Drapea | Conseil de recherches en sciences humaines du Canada | Gouvernement du Canada

Application for a Grant
Insight Grants
Instructions (Web)

Introduction

Before applying, read the Insight Grants funding opportunity description, the Insight Program description and the *Regulations Governing Grant Applications*. For detailed information on eligible and ineligible expenses, you should also consult the *Tri-Agency Financial Administration Guide*.

We suggest that you print and consult this document and Help with Online Forms for reference while you are completing your online grant application. You may also refer to this document by clicking the "Instructions" button at any time within a screen. This button will link you directly to the instructions for the screen you are completing.

Note: Applicants who have received a SSHRC grant of any type but have failed to submit a final research report by the deadline specified in their Notice of Award are not eligible to apply for another SSHRC grant until they have submitted their report.

Application Process and Deadline

The applicant must complete and verify the online *Insight Grants* application form and his/her SSHRC web-based curriculum vitae (CV). The complete application, including the electronic attachments (uploads) and the CVs (applicant, co-applicants and collaborators), can be viewed using the "Preview" button. This step will open a PDF version of the application, which may be printed. However, the application must be submitted electronically to the institution's research administrator. **SSHRC no longer accepts paper copies.**

Applicants must follow these steps:

1. Complete all mandatory fields (boldfaced labels) in the application and CV.
2. Attach all mandatory electronic uploads (application).
3. Ensure that all co-applicants and collaborators have submitted their "Accept Invitation Form" and have included all relevant attachments.
4. Verify and correct the data until the Verification Report indicates successful verification.
5. Click "Submit" (Submit to Research Administrator) for institutional approval.

The research administrator at the applicant's institution will review the application and, if approved, will forward it to SSHRC. If changes are required, a message is delivered to the applicant using the Message Centre function. The applicant can access the Message Centre by clicking the "Messages" button in the top navigation bar of his Portfolio. Research administrators will be allowed to forward applications until **8 p.m. EST, October 15th, 2011**. If the deadline falls on a weekend or a public holiday, the next working day applies. After 8 p.m., the "Submit" (Submit

to Research Administrator) button will disappear from the applicant's Portfolio and the "Forward" (Forward to SSHRC) button will disappear from the research administrator's Portfolio and no further changes and submissions will be possible.

Note: Most institutions have an internal deadline date that is earlier than SSHRC's deadline. Contact the research administrator at your institution for details on the internal application deadline.

Acknowledgement of Receipt of Applications

When SSHRC electronically receives your completed *Insight Grants* form, the data provided in your application and CVs are then transferred to SSHRC's corporate database. SSHRC will acknowledge receipt of your electronic application form and will assign you an application number. Please cite this number in all correspondence with us.

Electronic Submission and Approval

The electronic submission process includes appropriate controls and checks to ensure validation of the information by the institutions' research administrators before it is submitted to SSHRC. Applicants must follow the internal approval process in place at their institution, as specified by the relevant authorities.

By clicking on the "Submit" button, the **applicant (principal investigator)** confirms that all information provided is accurate and that he/she:

- accepts the terms and conditions of the grant, if awarded;
- has read and understands the *Access to Information Act* and the *Privacy Act* as they pertain to grant application information (see *Regulations Governing Grant Applications*);
- has read and agrees to comply with SSHRC's integrity policy and the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (see *Regulations Governing Grant Applications*);
- accepts that, in the case of joint and special initiatives, all information in an Insight Grant application is accessible to representatives of the named partner agency, for purposes of adjudicating candidates and monitoring and evaluating the program;
- understands that competition results will be made available through the university research office shortly after the adjudication committee meetings; and
- agrees to SSHRC's use of the summary for publicity purposes if a grant is awarded.

When **co-applicants and collaborators** accept an invitation to participate on an application, it certifies that they:

- also agree to the above; and
- agree that the applicant (principal investigator) will administer the grant on behalf of the team.

By clicking on the "Forward" (Forward to SSHRC) button, the **research administrator**

(institutional approval) certifies that:

the applicant (principal investigator)

- is affiliated with the institution; and
- has the necessary time and facilities to carry out the research; and

the university (institution):

- is willing to administer any grant received according to SSHRC policies;
- agrees to take the necessary steps to ensure that machine-readable files or computer databases are preserved and accessible under conditions agreed to by the institution and the researcher;
- will release funds to the successful candidate once all necessary certification requirements and conditions have been met;
- will notify SSHRC of any change in the grant holder's status during the tenure of the grant; and
- has verified that the budgetary estimates are in accordance with the university's rates and policies.

Note: Eligible postdoctoral fellows/researchers and doctoral candidates may submit their application directly to SSHRC. See the Insight Grants funding opportunity description for more information.

Attaching a Document

Many modules in your application will require that you attach a document. The process for attaching a document is the same for all modules:

1. Save or convert your document into one PDF file (.pdf extension).
2. Click "Browse" to select the file from your computer.
3. From the dialogue box, click on the appropriate file to highlight it, then click "Open" to select the file.
4. Click "Attach" to attach a copy of the file to your application.
5. When your PDF file has been successfully attached, the document name will appear, along with the "View attached file" and "Delete" buttons. Click "View attached file" to ensure that you have attached the correct document.
6. If it is not the correct document, click "Delete" to start the process over again.
7. If the specified requirements for page length and page size are exceeded, the error message "The file you are trying to attach contains [number] page(s)—a maximum of [number] page(s) is allowed" will appear, above the "File name" field.

