



**Vice-Principal (Research and Innovation)**

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## Internal Social Sciences and Humanities Development Grants Guidelines

<b>Value</b>	Up to \$7,000
<b>Duration</b>	1 year
<b>Application deadline</b>	January 15 <sup>th</sup> and May 1 <sup>st</sup> – 5:00 p.m. <i>If deadline falls on the weekend or public holiday, the next working day applies.</i>
<b>Results announced</b>	Within six weeks after deadline
<b>Apply</b>	Application form and all supporting documents must be submitted as one PDF

### Description:

Through its [SSHRC Institutional Grants \(SIG\)](#) funding opportunity, SSHRC provides annual block grants to help eligible Canadian postsecondary institutions fund small-scale research and research-related activities by their faculty in the social sciences and humanities. SIG grants are intended to help Canadian postsecondary institutions develop, maintain or strengthen research capacity and research excellence in the social sciences and humanities.

As part of its Institutional Grant suite of programs, the Office of the Vice-Principal (Research and Innovation) offers the internal development grants funding opportunity to fund social sciences and humanities research in its initial stages. The Subcommittee is unable to approve continuous support for research that has already received funding in the past. This seed funding is intended to fund the early stages of research so as to improve the competitiveness of the program of research in securing longer-term external funding.

**Emerging scholars:** This funding supports high-quality research projects by [emerging scholars](#) to develop new research questions and/or approaches.

**Established scholars:** Funding for [established scholars](#) provides support to 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. Internal Development Grants funding is not intended to support ongoing research for established scholars.

### Eligibility:

#### **Subject Matter Eligibility:**

In accordance with SSHRC's [legislated mandate](#), the proposed research project must be primarily in the social sciences and humanities, and the intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups and societies—what we think, how we live, and how we interact with each other and the world around us.

### **Applicants:**

- Applicant must hold a full-time academic appointment of Assistant Professor, Associate Professor or Full Professor to be eligible to apply.
- *If applicant has already held an Internal Development Grant in the last three years, they must have applied for external funding for the project, before re-applying to this program.*

### **Value and Duration:**

Awards will be limited to a maximum of \$7,000 CAD. A suggested minimum of \$2,500 of the requested budget should be for the support of students. Funds cannot be used to travel for conferences for knowledge mobilization purposes. Also the purchase of equipment and computer supplies are not eligible expenses. All expenses incurred under this funding opportunity must follow the [Tri-Agency Financial Administration Guide](#).

### **Evaluation and Adjudication:**

Internal Social Sciences and Humanities Development Grants applications are adjudicated, and awarded, through a competitive process. The peer-review committee membership is built based on expertise in the SSH as well as previous experience serving on other peer-review committees. The peer-review committee bases its recommendation on the merits of the proposal in relation to the evaluation criteria below.

### **Evaluation Criteria:**

The criteria for adjudicating each application include the following in order of priority:

- a. The scholarly significance and contribution to knowledge of the proposed research.
- b. A theoretical or conceptual approach to the proposed research which is compelling in lay language.
- c. The scope of the proposed research, showing its potential to expand into a successful proposal for multi-year research support from an external agency.
- d. The applicant's research and publication record, or potential in the case of new staff.
- e. Soundness and appropriateness of methodology and data analysis, where applicable.
- f. Appropriateness of budget in terms of SSHRC guidelines.

### **Reporting:**

#### **Technical Reports:**

All grant holders are required to submit a [Final Research Report](#) to OSR within 3 months following the award close out (inclusive of any no-cost extension). Applicants who have received an internal grant of any type but have failed to submit a final research report by the deadline are not eligible to apply for any of funding opportunity in VPRI's Institutional Grants suite of programs until they have submitted the report.

#### **Financial Reports:**

All grants awarded under this funding opportunity must follow the [Tri-Agency Guidelines](#) governing the use of agency funds. The funds must be used effectively and economically, and the expenses must be essential for the research for which the funds were awarded.

The applicant's signature at the end of this application will indicate that he/she is prepared to comply with these procedures.

### **Submission:**

By signing and submitting an application to OSR, the applicant confirms that he/she:

- has read and understands the eligibility requirements of the funding opportunity;
- has provided complete and accurate information in the funding application and related documents, and has represented himself/herself and his/her research and accomplishments in a manner consistent with the norms of the relevant field;
- will inform OSR immediately of any change in the nature of the research that may have an impact on certification or approvals;
- will inform OSR immediately in writing in the event of any change in eligibility status, and hereby authorizes the institution with which he/she is employed or affiliated to provide SSHRC with his/her personal information for the purpose of verifying eligibility to receive funds;
- agrees that, if awarded a grant, the applicant will use the grant only for the purpose for which it was awarded and will comply with all relevant SSHRC and institutional requirements;
- has read, understands and agrees to comply with the policies of SSHRC, including the [Tri-Agency Framework: Responsible Conduct Of Research](#), both in the submission of the application and in carrying out the research funded by SSHRC; and,
- in instances where he/she is or has been at any time during the past 12 months a federal public servant, has complied with and will continue to respect the [Values and Ethics Code for the Public Sector](#).

### **Required Documents:**

The application and all supporting documents must be submitted as one PDF in the following order:

- Application form duly signed by Applicant and Chair of the department.  
If the Chair is the applicant then the Associate Dean (Research) signature is required.
- Description of the proposed research (maximum two pages).
- A third page can be used for bibliography.
- Budget justification (maximum one additional page).
- SSHRC Common CV or CV with [Research Contributions](#).
- A copy of the [Final Research Report](#) is required if you have received funding within the last three years from the Internal SSHD Program and are reapplying for a different project.