SSHRC Insight Development Grants
November 14, 2023
February 2, 2024 competition

Advisors, Research Development, Office of Research

Successful Applicants and Adjudication Committee Members

Marcie Frank (English)

Juan Ortiz-Apuy (Studio Arts)

Alexandra Zeitz (Political Science)

SSHRC IDG Webinars

- **Thursday Dec 7, 2023**
    - Every year, SSHRC aims to also support applicants with a webinar discussing the IDG funding opportunity. These will delve a bit more into the specifics of what is new this year and will provide a helpful opportunity for Q&A with agency staff.

- **French:** 10:00am-11:30 (CLICK HERE for WebEx webinar)

- **English:** 1:00pm-2:30 (CLICK HERE for WebEx webinar)

Today's Agenda

SSHRC IDG Program Overview

- Eligibility, financial support, scope of research/research-creation
- [SSHRC IDG main program webpage](#)
- Technical Information and Submission Process
    - [Internal deadlines](#), [contact information](#), and [ConRAD](#)

Evaluation and Merit Review ([Link](#))

Grantsmanship and Other Info (slides for reference)

- IDG-specific tips, equity, diversity and inclusion (EDI), ethics and compliance

Eligibility and Objectives

The objectives of the SSHRC IDG/IG 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.

Details on subject matter eligibility

SSHRC IDG Program Overview

Value: $7,000 – $75,000

Duration: 1 – 2 years

Office of Research Deadlines:

- **January 19** = Content Review – Please send your Advisor Word documents so that she can offer feedback in track changes.

- **January 26** = Administrative Review with two steps in this order:

    1. Submit the application through your Research Portal account

    2. Submit the Grant Details form through ConRAD

Other application links: Canadian Common CV (CCV), CCV instructions, and application form and instructions

Description

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

- Insight Development Grants support research in its **initial stages**. The grants enable the **development of new research questions**, as well as experimentation with **new methods, theoretical approaches and/or ideas**. Funding is provided for short-term research development projects of up to two years that are proposed by individuals or teams.

- Insight Development Grants foster research in its early stages, but are **not intended to support large-scale initiatives**. Long-term support for research is offered through SSHRC's Insight Grants.

SSHRC Insight Grant (IG) Program

- Postdocs and Senior PhD students can be eligible to apply for both programs (but then, cannot be paid from the grant)

- Other constraints: Can only apply for IG 2024 (normally Oct 1) when/if your IDG application is unsuccessful.
  - Also assumes that objectives of the research are significantly different between the two proposals
  - IG Funding:
    - Stream A $7,000 – $100,000
    - Stream B $100,001 – $400,000
    - Duration 2 – 5 years

- An important difference: International co-applicants are allowed in the IDG program

SSHRC Definition of Research-Creation

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 may 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.

Two Distinct Scholar Categories:

- <u>Emerging scholars</u> who will develop new research questions and/or approaches. Such projects can build on and further the applicant's (or team's) graduate work and/or represent a continuation of their overall research trajectory.
  - >50% of the funds in this competition reserved for applications from emerging scholars

- <u>Established scholars</u> who will explore new research questions and/or approaches that are distinct from the applicant's previous/ongoing research. Research projects should be clearly delimited and in the early stages of the research process. Insight Development Grant funding is not intended to support ongoing research for established scholars.

Definition of Emerging Scholar

- An applicant who has not had the opportunity to establish an extensive record of <u>research achievement</u>, but is in the process of building one.

- <u>Applicants</u> identifying themselves as an emerging scholar must demonstrate that **they have not applied successfully**, as principal investigator or project director, for a grant offered through SSHRC, the Natural Sciences and Engineering Research Council, or the Canadian Institutes of Health Research. Emerging scholars may, however, have previously held or currently hold knowledge mobilization grants and/or SSHRC Partnership Engage Grants.

