



**Office of Research
Research Grant Workshop
SSHRC Connection Grants**

Wednesday, January 11, 2017

2:00 p.m. – 4:00 p.m.

Room EV 2.184



Agenda

1. Connection Program overview and details
2. Application process – SSHRC On-line Portal
3. Evaluation and adjudication
4. Deadlines and submission process
5. Grantsmanship
 - Overview
 - Connection-related specifics and tips
6. Contact information

Program Overview and Details

SSHRC Connection Grants

Program objectives:

- facilitate multidirectional flow of knowledge among researchers and the larger community to enhance intellectual, cultural, social and economic influence, benefit, and impact;
- increase the accessibility and use of research knowledge among academic and non-academic audiences;
- support the building of reciprocal relationships among and between social sciences and humanities researchers and those in a position to either co-create or use research knowledge;
- support the development of networks and tools designed to facilitate scholarly work; and
- make such networks and tools more accessible to non-academic audiences.

SSHRC Connection Grants

Types of Grants:

Proposed Events are short-term activities usually completed in a week or less (e.g., a two-day conference or a one-week workshop). As is the nature of knowledge mobilization events, the bulk of the activities will happen within a short period.

Proposed Outreach Activities must be designed to engage the broader public in humanities and social sciences knowledge through one or a combination of the following: knowledge dissemination, transfer, brokering, translation, synthesis, exchange, networking or co-creation. While the design of the activity takes place within the one year duration of the grant, its outcomes should have a longer duration. For example: a public debate series; the development of articles printed in weekly or monthly magazines whether for specialized or general interest; the development of education aids, instruments or equipment.

Ineligible activities: research activities (lit. review, field work, etc.); stand-alone, edited volumes; annual general meetings of associations; book launches; receptions for association members; and any activities normally paid for by the association operating fees. Click here for the full roster of [ineligible Connection activities](#).

SSHRC Connection Grants

Four calls a year: Feb. 1 , May 1, Aug. 1, Nov. 1.

Next competition **Feb. 1, 2017**. Internal deadline: **Jan. 25, 2017**

Funding: \$ 7K to \$ 25K for events. Up to \$ 50K for outreach activities and series thereof. **Duration:** one year.

Matching Funds: Please take note of this requirement (a sample budget will be provided later on in the presentation)

SSHRC will not fund the **full** cost of any connection event or outreach activity. Additional support in the form of cash and/or in-kind contributions (excluding registration fees), equivalent to a minimum of 50 per cent of the amount requested from SSHRC, must come from sponsoring organizations. SSHRC will consider only those funds stemming from sponsoring organizations in its calculations of matching funds; individual contributions will not be considered in the calculation of matching funds.

SSHRC Connection Grants

Connecting for Canada's 150th

To be considered for funding under the [Connecting for Canada's 150th](#) initiative, applicants must complete the application form and follow the accompanying instructions, as outlined in the Connection Grant application.

SSHRC will accept applications for this initiative for one of the following deadlines: Aug 1, 2016, Nov. 1, 2016, **Feb. 1, 2017**

Applicants must include the following information in their application form:

- Under Application Title, “CANADA 150” must be used as a prefix to the event or initiative title;
- Under Keywords, “CANADA 150” must be included as a keyword;
- Under Expected Outcomes, detail the potential benefits and/or outcomes of the proposed event or outreach activity, specifically as they relate to Canada's 150th anniversary; and
- Under Description of Connection Project, demonstrate how the proposed event or outreach activity marks or celebrates Canada's 150th anniversary.

SSHRC Connection Grants

Types of applications:

- Institutional – applications submitted by an eligible Canadian institution to conduct event or outreach activity or series thereof. The **PI is the institution**, but a Project Director identified by institution leads application process and awarded grant.
- Individual – applications submitted by an **individual researcher/ PI** or a team (consisting of an applicant [project director] plus one or more co-applicants and/or collaborators) to conduct an event or outreach activity, or series thereof.

Multiple applications

Individuals (applicants for individual Connection Grants and project directors for institutional Connection Grants) may apply for **one Connection Grant per calendar year**.

