Office of Research Workshop - SSHRC Insight Grants

Friday, May 5, 2023
10a.m.
Zoom

Agenda

- **SSHRC Program Overview**
  - Eligibility
  - Financial support
  - Particular scopes of research

- **Evaluation and Adjudication**

- **Technical Information and Submission Process**
  - Internal deadlines

- **Reference Material on Grantsmanship**
  - Program-related specific tips

- **Q&A**

SSHRC
Program Overview

Insight Development Grants

Agency deadline: **February (TBC), 2024**

Internal deadline: **January (TBC), 2024**

Funding: **$7K to $75K over one to two years.**
Separate funding envelope for new scholars (at least 50%).

Objectives:

- Support research in its initial stages;

- Enable development of new research questions, experimentation with new methods, theoretical approaches and/or ideas.

Established (regular) scholars please note: Proposed research must be **<u>new and distinct</u>** from your past and current research program.

Insight Grants

Agency deadline:

Monday, October 2, 2023

Internal deadlines:

Content review = Monday, September 18, 2023

Administrative review = Monday, September 25, 2023

Funding: **$7K to $400K over two to five years**. Open to both regular and new scholars, as individual applicants or in teams.

Objectives:

- Build knowledge and understanding from disciplinary, interdisciplinary and/or cross-sector perspectives;
- Support new approaches to research on complex and important topics;
- Offer high-quality student research training;
- Fund research expertise relating to societal challenges;
- Mobilize research knowledge to/from academic and non-academic audiences, with potential to lead to social and other and other benefit and impact.

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Insight Grants

Since 2017 – Two streams, each with a separate budget envelope.

Stream A: $7K - $100K, with a target success rate slightly higher than Stream B.

Stream B: $100K - $400K.

Both streams adjudicated by same committees and receive same rigorous level of merit review, including external assessor input.

This approach is intended to respond to the needs of the research community while addressing the increasing monetary pressure on research funding. It responded to a perceived bias of funding larger and longer grants.

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Applying to IDG or IG

Normally you can submit one application **as PI** to <u>either</u> the IG <u>or</u> the IDG Grant within the same calendar year.

However, since 2017 **you may apply to IG (either Stream A or B) if you applied to IDG 2022 and were not funded.**

IDG Feb 2022 + IG Oct 2022 = ✔

IG Oct 2022 + IDG Feb 2023 = ✔

(objectives must be different)

- <u>No</u> limit to the number of applications as a <u>Co-applicant</u> or <u>Collaborator</u>;

- Grant holders may re-apply to the same funding opportunity in the final year of funding;

- Automatic one-year extension for all grants.

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Should I apply to IG or IDG ?

Some points to consider:

- Established vs. emerging researcher – research record for your career stage.

- Scope and nature of project – stage of development, timeline, funding needs, type of research activities.

- Established (regular) scholars: For IDG, the proposed research must be **new and distinct** from your past and current research program.

IG Competition Statistics

Year of Award (Spring)	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Eligible applications	1,213	1,425	1,365	1,536	1,514	1,703	1,991	2,144	2,183	1,799
Competition Budget ($)	104 M	91.7 M	89.7M	101.7 M	92.8 M	80.1M	81.9M	98.1M	88.1M	84.1 M
National Success Rate	52.5%	40.7%	45.3%	47.3%	40%	31.1%	23.4%	23.0%	21.1%	27.0%
Concordia Success Rate	*61.9%*	*55%*	42.5%	50.9%	39.2%	27.0%	19.3%	16.9%	15.8%	27.5%
(# Awards)	*(13)*	*(22)*	*(17)*	*(27)*	*(20)*	*(20)*	*(17)*	*(15)*	*(12)*	*(11)*

Source:

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

Open Access Policy

Tri-Agency Open Access Policy on Publications (since June 2015)

"To the extent possible, and in keeping with SSHRC's endorsement of open access forms of knowledge dissemination, research results should be made openly available, through, for example, open access publications, websites, publicly accessible databases and/or institutional repositories. Grant holders must comply with the Tri-Agency Open Access Policy on Publications."

