

CONNECTION GRANTS: KEY ELEMENTS

For complete information about the SSHRC Connection Grant program, please refer to the Connection Grants funding opportunity overview, and the Application Instructions that are available inside your SSHRC researcher portfolio after you create a Connection Grant application.

The SSHRC Connection Grant application has a number of sections, most of which are mandatory. Some sections require very specific requirements and are discussed below.

IDENTIFICATION

Applicants must have a SMU faculty appointment. Postdoctoral fellows may be applicants, but must obtain a faculty appointment within 3 months of the grant start date, and maintain it for the entire grant period. *Graduate students are not eligible applicants.* They may, however, be collaborators.

LETTERS OF SUPPORT FROM SPONSORING ORGANIZATIONS

Contributions equivalent to a minimum of 50% of the funds requested from SSHRC must come from other sources. Letters of support from sponsoring organizations must conform to SSHRC's requirements or they will be removed from your application, and may make your application ineligible (i.e. insufficient matching funds). Therefore, be sure that your letters include:

- A statement confirming the organization's financial contribution. This must include the amount of a cash contribution, and/or the amount of an in-kind contribution and a description of the in-kind. Be sure that the in-kind is eligible (see below).
- A statement indicating that the organization has read the proposal and agrees to its role and level of participation as outlined.
- A statement indicating that the organization is willing and able to complete activities assigned to it.

Ensure that the letter is on the organization's letterhead, and is signed by a person who has the authority to make the financial commitment described.

FUNDS REQUESTED FROM SSHRC and FUNDS FROM OTHER SOURCES

These two online tables comprise your total budget. Note that all grant activities must be planned to take place within one year of the granting period (which commences two months after the submission date).

Funds from Other Sources must comprise a minimum of 50% of the amount requested from SSHRC. This table includes all non-SSHRC cash and all in-kind contributions toward the proposed project. If you have received more than one contribution of the same type (i.e. cash or in-kind) from the same organization, combine these into a single entry in the table.

It is critical that you include only eligible expenses and eligible in-kind contributions in your application. Consult the Use of Grant Funds section of the **Tri-Agency Financial Administration Guide (link)** for details on eligible and ineligible expenses. As well, consult the **SSHRC Guidelines for Cash and In-Kind Contributions (link)**

BUDGET JUSTIFICATION

Provide a table showing the funds requested from SSHRC and from Other Sources, with a cost breakdown that follows the same budget categories and order as the online Funds Requested from SSHRC table. Below your table, use a 'SSHRC Funds' heading, and describe how the SSHRC funds will be used and will benefit the objectives of the proposal (using the same budget categories and order as the online SSHRC table). Then do the same for the Other Sources funds (again following the SSHRC budget categories and order).

This section should also describe how the funds from SSHRC and from Other Sources are complementary.