”, please refer to the updated definition of [research-creation](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a22) for more information and examples of fields involving research-creation.

If you select "yes", please also refer to [Research Contributions](https://webapps.nserc.ca/SSHRC/Instructions-Help/peg_instr_e.htm#ResearchCreation) and the [Guidelines for Research-Creation Support Materials](https://webapps.nserc.ca/SSHRC/Instructions-Help/peg_instr_e.htm#supportmaterial) 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.

**Indigenous Research proposals**

SSHRC strongly suggests that, before you select “yes,” you refer to the definition of aboriginal research for more information. <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a11>

SSHRC defines Indigenous Research as:

Research in any field or discipline that is conducted by, grounded in or engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals, and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present. Indigenous Research in any field or discipline that is conducted by, grounded in or engaged with First Nations, Inuit, Métis or other Indigenous nations, 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.

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 Aboriginal Statement of Principles, which may be found at the following link: [http://www.sshrc-crsh.gc.ca/about-au\_sujet/policies-politiques/statements-enonces/aboriginal\_research- recherche\_autochtone-eng.aspx](http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/aboriginal_research-recherche_autochtone-eng.aspx)

**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—TCPS 2 (2018)*](http://www.pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html) and submit your proposal to your organization’s research ethics board.

**Impact assessment**

The [Impact Assessment Form](https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/pdf/EI_Appendix_A-IA_Annexe_A-eng.pdf) (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 [*Impact Assessment Act*](https://laws-lois.justice.gc.ca/eng/acts/I-2.75/), 2019 (IAA):

* any phase of the proposed research takes place on federal lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut, as interpreted in section 2 of the IAA;
* any phase of the proposed research takes place in a country other than Canada;
* the grant funds permit a designated project (listed in the [*Physical Activities Regulations*](https://laws.justice.gc.ca/eng/regulations/SOR-2019-285/index.html)) to be carried out in whole or in part; or
* any phase of the proposed research depends on a designated project (listed in the *Physical Activities Regulations*) being led or carried out by an organization other than SSHRC.

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](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a10) 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 within the Partnership Engage Grants can include, but are not limited to, the following, as well as a combination thereof:

* cross-sector co-creation of knowledge and understanding;
* disciplinary and interdisciplinary research partnerships;
* partnered knowledge mobilization;
* a combination of approaches.

**Disciplines, areas of research, temporal periods, geographical regions and countries**

Indicate and rank each entry relevant to your proposal, with entry 1 as the most relevant and the last entry the least relevant.

**Participants**

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

• [co-applicant](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a4)

• [collaborator](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a5)

**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; and municipal, territorial or provincial governments.
* **International:** Postsecondary institutions.

Postdoctoral fellows/researchers are eligible to be co-applicants for a Partnership Engage Grant. However, in order for postdoctoral fellows/researchers to receive grant funds, they must formally establish an affiliation with an eligible institution at the time of application, 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. Collaborators 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.

Note that individuals from the private sector or federal government may only participate as collaborators. 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 are not required to complete SSHRC CVs.**

Notes:

1. The principal applicant of a PEG application can be listed as a co-applicant or collaborator on another SSHRC PEG application in the same calendar year.
2. A partner representative can also be listed as a co-applicant or collaborator on the project, there are no restrictions on this.

**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

Principle Investigators and Co-applicants affiliated with a **postsecondary institution** must submit a

full SSHRC CV. See Appendix IX – CV Instructions.

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 Organization**

**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: 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.

Please note that the small-scale, stakeholder-driven partnerships supported through the Partnership Engage Grants are meant to respond to immediate needs and time constraints facing organizations in **non-academic sectors**. According to SSHRC, research centres or institutes that are closely affiliated with postsecondary institutions are not considered an eligible partner organization within PEG. Please contact your ROADS Senior Advisor **immediately** if you have any questions related to the eligibility of your partner organization. They will consult with SSHRC program officers to determine if the partner organization is eligible.

**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 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. |

**Letter of Engagement—maximum two pages (mandatory)**

It is the responsibility of the invited partner organization contact to complete, verify and submit the Partner Organization Form, including the Letter of Engagement. The 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 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.

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

For details on the mandatory application modules to be submitted by the partner, consult the Partner Organization Form Instructions in [Appendix II](#_APPENDIX_II_–).

Note: There is not a minimum expected contribution from the partner organization, but a contribution must be acknowledged, as the system will not allow “$0”.

# 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 partner organization 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, click “Save” and then "Preview" to ensure everything you type will appear on the form.

* As the PEG 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 project are essential information for the adjudication of the proposal, and are part of the Challenge evaluation criterion.