- In addition, they **must meet at least one of the following criteria**:

1. Completed their highest degree no more than six years before the competition deadline (SSHRC considers only the date of completion of the first doctorate); or

2. Held a tenured or tenure-track postsecondary appointment for less than six years; or

3. Held a postsecondary appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions); or

4. Had their careers significantly interrupted or delayed for health or family reasons within the past six years.

Evaluation and Merit Review

- Sometimes the effectiveness of the proposal will come down to how it is read, which depends on both how you formulate the research/research-creation, but also depends on the audience you target

- Thus, it is important to strategically link the way you formulate the proposal with the committee that you direct it towards

Committee Selection

- In the application form, applicants are asked to select the committee they consider most appropriate for the review of their proposal. Applicants can choose from four types of committees:

  - discipline-based

  - groups of disciplines

  - multi/interdisciplinary (one humanities-focused and one social sciences-focused, as well as the Tri-Agency Interdisciplinary Peer Review Committee)

  - thematic

2023 Competition
Merit Review Committees (click here)

- Committee IDG-1A : Philosophy, mediaeval studies, classics, religious studies
- Committee IDG-2A : History
- Committee IDG-3A : Fine arts, research-Creation
- Committee IDG-4A : Literature
- Committee IDG-7A : Economics
- Committee IDG-8A : Sociology, demography and related fields
- Committee IDG-9A : Geography, urban planning and related fields
- Committee IDG-10A : Psychology, linguistics and translation
- Committee IDG-10B : Psychology, linguistics and translation
- Committee IDG-11A : Political science and public administration
- Committee IDG-12A : Education and social work
- Committee IDG-12B : Education and social work
- Committee IDG-12C : Education and social work
- Committee IDG-13A : Anthropology and archaeology
- Committee IDG-14A : Business, management and related fields
- Committee IDG-14B : Business, management and related fields
- Committee IDG-14C : Business, management and related fields
- Committee IDG-16A : Communications, media studies, gender studies, library and information science, related fields
- Committee IDG-17A : Law and criminology
- Committee IDG-21A : Indigenous research
- Committee IDG-22A : Multidisciplinary or Interdisciplinary humanities
- Committee IDG-23A : Multidisciplinary or Interdisciplinary social sciences
- Committee IDG-23B : Multidisciplinary or Interdisciplinary social sciences
- Committee IDG-24A : Tri-Agency Interdisciplinary Peer Review Committee
- Committee IDG-24B : Multidisciplinary or Interdisciplinary social sciences

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Evaluation Criteria and Scoring

Merit reviewers will consider information on only the last ==six years== of research contributions. Any career interruptions, however, will be taken into consideration.

1. **Challenge—The aim and importance of the endeavour (50%):**
   - for established scholars: the proposal's relevance to the objectives of the funding opportunity;
   - originality, significance and expected contribution to knowledge;
   - appropriateness of the literature review;
   - appropriateness of the theoretical approach or framework;
   - appropriateness of the methods/approach;
   - quality of training and mentoring 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 and/or beyond the social sciences and humanities research community.

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Evaluation Criteria and Scoring

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

- appropriateness of the proposed timeline and probability that the objectives will be met;

- expertise of the applicant or team in relation to the proposed research;

- appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or <u>in-kind contributions</u>; and

- quality and appropriateness of <u>knowledge mobilization</u> plans, including for effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable.

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Evaluation Criteria and Scoring

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

- quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants, relative to their roles in the project and to the stage of their career;

- evidence of past 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 professional practice, social services and policies, etc.; and

- quality and quantity of past contributions to the development of <u>effective research training</u> and mentoring of students, postdoctoral researchers and other highly qualified personnel.

Health-Related Research

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

Eligible:

- General well-being and work-life balance related topics
- Health policy and management
- Health ethics
- Social construction of health and health behaviour

Ineligible:

- Clinical education
- psychomotor research and kinesiology;
- Clinical research and therapy
- Epidemiology

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

**We recommend that you submit a one-page summary to your Advisor for review prior to asking for agency-led subject matter eligibility approval, as there is no appeal if this is denied.

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SSHRC IDG – Historical comparison

Year	2023	2022	2021	2020	2019	2018	2017	2016
Eligible Applications	1,203	1,055	1,175	1,256	1,128	1,139	1,236	1,211
Competition Budget ($M)	$35.4	$35.2	$39.5	$32.3	$31.7	$38.0	$21.9	$30.6
National Success Rate	48.1%	55.8%	56%	45%	50%	59%	34%	45%
Concordia Success Rate (SSHRC data)	47.8% 11/23	55.6% 15/29	64% 21/33	55% 16/29	53% 8/34	56% 14/25	42.3% 11/26	65.6% 21/32

