

Carleton University Development Grants SSHRC Explore Bridge Research Guidelines

Source: SSHRC Institutional Grants (SIG) and the Office of the Vice-President (Research and International) (OVPRI).¹

Purpose: Support researchers in the social sciences and humanities who:

- Have held at least one grant as a Principal Investigator (PI) from one of the three federal funding councils or from a national sponsor outside of Canada, such as the United-States National Endowment for the Humanities;
- Is not currently holding Tri-Council funding or from a national sponsor outside of Canada as a Principal Investigator. If in an automatic extension year, can no longer be receiving instalments; and
- Have been unsuccessful in a SSHRC funding competition in the last year. (Excludes SSHRC Connection and Partnership Engage Grants)

It is expected that the Explore grant will lead to a competitive application to SSHRC as a PI within a year of the end date of the grant. (See *Terms and Conditions*)

Deadline: **June 30** and **November 15** (Bi-annual), Should either of those dates fall on a weekend or statutory holiday, the deadline will be the next business day.

Value: Maximum award is \$10,000

Duration: Grants will be tenable for a period of one (1) year. No extension will be granted.

Eligibility

Principal Investigator Eligibility:

- Hold a full-time tenured or tenure-track position (Assistant, Associate, Full) at Carleton University by the application deadline
- A researcher:
 - Has held at least one grant as a Principal Investigator (PI) from one of the three federal funding councils or from a national sponsor outside of Canada, such as the United-States National Endowment for the Humanities;
 - Is not currently holding Tri-Council funding or foreign funding from a national sponsor outside of Canada as a Principal Investigator. If in an automatic extension year, can no longer be receiving instalments; and
 - Has been unsuccessful in a SSHRC funding competition within the last year. (Excludes SSHRC Connection and Partnership Engage Grants)
 - May only submit one application in a given gate as PI or Co-Principal Applicant (Co-PI) to the CU Research Development Grant (SSHRC Explore, NSERC or CIHR)²; and

¹ Through the SSHRC Institutional Grants (SIG) funding opportunity, the Social Sciences and Humanities Research Council provides annual block grants to help eligible Canadian postsecondary institutions fund, through their own merit review processes, small-scale research and research-related activities by their faculty and students in the social sciences and humanities. SIG funds are intended to help Canadian postsecondary institutions strengthen research excellence in the social sciences and humanities.

² Previously referred to as NSE and Health CU Development Grants.

Carleton University Development Grants SSHRC Explore Bridge Research Guidelines

- Cannot have been awarded a CU Research Development Grant (SSHRC Explore, NSERC or CIHR) in the past three (3) years.
 - Previous recipients of a CU Research Development Grant (SSHRC Explore, NSERC or CIHR) must demonstrate that the proposed single defined research project involves different objectives than their past grant(s) and that there is no duplication of funding for any of the proposed activities. Additionally, previous recipients must have submitted a final report for their previous grant prior to the application deadline.
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- A CU Research Development Grant (SSHRC Explore, NSERC or CIHR) may NOT be held in conjunction with a [CU SSHRC Exchange – Knowledge Mobilization Grant](#).

Co-Principal Investigator Eligibility

Must meet the following eligibility criteria:

- Hold a full-time tenured or tenure-track position at Carleton University by the application deadline
- Has not been awarded a CU Research Development Grant (SSHRC Explore, NSERC or CIHR)³ in the past three (3) years.
 - Previous recipients of a CU Research Development Grant (SSHRC Explore, NSERC or CIHR) proposing a similar research project must clearly explain how they are planning to respond to committee comments.) Additionally, previous recipients must have submitted a final report for their previous grant prior to the application deadline.
- Do not hold a [CU SSHRC Exchange - Knowledge Mobilization Grant](#)
- A professor may only submit one application in a given gate to the CU Research Development Grant (SSHRC Explore, NSERC or CIHR).

Team Member Eligibility - Anyone is eligible. No CV submission is required.

Please note that transfers of funds to other institutions are not permitted.

Budget

Expenses: Expenses must be eligible under the [Tri-Agency Guidelines for Use of Grant Funds](#).

- Eligible expenses include:
 - Stipends to students and postdoctoral fellows
 - Salaries of technical and professional staff
 - Materials, supplies and services
 - Small equipment (i.e. computers) cannot account for more than 1\3rd of the total budget
 - Research travel (e.g. field work)
 - Knowledge dissemination (travel to present papers at academic conferences and open access costs for no more than a total cost of \$3,000)
- Non-eligible expenses include:
 - Professional development activities

³ Previously referred to as NSE and Health CU Development Grants.

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- Partnership-building activities
- Large equipment and renovations
- Teaching Release

Application Package

- **Application Form**
- **CV(s):** PI and co-PI (if applicable) - CV must include currently active and applied for research grants, publications, student supervisions and record of knowledge mobilization activities.
- **References** (one (1) page max)

Save as SINGLE pdf file, using the naming convention: **PIlastname.PIfirstname.ExploreBridge.pdf**

Evaluation Criteria

Applications will be evaluated based on the following criteria:

- 1. Challenge—The aim and importance of the endeavor (50%)**
 - Originality, significance and expected contribution to knowledge
 - Appropriateness of the literature review
 - Appropriateness of the theoretical approach or framework
 - Appropriateness of the methods/approach
 - Consideration of Sex, Gender and other identity factors in the research design
 - [Quality of training and mentoring](#) to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and
 - Potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community.
- 2. Feasibility—The plan to achieve excellence (30%)**
 - Appropriateness of the proposed timeline and probability that the objectives will be met
 - Expertise of the applicant/team in relation to the proposed research
 - Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other [financial and/or in-kind contributions](#)
- 3. Capability—The expertise to succeed (20%)**
 - 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 career stage
 - Evidence of other past 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 professional practice, social services and policies, etc.; and
 - Quality and quantity of past contributions to the [development of training and mentoring of students, postdoctoral researchers and other highly qualified personnel](#).

Submission Steps

- Login to the [cuResearch portal](#)

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- Choose “Apply New” from the top right menu, then under Section A: CORIS Awards, select “Approval Form”
- Project Info Tab: Enter your project title and SAVE
- Project Sponsor Info Tab: click on “Add New”, then click on “Agency” and select: *Internal – Internal (Carleton) Grants/Awards, select appropriate Program, and SAVE
- Attachments Tab: Upload your completed application package
- Approval Form Tab: Complete all required fields and SAVE

“SUBMIT” on or before the deadline day. *(Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the “Approvals” tab.)*

Late or incomplete applications will not be accepted.