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

**Research Outcomes**

Research outcomes include enhanced curriculum and teaching material, as well as graduate student supervision, enriched public discourse, improved public policies, enhanced business strategies, and innovations in every sector of society. 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 wellbeing. See SSHRC’s [*Guidelines for Effective Knowledge Mobilization*](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge_mobilisation-mobilisation_des_connaissances-eng.aspx) for information about outcomes.

**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. Therefore, click “Save” and then "Preview" to ensure your text 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.
* 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 page attachment

Attach an electronic copy of your Goal and Project Description. **Before writing your proposal, consult the** [**evaluation criteria**](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/partnership_engage_grants-subventions_d_engagement_partenarial-eng.aspx#5) **in the funding opportunity description.** Write your proposal in clear, plain language. Avoid jargon, acronyms and highly technical terms.

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.
* Outline 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).
* Explain how the partner organization will participate in the intellectual leadership and decision-making process of the partnership, and how your application integrates the expertise of the partner organization.
* Describe the roles, responsibilities and contributions of the applicant and co- applicants/collaborators, if applicable, and how the activities and expertise of each member will support and enhance the proposed partnership.
* Describe the specific roles and responsibilities of students, emerging scholars and/or other highly qualified personnel, indicating the work they will be undertaking.
* Outline the confirmed or proposed contributions of the applicant’s institution, the partner organization and/or other sources.
* Ensure that the partner organization is involved in the research and invested in the project outcomes
* Ensure the methods and approaches are logical and well justified
* Write your proposal for a general/ multidisciplinary audience, as the project will be reviewed by an interdisciplinary committee

ROADS recommends using the following headings:

**Objectives**

* 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.
* Highlight the uniqueness of the proposed research and show why the research is important to the partner. 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)?

**Context**

* 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”.
* Place your research plans in the context of what is currently happening in the field. If similar work is being done, how is the proposed project different?

**Methodology**

* Consider a timeline with progress indicators and descriptions of milestones where feasible.

**Knowledge Mobilization Plan**

* 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.
* 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?
* At the outset of their project, applicants should develop indicators to gauge the success of their knowledge mobilization plan. Examples include: citation indicators, the number of newsletter/blog subscribers, and the number of recommendations to policy-makers that have been adopted.

**Partner Participation**

* Describe how representatives from partner organization 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 the partner has a stake in the proposed activities.
* 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? Will the partner be involved in all facets of the research or will you have sub-groups to deal with certain parts of the study?
* For regulations on Partner contributions, see the exclusions in the Guidelines for Cash and In-Kind Contributions in Appendix III.

**Participant Involvement**

* Ensure that you elaborate on the roles and activities of each participant (co-applicants and collaborators), 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.

**Student Training**

* 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.
* Trainees should be mentored in activities that are beyond those in their role as graduate student.
* 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.

**Contributions**

* McMaster contributions must be confirmed by the person who has the authority to commit the cash and/or in-kind support.

**Mitacs Accelerate Internships**  
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](http://www.mitacs.ca/en/contact-us/business-development).

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.

**Open Access and Data Archiving Policy**

Where appropriate, researchers are encouraged to engage in methods that promote the flow, exchange and/or co-creation and multidirectional flow of knowledge across multiple disciplines and sectors, as well as internationally. To the extent possible, and in keeping with the [Tri-Agency’s Open Access Policy](http://www.science.gc.ca/eic/site/063.nsf/eng/h_F6765465.html?OpenDocument) research results should be made available via open access, through, for example, open-access publications (including those that are peer reviewed), websites, databases and/or institutional repositories. Similarly, further to SSHRC’s [Research Data Archiving Policy](https://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/edata-donnees_electroniques-eng.aspx), all research data collected with the use of SSHRC funds must be preserved for use by others within a reasonable period of time. For additional information, see [Appendix IX](#_APPENDIX_X_–).

For additional information and resources, please see SSHRC’s Knowledge Mobilization Strategy and [Appendix VII](#_APPENDIX_VII_–) for additional information.

# 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.

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. 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.

See SSHRC’s [Guidelines for Research-Creation Support Materials](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/research_creation-recherche_creation-eng.aspx) for more information.

# Funds Requested from SSHRC

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 institution or non-academic organization, and must be fully justified in terms of the needs of the project, including costs for organizing and integrating team activities and for communicating results to both scholarly audiences, stakeholders and the general public. 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 the partner organization.

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 discussions of project budgets.
* 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.



Please review the [Tri-Agency Guide on Financial Administration](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp). Please note: this guide had been updated and operates on a less prescriptive and more principles-based approach.

