
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 <u>AND that the pages of your application are numbered consecutively.</u> 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