

## **PROGRAM GUIDELINES**

### **SSHRC Explore Grant**

**RIS DEADLINES: FEBRUARY 10 & SEPTEMBER 15, 5:00 P.M.**

To ensure fairness in what is becoming a very competitive environment for research grants, completed full applications packages must be received by Research Initiatives & Services (RIS) by 5:00 p.m. If the deadline falls during a weekend or University closure day, the deadline shall be the first working day following the deadline. **Note: Please consult with your academic unit as they may set their own unit deadlines prior to the competition deadline noted above.**

The fund provides assistance to a maximum of \$7,000.00 towards short-term (normally 12-18 months) research projects undertaken by faculty members in disciplines supported by SSHRC.

The committee welcomes applications for partial support (under \$7,000.00) of projects for which a more comprehensive application is simultaneously made to SSHRC or another external agency.

Requests from new faculty are encouraged, although requests from established faculty researchers for funding to initiate new avenues of research will be considered. In so far as is possible, these grants will be used to initiate projects which will be ongoing beyond the period of the initial grant, through funding secured from external agencies. SSHRC expects that all research training will incorporate appropriate dimensions of the [Guidelines for Effective Research Training](#).

#### **AWARD CONDITIONS**

Except in the case of grants requesting funds to investigate new avenues of research (seed funding), in order for an application to be considered in the internal research grants competition, applicants must list external agencies to which application has been/is being made for funding to support this project.

Under this program, a faculty member can receive only one grant per three academic years. Collaborative applications which include someone having received an individual grant in the last three years will not, however, be excluded from consideration on this basis.

## AM I ELIGIBLE TO APPLY?

### **Eligible Applicants/ Co-Applicants:**

- ✓ All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for the duration of the grant period.
- ✓ Post-doctoral Fellows who hold an appointment with Memorial are eligible as long as the Fellow maintains their affiliation with Memorial University for the duration of the grant period.
- ✓ Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.

### **Non-eligible Applicants/ Co-Applicants:**

- Persons on leave without pay from the university for non-academic reasons.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus.

## ELIGIBILITY OF EXPENSES

### **Eligible Expenses:**

- ✓ Accommodation and subsistence will be limited to a total of 30 days.
- ✓ Funding of Research Assistants may be considered provided that the duties of the Assistants are limited to a routine scholarly support function. Requests for Research Assistants should be based on current university rates of pay, and must contain details on the number of hours requested.

### **Non-eligible expenses:**

- Dissemination activities (including conference travel) *or* normally for the purchase of capital equipment.

Except as noted above, all other budgetary expenses are to conform to the current Tri-Agency Financial Administration Guide. The following Tri-Agency link will direct you to the most up-to-date version of the Tri-Agency Financial Guide which will also outline any current and, subsequent future updates: [https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide\\_eng.asp](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp) and are subject to normal University policies and procedures for the administration of research funds.

## TERM OF AWARD

- ✓ 18 months from the date on the letter of notification of award.
- ✓ No timeframe extensions will be entertained.
- ✓ Residual funds remaining at the end of the term of the award will be returned to the source accounts.
- ✓ Note: RIS cannot proceed with the establishment of a research grant account until such time as documentation has been provided by the Principal Applicant to RIS outlining research clearance requirements for the awarded project.

## HOW DO I APPLY?

Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rpresources.mun.ca>. Once submitted, the application will pass through the principal investigator's department (if applicable) and faculty approvers. The Researcher will be able to view the status of the file anytime.

Applications should be completed using the attached PDF form fillable application package and must be submitted using the Memorial Researcher Portal to arrive at RIS by the published deadline. If the deadline falls during a weekend or University closure, the deadline shall be the first working day following the deadline. **Submitted application package must be completed using the English language.**

Unless otherwise specified, all information must be completed on the PDF fillable application package. Only the most up-to-date application package will be accepted into the competition. Adherence to the guidelines will have an impact on the adjudication of the application.

