SFU/SSHRC INSTITUTIONAL GRANTS PROGRAM
Guidelines for Application to <u>SSHRC Small Explore Research Grant</u>

DEADLINES

December 15 and June 1, by 4:30 PM (unless falling on a weekend or statutory holiday, which will then be moved to the following business day).

PROGRAM DESCRIPTION AND GUIDELINES

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 (SSHRC Institutional Grant "SIG") based on the University's recent performance in SSHRC's research grants programs, as well as the number of University full time faculty members who are eligible for funding by SSHRC. At SFU, SIG funds are used to offer **SFU/SSHRC Small Explore Grants** and are administered by Research Services, under the authority of the Office of Vice-President, Research and International.

As per the SIG guidelines, SFU/**SSHRC Small Explore Grants** support scholarly research in the contemporary arts, humanities and social sciences for expenses up to a **maximum of $7,000** for a project involving a single investigator and project. To encourage and seed collaborations on small projects between faculty members within the institution, <u>SFU will provide internal funding top up</u> in excess of the maximum permitted by SSHRC for projects proposed with co-investigators to a **maximum additional funding of $3,000 per project**. Larger projects cannot be funded with multiple grants awarded to more than one researcher.

Grant applications are subject to competitive adjudication by members of the SFU/SSHRC Institutional Grants Committee.

Competitions for SFU/SSHRC Small Explore Research Grants are held twice per year (Fall and Spring), and grants are awarded for a period of **up to two years**. Successful lead applicants and their co-investigators in any competition may not apply for further support until two years has elapsed from the competition in which they were last successful. For instance, in the Fall 2022 competition, applicants who were awarded funding in the Fall 2020 competition or earlier are eligible to apply. Those who received funding in the Spring 2021 competition or later (as either lead investigator or co-investigator) are not eligible.

At the end of the project or at the end of **two** years, whichever comes first, the lead investigator <u>must file a grant Completion Report (formerly known as the Form B)</u>. *With the implementation of InfoReady, the Completion Report is embedded in the online application.* Lead investigators may also request an extension to the grant end period on the InfoReady portal.

Individuals are ineligible to re-apply for another SFU/SSHRC Small Explore Grant before an existing grant is concluded and the Completion Report is filed on the InfoReady portal, or received by email (for previously awarded grants not in the system).

Any questions regarding eligibility should be directed to Research Services (ors@sfu.ca).

GUIDELINES FOR THE ELIGIBILITY OF APPLICATIONS RELATED TO HEALTH

SSHRC introduced guidelines regarding subject matter eligibility for health-related research as of 2009. Applicants should consult the [SSHRC website](#) for full details. SFU/SSHRC Small Explore Grant proposals may be eligible if there is no intent to directly or indirectly impact health. Eligible SSHRC research may include, for example:

o comparative studies in which health is not the primary object of study (e.g., social/developmental constructs such as theory of mind in normal development and autism);

o use of physiological methods and/or approaches to improve learning, teaching and curriculum development, or to investigate social/cultural processes and behaviors;

o historical and/or archaeological research where there is no intent to influence health (e.g., biographies of health practitioners or health scientists; health and hygiene in ancient civilizations);

o economic or management analysis unrelated to improved health or health care (e.g., the impact of the health-care industry on national or local economies; the impact of epidemics on the profitability of insurance companies);

o cinematic or other artistic portrayals of illness in which health promotion is not a central aim; or

o religious and/or cultural research related to dietary or other practices (e.g., fasting, vegetarianism), in which health is not the central focus of research.

ELIGIBLE APPLICANTS AND CO-INVESTIGATORS

o *Priority will be given to applicants with no other sources of funds*. Applicants that hold other sources of research funding, and who will have funding for more than one year after the application deadline, may have their priority lowered.

o Eligibility to apply as either a lead or co-investigator are those from SFU who hold a position of the following:

- Tenured and tenure track faculty;

- Professors of professional practice and teaching faculty;

- Librarians;

- Lecturers and senior lecturers.

o Professors emeriti, adjunct faculty, visiting faculty, post-doctoral fellows, sessional instructors, sessional lecturers, graduate students, research associates are **not eligible to apply**, neither as a lead applicant nor as a co-investigator. While not eligible, they may still be engaged by lead and co-investigators to assist, but the research must be that of the lead and co-investigators.

o Applications led by tenured and tenure track faculty will be considered as a group and given first priority, while those led by professors of professional practice, teaching faculty, librarians, lecturers and Senior Lecturers will be considered together and given second priority.

- Neither the lead applicant nor any of the co-investigators may hold an existing SSHRC Small Explore Research Grant during the time of the new application.

- Researchers cannot participate (as either a lead or co-investigator) in more than one application per competition.

- Applications with more than one investigator require only one Chair's evaluation signature from the lead applicant's Chair or Director.