Concordia U Spectrum: http://spectrum.library.concordia.ca/

Particular Scopes
of Research

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
- Clinical research and therapy
- Kinesiology and 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 contact SSHRC Program Officers in advance with any questions. There is no appeal on subject matter eligibility.

Research-Creation

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.

http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/research_creation-recherche_creation-eng.aspx

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Future Challenge Areas

SSHRC invites all applicants to review Imagining Canada's Future's 16 future global challenges and to consider addressing one or more of these areas in their research proposal

This is _**not**_ an evaluation criterion for merit review nor does it offer additional funds. SSHRC monitors research capacity in these areas to develop and implement future strategies.

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Special Research Initiatives

Consult the IG program webpage for "Related Opportunities" which can complement IG funding, just following the section "Description".

Examples:

Belmont Forum

Department of National Defence

Mitacs Accelerate

Societal Implications of Genomics Research

Sports Participation Research Initiative

https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/insight_grants-subventions_savoir-eng.aspx

Mitacs

Mitacs is a national, independent, not-for-profit organization that fosters innovation.

Their goal is to develop the next generation of researchers and innovators for Canada's knowledge- and innovation-based economy.

They bring together external partners and post-secondary institutions to develop research and development projects that solve societal challenges.
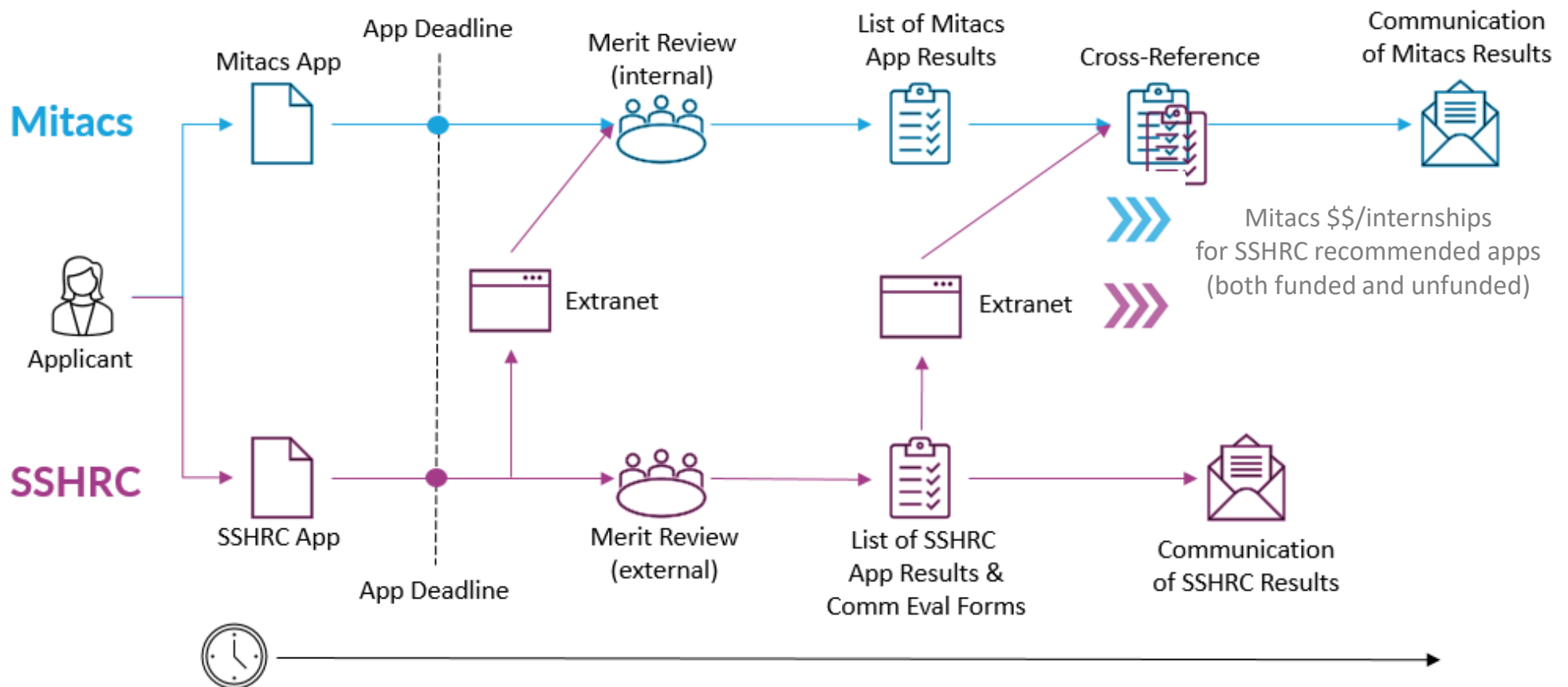
NEW! SSHRC-Mitacs Joint Initiative

