

## I. Identification

Lead Applicant's First Name:

Initial:

Last Name:

Position:

Department:

Date of SFU Appointment:

Designated Co-Investigator'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 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.

Lead Applicant's Signature

Date

**Please send your complete, fully signed electronic applications to [ors@sfu.ca](mailto:ors@sfu.ca).**

Complete online 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](#).*

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## II. Plain-language Project Summary *Maximum 200 words*

Write this summary for an educated lay audience.

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### III. Project Description

Maximum 3 pages (single-spaced, 12 pt). NOTE: Project descriptions will not be read after the 3rd page. Exception: 1. Applications with one or more co-investigators may supply an additional half page to explain the relationships of their roles vis-à-vis the role of the lead investigator. (See Description of Team.) 2. Applicants submitting revised projects must include a half-page which describes how the applicant addressed the Committee's concerns.

In writing the detailed description of the proposal, avoid jargon, acronyms and highly technical terms. Most Committee Members do not have knowledge of your research focus, your methods and the terminology used within your discipline. 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 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 the 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 important contribution will be made to the advancement of knowledge. The project should not simply serve as a data-gathering exercise.

#### **Description of Team (Mandatory for applications involving one or more co-investigators.)**

Clearly explain:

- why a team approach is appropriate for the proposed research by describing the roles, responsibilities and contributions of the lead investigator, each co-investigator, and any other researchers participating in the project;
- the relative importance (weight) of each team member's contribution to the proposed research;

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- the roles of the team members and their specific duties in relation to the project.

Applications with more than one co-investigator must designate one co-investigator on page 1 to co-administer the funds for the project

### **Training (Role of Students)**

Clearly describe the specific roles and responsibilities of students, research assistants, and postdoctoral fellows, 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**

Complete the budget table, providing a full justification of all budget costs 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, postdoctoral fellows 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	
<b>Personnel Costs</b>			
<b>Student salaries and benefits</b>	<b>Amount</b>	<b>Amount</b>	<b>Total</b>
Undergraduate			
Masters			
Doctorate			
<b>Non-student salaries and benefits</b>			
Postdoctoral			
Other			
<b>Travel and subsistence costs</b> NOTE: Conference travel is ineligible			
<b>Applicant/Team member(s)</b>			
Canadian travel			
Foreign travel			
<b>Students</b>			
Canadian Travel			
Foreign Travel			
<b>Other Expenses</b>			
<b>Professional/Technical Services</b>			
<b>Supplies</b>			
<b>Non-disposable equipment</b>			
Computer hardware			
Computer software			
Other			
<b>Other expenses (specify)</b>			
<b>TOTAL FUNDS REQUESTED</b>			

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*Please use the headings provided:*

## **V. Bibliography**

*No Page Limit*

Attach a list of all references cited in your proposal. Do not list references that are not cited.

## **VI. Scholarly Record**

*No Page Limit*

### **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, memo or email of approval.

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## VIII. Relation to SSHRC Insight Research Grant Application

If this application is based on a recent unsuccessful SSHRC Insight Research Grant application, append your Referee Reports and Committee Assessments. If you are concurrently applying for a SSHRC Insight Research Grant, indicate the relation of the proposed SSHRC Small Grant project to your SSHRC Insight Research Grant proposal. Ensure that you make the case as to why your research requires funding from the SFU/SSHRC Institutional Grants Committee.

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## Project Evaluation

Applicant's Name: \_\_\_\_\_

To be completed by Department Chair (or Designate) of the lead applicant. An application received from a Chair or Director 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.

**NOTE:** Chairs may wish to send this form directly to the Research Grants Manager, on or before the deadline date. 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.

*Evaluations will be required by the application deadline date.*

Departmental funds / support provided: \_\_\_\_\_

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

Excellent \_\_\_\_\_ Very Good \_\_\_\_\_ Good \_\_\_\_\_ Poor \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Department

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## FORM B: RESEARCH GRANT COMPLETION REPORT

PLEASE TYPE

Project Number: 31- \_\_\_\_\_ Date: \_\_\_\_\_

Lead 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 for the Committee to review.**

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.*

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Signature of Lead Applicant

Date

***Please submit this completed form to the Office Research Services (ors@sfu.ca)***

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## CHECKLIST: SSHRC SMALL RESEARCH GRANTS

Lead 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 Sheets	_____	This form is completed and signed by all parties (i.e., Chair, Dean, ORS). <b>One copy from the lead applicant and the designated co-investigator who will also administer any grant funds.</b>
Identification	_____	Ensure that your name appears on each page of your application <b><u>AND that the pages of your application are numbered consecutively</u></b> . 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 \$10,000).
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.
Quotes	_____	Attach a quote from the travel agent for most economical carrier and route. Attach quote(s) for any specialized equipment (including computers).
Bibliography	_____	No page limit.
Scholarly Record	_____	No page limit.
Certificates	_____	Human experimentation: Copy of ethics approval letter;
(where available)	_____	Animal experimentation: Copy of certification.
Relation to SSHRC Application (if applicable)	_____	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 <b><u>by the application deadline date</u></b> . For multiple-investigator applications, one chair's evaluation is required from the lead applicant.
Form B	_____	Form B (Completion Report for the previous SSHRC Small Research Grant is attached to this new application). Applications that do not include a correctly completed Form B (when required) will be brought to the attention of the Chair who will determine whether the application will be sent to the Committee for consideration.
Number of Copies	_____	<b>1 complete fully signed "electronic" file.</b> Electronic submission must be received by the application deadline date. <b>Send electronic submissions to <a href="mailto:ors@sfu.ca">ors@sfu.ca</a></b>