These 4 basic principles govern the appropriate use of grant funds. According to Tri-Agency guidelines, grant expenditures must:

* contribute to the [direct costs](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a8) of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
* not be provided by the administering institution to their [research personnel](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a28)
* be [effective and economical](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a10)
* not result in [personal gain](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a25) for members of the research team

If you have specific questions about eligible budget items, please contact your Senior Advisor.

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.

**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 amount to be paid. When students are paid by wage, the amounts should follow the university’s collective agreement or policy.

**Student stipends**

You may request stipends for graduate students and postdoctoral researchers. 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**

[Salary research allowances](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/g_stipends-s_indemnite-eng.aspx) are an eligible expense. 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 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 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 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, please consult SSHRC’s [Salary Research Allowances policy.](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/g_stipends-s_indemnite-eng.aspx)

**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. Project directors 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.

**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.

**Other non-disposable equipment**

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 definitions of [partner organization](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a13) and [formal partnership](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a10), and the exclusions in the [*Guidelines for Cash and In-Kind Contributions*](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx).

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 that contributions from the partner should not 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 same confirmation 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.

* **McMaster commitments are listed in this table. There is no letter of engagement from**

**McMaster attached to the Partnership Engage Grant application.**

# Total Project Cost

The partner organization must complete a Contributions from Partner Organization page (budget) indicating whether each budget item has been confirmed or not. 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 PDF version of this page of the application form.

**A. Total of all partner’s 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**

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 one page 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 project. For example, under the student and non-student salaries categories, explain why these people need to be hired to meet the project’s objectives. Applicants are reminded of SSHRC's mandate to provide training opportunities for students, new scholars, 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 research and/or related activities.*** 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 proposed expenditures, and the institutional and partner organization funding 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](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 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 reviewers.

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

# List of References—maximum five page 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 and Relevant Experience—maximum five page attachment

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

1. Research Contributions Over the Last Six Years (2015-21)

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**

Outline research contributions within the last six years. **For an application deadline in June**

**2021, for example, include contributions from June 2015 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 with an asterisk (\*) research contributions that resulted from previous SSHRC support.

• 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.

• For recent graduates, list theses.

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

**Refereed contributions**

Examples include books (where applicable, subdivide according to those that are single-authored, co- authored and edited works), monographs, book chapters, articles in scholarly refereed journals, conference

proceedings, etc.

When listing refereed works, 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).

**Other refereed contributions**

Examples include papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.

**Non-refereed contributions**

Examples include book reviews, published reviews of your work, research reports, policy papers, public lectures, etc. See SSHRC’s [*Guidelines for Effective Knowledge Mobilization*](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge_mobilisation-mobilisation_des_connaissances-eng.aspx) for examples of other contributions.

**Forthcoming contributions**

Indicate one of the following statuses—"submitted", "revised and submitted", "accepted" or "in press". Provide the name of the journal or book publisher and the number of pages. Contributions not yet submitted should not be listed.

**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.). See SSHRC’s [*Guidelines for Effective Knowledge Mobilization*](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge_mobilisation-mobilisation_des_connaissances-eng.aspx) for examples of other contributions.

**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.

• Discuss how your contributions set you apart from others in the field

• Describe clearly your role on each contribution

**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 the last six years. 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 absence(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).

**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**

Describe your experience related to the topic and objectives of the partnership application, including experience in engaging in and/or leading formal partnerships. 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).

**Research contributions and relevant experience attachment**

In addition to meeting the CV requirements, **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).

* 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.

# 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](https://hr.mcmaster.ca/app/uploads/2019/02/CUPE-Unit-1-TA-CBA-FINAL-24FEB2017-1-42.pdf). 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:

* 59¢ per kilometre for the first 5,000 kilometres driven
* 53¢ per kilometre driven after that

**Subsistence**

McMaster University shall provide reimbursement for reasonable expenses incurred by individuals while carrying out University business, per the “[Guidelines for Reimbursements to Individuals for University Business](https://financial-affairs.mcmaster.ca/app/uploads/2020/03/AP-01_Guidelines.pdf)”.

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 **$30 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 **$91.25/day** ($20.50/breakfast, $20.10/lunch, $50.65/dinner) in Canadian dollars for travel in Canada, or, U.S. dollars for travel outside Canada.
* 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.](http://www.mcmaster.ca/bms/BMS_Rates.htm)

# APPENDIX II – PARTNERS 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 contact person, you have been invited to participate in a partner’s 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 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.

**E-mail**

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.

**Appendix III – Letter of Engagement—maximum two pages**

Prior to filling out this section, see SSHRC’s updated definitions of [partner organization](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a13) and [formal](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a10)

[partnership,](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a10) and the exclusions in the [*Guidelines for Cash and In-Kind Contributions*.](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx)

Each partner **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.

Please refer to Appendix IV for more a partner letter template.

