**2022 Application for Support from Acadia’s SSHRC Institutional Grant (SIG)**

**Due date: Monday, 30 May 2022**

Application instructions are included in red. Please delete all red text prior to application submission. Applications must be typed in **11-pt font** (or larger). Handwritten applications will not be accepted.

Please refer to the [**SIG Guidelines**](https://www2.acadiau.ca/research/internal-research-funding.html) available on Acadia’s Research website for further guidance and information about this funding opportunity.

**Eligibility of faculty:** Tenured, tenure-track, or with a CLT appointment at Acadia during the full period of the award (June 2022-May 2023).

**Submission:** Send an electronic copy (**Last Name\_First Name\_ SIG\_2022.pdf**) to Research and Graduate Studies ([researchoffice@acadiau.ca](mailto:researchoffice@acadiau.ca)) by **Monday, 30 May.** Hardcopy not required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **The Applicant** | | | | | |
| Name | |  | | | |
| Department/School | |  | | | |
| Current Academic Rank | | If CLT, specify date contract expires | | | |
| Date of Appointment to Acadia | | Indicate only if within last six years | | | |
| Date last SIG Grant received, if any | |  | | | |
| **The Project** | | | | | |
| Title |  | | | | |
| **Category** (select one; awardees may only hold one SIG grant at a time) | | | SSHRC Explore Grant  SSHRC Exchange Grant | | |
| Start Date (dd/mm/yyyy): | | | | End Date (dd/mm/yyyy): | |
| Amount Requested (maximum $3,000) | | | | | $ |
| Does this project require Research Ethics Board approval? (Y/N) | | | | |  |

***Note:*** *All research involving human subjects requires REB approval. Please consult the REB website at* [*http://reb.acadiau.ca/*](http://reb.acadiau.ca/)*. If you indicated “Yes” above, you will be required to submit a copy of your approval letter before any funds awarded can be released.*

I, …insert applicant name………., certify by this electronic document that, to the best of my knowledge, the statements contained in this application are true, and that my academic unit head has been informed of this application submission. Any research equipment or books purchased out of the funds provided in a SIG award is the property of Acadia University.

Signature of Applicant: Date:

**Category A: SSHRC Explore Grant Research Proposal [up to 2 pages]**

**SSHRC Explore Grants:**

* support social sciences and humanities researchers with modest research funding requirements at any stage of career;
* allow for small-scale innovation and experimentation by providing funding to develop a research project or conduct pilot work; and
* enable researchers to hire students at any level to participate in their research projects thereby contributing to their professional development.

Please attach a detailed project proposal, written for a non-specialist audience. The following format for the **SSHRC Explore Grant** is recommended:

1. **Background Information**

Please provide general background information for the project, at a level that is accessible to everyone on the review committee (1 paragraph). This can be followed by 1 paragraph that is more specific and helps to provide context for your specific proposal.

1. **The Proposed Research**

Describe the proposed research, including **(A)** Clear, specific and realistic goals/objectives; **(B)** Your research design/approach (i.e., how will your research be conducted?); **(C)** Expected project deliverables/outcomes; **D)** Considerations, if any, in relation to equity, diversity and inclusion.

1. **Anticipated Significance/Impact**

Describe the anticipated significance/impact of the proposed research, including **(A)** The anticipated impact of this award on your career and your research program, and **(B)** The anticipated contribution of your research to the Social Sciences and Humanities research community.

If you do not presently have external funding, outline your strategy for seeking other sources of funding (if needed). If you presently have other sources of funding, specify the relationship between the present application and your existing funding.

**Category B: SSHRC Exchange Grants Proposal [up to 2 pages]**

**SSHRC Exchange Grants:**

* support the organization of small-scale knowledge mobilization activities, such as workshops and seminars, in order to encourage collaboration and the dissemination of research results both within and beyond the academic community; and
* allow researchers to present their research at scholarly conferences and other dissemination venues that align with SSHRC’s mandate in order to advance their careers and encourage the exchange of ideas and research results at the national and international level.

Please attach a detailed project proposal, written for a non-specialist audience. The following format for the **SSHRC Exchange Grant** is recommended:

1. **Background Information**

Please provide general background information for the project, at a level that is accessible to everyone on the review committee (1 paragraph). This can be followed by 1 paragraph that is more specific and helps to provide context for your specific proposal.

1. **The Proposed Activity/Activities**

Describe the proposed knowledge mobilization and/or research dissemination activity(ies), including **(A)** Clear, specific and realistic goals/objectives; **(B)** Expected project deliverables/outcomes (“knowledge products”); and **(C)** Considerations, if any, in relation to equity, diversity and inclusion.