Starting 2023-24, SSHRC applicants (PEG, PDG, PG-S2, IG) can simultaneously apply for Mitacs Accelerate internships (IDG in 2024-25)

- **Who is eligible**: All disciplines, all levels – interns from College to Post Doc

- **When to apply**: SSHRC competition dates + continuous intake of Mitacs apps to complement existing SSHRC projects with non-academic partners (PDG, PG)

- Parallel Merit review:
  - SSHRC considers Mitacs internships as part of training and mentoring plans of SSHRC applications (can be included in SSHRC budget)
  - Mitacs considers SSHRC app/adjudication results in its own decisions

- Accelerate success rate: 95% for eligible apps. Mitacs internships available on SSHRC-recommended projects (both funded and unfunded applications)

SSHRC-Mitacs
Joint Application and Review Process

SSHRC-Mitacs Joint Initiative - Benefits

Advantages to SSHRC applicants:

- Use Mitacs Accelerate internships to scale SSHRC-funded projects sooner for knowledge mobilization and impact

- Access additional $$ and student resources on projects with non-academic partners

- Strengthen quality of student training of SSHRC application

- Develop research management skills and employability of students

- Reinforce engagement with partners/stakeholders

Contact Mathieu Aubin : maubin@mitacs.ca

Evaluation and Adjudication

Evaluation and Adjudication - Overview

Two basic components:

External assessments and Committee evaluation.

- Committee compares ***all*** proposals - <u>the deciding role</u>.
- External assessor reads ***your*** proposal only - a consulting role.
- SSHRC seeks but cannot guarantee two external assessments per application. Avoid conflict of interest in your suggested assessors. External assessors' ranking of each criterion are **NOT** factored into the committee final rank and score.

Program	Number of Readers	External Assessors
Insight Development Grant	3	No
Insight Grant	2 or 3	Minimum of 2

Evaluation and Adjudication – Committees

Different types of committees:

1. **Discipline-based**

2. **Groups of disciplines**

3. **Multi-disciplinary** (one Humanities, one Social Sciences) *

4. **Tri-Agency Interdisciplinary Peer Review Committee**

* **Multi-disciplinary**: You must provide 1-page justification for choice. Relevant expertise may also be sought from the larger pool of IG committees.

Interdisciplinary: Research which spans mandate of more than one agency – SSHRC, NSERC, CIHR. Pilot project, with a harmonized peer review process and different evaluation criteria.

Tri-Agency Interdisciplinary Peer Review Committee - CIHR (cihr-irsc.gc.ca)

5. Thematic - e.g., Indigenous research - more tailored adjudication, possibly a distinct committee if enough applications received. Guidelines for merit review of Indigenous Research

You may contact SSHRC to discuss committee selection.

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Evaluation and Adjudication – Committees

1- Philosophy, **2-** History, **3-** Fine Arts, Research-Creation, **4-** Literature, **5-** Medieval, classics, religious studies, **7-** Economics, **8-** Sociology, demography and related fields, **9-** Geography, urban planning and related fields, **10-** Psychology, **11-** Political science and public administration, **12-** Education and social work,

13- Anthropology and archaeology, **14-** Business, management and related fields, **15-** Linguistics and translation, **16-** Communications, media studies, gender studies, library and information science, related fields, **17-** Law and criminology, **21-** Indigenous research, **22-** Multidisciplinary or interdisciplinary humanities, **23-** Multidisciplinary or interdisciplinary social sciences, **24-** Tri-Agency Interdisciplinary Peer Review Committee

Evaluation and Adjudication – Committees

REMINDER:

Committee choice and keywords are important considerations.