To ensure fairness in what is becoming a very competitive environment for internal awards and to achieve the shortest turnaround time possible for announcement of awards, the complete signed application package must arrive at RIS by the specified deadline date.

## SUBMISSION PROCESS

Applications should be completed using the attached PDF form fillable application package and must be submitted using the [Memorial Researcher Portal](https://rpresources.mun.ca/), <https://rpresources.mun.ca/> to arrive at RIS by the published deadline.

Complete application package consists of 1 pdf file with the following:

- PDF form fillable application- completed sections 1, 2, 3, 4A, 5, 8, 9
- Research proposal - free form pages (page limitations – see applicable section)
  - Section 4 - budget justification
  - Section 5 - project proposal
  - Section 6 - Curriculum Vitae: (maximum of six pages) each for Principal Applicant and each Co-Applicant listed in Section 1
  - Section 7 - If applicable, summary of benefits of most recent SSHRC/VP Research Grant/ SSHRC Explore Grant award received with the past 5 years (as listed on page 3 of the application)

Acknowledgement of receipt of the application through the Researcher Portal will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of the Program deadline, please contact Michelle Butt, [internalgrants@mun.ca](mailto:internalgrants@mun.ca) immediately.

## WHAT HAPPENS TO MY APPLICATION ONCE SUBMITTED?

### **Notification of Results of Application:**

The Principal Applicant will be notified of the results of their application by e-mail, via their MUN e-mail account as provided in the application. The anticipated notification time period will be approximately 8 weeks from the competition close date. Tentative awards will be provided to recipients if additional required clearance information is requested.

### **Tentative Awards:**

Final award notification will only be released to the Awardee, once required documentation (confirmation of required clearances or request for partial release of funds) has been received by RIS from the Applicant.

### **Accessing Your Award:**

Once final award documentation is in place, RIS will proceed with the account request.

### **Reporting Requirements:**

Within three (3) months after the completion of the research grant, the successful applicant must submit an end of grant report to RIS. All end of grant reports from previous awards must be complete and submitted to RIS before future applications will be considered.

Acknowledgement of receipt of the end of grant report will be provided to the Principal Investigator, via email notification within 2 working days of submission. If the Researcher has not received confirmation of receipt within two business days of submission, please contact Michelle Butt, [internalgrants@mun.ca](mailto:internalgrants@mun.ca) immediately.

- End of Guidelines -

# **APPLICATION FORM**

## **SSHRC Explore Grant**

**- RIS DEADLINES: FEBRUARY 10 & SEPTEMBER 15, 5:00 P.M.**

To ensure fairness in what is becoming a very competitive environment for research grants, completed full applications packages must be received by Research Initiatives & Services (RIS) by 5:00 p.m. If the deadline falls during a weekend or University closure day, the deadline shall be the first working day following the deadline. **Note: Please consult with your academic unit as they may set their own unit deadlines prior to the competition deadline noted above.**

Researchers submitting an application to the above-noted program opportunity must use the Memorial Researcher Portal, <https://rpesources.mun.ca>. Once submitted, the application will pass through the principal investigator's department (if applicable) and faculty approvers. The Researcher will be able to view the status of the file anytime.

Please Note:

- 1) Submitted Portal Application must be completed using the English language.
- 2) Complete applications packages must be submitted using the Memorial Researcher Portal and arrive by the Program Deadline in order to be considered in the program adjudication process.

### **AM I ELIGIBLE TO APPLY?**

#### **Eligible Applicants/ Co-Applicants:**

- ✓ All persons with academic tenure, probationary appointments, and persons on sabbatical leave are eligible. Term contracts other than those on a per course basis are eligible as long as the applicant maintains their affiliation with Memorial University for the duration of the grant period.
- ✓ Post-doctoral Fellows who hold an appointment with Memorial are eligible as long as the Fellow maintains their affiliation with Memorial University for the duration of the grant period.
- ✓ Persons on leave without pay from the university for academic reasons must demonstrate that they have no access to research funds in order to be eligible.