You **must** follow the specified requirements for margins and font size (12 pt Times New Roman) or your application will be rendered ineligible.

Note: If you do not have a PDF conversion program, download a free version of PrimoPDF (available at www.primopdf.com) or convert the document using an online system at http://online. primopdf.com . Mac users have a PDF conversion function built into the Macintosh system "print" function.

Identification

Application title
Provide a short, descriptive title for your proposal in non-technical terms. Restrict use of acronyms (e.g., DNA, NATO, NAFTA). Use upper case only for the first word of the title, proper nouns and acronyms. Your application title will automatically be added to the Research Activity screen.

Research group
Click "List…".and in the "Select a Research group" window, select the research group that is most appropriate based on the subject and discipline(s) of your proposal. If your project falls between groups, select the group closest to your primary discipline (see the Research Activity section).

Request for multidisciplinary evaluation
If your proposal is multidisciplinary or interdisciplinary in nature and you would like it to be evaluated by experts in more than one field, select "Yes" from the dropdown list. You must also complete the Request for Multidisciplinary Evaluation.

Joint or special initiative
If you wish to be considered for one of the following joint or special initiatives, select the appropriate option from the drop-down list.

Sport Participation Research Initiative
Information concerning the Sport Participation Research Initiative is available on SSHRC's website. If you select this option, you must complete the Sport Participation module

Canada Foundation for Innovation Initiative (CFI)
Information concerning the *Canada Foundation for Innovation Initiative (CFI)* is available on the *CFI Web site*.

Note: If you indicate that you want to be considered for one of the initiatives mentioned above, then you are agreeing to have SSHRC share information with the partner.

Scholar type
Indicate whether you are a regular scholar or a new scholar. Information on scholar status is collected for statistical purposes only. No special status or separate budgetary envelope will be provided for new scholars in the Insight Grants competition. However, the research achievements of applicants and other members of the research team will be evaluated according to their stage of career.

New scholar
A new scholar is someone who has not yet had the opportunity to establish an extensive record of research achievement, but is in the process of building one.

Applicants identifying themselves as a new scholar must not have applied successfully, as principal investigator or project director, for a grant through any of SSHRC's funding opportunities.

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

1. have completed their highest degree no more than five years before the competition deadline (SSHRC considers only the date of completion of the first doctorate);
   or
2. have held a tenured or tenure-track university appointment for less than five years;
   or
3. have held a university appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions);
   or
4. have had their careers significantly interrupted or delayed for family reason.

Applicant (Principal Investigator)

Names and Initials
The information listed in this section has automatically been transferred from your CV. In order to change your family name or given name, you must contact webgrant@sshrc-crsh.gc.ca. To change your initials, you must return to the "My Account" section of your portfolio and update the information.

SSHRC uses the information you provide here to address its correspondence to you.

Organization
The "Organization" field has automatically been transferred from the "Current Position" screen of your CV. If you wish to have a different affiliation on record for this application, click "List…" and make the necessary selections.

Administering Organization
Enter complete information about the organization that will manage or administer the funds. If your organization is not on the SSHRC eligible institution list, you must send an email to secretariat@sshrc-crsh.gc.ca to begin the eligibility process. For more information on this process, consult SSHRC's *Institutional Eligibility—Guidelines and Requirements*. Unless you have contacted SSHRC to begin this process, your institution will not be added to the list of eligible institutions and you will not be able to complete your application.

Participants

If applicable, enter information for each co-applicant and collaborator who will take part in the intellectual direction of the project. Do not include assistants, students or consultants.

Select the role that the participant will play, by choosing "Co-applicant" or "Collaborator". Enter the family name and the email address of the participant.

Once the data are saved, the system will display the data alphabetically by family name, along with the status of the invitation and a "Clear Entry" button for each participant. The system will also generate an email to each participant, inviting them to participate in the application. It is the responsibility of each invited person to complete, verify and submit their Accept Invitation form.

If the participant accepts the invitation:

- accepte les conditions assorties à la subvention, si elle lui est attribuée;
- a lu et comprend les dispositions de la **Loi sur l'accès à l'information** et de la **Loi**

If the participant declines the invitation by deleting the Accept Invitation form from his/her portfolio:

- you will be notified by email and you must remove the person from the application by clicking "Clear entry".

If the participant has not accepted the invitation:

- the status in your portfolio will remain "Invitation not yet accepted". You can click "Resend E-mail" to send the invitation again.

If the participant deletes the system-generated email requesting his/her participation:

- the status in your portfolio will remain "Invitation not yet accepted". You can click "Resend E-mail" to send the invitation again.

If you incorrectly type the participant's family name:

- the following message will be displayed on the screen under the participant's name: "Must be identical to family name above". The system will only recognize the discrepancy once the participant has accepted the invitation. You must correct the person's family name that you entered previously. Your application will not be successfully verified if the participant's family name is not corrected.