https://www.sshrc-crsh.gc.ca/results-resultats/stats-statistiques/index-eng.aspx

SSHRC Insight Development Grants Program-Related Specific Tips,
EDI and Ethics

Application Components

1. Identification
2. Scholar Type – Establish - 3,800 characters-with-spaces-limit
3. Activity Details
4. Environmental Impact
5. Revisions to Previous Application - 3,800 characters-with-spaces-limit
6. Summary of Proposal - 3,800 characters-with-spaces-limit
7. Roles and Responsibilities - 7,600 characters-with-spaces-limit
8. Roles and Training of Students - 3,800 characters-with-spaces-limit
9. Knowledge Mobilization Plan - 2,000 characters-with-spaces-limit
10. Expected Outcomes - 3 text boxes – 1,000 characters for each box
11. Funds requested from SSHRC - Form
12. Funds from Other Sources – Form: Only for exactly the same project
13. Reviewer Exclusion
14. Detailed Description – 5-page limit
15. Timelines – 1-page limit
16. List of References – 10-page limit
17. Research-Creation Support Material – 1-page limit + 3 links allowed

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Established Scholars: Proposed vs Ongoing Research

- Explain how the proposed research is distinct from your previous/ongoing research.

- Proposed projects should be clearly delimited and in the early stages of the research process

Summary

- Must be a <u>stand-alone</u> document.

- Should be understood by both experts in your discipline as a significant academic contribution and by laypersons in a more general context.

- Clearly identify the **research/research-creation problem**/issue.

- Explain why it is **important** and **relevant**.

- State clearly your **objectives** – short and long-term.

- Give an overview of the **theory** and your **hypotheses**/research questions.

- Briefly outline the **methodology**.

- Identify the expected academic **contribution** and reiterate the potential wider **social benefit** – a large general topic of wide interest (environment, new social technologies, the economy).

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

Roles and Responsibilities

- Relative roles, responsibilities, and contributions of PI and any team members

- Relative proportion (in percentage) of each member's contribution to the proposed project

- Proportion of time to be spent on this project in relation to any other ongoing research projects or programs (excluding prospective grants)

- Projects with community participants, the support provided by the community, and the applicant's ties with said communities.

Note: For team applications, if the adjudication committee determines that the applicant is not responsible for, or equipped to exercise, the leadership of the research, the Feasibility score may be lowered.

Roles and Training of Students

- Clearly describe the specific roles and responsibilities of research assistants

- Indicate the duties, especially with respect to research, that they will be undertaking, as well as how these will complement their academic training

- Training, mentoring and assigned tasks/responsibilities must be tailored and specific to the proposed project

- Consult the Guidelines for Effective Research Training in preparing this section of the application

Knowledge Mobilization Plan

Guidelines for Effective Knowledge Mobilization

Specific <u>activities and tools</u> created to disseminate project results.

- Overall plan to increase accessibility, flow and exchange of knowledge among various audiences or participants (academic and non-academic).

- Be <u>specific</u> - Who are the target audiences? How do you plan to reach and engage appropriate academic and non-academic audiences or participants? e.g., Public/private sectors - which sectors would benefit and <u>how</u> do you plan to effectively reach them? Include online methods (not just your own website).

- Proposed <u>schedule</u> for achieving intended activities and elaboration on the purpose of these and/or other goals.

Knowledge Mobilization Plan

Activities and tools should be specific to the proposed project.

Examples of Tools and Activities:

- Traditional academic dissemination: Conferences, workshops, publications, open access, data depositories
- Non-traditional / general public: Practitioner events, journals, exhibitions, installations, videos, toolkits, training manuals, websites, media
- Project website
- Social media: Instagram, Facebook, X, Threads, blogs, vlogs

SSHRC requires use of **open-access** publications, websites, databases and/or institutional repositories (e.g., Spectrum at Concordia)

Tri-Agency Open Access Policy

Expected Outcomes

Summary of Expected Scholarly Outcomes

Publications/exhibitions/creations that will contribute to the field, enhanced learning, educational toolkits

Summary of Expected Societal Outcomes

Enriched public discourse, improved public policies, enhanced business strategies, innovations in all sectors of society

Summary of Benefits for Potential Audiences

How academic and non-academic audiences will benefit from the project outcomes and dissemination tools and activities

Budget and Budget Justification

Budget - Summary of amounts/categories

Justification - Rationale

IDG: Justification of each item is incorporated into the "Funds Requested from SSHRC" Table (no separate .pdf).

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.