#### **Non-eligible Applicants/ Co-Applicants:**

- Persons on leave without pay from the university for non-academic reasons.
- Adjunct Professors, Honorary Research Professors and Professors Emeritus.



**1. APPLICANT INFORMATION**

**Name of Principal Applicant:** \_\_\_\_\_

Faculty/School/Department: \_\_\_\_\_ Rank: \_\_\_\_\_

Contact: Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

If applicable, Current Term Appointment Timeline:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Emerging Scholar (per SSHRC definition):  Yes  No

<http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx>

**CO-APPLICANT INFORMATION (IF APPLICABLE):**

**Name of Co-Applicant:** \_\_\_\_\_

Rank: \_\_\_\_\_

Faculty/School/Department: \_\_\_\_\_

Contact: Telephone: \_\_\_\_\_ MUN E-mail: \_\_\_\_\_

If applicable, Current Term Appointment Timeline:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Name of Co-Applicant:** \_\_\_\_\_

Rank: \_\_\_\_\_

Faculty/School/Department: \_\_\_\_\_

Contact: Telephone: \_\_\_\_\_ MUN E-mail: \_\_\_\_\_

If applicable, Current Term Appointment Timeline:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Name of Co-Applicant:** \_\_\_\_\_

Rank: \_\_\_\_\_

Faculty/School/Department: \_\_\_\_\_

Contact: Telephone: \_\_\_\_\_ MUN E-mail: \_\_\_\_\_

If applicable, Current Term Appointment Timeline:

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**SIGNATURES OF CO-APPLICANT’S DEPARTMENT HEAD(S) / DEAN (S) / VICE-PRESIDENT(S) OR DESIGNATE(S), ARE REQUIRED - SEE SIGNATURE PAGE (PAGE 6)**

## **ADDITIONAL APPLICANT INFORMATION**

Except in the case of grants requesting funds to investigate new avenues of research (seed funding), in order for an application to be considered in the internal research grants competition, applicants **must** list external agencies to which application has been/is being made for funding to support this project.

Under this program, a faculty member can receive only one grant per three academic years. Collaborative applications which include someone having received an individual grant in the last three years will not, however, be excluded from consideration on this basis.

- 1) List External Agencies applicants have applied to:
  
  
  
  
  
  
  
  
  
  
- 2) List other funding secured for project by the applicants:
  
  
  
  
  
  
  
  
  
  
- 3) List awards the Principal Applicant has received in last 5 years from SSHRC Explore Grant/SSHRC/Vice-President's Research Grants Program:

## **2. PROJECT INFORMATION**

Type of funding request:     Seed Funding<sup>1</sup>       Partial Support of Larger Project

*<sup>1</sup>Seed Funding is intended for the preliminary study phase of a larger project. "Seed funding" should enable early results, with the expectation that such results may increase the chance of securing funding for a larger project. Activities performed during a preliminary phase should be aimed at obtaining proof of concept.*

## **3. PROJECT TITLE**

**Project Title:**

#### 4. BUDGET AND BUDGET JUSTIFICATION

##### Eligible Expenses:

- ✓ Accommodation and subsistence will be limited to a total of 30 days.
- ✓ Funding of Research Assistants may be considered if the duties of the Assistants are limited to a routine scholarly support function. Requests for Research Assistants should be based on current university rates of pay, and must contain details on the number of hours requested.

##### Non-eligible expenses:

- Dissemination activities (including conference travel) *or* normally for the purchase of capital equipment.

##### A. BUDGET JUSTIFICATION:

Using 2 additional pages, provide budget justification of **all** expenses requested, in terms of the research requirements of the project.