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*](http://www.nserc-crsng.gc.ca/Professors-Professeurs/TFAGindex-GAFTindex_eng.asp)

[*Administration Guide*](http://www.nserc-crsng.gc.ca/Professors-Professeurs/TFAGindex-GAFTindex_eng.asp) as a baseline, and to the [*Guidelines for Cash and In-Kind Contributions*.](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx)

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 Guide on Financial Administration](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/index_eng.asp) is used generally as a baseline for eligible

cash contributions from partners.

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 direct costs of research that SSHRC considers to be eligible expenses and activities, please refer to the [Use of Grant Funds](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/faq-faq_eng.asp) section of the [Tri-Agency Guide on Financial Administration](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/index_eng.asp).

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 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](http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/partnered_chairs-chaires_partenariat-eng.aspx) provide detailed information about expected contributions.

Note: The [McMaster Indirect Cost Policy](http://ip.mcmaster.ca/researchers/sponsored/overhead) 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](http://www.rsf-fsr.gc.ca/home-accueil-eng.aspx) and, therefore, should not be included in the funds requested from SSHRC in a Partnership Engage Grant application. However, overhead must be charged at a rate of 25% on cash contributions from non-academic partner organizations and at a rate of 40% on cash contributions coming from industry.

**Eligible In-Kind Contributions**

Eligible in-kind contributions include eligible non-monetary 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 and 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 Support**

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

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**

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 in the related funding opportunity description) [http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx f](http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx)or more information about 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 principal investigator as consulting fees or honoraria (additional to his or her salary)  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 |
| Professional and technical services/contracts | Consulting fees and/or technical expertise directly related to the funded project (e.g., communications professionals, lawyers,  Aboriginal 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 expenses for work that is directly dedicated 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 | 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

|  |  |  |
| --- | --- | --- |
| 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. |  |

# APPENDIX IV – PARTNER LETTER TEMPLATE

[To be printed on partner letterhead]

XXX, 2021

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 Engage 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.

2nd paragraph – partner overview

Brief overview of the partner organization

3rd paragraph – partner involvement

Brief description of:

• the partner’s interest in the proposed initiative and the relevance and significance of the project’s objectives for the partner

• 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 the intellectual leadership and governance of the project

• how the partner expects to benefit from the proposed initiative

• the importance of the proposed research for Canada

3rd paragraph – partner contribution details

• Specify the partner contribution (both cash and/or in-kind)

• **Cash contributions**:

o *Cannot* include grant funds received from federal granting agencies, such as CFI, CIHR, NSERC, SSHRC, NCE, CRC, CECR, etc.

o *Cannot* include funds that have already been matched in full or in part to projects funded by federal granting agencies

o Will be charged overhead at a rate of 25%

• **In-kind contributions**:

o 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, 2021 to March 31, 2022. 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, 2021 to March 31, 2022. Twenty days @ $X per day =

$X per year (in-kind). Our facilities include…, equipment which is critical to

o Salaries:

the project and not available at the participating academic institutions. Using our facilities that Dr. Z will be able to…”

• 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

o Professional and technical services/contracts:

• Consulting fees and/or technical expertise directly related to the funded project

• *Cannot* include fees not related to the funded project

o Faculty remunerations:

• Actual costs to the institution for release time from teach duties

• *Cannot* include payment to the grantee as consulting fees or honoraria

o Travel and subsistence costs:

• 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

o Equipment, materials and supplies:

• 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

o Software, new technologies and databases:

• 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

o 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

o 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

• 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 – TRI-AGENCY GUIDE ON FINANCIAL ADMINISTRATION: USE OF GRANT FUNDS

The following is an overview of the grant recipients’ and any delegates’ roles and responsibilities:

* Conduct their research in a manner that adheres to the [Tri-Agency Framework: Responsible Conduct of Research (2016)](http://www.rcr.ethics.gc.ca/eng/framework-cadre.html)
* Hold the authority to use the grant funds in accordance with the Agencies’ principles and directives as outlined in this guide
* Delegate to others their authority to use the grant funds (grant recipient only)
* Authorize grant expenditures and any charges or adjustments made to the grant recipient’s grant account (grant recipient or duly delegated individual only)

**Principles governing the appropriate use of grant funds**

These 4 basic principles govern the appropriate use of grant funds. Grant expenditures must:

* contribute to the [direct costs](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a8) of the research/activities for which the funds were awarded, with benefits  directly attributable to the grant
* not be provided by the administering institution to their [research personnel](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a28)
* be [effective and economical](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a10)
* not result in [personal gain](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a25) for members of the research team

Directives

The following section sets out directives (mandatory requirements), their related principles and roles and responsibilities. These provide a framework for administering institutions and grant recipients to exercise sound judgment and due diligence in their decision-making process concerning the use of agency grant funds.