However, whichever committee you choose your proposal will be reviewed and discussed by scholars with a variety of disciplinary perspectives and methodological approaches.

The 4 "C"s:

Be **concise, clear, coherent** and **compelling** throughout your proposal and application.

Evaluation and Adjudication – Response to Previous Critiques

To use, or not to use… that is the question!

An optional section on the application for resubmitted applications (3800-character text box).

Be aware of the pros and cons to using this section.

We strongly recommend that you discuss this with your Advisor in advance, to ensure that you are aware of the potential impact of including it in your application.

Evaluation and Adjudication - Criteria

All SSHRC Programs use three main Evaluation Criteria in different proportions (N.B.: these may not apply for the new pilot Interdisciplinary Committee)

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

Each criterion is sub-divided into three to five sub-criteria (bullet points):

- Committees score each sub-criterion, based on a scale of Unsatisfactory - Satisfactory - Good - Very Good - Excellent.
- Numeric scores are assigned and an overall weighted numeric score calculated. Applications are ranked into 6 sextiles (1 = High).

Therefore, in your application, it is <u>essential</u> to address every single bullet point listed under the Evaluation Criteria.

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Evaluation Criteria	
Challenge – **The aim and importance of** **the endeavour:**	• 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.

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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 <u>development of talent</u> • potential to make future contributions.

Technical Information
and
Submission Process

SSHRC CV vs. Common CV

Agency	Competition	CV	System
SSHRC	**IG October 2023** Connection and Partnership Grants	**SSHRC CV** and 4 page "Contributions" attachment (Applicant / co-applicants). Collaborators do not submit CV.	**Old** SSHRC portal
SSHRC	IDG February 2024	CCV	**New** SSHRC portal

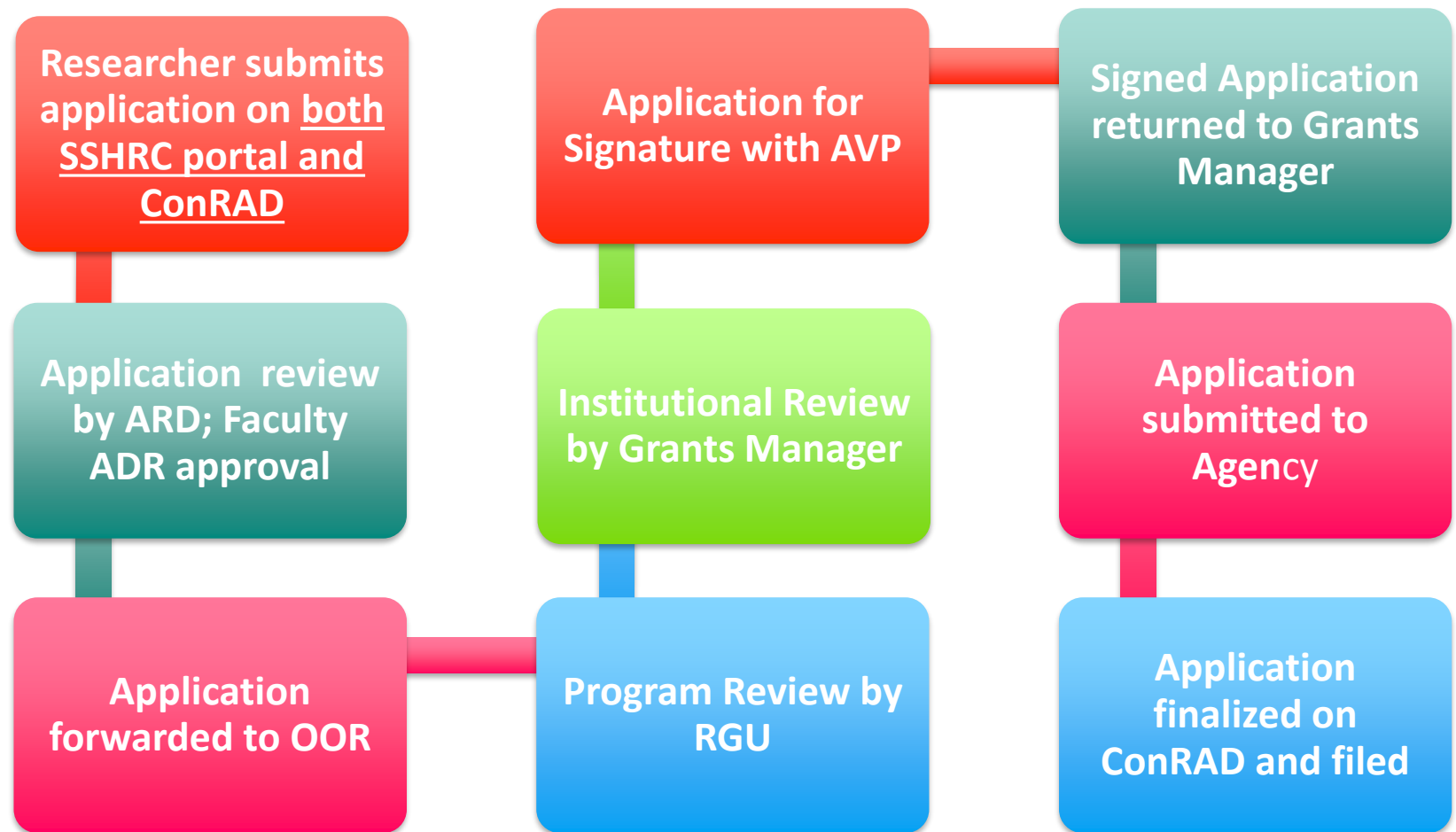**SSHRC CV:** https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

