



SFU InfoReady Platform

SSHRC SMALL EXPLORE APPLICATION

May 2024



Learning Objectives

Ability to use SFU InfoReady Platform as a tool in submitting applications for internal SFU SSHRC Small Explore Grants

Rationale

Online Profile

Online collaboration with facilitators and co-applicants

Documents saved and accessible

Application status online

Completion Report online, no Form B

Online Extension requests (still decided by Chair)

Access to Portal

sfu.infoready4.com


Log In | Help

SFU SIMON FRASER UNIVERSITY

Platform for Internal Opportunities and Selection

HOME CALENDAR

InfoReady Platform



Welcome to the SFU InfoReady Platform. This portal is created for internal SFU opportunities where proposals are reviewed for funding decision or selection for a limited submission process. Please note that your submitted proposal will need to get approved by your Chair and Dean through a separate process currently done through the "Signature Sheet". This portal is only used for activities that are normally done by external funders.

There are currently no open competitions. Please check back later, or browse the [calendar](#) for other events.

About the SFU InfoReady Platform

SFU is committed to supporting its faculty in their research and creative endeavors. To complement externally funded research opportunities, there are several opportunities supported from internal SFU resources. The SFU InfoReady Platform is implemented to support the submission, evaluation, ranking and the selection for funding of internally sponsored proposals. Please check back often to see what opportunities are available for you!

Simon Fraser University
QUESTIONS? [Contact us](#)

8888 University Drive
Burnaby, BC
V5A 1S6

infoReady
Accessibility

- 1) Create a user profile with SFU email through this link:
<https://sfu.infoready4.com/>
- 2) Log in (clear history or cache if not connecting)

Contact ors@sfu.ca for assistance

Log in with SFU Email

sfu.infoready4.com

Log In | Help

SFU SIMON FRASER UNIVERSITY

Platform for Internal Opportunities and Selection

HOME CALENDAR

Login for Simon Fraser University Users

Use your Simon Fraser University user name and password to log into InfoReady.

[Simon Fraser University Login](#)

Login for Other Users

If you have an account, but aren't part of Simon Fraser University, enter your email address and password below to log in.

Email Address:

Password:

[Forgot your password?](#)

Remember Me

[Log In](#)

Don't have an account, and [?](#) not a Simon Fraser University user? Try [Register >](#) registering for an account.

About the SFU InfoReady Platform

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V5A 1S6

InfoReady
Accessibility

Log in using your SFU computing ID and password (do not use role accounts)

Select Funding Opportunity

InfoReady


sfu.infoready4.com

Mail - mlavie@sfu.ca SFU Internal | SFU R... Microsoft Teams NSERC Tri-Agency F... SFU Funding and Award... Agency links | SFU... InfoReady Timesheet Digital Transformati... Digital Transformati... My Meetings - Zoom myInfo

HOME REVIEWS APPLICATIONS PROGRESS REPORTS CALENDAR

InfoReady Platform

Welcome Michele. Here is what is new:



Welcome to the SFU InfoReady Platform. This portal is created for internal SFU opportunities where proposals are reviewed for funding decision or selection for a limited submission process. Please note that your submitted proposal will need to get approved by your Chair and Dean through a separate process currently done through the "Signature Sheet". This portal is only used for activities that are normally done by external funders.

Search:

Title	Due Date	Category	Cycle
		All	All
Small Explore Research Grant - Fall 2023	12/15/2023	Open Funding Opportunities	Fall
UPI Rapid Response Application	03/31/2024	Open Funding Opportunities	

Showing 1 to 2 of 2 entries

Simon Fraser University
QUESTIONS? [Email us](#)

8888 University Drive
Burnaby, BC
V5A 1S6

InfoReady
Accessibility


SIMON FRASER UNIVERSITY 6

Select SSHRC Small Grant

10:40 AM
9/11/2023

SSHRC Small Explore: Start an Application

HOME REVIEWS APPLICATIONS PROGRESS REPORTS CALENDAR

[Back](#) | Application: TEST COPY - Small Explore Research Grant - Fall 2023 

Complete and submit the application below. The Personal Details section will be populated with information from your user profile where possible. Your entries are automatically saved while working within this site. Should you need to navigate away from the site or close your browser before completing the application, please click 'Save as Draft' below. You will be able to find and resume your application by clicking 'Applications' in the top navigation.

You may start and submit additional applications for TEST COPY - Small Explore Research Grant - Fall 2023. 

Personal Details

***Applicant First Name:**

***Applicant Last Name:**

***SFU ID:**

***Email Address:**

***Position:**

***Department/Faculty:**

* indicates required

Details

My Application

Supporting Documents

[Budget Form - Excel](#)

[Budget Form with Excel formulas](#)

[SSHRC Small Explore Guidelines](#)

Enter details –
some will be pre-
populated based
on SFU credentials

Collaborate or Delegate: Submit by Proxy

Adding Proxies to My Account

1. Go to your profile by **clicking your name in the upper right corner of the page.**

Note: Application contents are connected with the original/main user's profile, rather than the proxy's.

Note: Proxies are unable to submit reviews or reference letters on behalf of other users.