- For applications involving more than one investigator, SIG funds will be divided equally between the lead applicant and the co-investigators. Applications that involve more than one co- investigator (e.g., 1 applicant + 2 or more co-investigators) should clearly designate the lead co- investigator to administer half of the funds (maximum $7,000 for the project), should the application be funded. This should be clearly noted under the "Description of Team" section of the online application.

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 projects[1] which contribute to the advancement of knowledge;

- Establishment of research teams and creation of research networks[2] 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 tool[3] if justified as an essential component of a larger research project or program.

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[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.

RESEARCH ACTIVITIES INELIGIBLE FOR FUNDING

o   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;

o   Dissemination of completed research where those costs are eligible for funding under the University's Publication Grants program or through SSHRC OVPRI Travel Grants;

o   Artistic productions. However, see footnote 1 regarding "research/creation projects", above;

o   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;

o   Organizing an event.

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 Research Ethics, or contact the Ethics Officer, 778-782-3447. For University Animal Care Committee application forms, see Animal Care Services, or contact the Director, Animal Care Facility, 778-782-4737.

Hourly Rates for Payment of Research Assistants

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

Living Wage for Greater Vancouver (2023) $24.08/hour (www.livingwageforfamilies.ca) It is expected that Research Assistants wages meet the Living wage requirements. **Applications that do not meet this threshold may be disqualified.**

"Benefits" includes statutory welfare benefits and statutory holiday pay. 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, 14% 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.

Postdoctoral Fellows (PDFs)

Please ensure that your application clearly justifies your plan to hire a postdoctoral fellow to participate in your project. The nature of the PDF's role vis-á-vis the applicants' role, training provided to the PDF and any salary paid must be outlined in your application.

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), states that reduced fares should be obtained whenever possible, and that accommodation expenses should be limited to reasonable amounts for the given 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 quote for the most economical carrier and route.

Travel in Metro Vancouver is not eligible for funding. Requests eligible for funding under the SSHRC OVPRI Travel Grant program (i.e., for conference travel) will not be funded. Student conference travel is ineligible for support.

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 only 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 Equipment[4]

Purchase of specialized equipment (e.g., microfilm readers; photographic, audio, or video equipment; computers[5] and associated hardware and software; laboratory equipment and accessories) may be funded

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[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

if justification is provided in relation to the equipment currently owned. Explain why the requested equipment:

o   is essential to both this research project and your ongoing research program;

o   is not available in your academic unit;

o   cannot be rented (e.g., SFU Audio/Visual Services or off-campus) more economically, or rental is impractical. Please provide copy(ies) of quote(s) as supporting documentation.

NOTIFICATION OF RESULTS

All applicants will be notified shortly after the adjudication meeting and emailed a notification letter through the InfoReady portal within two weeks of the adjudication meeting. The SIG 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 following the end date of the grant. Requests for extensions may be requested on the InfoReady portal well in advance of the end date of the grant.

Employing family A member of your family or household may be employed under *special* 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. Information regarding Conflict of Interest and Commitment can be found here.

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 Explore funding will not support travel for: 1) external/foreign collaborators; and, 2) student conference travel.

Description of research, page limit Description of research word and character limits are established in the InfoReady platform. Applications with one or more co-investigators have an additional section for the Description of the Team.

Re-Application When an applicant re-applies with a revised project, the revised project must describe the changes and how the applicant addressed the Committee's concerns.

Completion report Upon completion of the project or by the end date of the grant, whichever comes first, a Completion Report (formerly known as a Form B), is required. In the event that the project is incomplete by the end date of the grant, the lead investigator may request a brief extension of the end date of the grant by sending a detailed email message which includes a suggested, new end date and the reasons for the brief extension. *With the implementation of the InfoReady application portal, extensions may be requested online and Completion Reports are integrated in the application as part of the Progress Reports. Investigators will receive email reminders when Progress Reports are due.*

NOTE: The Completion Report from the lead investigator is required at the conclusion of the project and as part of the next SSHRC Small Explore Research Grant application. Failure of the lead investigator to submit a Completion Report also precludes the designated co-investigator from being eligible to apply to a future competition or participate as a co-investigator on a future SSHRC Small Explore Research Grant application. A Completion Report (Form B) is required for prior projects that were closed within the last six years. It is the responsibility of the lead applicant to provide this documentation.

Inquiries about policy	Inquiries concerning policy issues may be directed to the Chair of the SFU/SSHRC Institutional Grants Committee through Research Services.
Grants Facilitators	It is highly recommended that you contact your grants facilitator (http://www.sfu.ca/ors/contactGF.html) for suggestions on how to strengthen your proposal.

NOTE: *Applications are due by the end of business hours on the deadline date (4:30 pm). Late material or applications with missing documentation from either applicants or departmental chairs will not be accepted. The SIG Committee Chair will be made aware of all incomplete applications and these applications will NOT be forwarded to the SIG Committee for review.*