Your application will not be "Verified Successfully" until each participant you invited has successfully completed and verified their invitation.

If you require additional information on the invitation process, consult the instructions under "Accepted Invitations" on the "Portfolio" screen.

Research Activity

Select appropriate entries under each of these sections by clicking "List...". Duplicate entries are not permitted.

Application title
The information you provided in the Identification screen under "Application title" is automatically included in this field.

Ethics
State whether or not your proposed research will involve human beings as research subjects. If it does, select "Yes" and consult the *Tri-Council Policy Statement 2: Ethical Conduct for Research Involving Humans* and submit your proposal to your institution's research ethics board.

Environmental Impact
Does any phase of your proposed research: a) take place outside an office (e.g., fieldwork) or a laboratory, or b) involve an undertaking as described in Part 1 of Appendix B (see Appendixes section)? If you have selected "Yes" to either question a) or b), you must complete Appendixes A and B.

This will help us identify potential environmental effects of the proposal and determine whether further assessment under the *Canadian Environmental Assessment Act* is required. SSHRC expects that relatively few proposals will be subject to screening under the Act.

Priority Areas
If your proposal is relevant to SSHRC's priority areas, you may select a maximum of two from the drop-down menu. If none of these areas apply, leave blank.

- Aboriginal Research
- Canadian Environmental Issues
- Digital Economy
- Innovation, Leadership and Prosperity
- Northern Communities: Towards Social and Economic Prosperity

Applicants who have selected either one or two priority areas must complete a Statement of Alignment of up to one page.

Keywords
List keywords that best describe your proposed research or activity. Separate them by a semicolon.

Disciplines

Indicate and rank, in decreasing order of importance, up to three disciplines relevant to your proposal. Click "List…" and do the following:

1. In the "Select a main discipline" window, select the discipline most relevant to your proposal.
2. In the "Select a discipline" window, select the discipline most relevant to your proposal. If the applicable discipline is not listed, you may select an entry such as "Other (relevant discipline)" (e.g., Other Psychology, Other Anthropology, Other Sociology) from the list, and provide the information in the field "If "Other" discipline, specify".

Note: You must select a different discipline for each entry. Duplicate entries are not permitted. You may only select "Other (relevant discipline)" once. For instance, you cannot choose "Other Psychology" in Entry 2 and choose it again in Entry 3.

Example:

Entry 1	Sociology
Entry 2	Other Psychology
Entry 3	Other Anthropology

Areas of Research

Using the dropdown list, indicate and rank, in decreasing order of importance, up to three areas of research related to your proposal. If you select "Not Subject to Research Classification" in Entry 1, the system will automatically remove any other areas of research when you save this page.

Temporal Periods

If applicable, indicate up to two historical periods covered by your proposal. Enter the years and, using the dropdown list, select the appropriate period.

Geographical Regions

If applicable, indicate and rank, in decreasing order of importance, up to three geographical regions covered by or related to your proposal.

Countries

If applicable, indicate and rank, in decreasing order of importance, up to five countries covered by or related to your proposal. Click "List…", and in the "Select a country" window, select the country. If applicable, choose the province or state from the dropdown list.

Response to Previous Critiques – maximum one-page

Applicants may, if they wish, address criticisms and suggestions offered by adjudication

committees and external assessors who have reviewed previous applications.

Note: Adjudication committees are not bound by the deliberations or scores of previous committees. Members of the current committee will not be given copies of the earlier application(s).

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text, not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page (3,800 characters) on the printed copy. Text that exceeds the capacity of the text box will not be displayed when printed. To ensure your text will be displayed properly, click "Preview" to view your text and adjust accordingly.

Request for Multi/Interdisciplinary Evaluation (if applicable)-maximum one-page

If you wish to have your proposal considered by adjudication committee members from more than one discipline and/or area of research, you must attach an electronic copy of a one-page rationale for your request. This document will be used by SSHRC staff in determining the most appropriate review for your application.

Explain how your research will integrate intellectual resources (theories, methodologies, perspectives, etc.) drawn from two or more disciplines, and list the various disciplines/areas of research from which expertise should be drawn to assess the research proposal.

For instance, if your research project involves both history and cultural studies, but is primarily historical in nature, you should select Group 1 (which includes History) and, under disciplines, indicate History as Discipline #1 and Cultural Studies as Discipline #2. Your application will be adjudicated by the committee responsible for applications in History. If no member of that committee has expertise in Cultural Studies, such expertise will be sought, where possible, from another committee.

Summary of Proposed Research – maximum one-page

Provide a summary of your research proposal written in clear, plain language. It 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).

Clearly indicate the following:

- the problem or issue to be addressed;
- the potential contribution of the research in terms of the advancement of knowledge; and

- the wider potential benefit of the research (e.g., Will this research be of interest to other areas of research/disciplines? Will it be of interest outside the academic community? How will it be used and by whom?).