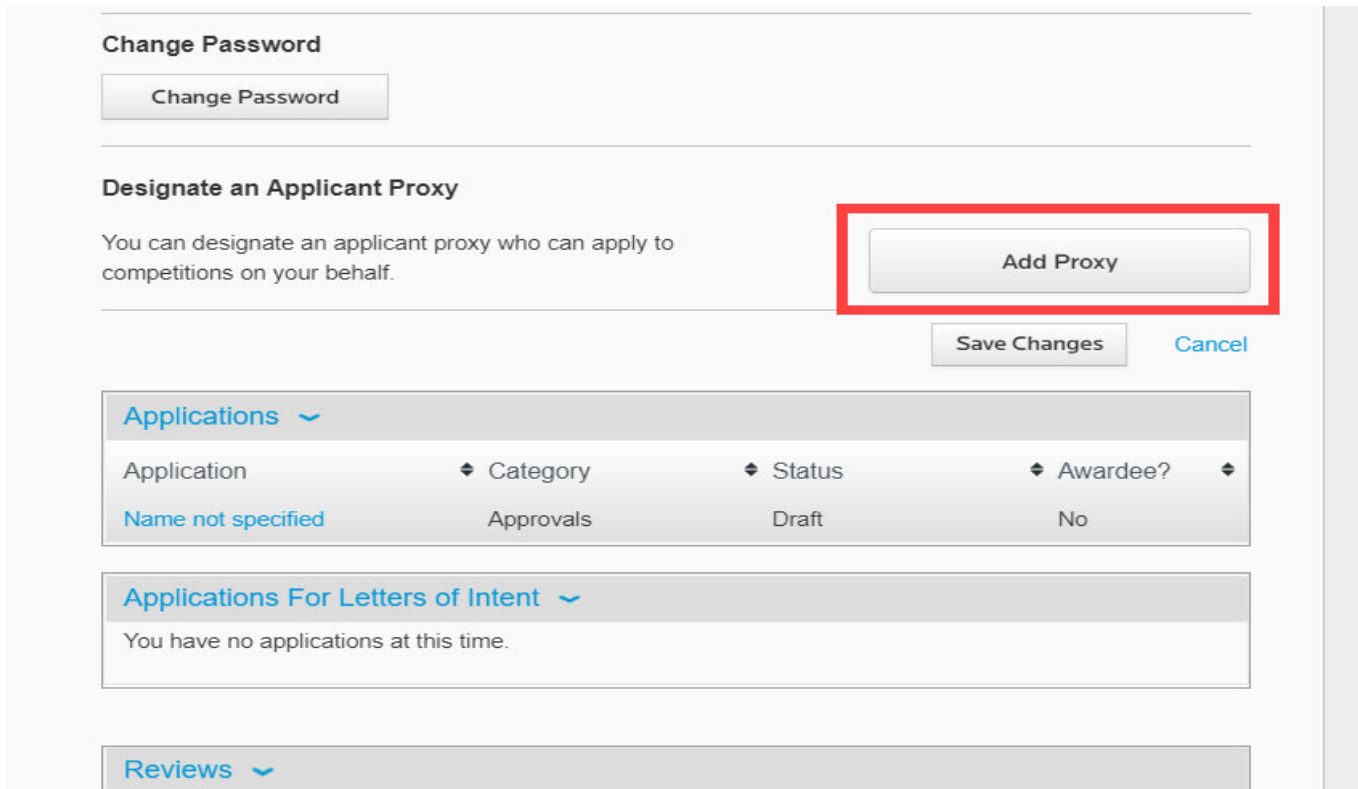
Platform for Internal Opportunities and Selection

Hello, Michele | Sign Out | Help

HOME REVIEWS APPLICATIONS PROGRESS REPORTS CALENDAR

Collaborate or Delegate: Submit by Proxy

2. On your profile page, scroll down to the section titled *Designate an Applicant Proxy* and click the **Add Proxy** button.



The screenshot shows a user profile page with the following sections:

- Change Password**: A button labeled "Change Password".
- Designate an Applicant Proxy**: A section with the text "You can designate an applicant proxy who can apply to competitions on your behalf." and a button labeled "Add Proxy" (highlighted with a red box).
- Save Changes** and **Cancel**: Buttons located below the "Add Proxy" button.
- Applications**: A section with a dropdown arrow, containing a table of applications.
- Applications For Letters of Intent**: A section with a dropdown arrow, containing the text "You have no applications at this time."
- Reviews**: A section with a dropdown arrow.

Application	Category	Status	Awardee?
Name not specified	Approvals	Draft	No

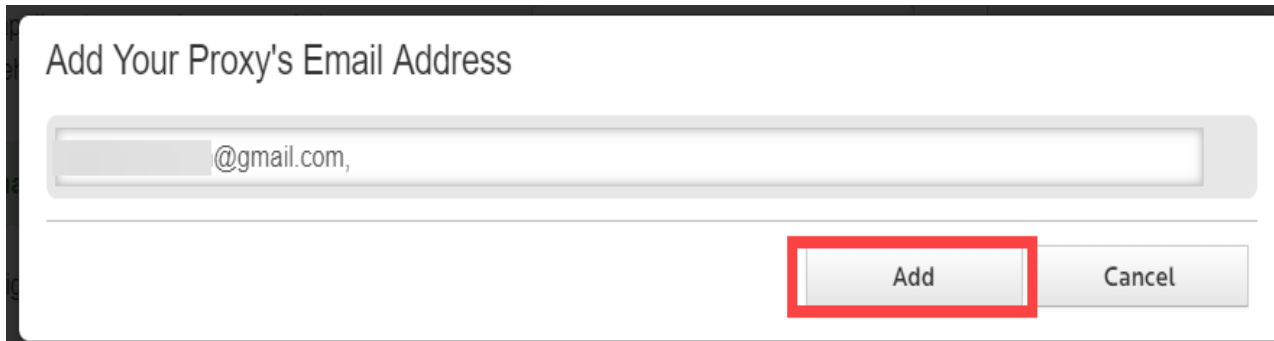
Collaborate or Delegate: Submit by Proxy

3. Enter the SFU email address or name of the person who will be your proxy.

Note:

- The person will appear in a dropdown *if* they are in InfoReady.
- InfoReady will automatically create an account for the proxy if they are not yet in the system with the email address entered. They do not have to register for or create an account.

4. Click **Add**.



Add Your Proxy's Email Address

@gmail.com,

Add Cancel

Please use SFU email addresses (do not use role accounts)

Collaborate or Delegate: Submit by Proxy

5. The person will appear in your list of proxies. (*Delete them at any time by clicking the trash can icon*).

6. The system will send the proxy an email informing them that they are now a proxy for you.

7. Click **Save Changes**.

Designate an Applicant Proxy

You can designate an applicant proxy who can apply to competitions on your behalf.

@gmail.com has been added as your Applicant Proxy. Email is on its way to the email address you entered.

Proxy	Assigned By	
Sylvia Sevenster ([redacted]@gmail.com)	Sarah Applicant ([redacted]@gmail.com)	<input type="button" value="Save Changes"/> <input type="button" value="Cancel"/>

Please use SFU email addresses (do not use role accounts)

SSHRC Small Explore: Start an Application

*Department/Faculty:

Co-Investigator ▾

Click the "ADD" button to add information for additional co-investigator(s).

NOTE: This information is for administrators only. Co-investigator(s) **will not** have access to this application.

If there are co-investigators, **you must** provide details in Section H. - Description of the Team.

If there is more than 1 co-investigator for this research, **please indicate the primary co-investigator** for the purposes of allocating grant funding.

