

SFU/SSHRC INSTITUTIONAL GRANTS PROGRAM

Guidelines for Application to SSHRC Small Research Grant

DEADLINES

December 15 and June 1.

PROGRAM DESCRIPTION

SSHRC Small Research Grants support scholarly research in the contemporary arts, humanities and social sciences for which expenses will be up to a maximum of \$7,000. Two or three co-investigators may apply in a single application for a maximum of \$14,000. 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 by SSHRC. The SFU/SSHRC Institutional Grants program is administered by the Office of Research Services, under the authority of the Vice-President, Research.

Grants are awarded for a period of up to two years. At the end of the project or at the end of two years, whichever comes first, the principal investigator must file a grant completion report. Principal investigators may request an extension of the period of their grant, providing specific reasons for such an extension to the Committee Secretary. **Individuals are ineligible to re-apply for another SSHRC Small Grant before an existing grant is concluded and the Form B, Completion Report is received. Individuals may not hold more than one grant, whether as principal investigator or as co-applicant, in a two-year period.**

ELIGIBLE APPLICANTS

- Members of the University faculty appointed by the Board of Governors to positions which are tenured or lead to consideration for tenure in an academic Department, School, or Faculty.
- Special case applicants (e.g. limited-term faculty, professors emeriti) may be individually designated eligible for a specific competition by the Chair of the SFU/SSHRC Institutional Grants Committee. Those applicants who wish to have their eligibility considered must make a written request to the Chair of the Committee at least one month prior to the grant application deadline. **Special case applicants will be given lower priority in the grant adjudication.**
- 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.

RESEARCH 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 projects or research/creation projects¹ which contribute to the advancement of knowledge;
- establishment of research teams and creation of research networks² involving participants from two or more institutions (applicants must demonstrate the need for the network in the context of their ongoing research program);
- creation of a research tool³ if justified as an essential component of a larger research project or program.

Note: For an application involving co-investigators, the funds awarded will be divided in equal portions among the co-investigators.

RESEARCH ACTIVITIES INELIGIBLE FOR FUNDING

- Research that leads directly to a thesis, dissertation or other product for satisfaction of the requirements for a degree by the principal investigator. However, students employed on grants may use the products of their work in their theses;
- Dissemination of completed research where those costs are eligible for funding under the University's Publication Grants program or through SSHRC Travel Grants;
- Artistic productions. However, see footnote 1 regarding "research/creation projects," above;
- Cataloguing or description of original holdings of any federal agency, conversion of bibliographic records into machine-readable formats, document conservation, record management, and the arrangement of documents.

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 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).

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 facilitate 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.

SPECIFIC APPLICATION GUIDELINES

Ethics Review and Animal Care

Applicants whose research involves human or animal subjects must meet the requirements of the Research Ethics Board (REB) or the University Animal Care Committee (UACC), respectively. Responsibility for obtaining approval rests with the applicant. Applications may be submitted before such approval is granted, but funding will be withheld until evidence of approval is provided; approval must be applied for within 3 months of notification of the award. For a Request for Ethical Review of Research form, see <http://www.sfu.ca/vp-research/ethics/index.html> or contact the Ethics Officer, 778-782-3447. For University Animal Care Committee application forms, see <http://www.sfu.ca/acf/> or contact the Director, Animal Care Facility, 778-782-4737.

Hourly Rates for Payment of Research Assistants

Describe in detail the tasks or nature of participation, and estimated hours for persons hired in each category. Statutory welfare benefits are included in the salary ranges below.

<u>Student assistants</u>	Minimum Hourly Rate	Benefits @ 12%	Minimum Total	Maximum Hourly Rate	Benefits @ 12%	Maximum Total
Undergraduate or External	\$10.00	\$1.20	\$11.20	\$18.48	\$2.22	\$20.70
Masters	\$10.00	\$1.20	\$11.20	\$24.73	\$2.96	\$27.69
Ph.D.	\$12.00	\$1.44	\$13.44	\$29.22	\$3.50	\$32.72

“Benefits” includes statutory welfare benefits estimated to be approximately 8% of salary and statutory holiday pay at a fixed rate of 4%. Either one of these percentages may be increased by law, or in the case of welfare benefits, may vary by individual. Nevertheless, for budgeting purposes, the 12% figure should be used.

Non-students: Informants, field assistants, participants in experiments, etc. Explain why SFU students are not appropriate or cannot be hired. Use student rates adjusted for relevant qualifications *except* (a) for an employee of the University, in which case the appropriate University rate applies; or (b) where context justifies a different salary.