**Employment and compensation expenditures**

The employment and compensation of individuals working on the funded research/activities must be in accordance with the administering institution’s relevant policies and processes.

Individuals employed to work on funded research/activities are not considered employees of the Agencies and can be compensated via [salary](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a30) or [stipend](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a33) from the grant funds. If employment includes the provision of [compensation benefits](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a6), the administering institution’s share of the costs of mandated compensation benefits is eligible for reimbursement from grant funds. Only individuals employed and compensated from agency grant funds to work on the funded research/activities are eligible for mandated severance pay for the period of time the individual worked on the current grant.

Agency grant funds must not be used to pay compensation to:

* grant recipients or individuals who conduct research independently as part of the terms and conditions of their employment, including but not limited to researchers in academia, hospitals and research institutes
* individuals expected to work on the funded research/activities free of charge as a collaboration as per the program and funding opportunity literature and any relevant agency agreements

Subject to the restrictions above, individuals employed and compensated by another organization for the time spent on the funded research/activities cannot be compensated from grant funds. However, grant funds can be used to reimburse the organization for costs incurred in compensating the individual for time spent on the grant activities.

International researchers may be compensated from grant funds, provided their employer can attest, by letter, that the individual is not being compensated by the employer for time spent on the grant-funded research/activities.

The Agencies view postdoctoral studies as a short-term period of training to prepare individuals for research careers. To this end, the Agencies aim to promote the mobility and career progression of postdoctoral fellows by encouraging reasonable compensation for time spent working on grant recipients’ funded research/activities. The Agencies defer to the administering institutions’ policies concerning the length of tenure of postdoctoral studies. If no time limits are established, the Agencies strongly encourage administering institutions to develop a policy.

Principles

Employment and compensation expenses must:

* contribute to the [direct costs](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a8) of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
* not be for work and services provided by the administering institution to other [research personnel](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a28), such as routine lab maintenance, security, etc.
* be [effective and economical](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a10)
* not result in [personal gain](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a25) for members of the research team

Roles and responsibilities

Grant recipients or their delegate(s) are responsible for:

* authorizing, in a manner that can be substantiated, the employment of individuals to work on their funded research/activities
* ensuring that the individuals employed to work on the funded research/activities are eligible to receive compensation from the grant funds in accordance with the Agencies’ requirement, the Guide  and, when applicable, the program/funding opportunity literature and any relevant agency agreements
* ensuring that employment and compensation expenses are supported by documentation, as prescribed by the administering institution’s policies and processes

**Goods and services expenditures**

The acquisition of [goods](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a14) and [services](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a32) for the funded research/activities must be undertaken in accordance with the administering institution’s relevant policies and processes.

Agency grant funds must not be used to pay [consulting fees](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a7) to:

* grant recipients or [individuals who conduct research independently](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-20) as part of the terms and conditions of their employment, including but not limited to researchers in academia, hospitals and research institutes
* individuals expected to work on the funded research/activities free of charge as a collaboration as per the program and funding opportunity literature and any relevant agency agreements

Principles

The goods and services acquired must:

* contribute to the [direct costs](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a8) of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
* not be provided by the administering institution to their [research personnel](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a28)
* be [effective and economical](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a10)
* not result in [personal gain](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a25) for members of the research team

Roles and responsibilities

Grant recipients or their delegate(s) are responsible for:

* authorizing, in a manner that can be substantiated, the acquisition of goods and services related to the funded research/activities
* ensuring that the goods and services acquired are eligible expenditures in accordance with the Tri-Agency Guide on Financial Administration and, when applicable, the program/funding opportunity literature and any relevant agency agreements
* ensuring that goods and services expenses are documented, as prescribed by the administering institution’s policies and processes

**Travel and travel-related subsistence expenditures**

All travel and travel-related subsistence expenditures (meals and accommodation) must be claimed in accordance with the administering institution’s relevant policies and processes.

Such expenditures, including reasonable out-of-pocket expenses, can be claimed for the grant recipient and other individuals who contribute to the funded research/activities. For claimants other than the grant recipient, the affiliation with the funded research/activities must be specified.

The cost of alcoholic beverages cannot be reimbursed from agency grant funds.

The Agencies defer to the administering institutions’ policies to establish the allowable period of travel. In the absence of an institutional policy, the Agencies recommend following the federal government’s [National Joint Council (NJC) Travel Directive](http://www.njc-cnm.gc.ca/directive/d10/v238/en).