Add

Supporting Documents

- [Budget Form - Excel](#)
- [Budget Form with Excel formulas](#)
- [SSHRC Small Explore Guidelines](#)

Co-Investigators: Enter details (if applicable)

NOTE: Supporting Documents are linked on right side of screen for download and review

SSHRC Small Explore: Application Content

Application Details

Eligibility (optional)

Note to Reviewers (optional)

Re-Application (optional)

A. Summary

B. Goals & Objectives

C. Context

D. Methodology

E. Training – Role of Students

F. Communication of Results

G. Budget Justification

H. Team (optional)

I. Previous SSHRC Insight Grant (optional)

J. Bibliography

Comments to ORS (optional)

Upload Budget and Scholarly Record (incl. grants over last 6 years)

Character limits!

SSHRC Small Explore: Eligibility

Application Details ▾

* indicates required

*Do you (or co-investigator) currently hold a SSHRC Small Explore Grant?:

Select ▾

*Proposal Title: Enter a unique title



*Total amount requested:

Project Start Date:

Project Finish Date:

*Is Ethics approval required (Y/N):

Select ▾

Project Eligibility or relevance to SSHRC funding if Health related research project (Max 300 characters including spaces):

Briefly explain the eligibility of your project with reference to the categories listed under "Research Activities Eligible for Funding" or 'Guidelines for the Eligibility of Applicants related to Health' of the Guidelines.

• Explain eligibility

Character
limit 300

SSHRC Small Explore: Note and Re-Application (optional)

Note to Reviewers (Max 200 characters):

Use this space to share information you would like reviewers to know regarding disciplinary norms related to research design/methods, scholarly record (e.g., fundholding, outputs), or other matters related to this application. You may also comment on the fit of your proposed activities with the aims of this funding opportunity.

body p

Words: 0/1000, Characters: 0/200

Character limit 200

Re-Application (Max 1,500 characters including spaces):

Applicants submitting a revised project must describe changes made since last application and how the applicant addressed the Committee's feedback.

body p

Words: 0/1000, Characters: 0/1500

Character limit 1,500

SSHRC Small Explore: A) Summary, B) Objectives

*A. Summary (Max 1,500 characters including spaces):

Write this summary for an educated lay audience.

Words: 0/1000, Characters: 0/1500

Note: Required sections begin with an “*”

Character limit 1,500

*B. Goals and Objectives (Max 2,000 characters including spaces):

Briefly state the explicit goals and objectives of your proposed project.

Words: 0/1000, Characters: 0/2000

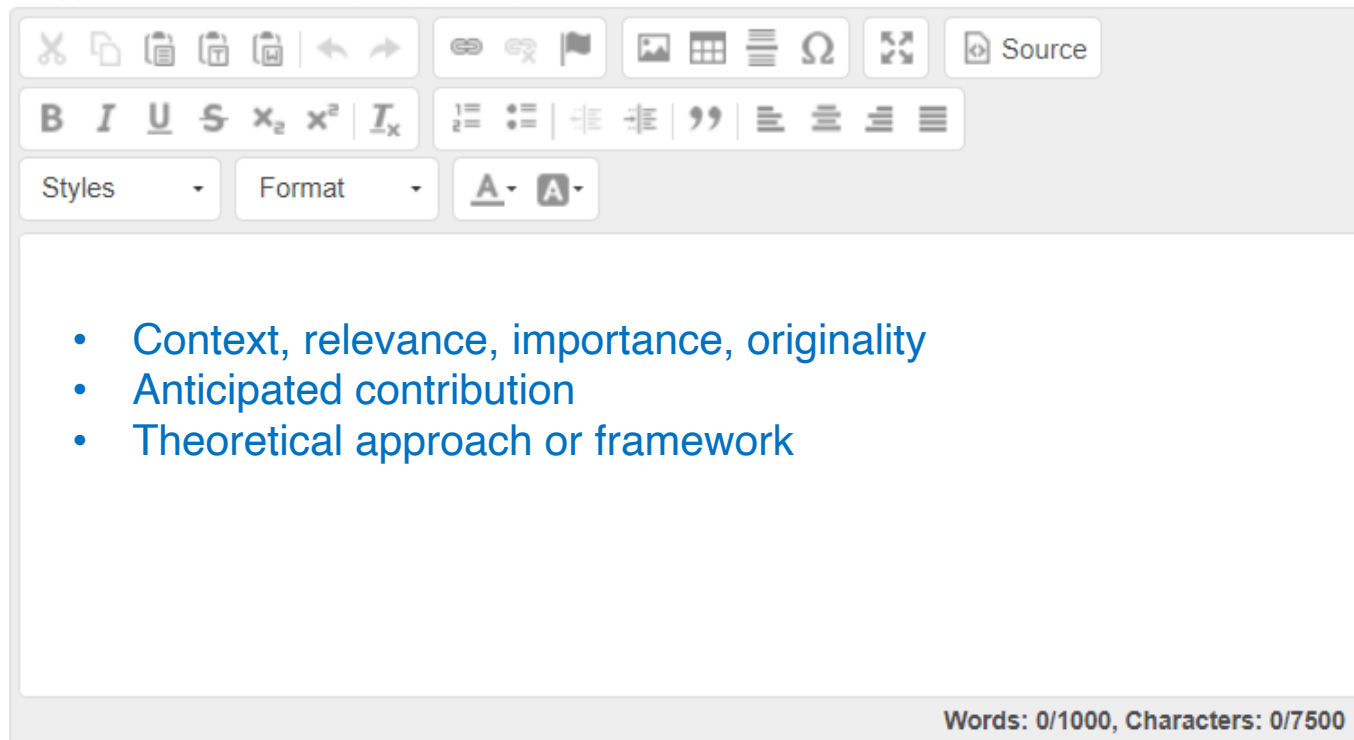
Character limit 2,000

SSHRC Small Explore:

C) Context

*C. Context (Max 7,500 characters including spaces):

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).



The screenshot shows a rich text editor interface. The toolbar includes icons for undo, redo, link, unlink, list, ordered list, quote, indent, outdent, and source. The text area contains a bulleted list of requirements for the context section. At the bottom right of the editor, it displays 'Words: 0/1000, Characters: 0/7500'.

- Context, relevance, importance, originality
- Anticipated contribution
- Theoretical approach or framework

Character limit
7,500

SSHRC Small Explore: D) Methodology

*D. Methodology (Max 4,000 characters including spaces):

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.