Applicants/project directors on any project funded through a still-active SSHRC Connection Grant are not eligible to apply for an individual Connection Grant.

An applicant may not apply for or hold more than one Connection Grant for the same event or outreach activity. Please refer to SSHRC's [regulations](#) regarding multiple applications for more information.

Particular Scopes of Research

Health-related research

Guidelines set in 2009: The use of SSH theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible to compete at SSHRC.

INELIGIBLE

SSH research primarily intended to improve and/or increase knowledge of health, health care and health-care systems in Canada or internationally is **not eligible** for support from SSHRC.

MAY BE ELIGIBLE

Proposals **may be eligible** if there is no intent to directly or indirectly impact health, or if health is a subsidiary element in a study intended to increase our understanding of individuals, groups and/or societies.

Examples follow on next slide; for full list see web link below:

http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx#af3

Health-related research (cont'd)

Ineligible	Eligible
Socio-economic and cultural determinants of health.	Comparative studies in which health is not the primary object of study (e.g., theory of mind in normal development and autism).
Health promotion (e.g., healthy eating, disease prevention, sexual education). Public health (e.g., workplace, food and water safety as they affect health status).	Use of physiological methods and/or approaches to improve learning, teaching and curriculum development, or investigate social/cultural processes and behaviors.
Education and psychology research related to health service delivery (e.g., clinical/practical competencies, supervision, curriculum development).	Historical and/or archaeological research where there is no intent to influence health (e.g., biographies of health practitioners; health and hygiene in ancient civilizations).
Therapy, including use of performing/visual arts as an element of therapy.	Cinematic or other artistic portrayals of illness in which health promotion is not a central aim.
Health policy, management and law.	Economic or management analysis unrelated to health care (e.g., impact of epidemics on the profitability of insurance companies).

Research-Creation & Aboriginal Research

Research-creation

SSHRC definition: “An approach to research that combines creative and academic research practices, and supports the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. **The creation process is situated within the research activity and produces critically informed work in a variety of media (art forms).** Research-creation cannot be limited to the interpretation or analysis of a creator’s work, conventional works of technological development, or work that focuses on the creation of curricula. The research-creation process and the resulting artistic work are judged according to SSHRC’s established merit review criteria.”

- Fields that may involve research-creation include, but are not limited to: architecture, design, creative writing, visual arts (e.g., painting, drawing, sculpture, ceramics, textiles), performing arts (e.g., dance, music, theatre), film, video, performance art, interdisciplinary arts, media and electronic arts, and new artistic practices.

Aboriginal Research

[Guidelines for the Merit Review of Aboriginal Research](#)

Application Process

SSHRC On-line Portal

1. Read the [Connection program description](#) to ensure your project meets the objectives and criteria (and discuss with your RF).
2. Consult the [Web CV, application and instructions](#) (link on SSHRC Connection web page). These provide details on application requirements.
3. [Sign in or register for an account](#) in the SSHRC on-line portal to access the Connection application form.
4. Invite participants (co-applicants and collaborators), if applicable.
5. Fill out and save your Connection grant, uploading all required attachments.
6. Save and validate each section and submit Connection application form in SSHRC portal and in ConRAD by internal deadline.
7. OOR will verify the application and can return for revision if time before it is forwarded to SSHRC.

SSHRC Connection Grants – Attachments to the on-line application

Ten pdf attachments are required:

- Letters of support (500 kb max)
- Description of project (5 pages)
- Training and Mentoring (1 page)
- Budget Justification (2 pages)
- List of references (2 pages)
- **If applicable** - Exclusion of Potential Reviewers (1 page)
- **If applicable** – Environmental Impact – Appendix A (500 kb max)
- Research Contributions (4 pages)
- **If applicable** – Research-creation Support Material (4 pages)
- Relevant Experience (1 page)

Evaluation and Adjudication

Evaluation and Adjudication

All SSHRC Programs use the three main Evaluation Criteria in different proportions:

Program	Challenge	Feasibility	Capability
Insight Development Grant	50 %	20 %	30 %
Insight Grant	40 %	20 %	40 %
Connection Grant	40 %	30 %	30 %
Partnership Development Grant	50 %	20 %	30 %
Partnership Grant	40 %	30 %	30 %

Evaluation and Adjudication - IV

Challenge: The aim and importance of the endeavor (40%)

Feasibility: The plan to achieve excellence (30%)

Capability: The expertise to succeed (30%)

Main criteria are divided into three to five sub-criteria (bullet points). Sub-criteria are not necessarily weighted. If one element is particularly weak this can cause a low or failing score overall.