Old SSHRC portal:
https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

CCV: https://ccv-cvc.ca/

New SSHRC portal: https://portal-portail.sshrc-crsh.gc.ca/

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Submission Process

Researcher submits application on both SSHRC portal and ConRAD

Application for Signature with AVP

Signed Application returned to Grants Manager

Application review by ARD; Faculty ADR approval

Institutional Review by Grants Manager

Application submitted to Agency

Application forwarded to OOR

Program Review by RGU

Application finalized on ConRAD and filed

Internal Deadlines for Submitting Applications

All grant applications are reviewed before their submission to external agencies. The scope of this review varies as follows:

CONTENT REVIEW AND CONSULTATION	PROGRAM AND INSTITUTIONAL REVIEWS
10 business days (or more) prior to external deadline (<u>optional, but highly recommended</u>) **Method:** By email, teleconference or meeting	**5 business days prior to external deadline (<u>mandatory</u>)** **Method**: Final and complete application routed through SSHRC portal and ConRAD

1. Access to sample successful applications
 	
2. Editing of non-technical sections for cohesiveness, formatting.
 	
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 sponsor agency, if required
	Review of application for:
	
	    1. completeness,
	
	    2. conformance to sponsor guidelines,
	
	    3. support documentation
	
	    4. required signatures,
	
	    5. and electronic submission.

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

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Deadlines 2023

Content Review	Administrative Review	Agency
September 18th	**September 25th**	**October 2nd**
Please send your Advisor all Word documents + text sections for review. Feedback will be offered in track changes.	**Step 1:** Submit final and complete application through SSHRC portal **Step 2:** Submit Grant Details form through ConRAD + attach complete application package including any team member CVs + attachments	OOR obtains institutional approval and submits to SSHRC

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SSHRC Insight Grants Program-Related Specific Tips

Summary

The purpose:

- Appears at the beginning of the application and sets the first impression. Must be a <u>stand-alone</u> document.

- May be the <u>only</u> 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.

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.

Summary

The content:

- Clearly identify the **research 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.
- Outline briefly 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, etc).

The Proposal - Introduction

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

- Set the general context.

- Expand on the summary.

The Proposal:
Context

- 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.

- 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.

The Proposal: 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 FRQSC and SSHRC IDG proposals may complement one another but each must have its specific objectives.

The Proposal:
Literature Review / Theoretical Framework

- 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?