Consider - even if it is justifiable to you, will it be judged reasonable by others? *"Ask for what you need, not what you want".*

Budget - Personnel

TRAC Agreement RA Minimum Hourly Rates Inclusive of Benefits		
RA Level	**2024-2025**	**2025-2026**
PhD	$35	$36
Master's	$26	$27
Undergraduate	$21	$22

- Show calculations: $hourly rate x number of hours x weeks
- Justify the number of RAs/hours, academic levels, relative to the objectives of proposed project.
- Indicate assigned research/creation tasks
- If required, justify the need for non-student salaries.

Budget - Travel

- Distinguish between research/research-creation, communication and dissemination purposes and justify the need. Conference travel in Y1 may not be justified unless you have early results to present.

- Identify <u>who</u> will be travelling and <u>where</u> - applicant, students.

- Provide realistic breakdown of transportation, accommodation, per diem and registration or other fees.

- <u>National Joint Council</u> per diem rates.

- Conferences organization/remuneration and travel of guest speaker ineligible for IDG.

Budget - Other items

- Professional/technical - e.g. web development, translation, transcription.

- Supplies - used for research/research-creation purposes only.

- 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 (specify and <u>justify</u>).

Budget Justification – a final note…

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

- Automatic **fail** on **Feasibility** if **30%** 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.

Funds from Other Sources

- Only include funding that has been awarded for exactly the same project.

Detailed Description - 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 and not duplicate one another - e.g., your FRQ-SC and SSHRC IDG proposals may complement one another but each must have its specific objectives.

Detailed Description

- Open with a brief statement – what you propose to do, and why (impact/relevance).

- Set the general context.

- Expand on the summary.

Detailed Description – Context

Originality, Significance and Contributions
Relevant Scholarly Literature
Theoretical Approach
Potential Impact and Influence
Relationship and Relevant to Ongoing Work (Emerging only)

- Expand on the previously stated general context. Explain WHY the objectives are important – demonstrate knowledge of the conceptual framework, literature review, real world need, and outline your past research/research-creation.

- Originality - Identify the knowledge gap that you plan to fill.

- What makes your approach significant and unique?

- General overview of the field, leading into the full literature review.

Detailed Description - Context

- Elaborate in more detail about literature directly relevant to your specific objectives.

- Reiterate what makes your approach significant and unique.

- Be sure to address any competing theories and identify why your approach is suited to your topic.

- Bibliography should include recent/up-to-date citations, classic ones, and yours. If the topic hasn't been studied in the past few years – address WHY?

Detailed Description - Methodology

- One of the most common areas needing attention.
- Provide specific details to answer the following:
    - Is your plan feasible? Why have you chosen this specific methodology.
    - Are you likely to achieve your objectives doing it this way?
    - Is it rigorous?
    - Are there any specific challenges/limitations? How will you address these?
- Clearly link methodology to objectives, theory, student training and budget.
- Provide enough detail for a peer in your field to evaluate your expertise and the suitability of the approach.

Detailed Description
Final Thoughts…

"Package" the content:

- Section headings, paragraphs, bullet points, white space, tables or diagrams if appropriate, font and pagination.

- Follow guideline for length (e.g. 5 pages

  - and not too far under the limit).
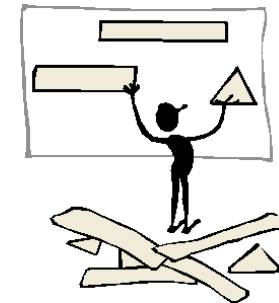
R&R (review and revise):

- 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 (Advisors, Research Development) far enough ahead of deadline to allow you to incorporate feedback!

Timelines

- Describe the timelines for conducting the proposed project.

- Charts and tables are strongly encouraged as very effective tools for presenting concise details for project components and research activities.

- There must be research/research-creation activity in each year of the grant.

- Conference travel in Year 1 is not generally recommended unless you will have early results ready for presentation.

List of References

- The list of references – of works cited in the proposal – should be comprehensive, up to date, and should include seminal works.

- Include the PI and team members' publications as well.

SSHRC CCV and Contributions

- **Only the SSHRC-specific CCV is accepted as part of the application.**.

- Within the guidelines, use this section to your best advantage. Show committee members your career highlights, mentorship capabilities, special achievements.

- **Explain any particular situations** that will help committee members to have a clear understanding of your output level, such as gaps or a shortfall in productivity. For example: Focusing on a particular project (e.g. a long-term book project which reduced journal publication output).