1. **Anticipated Significance/Impact**

Describe the anticipated significance/impact of the proposed activity(ies), including **(A)** The anticipated impact of this award on your career and your research program, and **(B)** The anticipated contribution of the proposed activities to the Social Sciences and Humanities research community.

**References [<1 page]**

This proposal does not require an extensive bibliography. You may refer to a few recent publications if they help to demonstrate the relevance of the proposed research. You may also want to include any recent references to you own work (publications, conference proceedings, etc.), if they relate directly to the proposal. This includes work in progress.

Do not include a CV with your SIG application. Use this References section to inform the committee of your recent research output, where relevant to the proposed work.

**Brief Description of the Project [1 paragraph max]**

This paragraph may be posted on the Research and Graduate Studies website and used for a press release if your application is successful. Please use accessible, non-specialist language.

**Report on Previous Funding [if applicable; up to 2 pages]**

* My report is attached
* My report has already been submitted to Research and Graduate Studies
* I have not previously received SIG funding

If you have received previous SIG funding, you must provide the Division of Research and Graduate Studies with a short report within 30 days of the end of your award. It is important to list specific outcomes (publications, presentations, grants), as well as a description of the impact of these outcomes (i.e., at the regional, national or international level).

Describe any efforts to obtain external funding, particularly through the national granting agencies.

**……………………………………………………………………………………………………………………………………..  
  
Application Evaluation Criteria**

* Sufficient background information
* Well written with clear, specific and realistic objectives
* Explore grant: Measurable outcomes/deliverables from the research/activities
* Engage grant: Effective strategies for mobilization / dissemination of knowledge to academic and non-academic audiences, including the local community
* Represents a significant contribution to the Social Sciences and Humanities research community
* Budget items are both eligible and well justified

**Detailed Budget**

\*Salary costs include 4% vacation pay and 8.5% Mandatory Employer Related Costs (EI, CPP and WCB).

|  |  |  |  |
| --- | --- | --- | --- |
| **Budgetary Items** | **Details** | **SIG Funding Request** | **In-Kind/Other Funding Sources** |
| Undergraduate Research Assistants  Min wage ($13.35/hr) + other costs (see above\*) **= $15.06/hour** |  |  |  |
| Graduate/Other Research Assistants  ($15.00/hr)+ other costs (see above\*) = **$16.93/hour** |  |  |  |
| Other Employees (post-docs, research staff); see SIG Guidelines for recommended pay rates |  |  |  |
| Library Resources |  |  |  |
| Travel and Subsistence\*\* |  |  |  |
| Supplies |  |  |  |
| Meeting Costs |  |  |  |
| Other (specify / list) |  |  |  |
| **Total** |  |  |  |

*\*\* Standard university policy and procedures must be followed at all times (see reverse side of University Travel Expense Claim Forms, available electronically at* [*http://financial-services.acadiau.ca/forms-policies.html*](http://financial-services.acadiau.ca/forms-policies.html)*). Air travel costs may not exceed economy rates. In making an award, allowance will be made for medium quality hotel accommodation. Please note that travel plans may be impacted by Covid-19 related travel restrictions.*

*For eligible travel expense rates, please refer to the rates established by the National Joint Council Travel Directive, Appendices B, C, and D. These can be accessed at:* [*www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php*](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php) *.*

**Budget Justification [1 page]**

Please provide details and rationale or justification for the funds requested. Each expense item must be clearly justified (as opposed to described).

1. Employment of Assistants:

* Period of employment and rate
* Functions to be performed, including hours needed
* Student’s tasks and the education/research training benefit (provide the name(s) of the student(s) if known)

1. Library Resources:

* Provide an itemized list and prices

1. Travel and Subsistence:

* Provide an itemized list and prices
* Purpose of research travel and relevance of that travel to the project/conference
* If you are requesting funds for travel and have not included use of your Travel and Professional Allowance Fund (Article 25.54), please provide an explanation.
* If funding is being requested to attend a conference, you must attach a copy of the acceptance letter/email and a copy of the abstract.
* Travel to participate at a conference without making a presentation is NOT an eligible use of SIG funds.
* Describe any contingency plans in the event of restricted travel due to Covid-19.

1. Expendable supplies, photocopying, etc.:

* Provide itemized list and prices

1. Meeting costs:

* Provide an estimate of the number of attendees, venue, dates, and an itemized list of anticipated expenses with prices

1. Other Expenses:

* Provide an itemized list and prices
* Purpose of these expenses and relevance to the project

1. Relationship to Other Funds:

* Describe the relationship between your SIG proposal and any other sources of funding (if applicable).

**All funding awarded in this competition must be spent (claim submitted to the Business Office) prior to May 30, 2023. Any monies left in the account after this date will revert to the general SIG account.**

If your project extends beyond this date, please indicate how you plan to finance the remainder of the project.