Principles

Travel and travel-related subsistence expenditures must:

* contribute to the [direct costs](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a8) of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
* be [effective and economical](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a10)
* not result in [personal gain](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a25) for members of the research team

Roles and responsibilities

Grant recipients or their delegate(s) are responsible for:

* authorizing, in a manner that can be substantiated, any travel and travel-related subsistence claims for reimbursement; in the event that the traveler is the grant recipient or a visiting researcher, their travel claim must be countersigned by the grant recipient’s superior, confirming the relevance of the travel to the grant-funded research/activities
* ensuring that the travel and travel-related subsistence expenditures are eligible in accordance with the Agencies’ requirements outlined in this guide and, when applicable, in program/funding opportunity literature and any relevant agency agreements
* ensuring that travel and travel-related subsistence expenditures are documented, as prescribed by the administering institution’s policies and processes

**Hospitality expenditures**

The provision of hospitality must be in accordance with the administering institution's relevant policies and processes.

Hospitality costs (non-alcoholic refreshments and/or meals) must be directly related to the funded research and be incurred for:

* networking purposes provided in the context of a formal courtesy or as a form of cultural respect (for example, a grant recipient meeting with partners, stakeholders or guest researchers)
* activities in the context of  assemblies or gatherings that facilitate and contribute to achieving the research objectives (for example, a workshop or conference) where one or more of the individuals participating is not a member of the research team and not involved in the day-to-day funded research/activities

Hospitality costs incurred for interactions between participants involved in day-to-day funded research/activities, such as regular interactions with colleagues from the institution, personnel meetings and staff recognition events, cannot be reimbursed from agency grant funds.

The cost of alcoholic beverages cannot be reimbursed from agency grant funds.

Principles

Hospitality expenditures must:

* contribute to the [direct costs](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a8) of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
* be [effective and economical](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a10)
* not result in [personal gain](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a25) for members of the research team

Roles and responsibilities

Grant recipients or their delegate(s) are responsible for:

* authorizing, in a manner that can be substantiated, any hospitality expenditures; if the grant recipient is the claimant or participated in the event where hospitality was offered, the hospitality expenditure must be countersigned by the grant recipient’s superior, confirming the relevance of the hospitality to the grant-funded research/activities
* ensuring that the hospitality expenditures are eligible, in accordance with the Agencies’ requirements outlined in the Guide and, when applicable, program/ funding opportunity literature and any relevant agency agreements
* ensuring that hospitality expenditures are documented, as prescribed by the administering institution’s policies and processes

**Gifts, honoraria and incentives**

The provision of [gifts](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a13), [honoraria](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a17) and [incentives](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a19) must be in accordance with the administering institution’s policies and processes.

The provision of gifts and incentives to [participants](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a18) requires the prior approval of the administering institution’s research ethics board. Grant recipients have an ethical duty to protect participants’ confidential information and provide documentation to justify the gifts and incentives. Please refer to the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans - TCPS 2 (2018)](http://www.pre.ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html).

Gifts, honoraria and incentives can be offered to an individual or group whose involvement in the funded research/activities is voluntary (i.e., not part of a contractual obligation or professional service) and the individual is not a member of the grant team.

“Honoraria” refers to monetary payments made on a one-time or non-routine basis to an individual as a “thank you” for a service for which fees are not traditionally paid (i.e., speeches, lectures, seminars, etc. by a guest lecturer/speaker). Grant recipients cannot receive honoraria from tri-agency grants.

“Gifts” are cash or in-kind items provided freely as a token of appreciation, respect and/or goodwill. Gifts can be offered to establish/facilitate relationships with individuals or groups who are involved in the research/activity as participants or as research partners/contributors (i.e., guest researchers, research partners or community stakeholders) under the following circumstances:

* when prescribed by cultural heritage/established traditions
* as a formal courtesy

In recognition of the cultures and traditions of First Nations, Métis and Inuit, Elders and other Knowledge Keepers who also fulfill another role (i.e., an independent researcher) are eligible to receive gifts in a ceremonial or other context.

“Incentives” refers to cash or in-kind items offered to human participants as a means to establish participant pools or to acknowledge their participation in the research/activity.

Principles

Gifts, honoraria and incentives must:

* contribute to the [direct costs](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a8) of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
* be [effective and economical](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a10)
* not result in [personal gain](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a25) for members of the research team

Roles and responsibilities

Grant recipients or their delegate(s) are responsible for:

* authorizing, in a manner that can be substantiated, any gifts, honoraria and incentives expenditures;
* ensuring that the gifts, honoraria and incentives expenditures are eligible in accordance with Agencies’ requirements outlined in this Guide and, when applicable, in program/funding opportunity literature and any relevant agency agreements
* ensuring that gifts, honoraria and incentives expenditures are documented, as prescribed by the Agencies and the administering institution’s policies and processes

# APPENDIX VI – ELIGIBILITY OF HEALTH RELATED SUBJECT MATTER

**Overview**

The Social Sciences and Humanities Research Council (SSHRC), the [Natural Sciences and Engineering Research Council](http://www.nserc-crsng.gc.ca/) (NSERC) and the [Canadian Institutes of Health Research](http://www.cihr-irsc.gc.ca/) (CIHR) support and promote

high-quality research in a wide variety of disciplines and areas. This includes research that bridges more than one discipline or that requires the skills of several disciplines.