If your proposal is funded, this summary will be used for promotional purposes outside the research community to inform politicians, the media and members of the public who request information about research funded by SSHRC.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text—not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page (3,800 characters) on the printed copy. Text that exceeds the capacity of the text box will not be displayed when printed. To ensure your text will be displayed properly, click "Preview" to view the text and adjust accordingly.

Detailed Description—maximum six pages

You must attach an electronic copy of your Detailed Description. In writing the detailed description of your proposal, avoid jargon, acronyms and highly technical terms. Not all committee members will have an intimate knowledge of the subject matter of all proposals.

Proposed Research
Using the following headings, describe the proposed research in enough detail to allow informed assessment by committee members.

Objectives

- Briefly state the explicit objectives of your proposed research.

Context

- Situate the proposed research in the context of the relevant scholarly literature.
- Explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.
- Explain the importance, originality and anticipated contribution to knowledge of the proposed research.
- Describe the theoretical approach or framework (if applicable).

Methodology

- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis that will be used to achieve the stated objectives.

- Justify the choice of methodology, and explain the specific instruments or procedures to be used.

Knowledge Mobilization Plan - maximum one page

Knowledge mobilization is understood by SSHRC as the specific activities and tools that facilitate the multidirectional flow and exchange of research knowledge. Effective knowledge mobilization is seen as facilitating and enabling the benefit and impact of research on and beyond the campus (as described under Intended Outcomes of Proposed Activity) through enhanced accessibility and interaction.

Knowledge mobilization methods may include publications (e.g., journal articles, books, book chapters, reports, etc.); events (e.g., workshops, conferences, etc.); improved and effective teaching and the development of pedagogy/curricula; and other forms of knowledge mobilization such as knowledge transfer, translation, exchange, brokering, synthesis, co-production and networking, often facilitated by the adoption of rapidly evolving digital technologies.

Where appropriate, researchers are encouraged to engage in methods that promote the flow, exchange and/or co-creation and multidirectional flow of knowledge across multiple disciplines and sectors, as well as internationally. To the extent possible, and in keeping with SSHRC's Open Acces policy, research results should be made available via open access, through, for example, open-access publications (including those that are peer reviewed), websites, databases and/or institutional repositories. Similarly, further to SSHRC's Research Data Archiving Policy, all research data collected with the use of SSHRC funds must be preserved for use by others within a reasonable period of time.

In your attachment, include:

- an overall plan to increase the accessibility flow and exchange of social sciences and humanities knowledge among various appropriate audiences or participants (academic and/or non-academic);
- a plan for engaging appropriate audiences or participants, including, as applicable, diverse groups of researchers, policy-makers, business leaders, community groups, educators, media, international audiences, practitioners, decision-makers and the general public;
- a schedule for achieving the intended knowledge mobilization activities; and
- elaboration on the purpose of the knowledge mobilization activities and/or other goals.

For additional information and resources, please see SSHRC's Knowledge Mobilization Strategy (PDF document, 159 KB).

List of References-maximum 10 pages

You must attach an electronic copy of the description of your research team and student training, using the following subtitles in the same order:

Research Team, Previous Output and Student Training—maximum four pages

You may attach an electronic copy of the description of your research team, previous output and student training, using the following subtitles in the same order:

A. Description of the research team (if applicable)
Clearly explain:

1. why a team approach is appropriate for the proposed research by describing the relative roles, responsibilities and contributions of the applicant (principal investigator), each co-applicant, and each collaborator;
2. the relative proportion of each team member's contribution to the proposed research; and
3. the proportion of time to be spent on this research project in relation to any other ongoing research projects or programs (exclude prospective grants).

Note: If the adjudication committee determines that the applicant (principal investigator) is not responsible for, or equipped to exercise, the leadership of the research team, the Feasibility score may be lowered.

B. Description of previous and ongoing research results
In this section, summarize the results of your most recent and ongoing research. Note, where appropriate, the relevance of each to the proposed research. In the case of team research, include summaries for any relevant projects undertaken by co-applicants.

C. Description of proposed student training strategies
This section should clearly describe the specific roles and responsibilities of students and research assistants, and should indicate the duties, especially with respect to research, that they will be undertaking, as well as how these will complement their academic training.

Funds Requested from SSHRC

For each budget year, estimate as accurately as possible the research costs that you are asking SSHRC to fund through a grant. All budget costs must conform to the rates and regulations of the applicant's (principal investigator's) institution, and must be fully justified in terms of the needs of the research and communicating research results to both scholarly audiences and the wider public.

Enter amounts rounded to the nearest dollar without any spaces or commas (e.g., 2000). For

blank entries, leave in the "0" value. When entering an amount, highlight the "0" and type the dollar value in the box provided.

Note: Consult the *Tri-Agency Financial Administration Guide* for detailed information on eligible and ineligible expenses.

Personnel Costs

For each of the categories below, enter the number (#) of students and non-students you plan to hire, whether as salaried employees or as recipients of stipends.

Note: A student or postdoctoral fellow cannot be paid both in the form of a stipend and of a salary or wages during a given year. However, it is possible to choose a different form of payment in a subsequent year of the tenure of the grant.

Student and non-student salaries and benefits/stipends
For each applicable category, enter, for each budget year, the number (#) of students and non-students to be hired. Specify the total amounts.

