|  |
| --- |
| **Please complete and submit this form and pdf attachments to Kate Swan (**[**kate.swan@carleton.ca**](mailto:kate.swan@carleton.ca)**) by November 15, 2021** |
| Name of Project Director/co-Directors: |
| Department, Faculty or Organization: |
| Project Title: |
| Project Category(ies): *Please select all that apply*  Insight  Connections  Talent  For descriptions of these categories, please visit:   * Talent, Insight and Connection: <http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/partnership_grants_loi-bourses_partenariat_li-eng.aspx> |
| Estimated amount to be requested from SSHRC: $  Number of years (5-7): |

|  |  |
| --- | --- |
| Mandatory Required Attachments DocumentationPlease provide the following information by attachment. Please see detailed instructions below for details on how to complete attachments below. | |
| 1 | Project Goal and Description – max 8 pages, TNR 12pt font. |
| 2 | Description of the Team – max 3 pages, TNR 12pt font. |
| 3 | Project Director’s CV OR Project Co-Director’s CVs  Part 1: Complete SSHRC CV  Part 2: Research Contributions and Relevant Expertise - Attachment (5 pages max) |
| 4 | Written confirmation of support for this project (either in the form of a letter or email) from at least one non-academic organization |

|  |  |
| --- | --- |
| Signature of Principal Investigator / Designated Project Leader: | Date |

**TEAM[[1]](#footnote-1) –** please list all known/planned co-applicants and collaborators (add rows as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Organization** | **Role (co-app/collaborator)** | **Confirmed (y/n)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PARTNER ORGANIZATIONS –** please list all known/planned partner organizations (add rows as necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name** | **Organization Type** (government, non-profit, industry, etc.) | **Contact Name** (if known) | **Confirmed (y/n)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**INSTRUCTIONS - Internal Letter of Intent (iLOI) to Submit a SSHRC Partnership Grant**

The role of the Internal Letter of Intent review process is to provide assistance in the preparation of the two-stage SSHRC Partnership Grant competition. With this mandatory process, CORIS will convey the feedback and recommendations from a Multi-Disciplinary Review Committee, as well as the institutional support as appropriate. Applicants are asked to follow the [SSHRC Stage 1 LOI instructions](https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx#documents) in preparing their internal Letter of Intent.

**1. Goal and Project Description (8 pages max)**

Please attach a pdf of your Goal and Project Description. **Before writing your proposal, consult the**[**evaluation criteria**](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/partnership_grants_stage1-subventions_partenariat_etape1-eng.aspx#6) **in the funding opportunity description.** SSHRC encourages the use of tables and charts, as they are often the most effective and efficient way to capture the proposed structure and co-ordination of [formal partnerships](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a10) and activities.

Provide the following information in your description:

* Goals and objectives that the partnership will address, demonstrating the relevance and significant to partner organizations
* The project’s originality, significance and expected contribution to knowledge in the social sciences and/or humanities
* The appropriateness of the theoretical and methodological approaches, including a literature review.
* The management of research data, as applicable.
* Governance plans, including involvement of partner organizations and how they will benefit.
* Involvement of the host institution
* Training and mentoring plans
* Knowledge mobilization and dissemination
* Project’s potential influence and impacts, as well as progress indicators
* For Talent stream (**partnered research training initiatives)** **only**, also:
  + describe the merit of the proposed initiative and how it meets SSHRC’s [Guidelines for Partnered Research Training Initiatives](https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/partnered_research_training-partenariat_de_formation_de_recherche-eng.aspx);
  + include, in a table, information on the number of registered students and/or postdoctoral researchers expected to participate on an annual basis; and
  + briefly indicate how the training of each group of trainees will be structured and managed.

**2. Description of Team (3 pages max)**

Explain the different types of expertise needed to ensure the success of the partnership. Describe the roles, responsibilities and contributions of the project director, co-director(s) and key co-applicants and/or collaborators as applicable. Clearly indicate, where appropriate, whether they are from an academic or non-academic sector (e.g., not-for-profit organization, philanthropic foundation, public or private sector organization), and how the activities and expertise of each member will support and enhance the proposed partnership. Include details about whether the team member has worked collaboratively with the project director and/or other team members in the past.

**3. Project Director’s/Co-Directors’ CV(s) ONLY**

***Part 1: Completing or Updating your SSHRC CV***

The CV is located on SSHRC secure site (<https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA>).

Once updated, click “Portfolio” to return to the main screen. Click “verify” next to the Curriculum Vitae and then if complete, click the pdf icon to download an updated version of your CV. Please attach this pdf version of your CV to this iLOI application form.

***Part 2: Research Contributions and Relevant Expertise (5 pages max)***

As the project director/co-directors[[2]](#footnote-2) please attach an electronic copy of your Research Contributions and Relevant Expertise [following the instructions provided by SSHRC](https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx#contributions). You have a maximum of five (5) pages to cover the following sections, and SSHRC requires that this information be presented in this order:

1. Relevant Research Contributions Over the Last Six Years (2015-2021)
2. Other Research Contributions
3. Most Significant Career Research Contributions
4. Career Interruptions and Special Circumstances
5. Contributions to Training
6. Relevant Experience

**4. Written Confirmation of Support**

Partnership Grants are most importantly projects that cannot be done by the research team in isolation but require the involvement of external partners to succeed. Please append to this application written correspondence (in the form of a letter or email) from at least one external non-academic organization (i.e., government agency, non-government organization, charity, industry, etc.) that demonstrates enthusiasm for the proposed project and indicates confirmation of their willingness to participate in the development of the application. ***There is no need for confirmed contributions (cash or in-kind) at the internal Letter of Intent stage*** although if you have already made arrangements for these, we recommend that you include them as well with your iLOI application.

1. The Team and Partner lists are not expected to be finalized. It is understood that these can and will change as the partnership development continues. [↑](#footnote-ref-1)
2. In the case of [co-directors](https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx#co-director-codirecteur), you are required to attach a full SSHRC CV as an academic co-director or you have the option of only completing the mandatory fields if the co-director is from a non-academic organization. [↑](#footnote-ref-2)