

Proposal Title**I. Identification**

Applicant's First Name: _____ Initial: _____ Last Name: _____

Position: _____ Department: _____ Date of SFU Appointment: _____

Co-Applicant's First Name: _____ Initial: _____ Last Name: _____

Position: _____ Department: _____ Date of SFU Appointment: _____

Project Title:**Project Dates:****Total Amount Requested: \$ _____****Project Eligibility**

(Briefly explain the eligibility of your project with reference to the categories listed under "Research Activities Eligible for Funding" of the "Guidelines.")

Is this a special case application? **Yes** ___ **No** ___

Is ethics approval required? **Yes** ___ **No** ___ (Successful grants requiring ethics approval must apply for this approval within 3 months of notification of award. If approval has already been obtained, please attach copy of approval letter to this application as Item VII.)

I declare that the information contained in this application is accurate and complete to the best of my knowledge and that the funds are required to support my own research. I agree to abide by the conditions specified in the terms of reference of SSHRC, as interpreted by the SFU/SSHRC Institutional Grants Committee.

Applicant's Signature

Date

Forward (1) original to the Research Grants Officer, Room 230, Multi-Tenant Facility, Office of Research Services and email a Word document of your application to ors@sfu.ca.

Both submissions must be received by the deadline date.

The information on this form is collected under the general authority of the University Act (R.S.B.C. 1979, c.419) and according to the Guidelines and Terms of Reference of the SSHRC Institutional Grant Fund. This information is directly related to and needed for the SSHRC Small Research Grants program and will be used to review and make a decision about applications, administer grants and generate grant reports from an electronic database. If you have any questions about the collection and use of this information, contact the Director, Research Services at 778-782-3842.

Proposal Title

II. Plain-language Project Summary Maximum 200 words

Write this summary for an educated lay audience.

Proposal Title

III. Project Description Maximum 3 pages (single-spaced, 12 pt). **NOTE: Project descriptions will not be read after the 3rd page.**

In writing the detailed description of the proposal, avoid jargon, acronyms and highly technical terms. Committee members may not have knowledge of your subject matter. Try to anticipate and answer questions that adjudication committee members could raise. For an application involving co-investigators, the contribution of each investigator must be made clear. It is highly recommended that you contact your grants facilitator (<http://www.sfu.ca/vpresearch/frgf.html>) for suggestions on how to strengthen your proposal.

Using the following **headings**, describe the project in enough detail to allow informed assessment by qualified assessors.

Objectives

Briefly state the explicit objectives of your proposed project.

Context

Situate the proposed research in context of relevant scholarly literature.

Explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, explain this shift.

Explain the importance, originality and anticipated contribution to knowledge of the proposed research.

Describe the theoretical approach or framework (if applicable).

Methodology

Describe the proposed research strategies and key activities, including methodological approaches and procedures for collecting and analyzing data to achieve the stated objectives.

Justify the choice of methodology and explain the specific instruments or procedures to be used. For example, if you plan to conduct interviews, specify the type of interview to be conducted, the nature of the questions, etc. It is equally important to explain how the data will be analyzed (i.e. techniques to be used and why these techniques are appropriate) so that the committee can clearly understand what real contribution will be made to the advancement of knowledge rather than just a data-gathering exercise.

Description of Team (if applicable)

Clearly explain:

- why a team approach is appropriate for the proposed research by describing the roles, responsibilities and contributions of the principal investigator, each co-applicant, and each collaborator;
- the relative importance (weight) of each team member's contribution to the proposed research;

Training (Role of Students)

Clearly describe the specific roles and responsibilities of students and research assistants, indicating the duties they will be undertaking and how these will complement their academic training.

Communication of Results

Outline plans for communicating research results:

- within the academic community (peers, through refereed journals and other appropriate channels); and
- outside the academic community (practitioners, policy makers, etc.).

Budget Justification Separate page; maximum 1 page

Using the categories in the budget table, all budget costs must be fully justified in terms of the needs of the research. For example, under the Student and Non-student salaries categories, explain why you need to hire these individuals to meet the goals and objectives of the research. Note that budget costs for research assistants or associates who are not students must also be fully justified in terms of the needs of the research. For employees, please specify the number, hours, and rate per hour.

IV. Budget:

Description	Year 1	Year 2	
Personnel Costs			
Student salaries and benefits	Amount	Amount	Total
Undergraduate			
Masters			
Doctorate			
Non-student salaries and benefits			
Postdoctoral			
Other			
Travel and subsistence costs			
Applicant/Team member(s)			
Canadian travel			
Foreign travel			
Students			
Canadian Travel			
Foreign Travel			
Other Expenses			
Professional/Technical Services			
Supplies/Photocopies			
Non-disposable equipment			
Computer hardware			
Computer software			
Other			
Other expenses (specify)			
TOTAL FUNDS REQUESTED			

Please use the headings provided:

V. Bibliography Separate page; maximum 1 page

Attach a list of all references cited in your proposal.

VI. Scholarly Record Separate page; maximum 2 pages

A. Research Contributions for the Last Six Years

List contributions according to categories 1 to 4, and in the left margin identify refereed publications with an "R" and research publications that resulted from previous small SSHRC support with an asterisk (*).

1. Refereed Contributions

Books, monographs, book chapters, articles in scholarly refereed journals, dissertation (if completed within the last six years). Subdivide according to those that are single authored, co-authored, and edited works.

2. Other Refereed Contributions

Conference proceedings, papers presented at scholarly meetings/conferences, articles in professional or trade journals.