SSHRC collaborates closely with the other granting agencies to encourage and promote support to the full range of social sciences and humanities research and research training, including collaboration across disciplines and subject areas. The following guidelines have been prepared to assist applicants in directing their proposals to the most appropriate funding agency. These guidelines apply to research, research training, and related activities such as conferences or scholarly journals. In any given application, applicants should apply to the agency that is responsible for the dominant research discipline or area. A researcher, research team or student may not submit the same application to more than one of the three federal research granting agencies.

Applications submitted to SSHRC that would be more appropriately evaluated by NSERC or CIHR will not be accepted. In such cases, applicants may be required to submit a new application to the appropriate agency.

Applicants working in research areas where boundaries overlap are advised to state clearly in all applications for funding why they believe their proposals are primarily appropriate for support by the agency to which they are submitting their application.

Such applicants should contact the research services office at their institution for guidance. In addition, they should seek the advice of the appropriate program officer in charge of the program to which they are considering applying.

**Note:** Complete guidelines on [selecting the appropriate federal granting agency](http://www.science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html?OpenDocument) are also available

**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](http://www.sshrc-crsh.gc.ca/about-au_sujet/index-eng.aspx)).

• 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.](http://www.sshrc-crsh.gc.ca/about-au_sujet/collaboration/index-eng.aspx)

**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](http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/appeals-appels-eng.aspx) on grounds of subject matter eligibility.

**Guidelines for the Eligibility of Applications in Psychology**

Notwithstanding the above-mentioned guidelines for research related to health, applicants should consider the following guidelines in their decision to apply to a federal granting agency if their research is in the field

of psychology:

• SSHRC considers eligible applications within the broad areas of social, developmental, personality and educational psychology. SSHRC also considers eligible proposals related to theory and methods in these areas. SSHRC does not support clinically oriented research with an intent to improve health, or research involving clinical trials.

• NSERC considers eligible applications that relate to fundamental psychological processes, their underlying neural mechanisms, their development within individuals, and their evolutionary and ecological context. Fundamental processes are understood to include:

o sensation and perception;

o sensorimotor integration;

o motivation, emotion and reward;

o learning and memory;

o cognition and language;

o sleep, arousal and the chrono-biological modulation of behaviour; and

o statistical methods for analysis of psychological data.

• NSERC does not support clinically oriented research.

• CIHR supports all research in psychology that has direct relevance to, or ultimate impact on, human health.

# 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 Aps, 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

o 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

o Conference, symposium, continuing education. How long would the sessions run? One offs or multi-part?

• Tool kits

o 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

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?

• Plain-language summaries

o 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

o 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

o Electronic reminders in patient files, pocket cards

• Networks/networking

o 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

o Intervention that actively engages stakeholders to improve their knowledge or behaviour

• Performance feedback

o Why is it important to your program of research to have a performance check-up?

• Engage champions/opinion leaders

o Which informal leaders will you include to assist with sharing your knowledge?

• Financial intervention or incentive

o How will you choose who gets the financial incentive?

How much? How will it be financed?

• Arts-based KM activity

o 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.](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;](http://www.ktecop.ca/)

• [Pathway to Impact,](http://www.rcuk.ac.uk/innovation/impacts/) Research Councils UK;

• [Mapping the Impact of Research,](http://www.nce-rce.gc.ca/AnnualMeeting-ReunionAnnuelle/2014/Presentations-Presentations/NCE-RCE/02-05-DavidPhipps.pdf) David Phipps, York University;

• The [Knowledge mobilization plan](http://www.kmbtoolkit.ca/sites/all/themes/kmb/assets/images/Knowledge_Mobilization_Planning_Form.pdf) 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.](http://src-online.ca/index.php/src/article/viewFile/31/57)

# APPENDIX VIII – CV INSTRUCTIONS

**Note:** Only the SSHRC on-line CV will be accepted. Other CVs (e.g., NSERC, Canadian Common CV) will not be accepted, nor will information from other CVs be transferred to the SSHRC online CV.

**Introduction**

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](http://www.sshrc.ca/funding-financement/forms-formulaires/help_forms-aide_formulaires-eng.aspx) document while you are completing your on-line CV. You may also refer to this document by clicking on "Instructions" 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.

