Please complete the table below.

Full Name		
Faculty and Department		
Position		
Title of Project		
Please answer the following questions:		
Eligibility		
1) Do you currently hold a CU Research Development Grant (SSHRC Explore, NSE or Health) or a Carleton International Seed Research Grant?		Y ☐ | N ☐
2) Have you held a CU SSHRC Exchange KM grant in the last three years?		Y ☐ | N ☐
Funding Priorities		
1) Does your proposed activity (ies) engage participants across multiple sectors and disciplinary fields?		Y ☐ | N ☐
2) Are you within the first 5 years of an academic appointment?		Y ☐ | N ☐
3) Do you currently hold funds from one or more external peer-reviewed sources (including NSERC, CIHR and SSHRC)?		Y ☐ | N ☐
4) Do you intend to submit a competitive proposal to SSHRC within the next 12-18 months?		Y ☐ | N ☐

Please complete the following sections in the space provided, ensuring that you have followed the guidelines.
NOTE: Each text box will allow a maximum number of words.

- ✓ Incomplete applications will not be accepted
- ✓ Avoid using acronyms and abbreviations or explain them fully
- ✓ Failure to provide the required information could render your application ineligible
- ✓ The applicant's faculty must review and approve the application via electronic routing in cuResearch

Note: The degree of conciseness and clarity in the description of the proposed research project or program may have a significant influence on the outcome of the application. **Please ensure to write in lay terms, for a multi-disciplinary review committee.**
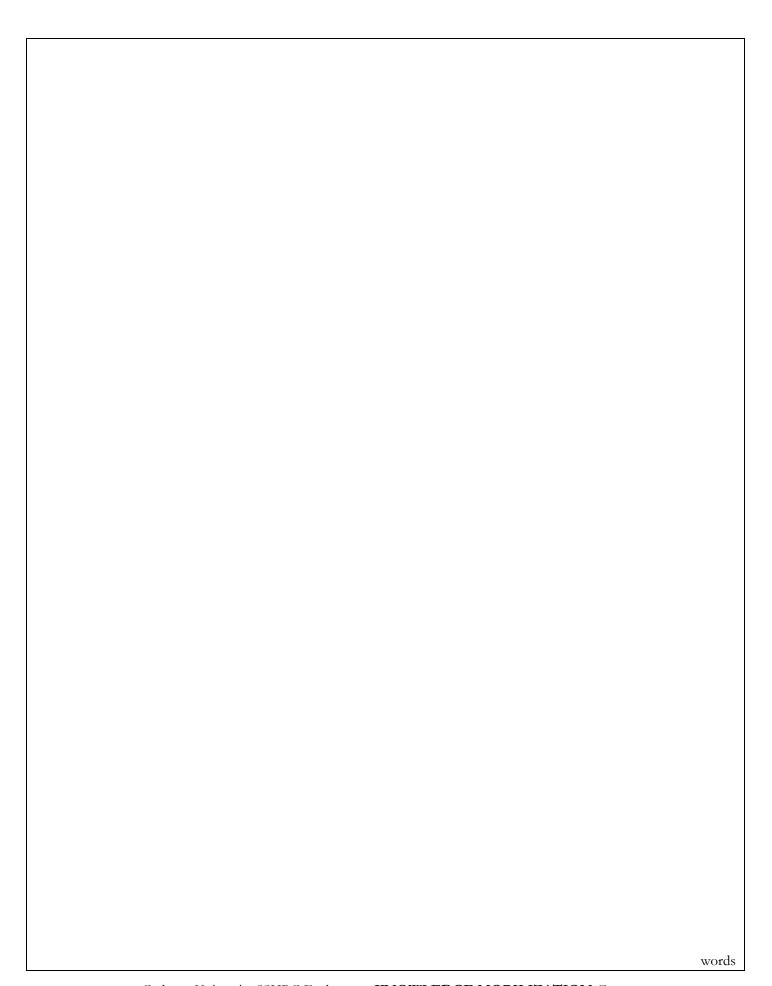
Background (250 words max): provide a brief lay summary of the research results that are being mobilized. Include the funding source(s) that supported this research, if applicable;

words

Activity Description (max 1000 words): Please provide a detailed description of the proposed activity(ies), including the following:

- **Type(s):** (i.e. workshop, white paper, podcast, etc)
- **Title (s):** (if relevant)
- **Goals\Objectives:** Identify the goal(s) and objective(s) the proposed KM activity(ies)
- **Audience(s)**: Indicate who is\are your target audience(s) (i.e. who stands to benefit from this research and how?
- **Methodology:** Describe the means\methods by which you will engage your target audience through the proposed activity(ies).
- **Anticipated Outcomes and Impacts**: Describe the anticipated short, medium and long-term outcomes and impacts you expect this\these activity(ies) will have on the targeted audience, i.e. new partners added to a team, # of users of the research findings, number of students trained, policies developed, new products and services, improvements to quality of life, community cohesion, reconciliation, etc.
- **Student Mentoring and Training:** describe the role and responsibility of students involved in this\these activity(ies) (if any) and how they will benefit from being involved in it from an academic and\or future career perspective.

words

2. BUDGET AND BUDGET JUSTIFICATION *(Note that these are mandatory components of this application)*

Using the expense categories in the table below, please provide a budget for your activity(ies) and a detailed justification (500 words max).

BUDGET (maximum $7,000)		
Budget	**Requested Amount**	*Other Funding Sources**
Catering, space or equipment rental	$	$
Stipends to postdoctoral fellows and students	$	$
Salaries of technical and professional staff	$	$
Materials, supplies and incidentals	$	$
Stakeholder travel and accommodation	$	$
Other - please describe	$	$
TOTAL	**$** **(cannot equal more than $7,000)**	-

*Please provide full details in the budget justification

Budget justification (max 500 words)

Please provide a detailed justification for the costs listed above.

If relevant, **any other sources of funding for this activity**, received or anticipated, and how these funds complement that which you are requesting in this application. If you have not applied/do not intend to apply for additional funding through your faculty, please explain why.

words

Attachments

- ✓ CV (Tri-Agency CV or CCV is the preferred format) which includes your publications, student supervisions and currently active and applied for research grants.
- ✓ References (maximum 1 page)

Submission Steps:

☐ Complete this application form and save with required attachments (CV and references) as a SINGLE pdf file, using the naming convention lastname.firstname/SSHRC Exchange.pdf

☐ **Create a new entry on** cuResearch Portal
- Login using your MyCarleton1 credentials
- Choose "APPLY NEW" from the top right menu, then under section A: CORIS Awards, select "Approval Form"
- Enter your project title and SAVE
- Under "Project Sponsor Info" tab, click on "Add New", then click on "Agency" and select:
  *Internal – Internal (Carleton) Grants/Awards, select appropriate Program, and SAVE
- Under "Approval Form" tab, complete all required fields and SAVE

☐ **Upload** your completed application with attachments (saved as a single pdf), SAVE; then "SUBMIT"

Once you "Submit" your application, it is then routed for electronic approval by your Department Chair/School Director and Associate Dean of Research (ADR). You may view the signing authority routing for your file under the "Approvals" tab.

Incomplete applications will not be accepted.