3. Non-refereed Contributions

Book reviews, other published reviews, research reports, policy papers, public lectures, creative works.

4. Forthcoming Contributions

Indicate "submitted," "revised and re-submitted," "accepted," or "in press." Do not list contributions not yet submitted. Provide the name of the journal or publisher and the number of pages.

B. Grants Held over the Last Six Years

List all research grants held, including title of project, granting agency, amount received, role (PI, collaborator, etc.), length of grant and completion date (if applicable). Indicate which grants, if any, were related to a previously held SSHRC Small Grant. Describe the relationship of the proposed SSHRC Small Grant project to **all ongoing grants and any recently completed grants on related topics.**

Use the following headings to provide information if they apply to your situation:

VII. Ethics

If your research requires either ethics or animal care review and you have already obtained approval of your project, attach a copy of the letter or memo of approval.

VIII. Relation to SSHRC Standard Research Grant Application

If this application is based on a recent unsuccessful SSHRC Standard Research Grant application, append your Referee Reports and Committee Assessments. If you are concurrently applying for a SSHRC Standard Research Grant, indicate the relation of the proposed SSHRC Small Grant project to your SSHRC Standard Research Grant proposal.

Proposal Title**Project Evaluation**

(To be completed by Department Chair or Designate. Applications made by the Chair either as an individual or on behalf of a department shall be evaluated by the faculty dean). On this page, or on a separate page, please evaluate the proposal in terms of:

- scholarly quality, originality and significance,
- methodological soundness,
- whether your academic unit can fully or partially provide any of the resources the applicant is requesting in this application,
- the appropriateness of the budget relative to the research proposed,
- strengths and weaknesses of the proposal.

If the grant applicant has requested funding for computer or other equipment, please comment on its appropriateness with respect to the applicant's proposed research and departmental resources

For special case applications, please comment on the applicant's recent research record, and potential ongoing research performance. In the case of limited-term faculty, please confirm that the tenure of the award does not extend beyond the end of the applicant's current appointment to Simon Fraser University.

NOTE: Chairs may wish to send this form directly to the Research Grants Officer. Nevertheless, it should be understood that this evaluation is the personal information of the applicant. As such, the applicant is entitled to request and be provided with the evaluation.

Departmental support provided: _____

SUMMARY: I rate the scholarly quality of this project as:

Excellent _____ Very Good _____ Good _____ Poor _____

Signature

Date

Name

Position

Department

**SSHRC SMALL RESEARCH GRANTS
FORM B: RESEARCH GRANT COMPLETION REPORT**

PLEASE TYPE:

Project Number: 31-_____ Date: _____

Principal Applicant: _____ Department: _____

Amount Remaining: \$ _____

Indicate whether you intend to spend the remaining amount or whether you would like it returned to the Committee:

Summary of investigation and indication of external sources to which you intend to seek further funding for this or a related project. (**Attach** a brief summary and list resulting reports or publications.)

Inventory Information: (complete the following information concerning any equipment purchased by your Grant Fund.)

(1) Description of Books, Equipment, etc.:

(2) Location of Equipment and Books:

Please identify the Funding Agency(ies) and the title(s) of the research grant(s) you have applied for, as a result of the research that was generated from this SSHRC Small Research Grant.

I certify that the information contained herein is true and complete.

Signature of Grantee

Return this form to: Secretary, SFU/SSHRC Institutional Grants Committee, c/o Research Services

CHECKLIST: SSHRC SMALL RESEARCH GRANTS

Applicant's full name: _____

This checklist is intended to ensure the completeness of your application package. It is **not** a substitute for the instructions that are contained in the Guidelines for Application.

PLEASE COMPLETE AND RETURN THIS PAGE WITH YOUR APPLICATION PACKAGE. ONLY ONE (1) COPY OF THE CHECKLIST IS NECESSARY.

SFU Signature Sheet	___	This form is completed and signed by all parties (i.e., Chair, Dean, ORS) One copy only.
Identification	___	Ensure that your name appears on each page of your application AND that the pages of your application are numbered consecutively. This will assist the Committee members during the adjudication of your application.
Title	___	Listed.
Period	___	Start and end dates are listed.
Project Eligibility	___	Explained in terms of "Eligible Research Activities"
Total Requested	___	List total amount requested in Canadian funds. Total requested must be up to a maximum of \$7,000 (exception: multiple-investigator application, maximum \$14,000).
Project Summary	___	Written for an educated lay audience.
Project Description	___	Containing all headings listed in the application instructions.
Budget Justification	___	Full justification of all budget costs.
Budget	___	Checked with a calculator.
Quote	___	Attach a quote from the travel agent for most economical carrier and route.
Bibliography	___	Separate page; one page maximum.
Scholarly Record	___	Separate page; two page maximum per applicant.
Certificates (where available)	___ ___	Human experimentation: Copy of ethics approval letter; Animal experimentation: Copy of certification.
Relation to SSHRC Application (where appropriate)	___	Append your SSHRC Referee Reports and Committee assessments.
Chair's Evaluation	___	Form submitted to your Department Chair along with a copy of your application. Instruct the Chair to forward the completed evaluation to the Office of Research Services <u>by the application deadline date.</u>
Form B	___	Form B (Completion Report for the previous SSHRC Small Research Grant has been previously submitted or is included with the original and all copies of your application).
Number of Copies	___	(1) Paper original plus (1) "Word" file (that does not have security set on this file). Both paper and electronic submissions must be received by the application deadline date. Send electronic submissions to ors@sfu.ca