Dissemination Costs

Dissemination costs such as translation and the preparation of manuscripts, bibliographies, tables, or illustrations may be supported only if they are excluded from eligibility for an SFU University Publications Grant. Payments to journals for dissemination are capped at \$500.

Travel and Subsistence

Travel must be justified as essential to your research. The University Travel Policy (AD 3-02), found on the web at <http://www.sfu.ca/policies/admin/ad3-02.htm>, states that reduced fares should be obtained whenever possible, and that accommodation expenses should be limited to reasonable amounts in the particular circumstances. Justification for lodging and travel expenses must be included in the proposal. For travel to a library or archive, explain why less expensive means (e.g. interlibrary loan, purchasing microfilm or photocopies) are unworkable. Attach a website-generated or travel agent’s quotation for the most economical carrier and route.

Travel in Metro Vancouver ([Metro Vancouver - Wikipedia, the free encyclopedia](#)) is not eligible for funding. Requests eligible for funding under the SSHRC Travel Grant program (i.e. for conference travel) will not be funded.

Clerical Services

Academic units are expected to provide routine services such as word processing and photocopying. Under exceptional circumstances these services may be funded if there is appropriate justification.

Materials and Supplies

Standard office and laboratory supplies, routine photocopying, and special cases involving unusual items or large quantities may be funded in exceptional circumstances. Where possible, use University facilities (Learning and Instructional Development Centre (LIDC), computer assignment laboratories, etc.). Off-campus arrangements for fee must be thoroughly justified and requested at a rate applicable to the location. Justify your estimates.

Non-Disposable Equipment⁴

Purchase of specialized equipment (e.g., microfilm readers; photographic, audio, or video equipment; computers⁵ and associated hardware and software; laboratory equipment and accessories) may be funded if you justify this request in relation to the equipment you currently own and explain why the requested equipment:

- is essential to both this research project and your ongoing research program;
- is not available in your academic unit;
- cannot be rented (e.g. LIDC or off-campus) more economically, or rental is impractical.

NOTIFICATION OF RESULTS

Notification letters will be sent out shortly after the meeting of the adjudication committee. However, applicants are welcome to phone or email the Research Grants Officer to learn whether or not their application has been successful. The committee decision may be appealed only on the grounds that budget reduction or postponement renders the project unviable.

Notes and Restrictions

Use of funds	A grant is for a specified project and may be used only for that purpose.
Residual or overspent budget	The Committee will not cover budget overruns. Any unspent balance automatically reverts to the Fund at 24 months from the date of award unless you submit and justify an extension by applying to the Committee Secretary in writing.

⁴ All non-disposable items (equipment, research materials, publications and documents) purchased with grant funds are the property of the University. You have priority to use those items during the tenure of your award but, when you are not using them, they must be made available for research purposes to others in the University.

⁵ Normally the Committee will consider a maximum request of \$1,700 towards the purchase of a computer. The need for computer hardware (>\$1,700) in relation to the proposed research must be strongly justified or, it won't be considered by the Committee.

Employing family	A member of your family or household may be employed under <i>special</i> circumstances (e.g. highly specialized skills, translation from little known languages or dialects), or in field work in remote areas where employing independent personnel entails excessive costs or is demonstrably not practical. Please justify.
Student research	Research in the form of a student's thesis, dissertation or other product for satisfaction of the requirements for a degree cannot occupy a major portion of your project. The research must be directed by an eligible applicant who is ethically able to adopt first-author (or equivalent) status on all scholarly products that result from funding.
Association dues	Association dues are not eligible for support
Travel	Requests for travel to support research collaboration are limited and will be reviewed on a case-by-case basis only. NOTE: SSHRC Small funding will not support travel for external/foreign collaborators.
Description of research, page limit	Description of research that exceeds the 3 page limit will not be read after the third page.
Completion report (Form B)	Upon completing of the project or at the end of two years, whichever comes first, you must file a Completion Report, Form B. Grantees who are unable to file a grant completion report at the end of two years may request an extension of the period of their grant, providing specific reasons for such an extension to the Committee Secretary. Applicants who have not submitted a completion report for a previous grant are ineligible to make a new application.
Inquiries about policy	Inquiries concerning policy issues may be directed to the Chair of the SFU/SSHRC Institutional Grants Committee through the Research Grants Officer in the Office of Research Services.
Grants Facilitators	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.

NOTE: The Office of Research Services (ORS) will no longer accept late material or missing documentation from either applicants or departmental chairs. Further, the SSHRC Institutional Grants Committee Chair will be made aware of all incomplete applications. Incomplete applications will NOT be forwarded to the SSHRC Institutional Grants (SIG) Committee for review.