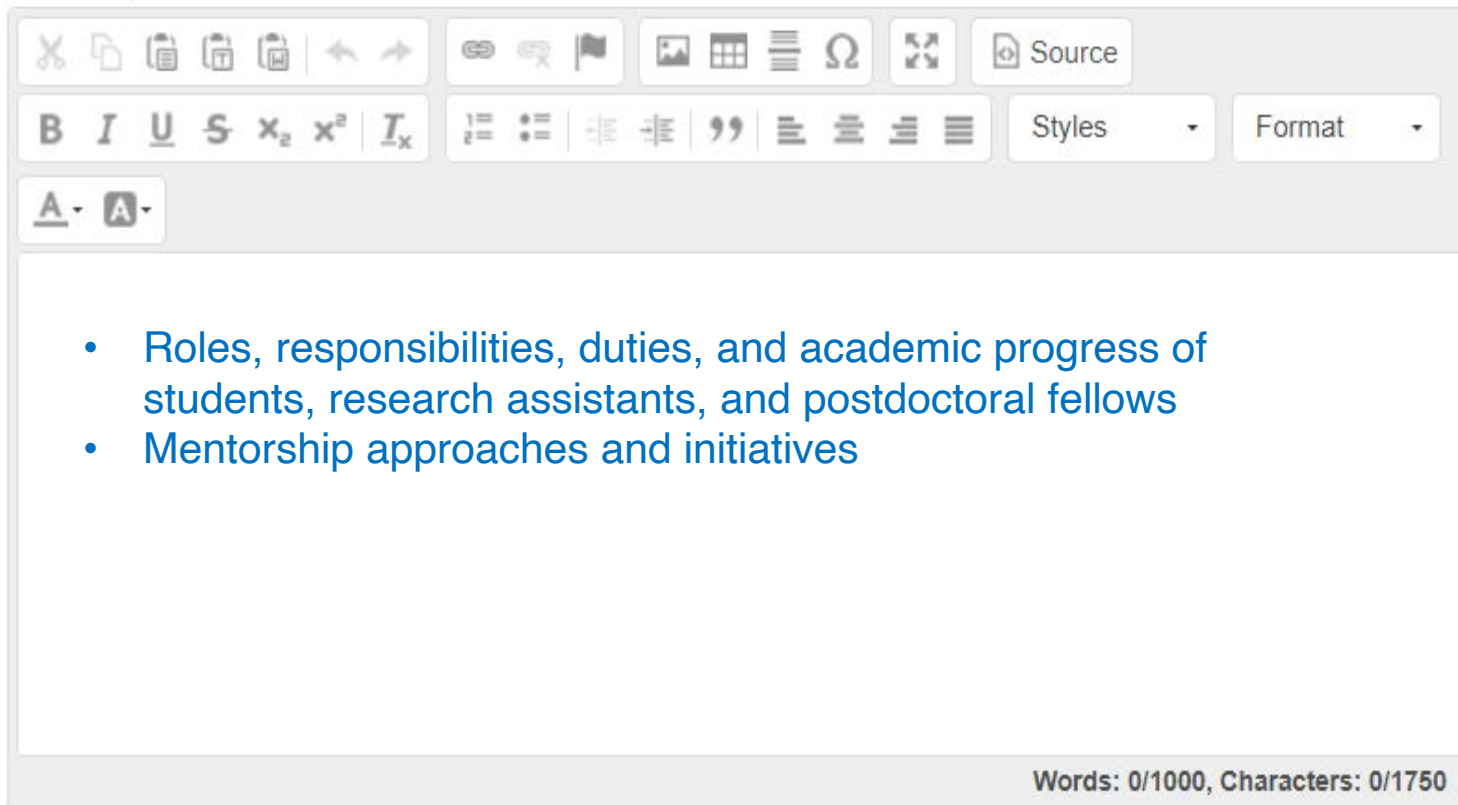
Character limit
4,000

- Research strategies
- Key activities
- Methodological approaches, procedures for collecting and analyzing data
- Justification of choices, instruments, procedures

SSHRC Small Explore: E) Training – Role of Students

*E. Training - Role of Students (Max 1,750 characters including spaces):

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.



The image shows a rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, link, unlink, list, indent, quote, table, and source. Below the toolbar are buttons for font size, font color, and background color. The main text area contains a bulleted list:

- Roles, responsibilities, duties, and academic progress of students, research assistants, and postdoctoral fellows
- Mentorship approaches and initiatives

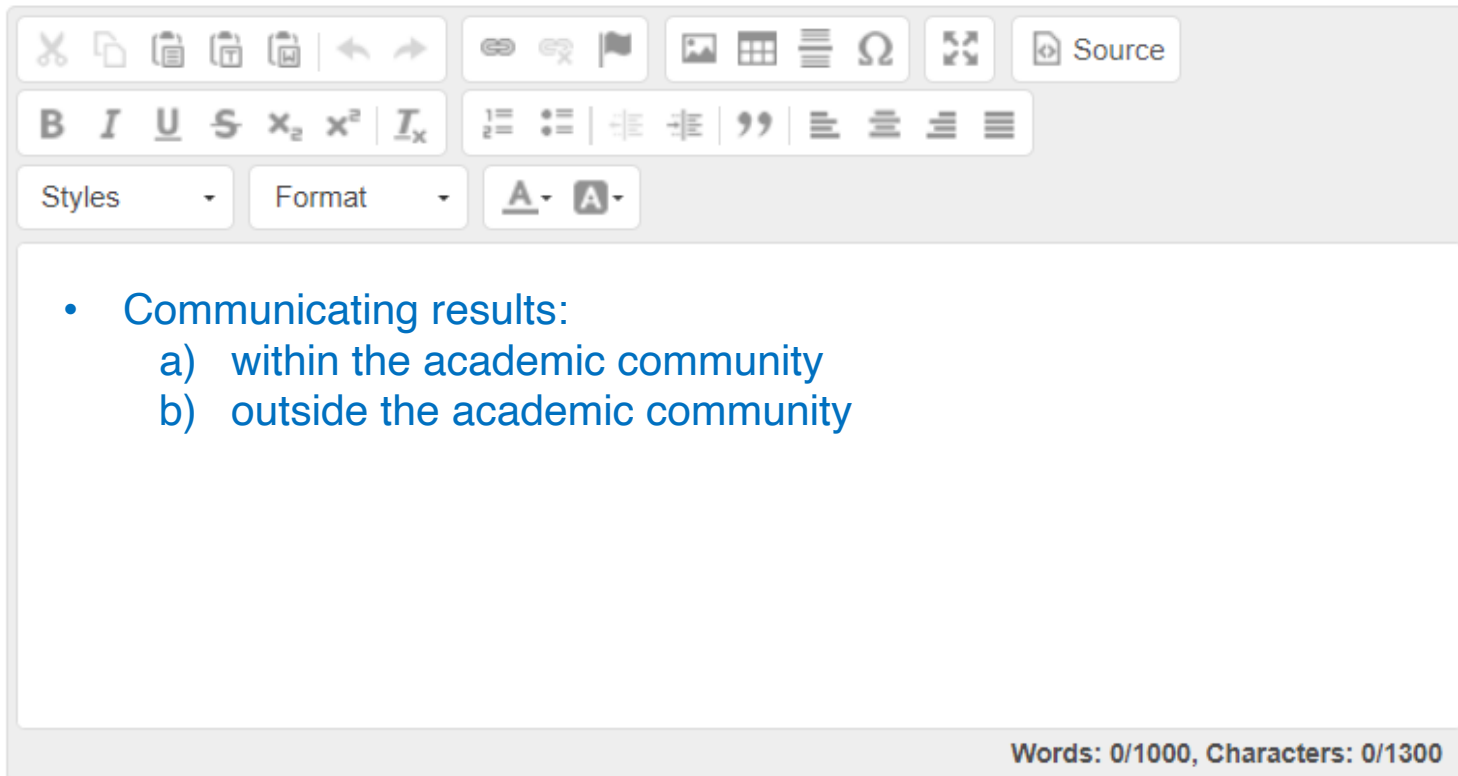
At the bottom right of the editor, the text reads: "Words: 0/1000, Characters: 0/1750".