It is essential to address every single bullet point listed under the Evaluation Criteria.

Six-point evaluation scale:

Excellent / Very good / Good / Satisfactory / Moderate / Unsatisfactory

*Your proposal is reviewed by scholars with a variety of disciplinary perspectives and methodological approaches. **Context, clarity and completeness** throughout are critical!*

Evaluation Criteria	
Challenge – The aim and importance of the endeavour:	<ul style="list-style-type: none"> • originality, significance and expected contribution to knowledge; • appropriateness of the literature review; • appropriateness of the theoretical approach or framework; • appropriateness of the methods/approach; • <u>quality of training and mentoring</u> to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; • potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community.

Evaluation Criteria

Feasibility – The plan to achieve excellence:

- probability that the objectives will be met within the timeline proposed;
- appropriateness of the requested budget and justification of proposed costs;
- indications of financial and in-kind contributions from other sources, where appropriate;
- quality and appropriateness of knowledge mobilization plans, including effective dissemination, exchange, and engagement with stakeholders within and/or beyond the research community, where applicable;
- appropriateness of the strategies for conducting the activity/activities proposed.

Evaluation Criteria

Capability – The expertise to succeed:

- 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 project and their respective stages of career;
- evidence of contributions 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 media), and of impacts on public practice, social services and policies, etc.;
- evidence of contributions to the [development of talent](#)
- potential to make future contributions.

Evaluation and Adjudication - II

General overview of the adjudication process:

- Calibration exercise
- Preliminary scores submitted by readers (no guarantee they will be experts in your field)
- Removal of applications ranked in bottom 30%, unless flagged
- Committee discussion on the remainder
- Final rankings, placed into sextiles based on score

According to SSHRC personnel reviewing the process (Dec. 7/16 webinar), statistics show little movement in rankings between the preliminary and final scores for applications in the top/bottom 30%.

Evaluation and Adjudication - III

The adjudication process – from the point of view of your peers...