- **Start early** – do not leave it for the last minute - especially for co-applicants who may not know how to link their CV to your application.

Note: CCVs are only required for the PI and co-applicants.

Final thoughts on IDG…

The above is an overview of the critical concepts and criteria for the major sections of the IDG application. It is not all-inclusive of the SSHRC instructions and requirements for content.

Please contact your Advisor, Research Development <u>early in the process</u> for support throughout the process, details and tools:

- Samples of past applications
- Templates for each attachment
- Fact sheets
- Proposal review

Equity, Diversity, and Inclusion (EDI)

Equity: Fair and respectful treatment of all people and involves the creation of opportunities and reduction of disparities in opportunities – and thereby of outcomes – for diverse communities. It acknowledges that these disparities are rooted in historical and contemporary injustices and disadvantages."

Diversity: Demographic mix of the university community and involves recognizing and respecting everyone's unique qualities and attributes, but focuses particularly on groups that remain underrepresented at Concordia."

Inclusion: Creating an environment where everyone feels welcome and respected, focusing on groups that remain underrepresented at Concordia. It means creating the conditions to have everyone fully participate, with their talents valued and celebrated. While an inclusive group is by definition diverse, a diverse group is not always inclusive."

4 designated groups: Women, Indigenous peoples, members of visible minorities and persons with disabilities.

Adapted from University of Toronto Equity and Diversity in Research & Innovation Working Group Report (2018)

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Equity, Diversity, and Inclusion (EDI)

EDI – Why and How?

EDI is already embedded in several tri-council grant programs where it is directly included in the evaluation criteria:
e.g. SSHRC New Frontiers in Research Fund, NSERC Discovery Grant.

EDI must typically be considered with regard to student training practices, as well as the research topic itself, if applicable. It should be **specific**, with **concrete** measures to ensure that the objectives are **attained** and **maintained**.

Some resources:
NFRF Best Practices in EDI in research: https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx

NSERC Guide for considering EDI in your application (**this has many useful links to additional resources**): https://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/EDI_guidance-Conseils_EDI_eng.asp

Content vs Program Review

Gant applications are reviewed before their submission to the agency.

CONTENT DEVELOPMENT SUPPORT	PROGRAM AND ADMINISTRATIVE SUPPORT + REVIEW
10 business days (or more) prior to external deadline (voluntary) **Method:** by email and/or meeting(s)	**5 business days prior to external deadline (mandatory)** **Method**: Final and complete application through ConRAD

1. Access to sample successful applications
 	
2. Editing of various sections for cohesiveness, formatting, content of EDI, etc.
 	
3. Assistance with budget development (conformance with agency and institutional approved rates, travel, indirect costs, and budget justification)
 	
4. Detailed review of drafts following the evaluation criteria and peer evaluation manual
 	
5. Liaison with funding agency
	Review of application for:
	
	  1. Completeness,
	
	  2. Conformance to agency guidelines
	
	  3. Required signatures
	
	  4. Support/attestation letters
	
	  5. Electronic submission

Reviewer: Advisor, Research Development	**Reviewers**: Advisor, Research Development Research Grants Unit

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Contacts: Advisor, Research Development

SECTOR	ADVISOR	CONTACT INFORMATION	
Business & Social Sciences	Rebekah Thompson	x 2388	rebekah.thompson@concordia.ca
Engineering & Computer Science	Lauren Segall (BCEE, CME, MIAE)	x 4450	lauren.segall@concordia.ca
	Marjan Shayegan (CSSE, CIISE, CES, ECE)	x 3263	marjan.shayegan@concordia.ca
Sciences	Jessica Safarian	x 5001	jessica.safarian@concordia.ca
Fine Arts, Humanities and Concordia Library	Michele Kaplan	x 5632	michele.kaplan@concordia.ca

Post-submission: Ethics and Compliance

WHAT RESEARCH REQUIRES ETHICS REVIEW? FAQs

Basic Principle: All research/research-creation involving human participants requires ethics review:

1. **Living human participants** - those individuals whose data or responses to interventions, stimuli or questions by the researcher/researcher-creator or biological materials are relevant to answering the research/research-creation question

2. **Human biological materials**, including materials obtained from living and deceased individuals - includes tissues, organs, blood, plasma, serum, DNA, RNA, proteins, cells, skin, hair, nail clippings, urine, saliva, and other bodily fluids.

