**NOTE THAT THIS DOCUMENT CONTAINS ONLY A GENERAL DESCRIPTION AND COMMITTEE TERMS OF REFERENCE. FOR A DETAILED DESCRIPTION OF ACTIVITIES FUNDED AND APPLICATION PROCEDURES, SEE “GUIDELINES AND APPLICATION FOR SSHRC SMALL RESEARCH GRANTS”**

**DESCRIPTION OF THE PROGRAM**

The purpose of the Simon Fraser University/Social Sciences and Humanities Research Council (SFU/SSHRC) Institutional Grants Program is to provide support for members of the SFU research community in the Social Sciences and Humanities. Funding from SSHRC is through an annual block grant to the University (the SSHRC Institutional Grant). The amount of this grant is based on the University's recent performance in SSHRC's research grants programs, as well as the number of University faculty members who are eligible for funding by SSHRC. The SFU/SSHRC Institutional Grants program is administered by the Office of Research Services, under the authority of the Vice-President, Research.

Applications for support are subject to competitive adjudication by members of the SFU/SSHRC Institutional Grants Committee.

**ELIGIBILITY**

- Members of the University faculty appointed by the Board of Governors to positions that are tenured or lead to consideration for tenure in an academic Department, School, or Faculty.
- Visiting faculty, post-doctoral fellows, Sessional Instructors, graduate students, and Research Associates are not eligible to receive grants. They may be engaged by faculty members to assist in the faculty member's research, but the research must be that of the faculty member.

**ACTIVITIES ELIGIBLE FOR FUNDING**

- Pilot projects requiring seed money in preparation for application for external research funds and research/creation funds.
- Stand-alone, small-scale research and research/creation projects which contribute to the advancement of knowledge.
- Establishment of research teams and creation of research networks involving participants from

1 Research/Creation refers to research activity that generates new knowledge essential to or underlying the creation of literary/artistic works. Artistic disciplines supported include: architecture, design (including interior design), creative writing, visual arts (e.g., painting, drawing, sculpture, ceramics, textiles), performing arts (dance, music, theatre), film, video performance art, interdisciplinary arts, media and electronic arts, and new artistic practices. Research/creation projects must address clear research questions, offer theoretical contextualization within the relevant field(s) of literary/artistic inquiry, and present a well-considered methodological approach. This means that the research or the approach to research must contribute to the development of one or more forms of artistic expression and contribute to knowledge (which may concern the development of techniques) in the relevant discipline(s).

2 Visits for the purpose of exploring the possibility of establishing a team or a network are not eligible for Funding. A network proposal should: a) identify a definite research objective at the forefront of a scholarly field; b) clearly propose how that objective can be reached; c) demonstrate why the network approach is essential to reaching that objective, and d) specify monetary and/or in-kind contributions of the other participating institution(s).
two or more institutions.

- Creation of a research tool\(^3\) justified as an essential component of a larger research project or programme.

**SSHRC Small Research Grants** support scholarly research in the contemporary arts, humanities and social sciences for which expenses up to a maximum of $7,000. A lead applicant, together with one or more eligible co-investigators may apply in a single application for up to a maximum of $10,000.

Grant applications are subject to competitive adjudication by members of the SFU/SSHRC Institutional Grants Committee. Funding for the Simon Fraser University/Social Sciences and Humanities Research Council (SFU/SSHRC) Institutional Grants Program is provided by SSHRC through an annual block grant (the SSHRC Institutional Grant) based on the University’s recent performance in SSHRC’s research grants programs, as well as the number of University faculty members who are eligible for funding from SSHRC. The SFU/SSHRC Institutional Grants program is administered by the Office of Research Services (ORS), under the authority of the Vice-President, Research.

**MANAGEMENT**

The SSHRC Institutional Grant is managed by a committee of faculty members known as the SFU/SSHRC Institutional Grants Committee and having the following composition, responsibilities and powers.

**Composition of the Committee**

All members of the Committee should be senior academics with substantial research records and active involvement in research. Members are appointed by the Vice President, Research on the recommendations of the Deans of the Faculties with active involvement in research in the social sciences and humanities. The term of appointment for each member is two years (renewable), and these are staggered to maintain continuity. All appointments begin on September 1 and expire on August 31 according to the schedule below. If a Committee member is on study leave or is on a research semester and not available on campus, the Dean of that individual’s Faculty may at his/her discretion appoint a replacement for the period of the member’s absence. A **quorum shall consist of the Chair and three other voting members of the Committee.**

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\(^3\) Eligible research tools may include but are not limited to: bibliographies, indices, and catalogues of research collections, concordances and dictionaries (refer to SSHRC Research Data Archiving Policy); and materials that facilitates access to archival holdings or collections such as repository guides, inventories of a group of manuscripts or a body of archives, inventories or documentary materials, thematic guides to archival materials, record surveys and special indices.
### Member Terms of Reference

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<tr>
<th>Member</th>
<th>Appointment</th>
<th>Expiration</th>
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<tbody>
<tr>
<td>Chair</td>
<td>Vice President, Research or Designate</td>
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<td>Member from Arts &amp; Social Sciences</td>
<td>Designated by the Dean, Arts &amp; Social Sciences</td>
<td>odd years</td>
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<td>Member from Arts &amp; Social Sciences</td>
<td>Designated by the Dean, Arts &amp; Social Sciences</td>
<td>even years</td>
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<tr>
<td>Member from Faculty of Communication, Arts &amp; Technology (FCAT), more specifically, the Department of Contemporary Arts</td>
<td>Designated by the Dean, Communication, Arts and Technology</td>
<td>odd years</td>
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<tr>
<td>Member from the Beedie School of Business</td>
<td>Designated by the Dean, Beedie School of Business</td>
<td>even years</td>
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<td>Member from Education</td>
<td>Designated by the Dean, Education</td>
<td>odd years</td>
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<td>Member from Environment</td>
<td>Designated by the Dean, Environment</td>
<td>odd years</td>
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<tr>
<td>Secretary (non-voting)</td>
<td>Research Grants Manager</td>
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### Powers and Responsibilities of the Committee:

- The Committee may consider changes to these Terms of Reference for approval by the Vice President, Research.
- The Committee is responsible for the application of these Terms of Reference to individual grant applications or proposals.
- The Committee shall meet at least twice yearly for the purpose of considering applications and making grants, and on additional occasions, at the call of the Chair.
- The Committee will consider requests to extend grants beyond their normal term.
- The Committee may delegate to the Chair the authority to make certain decisions.

### Powers and Responsibilities of the Chair:

The primary responsibility for the efficient and effective operation and administration of the funds rests with the Chair. The duties and responsibilities shall be:

- Implementation of the policies under which the committee operates.
- Supervision, guidance and direction of the Research Grants Officer (Committee Secretary) who shall:
  - Prepare, distribute and collect application materials;
  - Provide advice to applicants regarding their applications;
  - Maintain complete records of all applications received and grants awarded;
  - Prepare meeting notes, including the decisions reached and the reasons for those decisions;
  - Prepare letters to applicants informing them of the Committee's decisions;
  - Maintain budget control of the SSHRC General Grant Fund, including establishment of research grant accounts for grantees;
  - Receive and scrutinize Completion Reports (Form B) on funded projects

### INTERPRETATION

If questions of interpretation or application of these terms of reference arise, these questions shall be decided by the Vice President, Research. His/her ruling shall be final and the Deans of Applied Sciences, Arts and Social Sciences, Communication, Arts and Technology, Beedie School of Business and Education shall be informed of any major rulings.