Note: When students are paid by wage, the amounts should be determined in accordance with the university's collective agreement or policy. No SSHRC maximums apply when paying students by salary.

Student stipends
You may request stipends for graduate students and postdoctoral fellows. Stipends must be justified in terms of the research project objectives. The work performed by stipend recipients should be an integral part of the applicant's proposed research.

Note: As of September 2011, SSHRC no longer sets the amounts for stipends; the amount shall be set by the institution concerned.

Travel and subsistence costs
Enter, by budget year, the total amounts requested for travel abroad and within Canada for both the research team and student personnel. Applicants must obtain the lowest possible travel fares. Car rental is an eligible expense only if it is essential to the research.

Subsistence costs must be based on rates approved by the applicant's institution.

Other expenses

Professional/technical services
Consulting fees for professional and technical services are allowable expenditures only if it is demonstrated in the Budget Justification that expert advice is needed. If a grant is awarded and you have planned to contract consultants for amounts in excess of $25,000, two independent cost quotations will be required.

Supplies
You may include other supply items (e.g., software, stationery, postage, telephone calls) only if they relate directly to the research.

Non-disposable equipment—Computer hardware
Purchase or rental of computers and associated hardware is allowable only if these are not accessible through the university or employer.

Non-disposable equipment—Other
Purchase or rental of equipment (e.g., audio or video equipment) is allowable only if it is not accessible through the institution or employer.

Other expenses
Specify other research expenses not already included.

Budget Justification—maximum two pages

You must attach an electronic copy of the budget justification. Using the categories listed on Funds Requested from SSHRC, fully justify all budget costs in terms of the needs of the research, keeping in mind that the appropriateness of the requested budget and justification of the proposed costs are a subcriterion within the Feasibility criterion.

It is imperative to **distinguish between types of travel** when explaining your travel expenses. The types are:

- travel for research purposes; and
- travel for communication purposes (e.g., conference travel).

Equally important is the justification for budget costs for research assistants or associates who are not students. These expenditures must be fully justified in terms of the needs of the research. Also, justify the number of students hired relative to the objectives of the proposed research.

Committees may recommend reductions to budgets they judge to be inadequately explained or justified, or may recommend that such a project not be funded. They may also recommend cuts to budgets in instances where they judge the applicant could make savings without jeopardizing the research objectives.

Funds from Other Sources

You must list all sources of funding for the proposed research. You must also indicate whether these funds have been confirmed or not. Where applicable, include:

1. partners' material contributions (e.g., cash and/or in-kind); and
2. funds you have requested from other sources for proposed research related to this application.

If a funding source is not listed, select "Other" using the "List..." button. Type in the source name and amount and identify the contribution type.

If you have received, from a single funding source, more than one contribution of the same type (i. e., cash or in-kind) and a Confirmed Status, you must combine these into one entry (e.g., two confirmed $20,000 cash contributions from a university become one confirmed $40,000 cash contribution). Enter amounts rounded off to the nearest dollar without spaces or commas (e.g., 2000). For blank entries, leave in the "0" value. When entering an amount, highlight the "0" in the box provided and type the dollar value.

Note: All contributions must be indicated in Canadian currency.

When you save the data, five new blank entry lines will be added to the screen to allow you to enter additional funding entries.

Research Contributions-maximum four pages

You must attach an electronic copy of your Research Contributions. You have a maximum of four (4) pages to cover the following sections, which must be presented in this order:

1. Research Contributions Over the Last Six Years
2. Other Research Contributions
3. Most Significant Career Research Contributions
4. Career Interruptions and Special Circumstances
5. Contributions to Training

1. Research Contributions Over the Last Six Years (2005-2011)
Outline your research contributions within the last six years. For an application deadline in October 2011, for example, include contributions from October 2005 onwards. In the case of those candidates claiming career interruptions, you may include publications drawn from your most recent periods of research activity to an overall total of six years (see category 4 Career Interruptions and Special Circumstances below).

Provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify with an asterisk (*) research contributions that resulted from previous SSHRC support.
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear

in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.
- Recent graduates, please list your theses.

Group your contributions by category in the following order, listing your most recent contributions first:

Refereed contributions
Examples include books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, articles in scholarly refereed journals.

When listing refereed works, be aware that a "refereed work" involves its assessment:

- in its entirety—not merely an abstract or extract;
- before publication; and
- by appropriately independent, anonymous, qualified experts ("independent" in this context means at arm's length from the author).

Group your contributions by category in the following order, listing your most recent contributions first:

Other refereed contributions
Examples include conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.

Forthcoming contributions
Indicate one of the following statuses—**"submitted"**, **"revised and submitted"**, **"accepted"** or **"in press"**. Contributions not yet submitted should not be listed. Provide the name of the journal or book publisher and the number of pages.

2. Other Research Contributions
Describe any other contributions to research and the advancement of knowledge within the last six years, including your research contributions to non-academic audiences (e.g., general public, policy-makers, private sector, not-for-profit organizations, etc.).