Also includes: materials related to human reproduction, including embryos, fetuses, fetal tissues, and human reproductive materials, as well as stem cells

SPECIFIC INCLUSIONS:

- **Data linkage:** The merging or analysis of two or more separate data sets (e.g. health information and education information about the same individuals) for research/research-creation purposes

- **Secondary use** of identifiable information, and of and human biological material identifiable as originating from Aboriginal communities or peoples

- **Data linkage** where there is a reasonable prospect that this could generate information identifiable as originating from a specific Aboriginal community or a segment of the Aboriginal community at large

Ethics and Compliance

EXCEPTIONS:

▪Individuals who are **authorized to release information** or data in the ordinary course of their employment about organizations, policies, procedures, professional practices or statistical reports are not considered to be participants.

▪Research/research-creation based exclusively on **publicly available material** does not require ethics review if the information is: Legally accessible to the public and appropriately protected by law; or Publicly accessible and there is no reasonable expectation of privacy.

▪Research involving **observation of people in public places**, does not require ethics review if there is no: a) intervention staged by the researcher or direct interaction, b) reasonable expectation of privacy, and c) potential for identification of specific individuals when the research results are disseminated.

▪Research that relies on **secondary use of anonymous information** does not require ethics review so long as it does not generate identifiable information that never had identifiers associated with it (e.g., anonymous surveys) and risk of identification of individuals is low or very low.

Quality assurance and quality improvement studies, program evaluation activities and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management, or improvement purposes do not require review.

Creative practices activities do not require ethics review, unless they use creative practice to elicit responses from participants and answer a research/research-creation question does require review.

Additional Notes: The requirement to obtain ethics approval should not be confounded with

Suggested Discussion Questions

- What are the main strengths that make great proposals "stand out"?

- What are "red flags" that and/or strategies to avoid them?

- Open Q&A or other priorities to discuss?

OOR Information Session - SSHRC IDG

Thoughts from having served on an IDG Merit Review Committee

Alexandra Zeitz (Political Science)

The review process

- Applications are assigned to committees by discipline/subject areas
    - E.g. Education and social work, Law and criminology, **Political science and public administration**

- Each file is given a first, second, and third reader

- Committee members read ca. 15 files carefully, assign scores

- Scores of three readers are averaged

- During committee meeting, spend most time discussing files with major **discrepancies** and at the **funding border**

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Most important point

Have a single "hummable tune" that identifies what the project will do and what it will contribute

Evaluation of your proposal

- Challenge – 50%
  - [Established scholars – new project?]
  - Originality, expected contributions
  - Theoretical framework
  - Methodology
  - Student training

- Feasibility – 20%
  - Timeline
  - Budget

- Capability – 30%
  - Past contributions to scholarship, knowledge mobilization, student training

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Frame your objectives

- Should be highlighted on the first page, ideally first paragraph!

- Should be clear, direct, and succinct

- Should make clear how the project will *advance knowledge*

Make clear what you expect, and why

- Be as concrete as possible about your theoretical expectations

- Link your expectations to a recognized theoretical framework

- Explain how you are adding something novel

Methodology

- Be *extremely* detailed about your methodology

- Interviews – how many? With whom? How recruited? Ethics?

- New data – coding scheme? RA training? Validation?

- Textual analysis – how is the corpus defined? Similar analyses?

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Student training

- Include *high value* student integration
  - E.g. co-authorship, participating in fieldwork, using data for their own projects, etc.

- Be detailed in describing student training
  - Justify the choices you make - why UG rather than MA? Why 3x5 hrs/week, rather than 1x 15 hrs/week?

Thoughts from having served on an IDG Merit Review Committee
Alexandra Zeitz (Political Science)

Feasibility

- Do not overpromise

- Offer a realistic timeline

- Cross-reference between the timeline and the budget

- Use "Roles & Responsibilities" to explain why you have the skills/experience for the project

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Budget

- Provide justifications/disaggregation for each expense
  - E.g. do not quote just $25,000 for a survey, provide per respondent price

- Avoid obvious padding, e.g. $1,000 for printing

- Show contributions from other sources, e.g. space for your RA to work, using your PDA to buy a computer, etc.

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Capability

- Fill in your CCCV to the *fullest extent possible*
  - Papers currently under review
  - Any and all student supervision
  - Any public facing presentations, interviews to the press (KM)
  - Your activities as a reviewer

- PI's capability attracts the most attention

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