Character limit
1,750

SSHRC Small Explore: F) Communication

*F. Communication of Results (Max 1,300 characters including spaces):

Outline plans for communicating research results a) within the academic community (peers, through refereed journals and other appropriate channels), and b) outside the academic community (practitioners, policy makers, etc.).



The image shows a screenshot of a text editor interface. At the top, there is a toolbar with various icons for editing, including cut, copy, paste, undo, redo, link, unlink, flag, insert image, table, list, link, unlink, source, bold, italic, underline, strikethrough, subscript, superscript, subscript, italic, bulleted list, numbered list, indent, outdent, quote, quote, list, list, list, list, styles, format, and font color. Below the toolbar, there is a text area containing a bulleted list:

- Communicating results:
 - a) within the academic community
 - b) outside the academic community

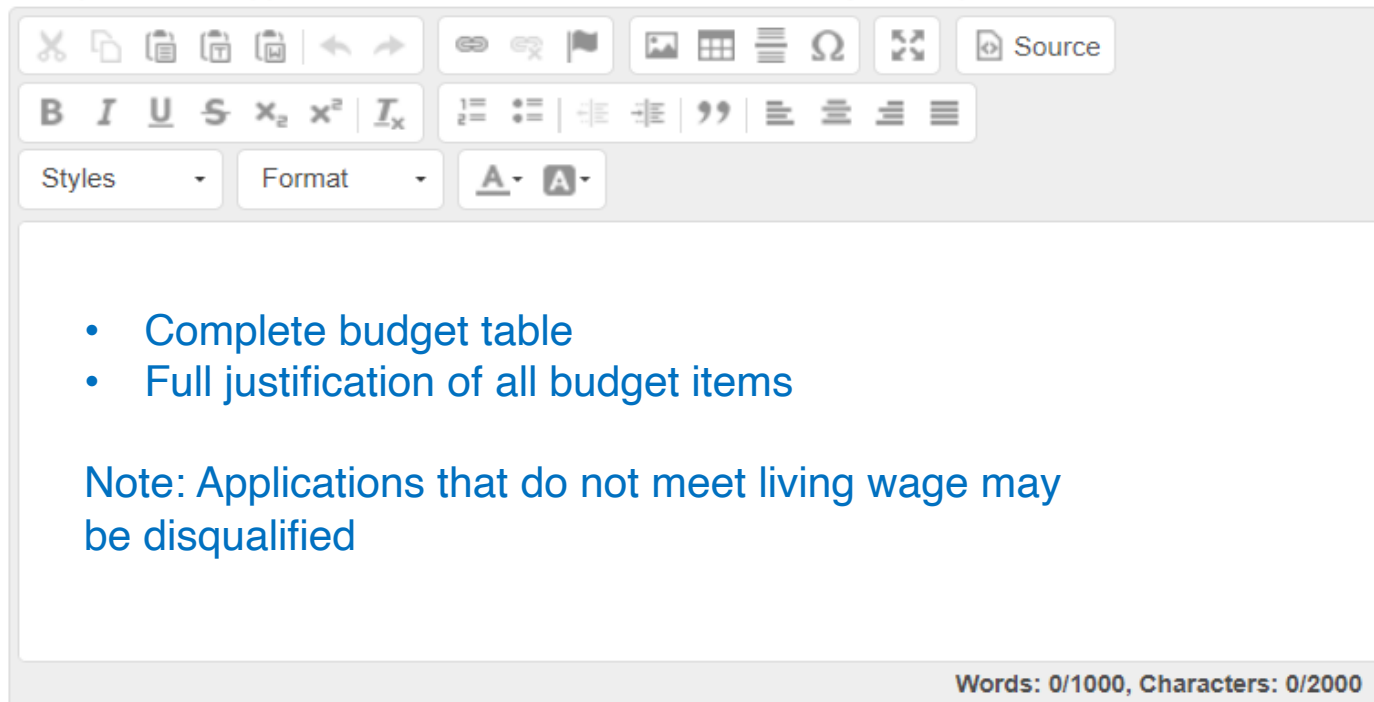
At the bottom right of the text area, there is a status bar that reads: "Words: 0/1000, Characters: 0/1300".

Character limit
1,300

SSHRC Small Explore: G) Budget

*G. Budget Justification (Max 2,000 characters including spaces):

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, Post-doctoral 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. Please note that the Living Wage for Greater Vancouver (2023) is \$25.68/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.