The Proposal: Methodology

- One of the most common areas needing attention.
- Provide specific <u>DETAILS</u> 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 knowledge of your discipline and suitability of the approach.

The Proposal:
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., 6 pages

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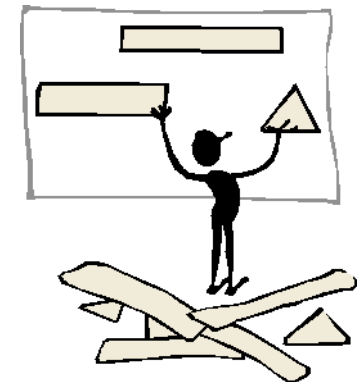
R&R (review and revise):

- 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!

Knowledge Mobilization (KM) and Expected Outcomes - I

Knowledge Mobilization - Guidelines for Effective Knowledge Mobilization pertain to all Insight grant applications.

KM Plan:

- Specific activities and tools that will be used to facilitate the multidirectional flow and exchange of research knowledge.

Expected Outcomes:

- Particular concrete outcomes and benefits of the research and related activities, facilitated by the KM plan.

KM and Expected Outcomes - II

- 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 KMb activities and elaboration on the purpose of these and/or other goals.

KM and Expected Outcomes - III

Some suggested KM methods:

- Traditional academic dissemination (conferences, workshops, publications, open access, data depositories, etc).

- Target practitioners, future practitioners (i.e., students), professional associations, policy makers, general public (practitioner events or journals, toolkits, training manuals, websites, course curricula, media, etc).

- Invite feedback from stakeholders using your results (practitioners, industries, NGOs, etc.) to further influence research design and potential outcomes.

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

KM and Expected Outcomes - IV

Expected Outcomes Summary:

- Elaborate on potential benefits and outcomes that could emerge from proposed research and related KM activities.

- Examples - enhanced curriculum and teaching material, graduate student supervision, enriched public discourse, improved public policies, enhanced business strategies, and innovations in all sectors of society.

- If possible include direct, specific outcomes of the research as well as potential broader impact.

KM and Expected Outcomes - V

Reminder:

- *Both KM and Expected Outcomes are factored into 'Challenge' evaluation criterion.*

- *These sections should form an integral part of your proposal and not be an afterthought.*

Research Team, Previous Output and Student Training

Follow the specified outline as required by SSHRC – Description of the team, its previous and ongoing research results, and student training plan.

Tips:

- Explain why a team approach is necessary and why the PI is best suited to lead the team (if applicable). Relative proportion of team member contributions. Support by and interaction with communities/knowledge users, 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 strategies (mentorship, team meetings, co-supervision, etc.) that will be used to train students in this project, as well as how students will be actively involved in the project – their specific roles.

Budget Justification - Format

Two parts –

Budget table (summary of amounts/categories)

Budget justification (rationale)

IG: Separate two-page attachment, text.

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. Make explanations concise but complete. SSHRC Committees use the principle of minimum essential funding to guide their discussions of project budgets.

Budget - Personnel

- Verify current rates for RA's, per diems, etc.

  Refer to Office of Research - Budget Building Tips

- <u>Show</u> your calculations.

- <u>Justify</u> 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).

- <u>Justify</u> the need for non-student salaries.

Budget - Travel

- Distinguish between research, communication and dissemination purposes and justify the need.

- 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.

Budget - Other items

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

- Supplies - used for research 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.).

- Other expenses (specify and justify).

Budget Justification – a final note…

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

- Adjudication committees may **fail** a project on the **Feasibility** criteria if they deem that 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.

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SSHRC CV and Contributions

- You must **use the specified headings and subheadings** in the order that they appear in the SSHRC instructions.

- 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** – don't leave it for the last minute (especially for co-applicants who may not be familiar with the SSHRC process of linking CVs to your application).

Final thoughts…

The above has been an overview of some of the critical concepts and criteria for the major sections of the IG application. It is not meant to be all-inclusive of the SSHRC instructions and requirements for content.

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

- Samples of past applications
- Budget assistance
- Fact sheets
- Proposal review
- A helping hand…

Contact Information

Office of Research (GM-900)

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