3. Most Significant Career Research Contributions
List and rank up to five of your most significant contributions over your entire career. In this case, the six-year rule does not apply. Therefore, your list of publications may differ from that which you listed under the "Publications" section of your CV. Please ensure that you explain briefly the significance of the contributions listed.

4. Career Interruptions and Special Circumstances
SSHRC asks its adjudication committees to take into consideration both career interruptions and special circumstances that may have affected the record of research achievement of candidates. In doing so, adjudication committee members will be able to more accurately estimate the

productivity of each researcher, independent of any career interruptions or special circumstances in the last six years. Previous productivity is one element that may predict the success of the proposed research project.

Career interruptions occur when, for health, administrative, family or other reasons, a researcher is taken away from his or her research work for an extended period of time. In these cases, as explained above in relation to point 1 (Research Contributions Over the Last Six Years), the researcher should explain the interruption(s) and ask that an equivalent period of research activity prior (but as near as possible) to the present day and leading to a total of six years be taken into consideration by the adjudication committee.

Special circumstances involve slowdowns in research productivity created by health, administrative, family or other reasons (i.e., the researcher was not taken completely away from his or her work).

5. Contributions to Training
Provide the following information on students you have helped train within the last six years:

- Indicate your role in supervising or co-supervising ongoing and/or completed theses, listing these by the student's level of studies.
- Describe efforts you have made to involve students (e.g., doctoral, master's, undergraduate) in your research activities.

Specify if your opportunities for such contributions have been limited because your university does not have graduate degree programs in your field or discipline.

Intended Outcomes of Proposed Activities

The intended outcomes of the application are essential information for the adjudication of the proposal and are part of the Challenge evaluation criterion. SSHRC is also interested in capturing information on research outcomes at the application stage in order to gain a greater understanding of the intellectual, cultural, societal and economic contributions of social sciences and humanities research, and of how outcomes evolve throughout the lifespan of a research project. This outcome information, along with the information provided on research outputs (e.g., scholarly journal articles, conferences, books, workshops, etc.) in follow-up research reporting, will enable SSHRC, scholars and institutions to communicate the contributions of social sciences and humanities research to our various stakeholders.

In this section, you are provided with the opportunity to elaborate on the potential benefits and/or outcomes of your proposed research and/or related activities. You will also have the opportunity, via follow-up research reports, to share how your outcomes have evolved.

Research Outcomes
Research outcomes include enhanced curriculum and teaching material, as well as graduate student supervision, enriched public discourse, improved public policies, enhanced business

strategies, and innovations in every sector of society. Research outcomes, which are facilitated by the effective mobilization of knowledge, then permeate daily life in the form of new thinking and behaviour that lead to improvements in our economic, social, cultural and intellectual well-being.

Scholarly Benefits
Indicate and rank up to three scholarly benefits of the proposed activity, with #1 the most relevant and #3 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Social Benefits
Indicate and rank up to three social benefits relevant to the proposed activity, with #1 the most relevant and #3 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Audiences
Indicate and rank up to five potential target audiences relevant to the proposed activity, with #1 the most relevant and #5 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Expected Outcomes Summary
Describe the potential benefits/outcomes (e.g., evolution, effects, potential learning, implications) that could emerge from the proposed research and/or related activities.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text—not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page on the printed copy. Text that exceeds the capacity of the text box will not be displayed when printed. Therefore, be sure to "Preview" your text to ensure everything you type will appear on the form

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Appendix A (Environmental Impact) and Appendix B (CEAA Pre-Screening Checklist)

If you have selected "Yes" to either question a) or b) under "Environmental Impact" on the Research Activity screen, you must complete both appendix A and B.

Appendix A: Environmental Impact

Please complete all the fields in Appendix A.

Name of other participating organizations (if applicable):
Please list the names of any federal or provincial government departments or agencies, industrial partners, or universities that will be participating in or contributing to the proposed research.

In the section that follows, describe in non-technical language the activities that will be undertaken

in the course of the research. This includes both the research activities themselves and activities required for the research to take place—e.g., ground-clearing or preparation; construction of access trails or roads; etc.

Name of Location: Name and provide a brief, non-technical description of each location in which the work described in the proposal will be conducted. Select "New Page" in the menu bar directly above the instructions to enter additional locations, if research is to be conducted at more than one location.

Name of principal activity: For each location, give the name of the principal activity (e.g., fossil collection).

Activity components: Each principal activity is comprised of one or more activity components. Complete a separate entry for each individual activity component grouped within the principal activity. Provide a short description of individual activities grouped within the principal activity. Examples of activity components include construction and clearing of access trails; construction of a boardwalk; clearing of brush from the study site; fossil excavation; cleaning of fossils; and removal of fossils. Please provide quantitative estimates if possible (e.g., in the preceding example, the construction and clearing of an access trail could involve an area 500 m long by 2.5 m wide).

Environmental elements affected: For each activity component, certain environmental elements will be affected. For the purposes of environmental assessment, environmental elements include biological and physical elements. For example, the construction and clearing of an access trail might involve the removal of all vegetation (including trees over 50 cm in diameter), or the clearing of brush up to 2 m high only. Please provide quantitative estimates if possible.

