Carleton University Development Grants
SSHRC Explore Early Career Researcher
Guidelines

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

Purpose: Support **early career researchers** (within the first 6 years* of a tenure-track appointment) to develop their **first successful application as a Principal Investigator (PI)** to the Social Sciences and Humanities Research Council. *(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. <u>No extension will be granted</u>.

Eligibility

Principal Investigator (PI) Eligibility:
- Hold a full-time tenured or tenure-track position at Carleton University by the application deadline
- *Be within the <u>first six (6) years of academic appointment at the time of application</u>, <mark>minus the length of delays that have affected research productivity or outcomes, adjusted at a 2:1 ratio. The time added to the ECR window will be adjusted by month, semester, etc. as appropriate.</mark>
- <u>Do not hold</u> Tri-Council (SSHRC, NSERC, CIHR, NFRF) funds as a PI at the time of application. (*Excludes fellowships/scholarships*)
- Intend to submit a competitive proposal to SSHRC as a PI within the next 12-18 months.
- Have not been awarded a CU Research Development Grant (SSHRC Explore, NSERC or CIHR)[2] within 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 as a PI or Co-Principal applicant (co-PI) in a given gate to the CU Research Development Grant (SSHRC Explore, NSERC or CIHR).

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

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[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.

- Have not been awarded a CU Research Development Grant (SSHRC Explore, NSERC or CIHR)[3] within 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
    - Partnership-building activities
    - Large equipment and renovations
    - Teaching Release

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

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

- o 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%)**
   - o Appropriateness of the proposed timeline and probability that the objectives will be met;
   - o Expertise of the applicant/team in relation to the proposed research;
   - o 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%)**
   - o 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;
   - o 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
   - o Quality and quantity of past contributions to the development of training and mentoring of students, postdoctoral researchers and other highly qualified personnel

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** (1-page max)

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

Submission Steps

☒ Log in to the cuResearch portal
- 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.