The screenshot shows a rich text editor interface. The toolbar includes icons for cut, copy, paste, undo, redo, link, unlink, flag, insert image, table, list, link, unlink, source, bold, italic, underline, strikethrough, subscript, superscript, text color, bulleted list, numbered list, indent, outdent, quote, cite, link, unlink, and source. Below the toolbar are dropdown menus for 'Styles' and 'Format', and a font color selector. The main text area contains the following content:

- Complete budget table
- Full justification of all budget items

Note: Applications that do not meet living wage may be disqualified

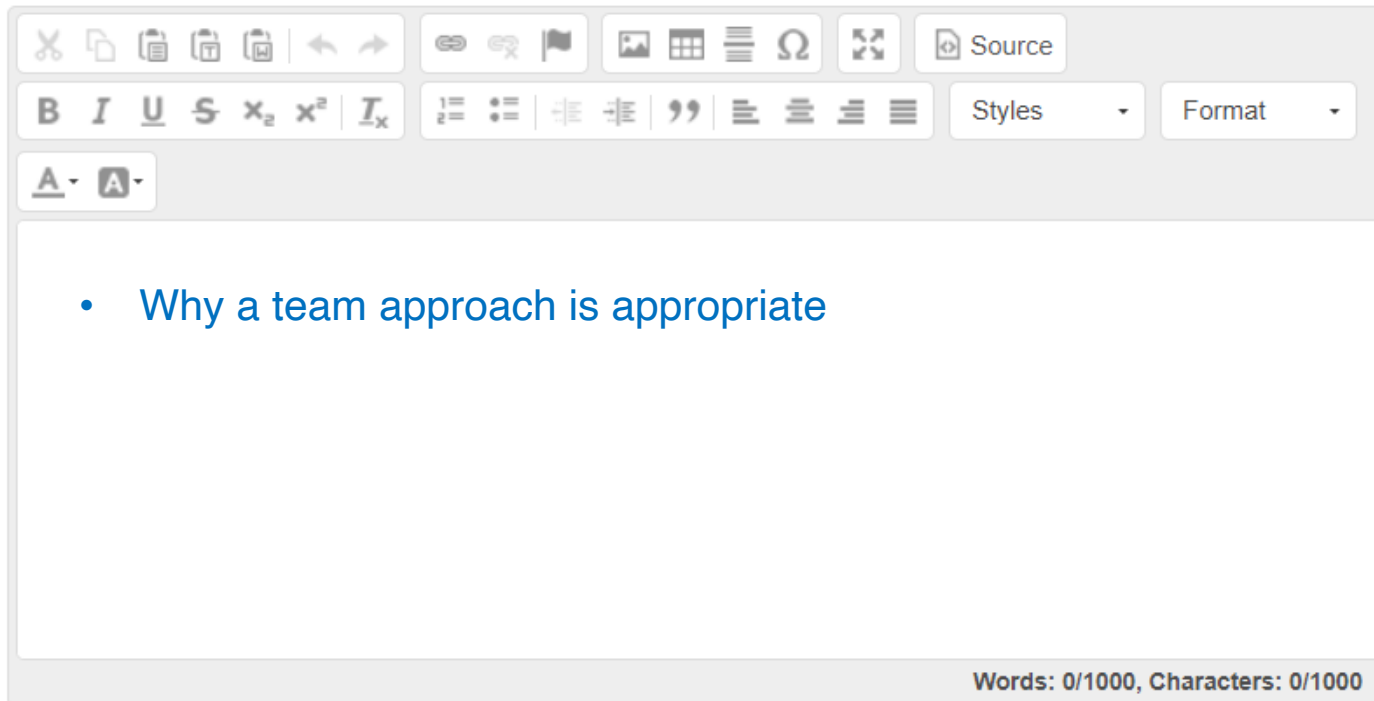
Words: 0/1000, Characters: 0/2000

Character limit
2,000

SSHRC Small Explore: H) Team Description (optional)

H. Description of the Team (Mandatory for applications involving one or more co-investigators) (Max 1,000 characters including spaces):

Clearly explain why a team approach is appropriate. If more than 1 co-investigator is proposed, please indicate the primary co-investigator for allocation of funding for this research.



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for editing text, including undo, redo, bold, italic, underline, strikethrough, subscript, superscript, link, unlink, list, indent, quote, and source. Below the toolbar, there are two dropdown menus labeled 'Styles' and 'Format'. The main text area contains a single bullet point: '• Why a team approach is appropriate'. At the bottom right of the text area, there is a status bar that reads 'Words: 0/1000, Characters: 0/1000'.

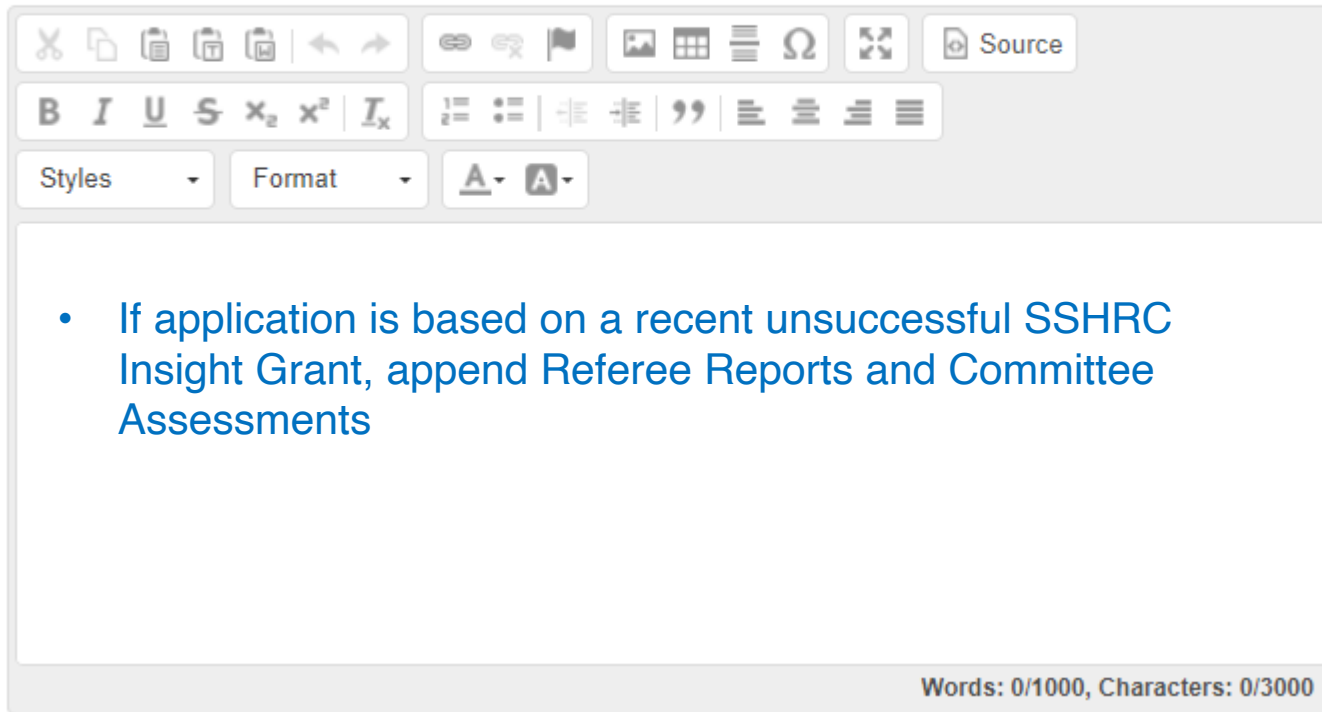
Character limit
1,000

Required only
for projects
with co-
investigators

SSHRC Small Explore: I) Previous SSHRC Insight (optional)

I. Previous SSHRC Insight Research Grant (Max 3,000 characters including spaces):

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 SSHRC Insight Research Grant, indicate the relation of the proposed SSHRC Small Explore Grant to your SSHRC Insight Research Grant proposal.