Description of effects: Environmental effects of the project are changes in the biophysical environment caused by the project, as well as certain effects that flow directly from those changes. These include effects on human health, socio-economic conditions, physical and cultural heritage (including effects on things of archaeological, paleontological, or architectural significance), and the current use of lands and resources for traditional purposes by First Nation persons. Do not describe the effects in detail; a simple statement will suffice.

For instance, returning to the previous example, removal of the vegetation might entail erosion, the loss or elimination of particular avian or mammalian species, the loss of livelihood for residents, or a loss of spiritual or aesthetic value. Such loss depends on the context in which it takes place.

Mitigation measures: This section should describe the mitigation measures, if any are required, that will be undertaken to alleviate potential environmental effects. To continue with the previous example, a mitigation measure to minimize vegetation loss might be to plant tree or brush seedlings, or to avoid clearing vegetation in a known avian or mammalian habitat, or in an area that is of cultural or aesthetic value to the residents.

Appendix B: CEAA Pre-Screening Checklist

Research proposals that are subject to the _Canadian Environmental Assessment Act_ (CEAA) are determined in two ways. Either they involve undertakings in relation to physical works (permanent physical structures) (Part 1), or they relate to a proposed activity not related to a physical work (permanent physical structure) that is subject to the Act (Part 2).

Part 1—Determination of a Physical Work (Permanent Physical Structure) under the CEAA

Determining whether or not something constitutes a physical work under the CEAA requires a consideration of what is defined as a physical work, and what isdefined as an "undertaking in relation to a physical work." A physical work has the following characteristics:

- it is constructed or assembled;
- it is fixed in place (that is, it is not intended to be moved frequently);
- it is permanent (e.g., a building made of ice blocks is not permanent); and
- it is to be maintained on an ongoing basis.

Obvious examples of physical works are buildings, towers, and greenhouses. However, the following are also considered to be physical works under the CEAA:

- boreholes that are drilled and lined with concrete or plastic sleeves;
- poles or transmission towers that are erected;
- ditches that are dug and maintained—for example, with reinforced sides; and
- culverts that are installed.

Undertakings in relation to a physical work must be examined. The applicant must determine whether any phase of the proposal involves "construction, operation, modification, decommissioning, abandonment or other activity" in relation to a physical work.

- Applicants should carefully consider whether any phase of their research contributes to funding the **operation** of a physical work. The operation of a physical work, for example a synchrotron or radar, is considered to be an undertaking, and provision of funds or in-kind contributions towards the operation of a physical work may trigger an assessment. **Note:** User fees are not recognized as contributions.
- Modification of a physical work involves the alteration of the work to suit a new purpose.
- Maintenance and repair of a physical work are considered as undertakings. If in doubt as to the nature of the physical work, please contact the Natural Sciences and Engineering Research Council's Environmental Assessment unit.

Part 2—Determination of Assessable Activities under the CEAA

The _Canadian Environmental Assessment Act_ requires the assessment of activities not related to physical works. In many cases, these activities require a permit or authorization from a federal department or agency pursuant to other legislation.

Note: Applicants are responsible for verifying whether permits are required for any of the activities. Please check with the appropriate federal authority; if you are unsure, check "uncertain."

Activity takes place in a National Park or National Nature Reserve in Canada. Note that this does not apply to provincial parks or conservation areas.

Activity takes place on First Nation lands. Some activities on First Nation lands may require a permit or other authorization, which would trigger an environmental assessment under the CEAA.

Activity takes place in the North. Some activities taking place in the Yukon, Nunavut, or the Northwest Territories may require a permit or other authorization, which would trigger an environmental assessment under the CEAA.

Activity takes place in or within 30 meters of the right-of-way of a power line, a natural gas line, or a railway line. These activities may require a permit or other authorization, which may trigger an environmental assessment under the CEAA.

Activity takes place in or adjacent to a water body, resulting in harmful alteration, disruption or destruction of a fish habitat (including the removal or damaging of aquatic vegetation). These activities may require a permit or other authorization, which may trigger an environmental assessment under the CEAA. Note that "water body" means any water body, including a canal, a reservoir, an ocean, or a wetland, up to the high-water mark, but does not include a sewage or waste treatment lagoon or a mine tailings pond. "Wetland" means a swamp, marsh, bog, fen or other land that is covered by water during at least three consecutive months.

Destruction of fish other than by fishing. This activity may require a permit or other authorization, which may trigger an environmental assessment under the CEAA.

Sampling or prospecting for ores or minerals. These activities may require a permit or other authorization, which may trigger an environmental assessment under CEAA. If you are hand-collecting rock samples, check "No."

Disposal of a prescribed nuclear substance other than in a laboratory equipped for such disposal. If you are undertaking an outdoor activity and your research involves the use of isotopes that are not released into the environment and that will be disposed of at a university or institution that manages the disposal, check "No."

Deposit of a deleterious or other substance into the environment (in the earth, air, or water).

Any kind of remediation of contaminated land. The installation of passive measuring equipment does not constitute remediation; however, the installation and use of active remediation technologies is considered remediation.

Deposit of oil, oil wastes or any other substance harmful to migratory birds in waters or in any area frequented by migratory birds.