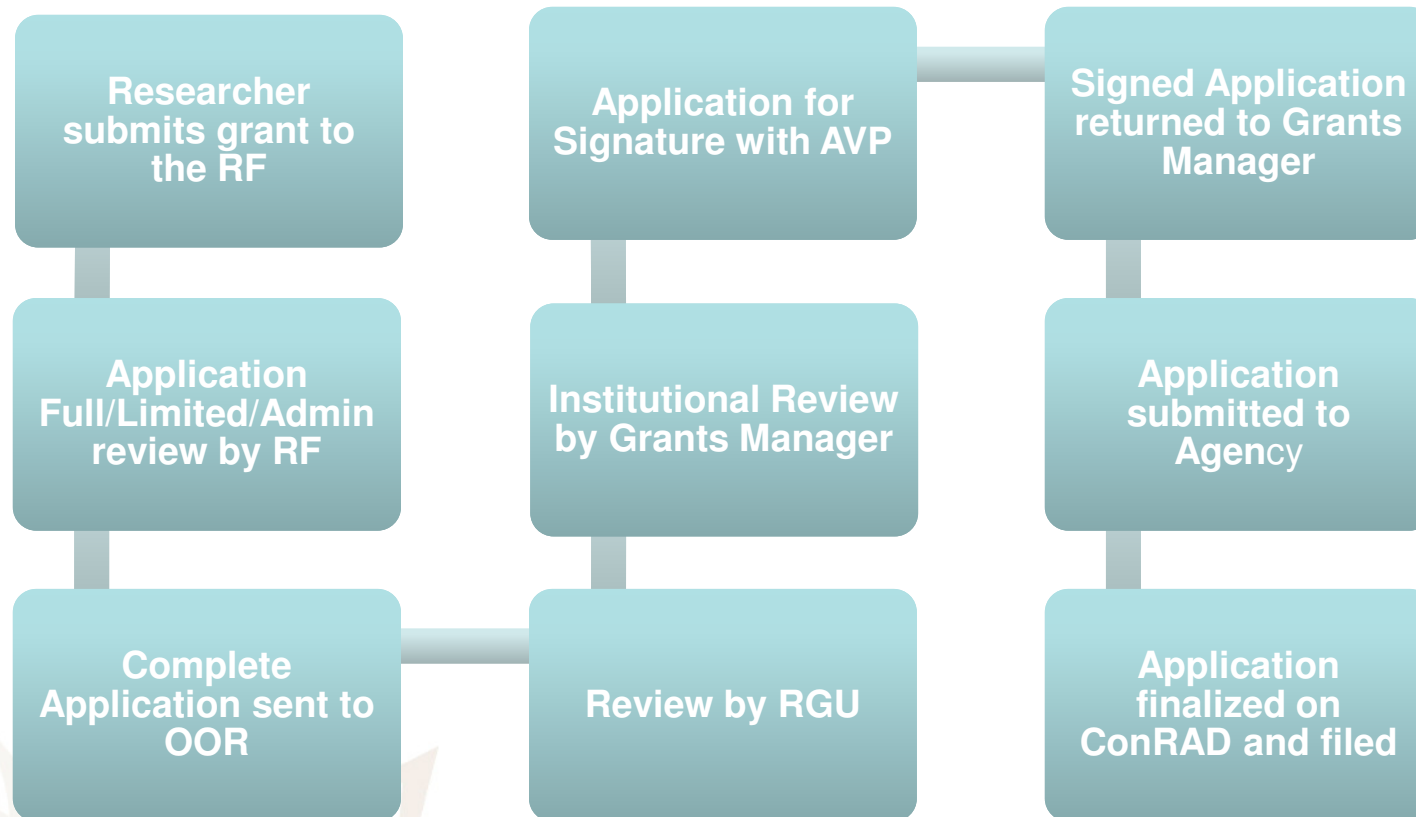
Not every committee functions in exactly the same way, but there are common factors. Committee members are busy, your readers may all be outside of your discipline and the review is done in teleconference – subject to distractions.

This means:

- Avoid jargon at all costs!
- Tell a story, use headings, white space, and organize it well.
- Link to wider relevance (can include Canadian issues).
- Share your proposal draft – with peers, with RF and others.
- Fully justify team composition by explaining roles and rationale.
- Be specific about the value of your achievements - do not assume journal rankings or impact factors will be known.

Deadlines and Submission Process

Submission Process



Concordia Internal Deadlines

All grant applications are reviewed prior to submission to external agencies. The scope of this review varies according to the following timeline:

Up until 2 weeks prior to external deadline:

Full proposal review and consultation

Optional, but highly recommended. Research facilitators can assist you with their extensive knowledge of agency guidelines and requirements and will complete a full proposal review.

5 business days prior to external deadline (Wed. Jan. 25, 2017):

Mandatory Internal Deadline (ConRAD) for administrative review

Research facilitators and OOR staff will verify any financial or in-kind commitments attached to a proposal, that all agency requirements have been met and that the application is complete. At this point **final and complete** grant applications including CVs and any other attachments must be routed through [ConRAD](#).

Submission Process for Connection

As of the OOR deadline of **Wednesday January 25th 2017 9 a.m.**:

1. Finalize, preview and save application, PI and co-applicant CVs.
2. Submit it online in the SSHRC On-line Portal (it comes to OOR).
3. Create Grant Submission Form (GSF) in ConRAD attaching ALL of the above files and submit it immediately following Step 2.

Why? So that we can complete the mandatory administrative review and checklist to ensure your application is complete.

We will return online access if required to revise and resubmit before the agency deadline.

