

I. Identification

Lead Applicant First Name: _____

Initial: _____

Last Name: _____

Position: _____

Department: _____

Date of SFU Appointment: _____

(Optional) Co-Investigator First Name: _____

Initial: _____

Last Name: _____

Position: _____

Department: _____

Date of SFU Appointment: _____

Project Title: _____

Project Dates: From: _____

To: _____

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 application to 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 Explore Research Grants 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 Office of Research Services at ors@sfu.ca.

Researcher's Name: _____

SSHRC Small Explore Grant

Application Proposal Title:

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

Write this summary for an educated lay audience.

Researcher's Name: _____

SSHRC Small Explore Grant

Application Proposal Title: _____

III. Project Description (Please attach pdf file with you application)

Contingency plans related to the potential impact of the COVID-19 pandemic on your research project may be described in this section, if appropriate. This is not mandatory, but it may assist the committee in assessing the feasibility of your proposal if your research plans are significantly disrupted, e.g., if international travel is not possible.

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

Please note that, if an application involving one or more co-investigators is successful, all awarded funds will be disbursed to the lead applicant.

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.

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.

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 Explore 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.

Researcher's Name: _____
 SSHRC Small Explore Grant
Application Proposal Title: _____

IV. Budget

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

FORM B: RESEARCH GRANT COMPLETION REPORT

SSHRC Small Explore Grant
Application Proposal Title: _____

Project Number: 31- _____

Start Date: _____

Lead Applicant's Full Name: _____

Remaining amount: \$ _____

Department: _____

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 Explore Research Grant.

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

Signature of Lead Applicant

Date

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

CHECKLIST: SSHRC SMALL EXPLORE RESEARCH GRANTS

SSHRC Small Explore Grant
Application Proposal Title: _____

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.

SFU Signature Sheets:	This form is completed and signed by all parties (i.e., Principal Investigator, Chair, Dean, ORS) NB: multiple-investigator application requires a completed signature sheet for both the Principal Investigator and one Co-Investigator (if successful the grant will be split evenly between both PI and noted Co-I).
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 \$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 limits.
Scholarly Record:	No page limits.
Certificates:	Human and or Animal experimentation: Identify if a Human Ethics or Animal Care protocol will be required to conduct the proposed research.
Relation to SSHRC Application (if applicable)	Append your SSHRC Referee Reports and Committee assessments.
Form B	Form B (Completion Report for the previous SSHRC Small Explore 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.
Completed Copy Submitted	Electronic submission must be received by the application deadline date. Send electronic submissions to ors@sfu.ca