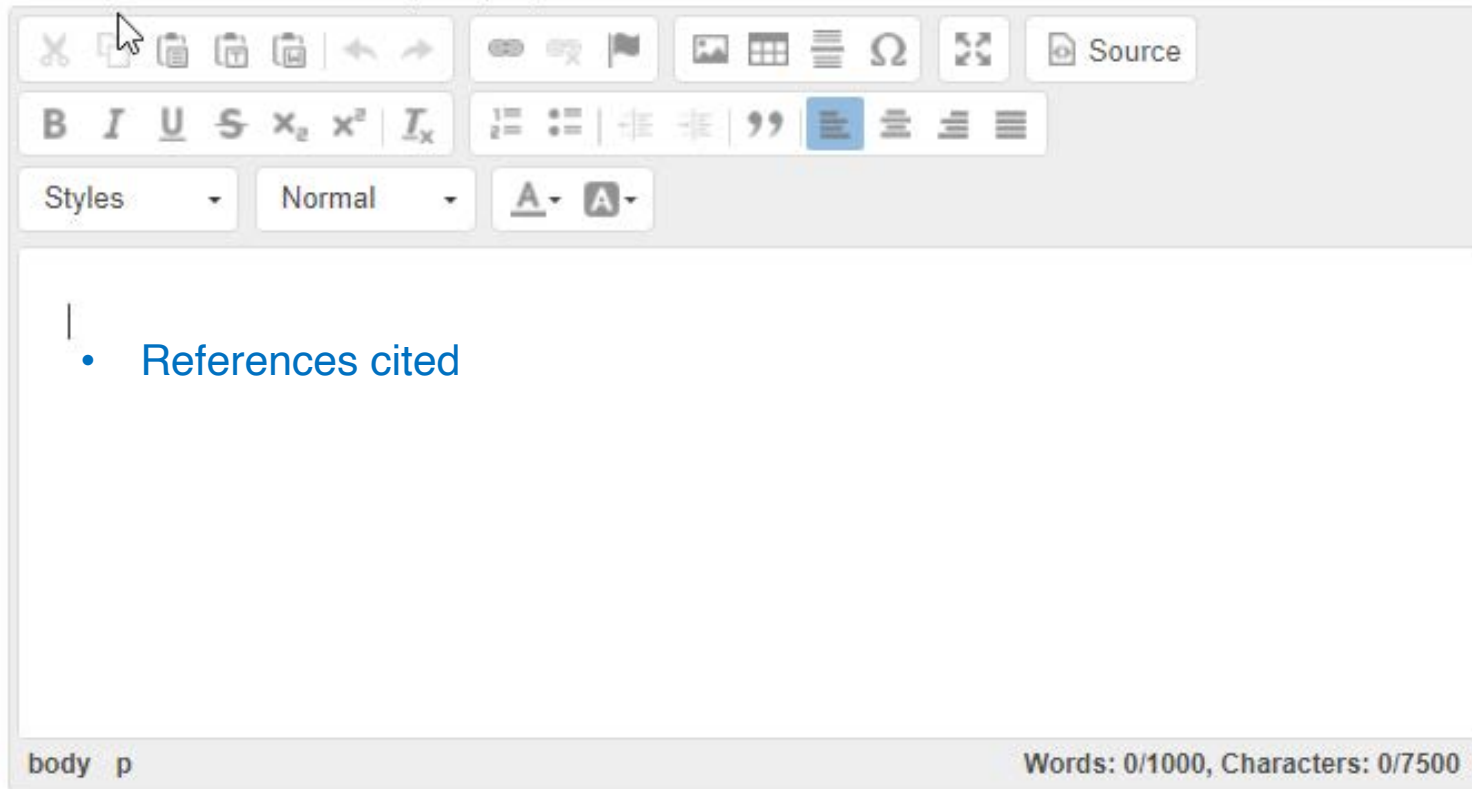
The screenshot shows a rich text editor interface. The top toolbar includes icons for cut, copy, paste, undo, redo, link, unlink, list, table, source, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, indent, outdent, quote, and link. Below the toolbar are dropdown menus for 'Styles' and 'Format', and color selection tools. The main text area contains a single blue bullet point: '• If application is based on a recent unsuccessful SSHRC Insight Grant, append Referee Reports and Committee Assessments'. At the bottom right of the text area, it displays 'Words: 0/1000, Characters: 0/3000'.

Character limit
3,000

SSHRC Small Explore: J) Bibliography

*J. Bibliography (Max 7,500 characters including spaces):

List all references cited in your proposal.