If the above process is incomplete your application may not be approved in time for OOR to forward it to SSHRC.

Grantsmanship and tips on content

Overview of Grantsmanship

Overview

What is the purpose of a grant proposal?

...to get funded!



Like all writing, grant writing should embody the four C's:

- **Concise:** Limited characters/word limit - more impact.
- **Clear:** Use the language of the funding agency.
- **Coherent:** Ensure a logical flow and linkage between sections and paragraphs.
- **Compelling:** Make the impact and relevance of your work clear.

Get right to the point at the outset and then elaborate.

Don't wait until later in the proposal to be more specific.

General tips on content

Avoid the following (*common issues stated by a SSHRC Program Officer*):

- Application “premature”, seems like a fishing expedition
- Project too ambitious/not ambitious enough
- Unclear objectives: focus on what you will achieve, not on what you will do
- Context not clear, doesn’t address agency/program guidelines
- Theoretical rationale lacking
- Methodology inappropriate and/or vague
- Not clear how proposed work differs from previous work
- Vague dissemination plan

How to Write: Strategic Communication

The case for plain language:

Who is your audience? Peers/experts in your discipline, multi-disciplinary committees, also sometimes non-academic/policy makers or other end users.

Enhance readability:

Visual breaks (white space) make it easier for reviewers to find information and assess linkage between sections of the grant. A picture can (sometimes) be worth 1000 words. This is especially important for online/mobile reading!

Flow:

Begin each paragraph with an impact statement. The concluding sentence should reiterate your message and logically lead to the next point.

Program-related specific tips for SSHRC Connection Grants

The Summary

Its purpose:

- Appears at the beginning of the application and sets the first impression. Must be a stand-alone document.
- May be the only section that non-readers on the committee read.
- Should be understood by both experts in your discipline as a significant academic contribution and by laypersons in a more general context.

Even if you draft this at the beginning of the process, review it when you are near the end to fine-tune it.

The **title** is equally as important - make it clear and specific.

The Summary (cont'd)

- Clearly identify the **research activity being proposed**
- Explain why it is **important** and **relevant**.
- State clearly your **objectives** – short and long-term.
- Briefly describe the **overall research you will be disseminating, transferring, exchanging or mobilizing**
- Explain the **importance of connecting** with the specified audience.
- Identify the event's academic contribution and stress its potential wider **social benefit** – a large general topic of wide interest (environment, new social technologies, the economy, etc.).

The Proposal

Start with:

- A brief opening statement – what you propose to do, and why (impact/relevance).
- Set the general context.
- Expand on the summary – don't just copy/paste text and be sure to use the criteria provided in the online instructions as headings and write to each criteria.



The Proposal: Objectives

- Explicit objectives - focus on outcomes not activities.
- Clearly articulate expected contribution to knowledge.
- Begin with a clear, brief statement followed by bullet points to organize sub-items.
- Objectives should fit funding opportunity purpose and structure. The Connection grant has a duration of one year. Objectives should be realistic given this timeframe.



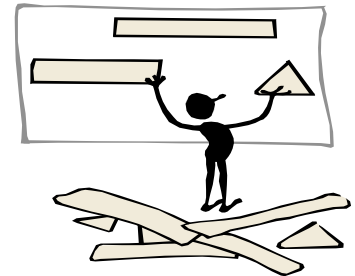
The Proposal: Context

- Expand on the previously stated general context. Explain WHY the objectives are important - demonstrate knowledge of the research being disseminated. Outline your past research and why you are best suited to lead this activity.
- Identify the knowledge gap that you plan to fill. This speaks to originality.
- Elaborate on what makes this event and your approach to it, significant and unique.
- Provide details on how activities will be undertaken in a timely way to meet the objectives put forward.

The Proposal: Final thoughts...

“Package” the content:

- Section headings, paragraphs, bullet points, white space, tables or diagrams if appropriate, font and pagination
- Follow guidelines for length



R&R (review and revise):

- Ask at least two people to read draft – one ‘expert’ perspective (e.g. a peer in your discipline or a related one) and one ‘general’ perspective (Research Facilitator) far enough ahead of deadline to allow you to incorporate feedback!