**Identification**

Only the information in the "Name" and "Language Proficiency" sections will be made available to selection committee members and/or 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.

**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 W ork 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 m ailing 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, Student, Postdoctoral fellow or associate). 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, scholarships, fellowships, 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](https://webapps.nserc.ca/SSHRC/Instructions-Help/cvinstructions_e.htm#FundedResearch) 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](https://webapps.nserc.ca/SSHRC/Instructions-Help/cvinstructions_e.htm#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 IX – OPEN ACCESS POLICY

SSHRC believes making research results as widely available and accessible as possible is an essential part of advancing knowledge and maximizing the impact of publicly-funded research for Canadians. Increased access to the results of publicly-funded research can spur scientific discovery, enable better international collaboration and coordination of research, enhance the engagement of society and support the economy. The harmonized [Tri-Agency Open Access Policy on Publications](http://www.science.gc.ca/default.asp?lang=En&amp;n=F6765465-1) 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. The policy will require SSHRC funded researchers to comply with the policy for all grants awarded May 1, 2015 and onward.

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](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp) ([http://www.nserc-](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)

[crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)

[UtilisationSubventions\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp)) .

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/) (<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) (<http://www.carl-abrc.ca/ir.html>) – Domestic information on publicly available archives or repositories.

• [Directory of Open Access Repositories](http://www.opendoar.org/) (<http://www.opendoar.org/>) - International database of repositories.

• [Erudit](https://depot.erudit.org/?locale=en) (<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/) (<http://www.base-search.net/>) – A search engine for academic open access web resources.

• [Canadian Association of Research Libraries](http://www.carl-abrc.ca/openaccess.html) (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) ([http://carl-abrc.ca/en/scholarly-communications/resources-for- authors.html](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) ([http://www.carl-abrc.ca/en/scholarly- communications/resources-for-authors.html#addendum](http://www.carl-abrc.ca/en/scholarly-communications/resources-for-authors.html#addendum))

• [Directory of Open Access Journals](http://www.doaj.org/) (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/) (<http://www.opendoar.org/>) – a directory of academic open access repositories

• [SHERPA/JULIET](http://www.sherpa.ac.uk/juliet/) (<http://www.sherpa.ac.uk/juliet/>) - Summaries of research funder open access policies.

• [SHERPA/RoMEO](http://www.sherpa.ac.uk/romeo.php) (<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](http://www.science.gc.ca/default.asp?lang=En&amp;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 X – DATA MANAGEMENT

In June 2016 the [Tri-Agency Statement of Principles on Digital Data Management](http://www.science.gc.ca/default.asp?lang=En&amp;n=83F7624E-1) 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.](http://library.mcmaster.ca/rdm)

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*](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/) *– 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*.](http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/)

**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.](http://library.mcmaster.ca/rdm)

**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](http://www.science.gc.ca/default.asp?lang=En&amp;n=83F7624E-1) and the [McMaster Library website.](http://library.mcmaster.ca/rdm)

# APPENDIX XI – FREQUENTLY ASKED QUESTIONS

**Is my project eligible?**

Your project must involve research activities in the SSH and there must be a non-academic partner organization.

**Is my partner eligible?**

The partner organization can be Canadian or international, but it must come from a non-academic sector (i.e., not a postsecondary institution nor any organizations or associations affiliated with or servicing them).

**Am I eligible to apply?**

You must be affiliated with an eligible Canadian postsecondary institution.

**Are students eligible to apply?**

No.

**If a researcher and a partner have worked together in the past, are they still eligible?**

Yes, PEG supports new and existing partnerships.

**Are events or outreach activities eligible?**

Not on their own; there must be a strong research component within each project.

**Can I submit a PEG and an application to another SSHRC funding opportunity at the same time?**

Yes, provided that they are for distinct projects.

**Can I hold a PEG and another SSHRC grant at the same time?**

Yes.

**How many PEG applications can I submit as applicant in a calendar year?**

One.

**Can a partner organization be involved in more than one PEG application?**

Yes, given that the applications are not addressing the same research question(s).

**Is there a minimum expected contribution from the partner organization?**

No minimum, but a contribution must be acknowledged (i.e., the system will not allow “$0”).

**Can the contributions be in cash or in-kind?**

Yes, either or both are acceptable.

**Can other organizations, beyond the partner, make contributions to the project?**

Yes. The applicant can enter these contributions in the “Funds from Other Sources” module in the application form.

**Does PEG have an automatic one-year extension?**

Yes.

**When will the results be announced for each competition?**

Approximately 8 to 9 weeks after each application deadline.

**How will PEG applications be adjudicated?**

Through a competitive process that involves one or more multidisciplinary committees.