##### **Please use the following budget categories:**

- Travel**
- Subsistence**
- Accommodation**
- Research Assistants**
- Materials**
- Other**
  - Student stipend support:** If including budget items for student stipend support, the budget justification must detail how the student will be funded for the full duration of their program
  - Project:** Should this request be part of a larger project, your justification must provide details on the portion requested under this program

Except as noted above, all other budgetary expenses are to conform to the current Tri-Agency Financial Administration Guide. The following Tri-Agency link will direct you to the most up-to-date version of the Tri-Agency Financial Guide which will also outline any current and, subsequent future updates: [https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFAs-AFTO/guide-guide\\_eng.asp](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFAs-AFTO/guide-guide_eng.asp) and are subject to normal University policies and procedures for the administration of research funds.

#### 5. PROJECT PROPOSAL

Using additional pages (maximum of 5 pages, exclusive of references and appendices) provide a comprehensive description of the project

The project proposal should be written in non-technical terms and clearly understood by scholars with varied areas of expertise (i.e., minimal academic terminology and reference to methodology). In writing



the detailed description of the proposal, avoid jargon, acronyms and highly technical terms. Not all committee members will have an intimate knowledge of the subject matter of all proposals.

The proposal MUST use the following SSHRC headings:

- Scope and objectives of the proposed research.
- Scholarly significance including potential contribution to knowledge and relation to existing research and literature.
- If applicable, its social relevance or practical importance.
- Theoretical approach or conceptual framework, as appropriate.
- Work already completed and in progress and schedule of work to be done.
- Research plans and methods.
- If applicable, copies of questionnaires and other research instruments.
- If applicable, the role of all co-applicants, collaborators, research assistants, student assistants and other personnel.

## 6. CURRICULUM VITAE

Attach an up-to-date short curriculum vitae (maximum of six pages) for the Principal Applicant and each Co-applicant. The CV should include work experience, academic background, funded research, research contributions (please indicate peer-reviewed publications), and any other pertinent information.

## 7. SUMMARY OF BENEFITS (if applicable)

**If applicable**, using 1 additional page, please attach a summary of the benefits to the Principal Applicant's research program from the receipt of most recent SSHRC/VP Research Grant award(s)/ SSHRC Explore Grant award(s) (as listed on page 3, #3 of the application).



**8. SIGNATURE PAGE CO-APPLICANTS**

**CO-APPLICANT:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Department Head (if applicable): \_\_\_\_\_  
(Dean at Grenfell)

Date: \_\_\_\_\_

Dean /Vice-President/Designate: \_\_\_\_\_

Date: \_\_\_\_\_

**CO-APPLICANT:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Department Head (if applicable): \_\_\_\_\_  
(Dean at Grenfell)

Date: \_\_\_\_\_

Dean /Vice-President/Designate: \_\_\_\_\_

Date: \_\_\_\_\_

**CO-APPLICANT:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approvals:**

Department Head (if applicable): \_\_\_\_\_  
(Dean at Grenfell)

Date: \_\_\_\_\_

Dean /Vice-President/Designate: \_\_\_\_\_

Date: \_\_\_\_\_

## 9. COMPLETION APPLICATION CHECKLIST

**Complete the Application Package into 1 PDF file with the following:**

- PDF form fillable application- completed sections 1, 2, 3, 4A, 5, 8, 9
- Research proposal – free-form pages (see applicable section for page limitations)
  - Section 4B - budget justification
  - Section 5 - project proposal
  - Section 6 – CV Short curriculum vitae (maximum of six pages) for PI and Co-I
  - Section 7 - If applicable, summary of benefits of most recent SSHRC/VP Research Grant/ SSHRC Explore Grant award received with the past 5 years (as listed on page 3 of the application)

### *Access to Information and Protection of Privacy*

The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 Chapter M-7) and is needed for and will be used to assess your application to the SSHRC Exchange Grant - Paper Presentation at Scholarly Conferences Program. If you have any questions about the collection and use of this information, contact the Internal Grants Coordinator, Research Initiatives & Services, at 709-864-8368.