Training and Mentoring

It is expected that students, emerging scholars and/or highly qualified personnel will be **meaningfully participating**. Be sure to address all the five criteria listed in this section.

Tips:

- Explain why a team approach is necessary and why the PI is best suited to lead the team (if applicable).
- Describe past and ongoing research and its relevance to the current proposal (do not simply list your contributions, which already appear in your CV).
- Focus on specific strategies (mentorship, team meetings, co-supervision, etc.) that will be used to train students in this project rather than a generic statement.

Budget Justification: Format

Budget table (summary of amounts/categories)

Budget justification (rationale)

All budget items must conform to the university's rates and regulations. For each entry, fully justify all budget costs with regard to the project's needs. Make explanations concise but complete. SSHRC Committees use the principle of minimum essential funding to guide their discussions of project budgets.

Given the requirement of **matching funds** in the Connection grant is it imperative to show clearly how the partner contributions factor into the overall funding needed for the event.

Budget Justification: Personnel

- Verify current rates for RA's, per diems, etc.
OOR web page link to benefits rate:
<https://www.concordia.ca/research/for-researchers.html>
- Show your calculations.
- Justify the number of students/hours, and their academic levels, relative to the objectives of the proposed research. Indicate what tasks they will perform. Tasks should be research-related (e.g., not “photocopying” and other general administrative tasks not contributing to an academic/training skill).
- Justify the need for non-student salaries.

Budget Justification: Other items

Specify and justify:

- Professional/technical - e.g. web development, translation, transcription.
- Travel expenses.
- Non-disposable equipment: Computer hardware - obtain quotes for specialized equipment. If asking more than typical amount for a laptop, explain why (e.g., high computational needs, data storage, etc.) and justify in context of the short (one-two year) timeline.
- Other expenses, if applicable.

Budget Justification: Template

Indicate the total cost of the event (**\$X**), what you are asking SSHRC (**\$X**) and what will be matching funds of **\$X** (confirmed by attached letters of support).

The breakdown of our overall costs is as follows:

Personnel Costs – Requested from SSHRC

Provide a complete justification of the number of students hired. As previously shown, highlight tasks and breakdown hiring costs:

- Concordia TRAC rate for MA students including benefits: 18.09/hr. | $X \text{ hours} \times 18.09 \times \# = X$
- Concordia TRAC rate for PhD students including benefits: 24.41/hr. | $X \text{ hours} \times 24.41 \times \# = X$

Budget Justification: Template (cont'd)

Travel and subsistence costs – Requested from SSHRC

Provide sources of airfare and hotel estimates: Google Flights or other broker | Hotel X: X per night plus tax = X/night | Meal allowances (Concordia rates): breakfast = 9, lunch = 13, dinner = 24.95. North American presenters should be budgeted for the duration of the event + 1 night's accommodation and meal allowances; other international presenters for the duration of the event + 2 nights' accommodation and meal allowances with the table below providing a full breakdown of costs.

Presenter and location	Airfare	Hotel	Meals	Ground transport	TOTAL
Canadian travel (presenters):					
Surname, Name (City)	X	X	X	X	X
Canadian travel (students):					
* Surname, Name (City)	X	X	X	X	X
Foreign travel (presenters):					
Surname, Name (City)	X	X	X	X	X
Foreign travel (students):					
* Surname, Name (City)	X	X	X	X	X

Budget Justification: Template (cont'd)

Indicate any other costs requested from SSHRC and justify accordingly.

Indicate all expenses that are **not** requested from SSHRC and justify accordingly.



Budget Justification: A final note...

IMPORTANT: Proposals must receive a passing score in all three criteria - Challenge, Feasibility, Capability.

- Automatic fail on Feasibility if **50%** or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project. Committees may recommend minor budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate, where they judge that savings could be achieved without jeopardizing the project objectives.



Questions?

Contact: Office of Research (GM-900)

<http://oor.concordia.ca/>

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Thank you!