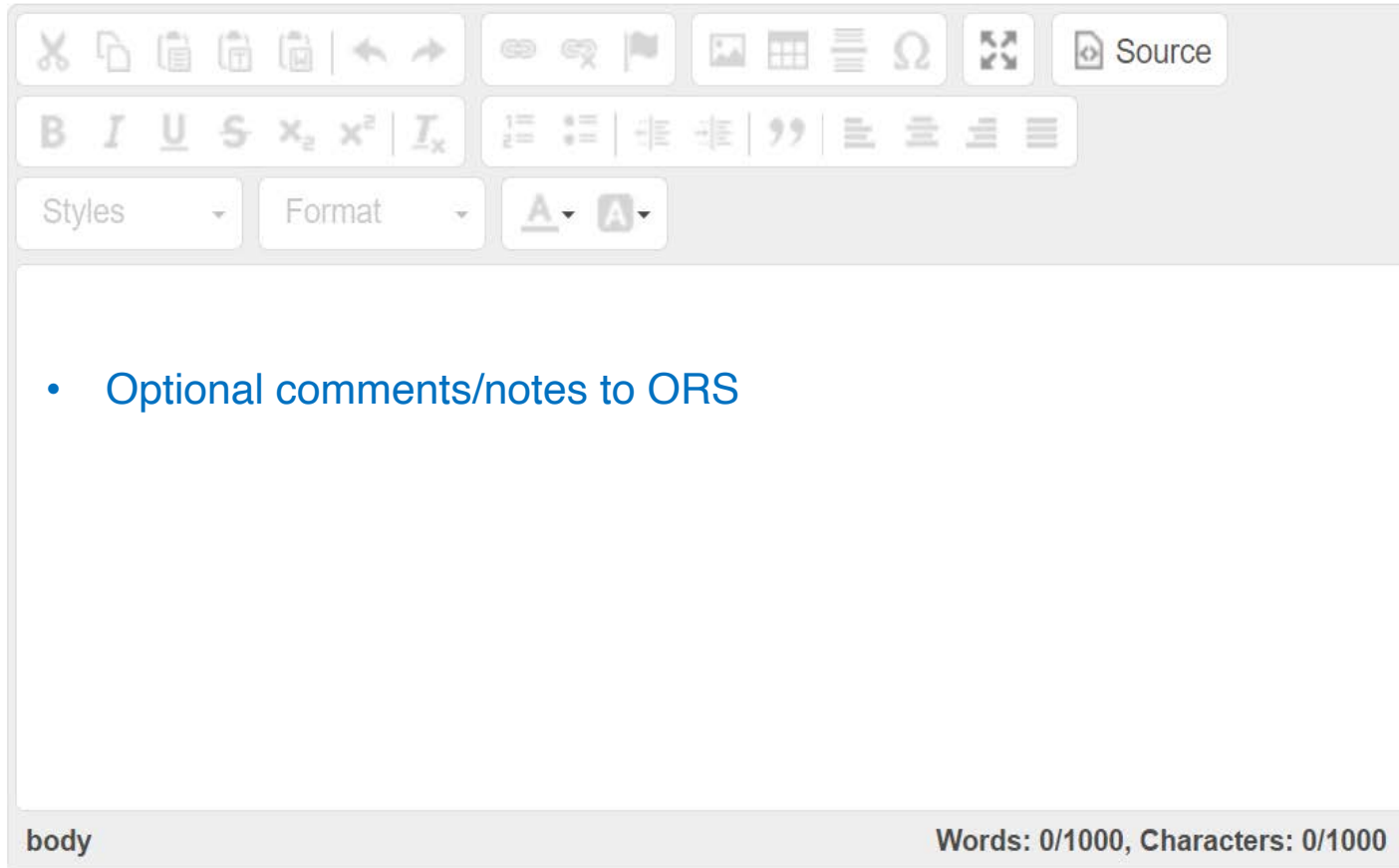


The image shows a rich text editor interface. At the top, there is a toolbar with various icons for editing, including undo, redo, bold, italic, underline, strikethrough, subscript, superscript, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert table, insert link, and insert source. Below the toolbar, there are dropdown menus for 'Styles' (set to 'Normal') and 'Text Color' (set to 'A'). The main text area contains a single blue bullet point: 'References cited'. At the bottom left, the text 'body p' is visible. At the bottom right, the word and character counts are shown: 'Words: 0/1000, Characters: 0/7500'.

Character limit
7,500

SSHRC Small Explore: Comments to ORS (optional)

Comments to ORS (Max 1,000 characters):



The image shows a rich text editor interface. At the top, there is a toolbar with various icons for editing, including cut, copy, paste, undo, redo, link, unlink, flag, image, table, list, link, unlink, and source. Below the toolbar are buttons for bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), and text color (Tx). There are also buttons for bulleted list, numbered list, decrease indent, increase indent, quote, and more options. Below these are dropdown menus for 'Styles' and 'Format', and color selection tools for text and background color. The main text area contains a single bullet point: 'Optional comments/notes to ORS'. At the bottom left, the word 'body' is displayed. At the bottom right, the text 'Words: 0/1000, Characters: 0/1000' is shown.

Character limit
1,000

SSHRC Small Explore: Upload Budget

Upload Files ▼

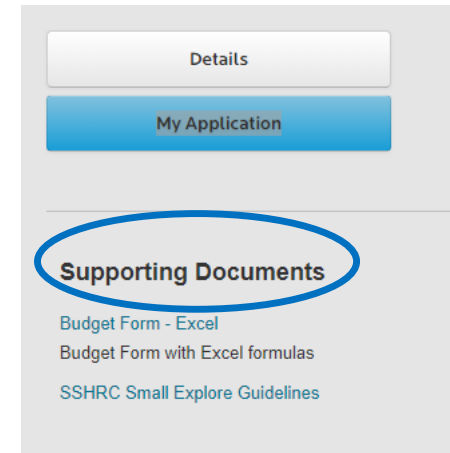
*Budget

* indicates required

Please attach your proposal budget using the template to be evaluated for funding.

(The blank form is available to download at the top of this page on the right side under the Supporting Documents section.)

*File Input: No file chosen



Download
template under
“Supporting
Documents”
found on top
right corner of
application and
upload
completed file

SSHRC Small Explore: Scholarly Record

*Scholarly Record

Scholarly Record (No Page Limit)

If application includes a Principal and Co-Investigators/Applicants, please include both Scholarly records as one combined attachment.

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 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

Peer 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.

*File Input: No file chosen

Upload Scholarly
Record File

SSHRC Small Explore: Save and Submit

Save or Submit Your Application

Click the Save as Draft button if you would like to return later to complete your application (below left).

Click the Submit Application button when you are ready to submit your application (below right).

Add Other Email Addresses for Notifications

Use the form below to have other email addresses included on all communications.

Enter recipient(s) email address(es):

Separate email addresses with commas

Suggestions: Add co-investigator(s), proxy role account, and/or facilitator email(s)

Acknowledgement from

PI

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.

Save as Draft

Submit Application

Next Steps

1. **Admin Review** – Accepted or returned for clarification/edit
2. **SIG Committee Member Review** – Review and rating by Committee members
3. **SIG Meeting** – Decisions to fund or not fund
4. **Communication** – Results communicated to applicants
5. **Fund setup** – ethics (if needed), funding, admin, finance
6. **Research and results**
7. **Project ends** – Completion reports due at end of project and 1 year post project close (investigators will be notified of due dates by email)

Contact/Questions

ORS@SFU.CA