Killing or removal of migratory birds, their nests, eggs, or carcasses, or other physical activities that may require a permit or other authorization under the Migratory Birds Regulations **or** Migratory Bird Sanctuary Regulations. These activities may trigger an environmental assessment under the CEAA.

The removal or damaging of vegetation, the carrying out of agricultural activities or the disturbance or removal of soil in a wildlife area, which requires a permit or other authorization under *Section 4* of the Wildlife Area Regulations. These areas are described under the *Canada Wildlife Act*.

Physical activities that are carried out in Canada and that are intended to threaten the continued existence of a biological population in an ecodistrict, either directly or through the alteration of its habitat. Biological populations include insects and other invertebrates, as well as plants, mammals, reptiles and amphibians. "Ecodistrict" means an ecodistrict as described in the publication entitled A National Ecological Framework for Canada, published by Environment Canada and Agriculture and Agri-Food Canada, and as depicted on those maps that contain ecodistricts and that are included in the series of maps entitled Terrestrial Ecozones and Ecoregions of Canada, published by Agriculture and Agri-Food Canada, as amended from time to time.

Establishment or operation of a field camp in a single location that will be used for 200 person-days or more within a calendar year.

Seismic surveying involving more than 50 kg of chemical explosive in a single blast; or marine or freshwater seismic surveying, if during the survey the air pressure measured at a distance of one meter from the source would be greater than 275.79 kPa (40 lbs/sq in). .

If you have selected "Yes" to any item under parts 1 or 2, a screening is likely to be required under the CEAA. Please contact SSHRC for additional information.

If you have selected "No" to all items under parts 1 and 2, your proposal is not likely to be subject to assessment under the CEAA.

If you have selected "Uncertain" to any item under parts 1 or 2, please contact SSHRC for additional information.

Sport Participation Research Initiative (Statement of Relevance) — maximum 1 page

If you have selected "Sport Participation Research Initiative" in the "Joint or special initiative" field on the Identification screen, you must attach an electronic copy of a one-page document in this module.

The Sport Participation Research Initiative funding opportunity offers grants for policy-relevant

research in, or related to, Canadians' participation in sport. Sport Canada has funding available for those Insight Grant applications that propose programs of research relevant to its policy priorities and that the Insight Grants adjudication committee has recommended for funding, but which, due to budgetary constraints, did not receive a regular Insight grant.

Interested applicants must attach an electronic copy of a one-page document clearly explaining how the proposed research 1) meets the initiative's sport participation objectives; and 2) is relevant to the initiative's focus on enhancing sport participation and the development of policy and programs intended to enhance participation.

Statement of Alignment (if applicable) – maximum 1 page

If you have identified your proposal as being pertinent to one or two of SSHRC's priority areas, in the "Priority Areas" section on the Research Activity screen, complete the Statement of Alignment. Explain 1) how your research is relevant to the priority area (s), and 2) how your research will lead to the expected outcomes described under the appropriate sub-headings:

- Aboriginal Research
- Canadian Environmental Issues
- Digital Economy
- Innovation, Leadership and Prosperity
- Northern Communities: Towards Social and Economic Prosperity

Suggested Assessors

List up to three (3) Canadian or foreign specialists whom SSHRC may ask to assess your proposal. Suggesting fewer assessors may be advantageous in cases where the number of qualified specialists is small. Note that SSHRC reserves the right not to select an assessor from the submitted list.

Suggested assessors cannot be:

a. affiliated with your institution or that of any member of your research team (including co-applicants and collaborators);
b. someone with whom you or any member of your research team has collaborated in the past (e.g., as a co-author or co-editor or as a co-organizer of a conference or workshop);
c. someone with whom you or any member of your team has a personal relationship;
d. a previous thesis supervisor or anyone who has had a similar supervisory or mentoring relationship with you or a member of the research team over the course of doctoral or postdoctoral studies.

Complete all mandatory fields (boldfaced) and click "Save". When you save the information, the "Clear entry" button will appear. Click "Clear entry" if you want to remove one of your assessors, then click "Save" again.

Names and Initials
Enter the Family name, Given name and initials of the assessor.

Address
The address you provide must be complete and accurate.

Country
Click "List…", and in the "Select a country" window, select the country.

E-mail
SSHRC will use this email address to correspond with the assessor. Therefore, it is important that it be accurate.

Keywords
List keywords, separated by a semicolon, that best describe the assessor's areas of research expertise. The accuracy and specificity of this information will help the program officer to select the best qualified assessors.

Exclusion of Potential Assessors — maximum 1 page

Applicants may also attach a one-page document naming potential assessors who, in their opinion, would be unlikely to provide an impartial review. This document must provide a justification for excluding potential assessors (e.g., experts with whom you or members of your research team have had serious disputes). While SSHRC cannot be bound by this information, it will take it into consideration in the selection of external assessors.

This information will be held in strictest confidence and will not be provided to external assessors or members of the adjudication committee. The information will be used only to help choose assessors for the current application. Therefore, any exclusion (if still relevant) should be renewed with any subsequent applications.

Date modified: 2011-07-29