SSHRC INSIGHT GRANTS: BEST PRACTICES

Follow closely the Insight Grant Instructions found with the online application.

GENERAL TIPS

Insight Grants proposals are expected to respond to the objectives put forward in the call for proposals for the Insight Program. Convincingly express the originality of your project, and its relevance to the Insight Program objectives.

While writing your application, keep in mind that not all members of the adjudication committee will be experts in your specific field.

Prepare your application well in advance and have peers and non-specialists read your application.

Only plain, unformatted text (no formulas or special characters) can be entered into the application text boxes. Preview the application to ensure all the text is visible within the box and not cut off at the bottom.

12 point Times New Roman font must be used in uploaded documents. Margins must be a minimum of ¾". Utilize headings and subheadings to make the documents easy to read.

APPLICATION TIPS – SECTION BY SECTION

IDENTIFICATION

A multidisciplinary committee will be created within each research group when the number of applications makes it possible. Applicants requesting a multidisciplinary evaluation need to check the "multidisciplinary evaluation" box and upload a one page Request for Multidisciplinary Evaluation attachment.

Research-creation projects combine creative and academic research practices, and support the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. Adjudication includes a review of artistic merit.

PARTICIPANTS

Co-applicants must be affiliated with a Canadian postsecondary institution. Collaborators do not need to be affiliated with a Canadian postsecondary institution.

SSHRC CVs are no longer required for collaborators. Instead, collaborators will complete a short profile.

Both Co-applicants and Collaborators are invited to participate via the Applicant's application. See "Participants" section of SSHRC instructions.

RESEARCH ACTIVITY

Ethics approval does not need to be in place at the time of application, but is required for the release of funds from SSHRC.

RESPONSE TO PREVIOUS CRITIQUES

If your application is a resubmission, you may choose to provide a response to previous critiques. If so, ensure the language and tone is positive.

SUMMARY OF PROPOSAL

Review committee members often use the summary to refresh their memory of your application. Craft the summary carefully and in accordance with instructions.

DETAILED DESCRIPTION (6 pp)

The following section headings must be used: Objectives, Context, and Methodology.

Objectives should outline what you aim to achieve by doing the research. Provide clear and precise objectives that are attainable within the timeframe. Consider using bullet points to make your objectives stand out. All aspects of your proposal should flow from your objectives, so consider these carefully. Use verbs such as describe, explore, explain, quantify, mobilize, etc.

Situate your proposed project within the context of the scholarly literature. Larry McEnerney (University of Chicago) says "if readers do not see a problem that motivates the research, then they are likely to doubt that the work has value". Provide a clear theoretical or conceptual framework.

Demonstrate appropriateness and expected effectiveness of the research strategies or methodologies; provide clear and detailed description of both data collection and anticipated data analysis (if appropriate). Justify your choice of methodology; include a rational for your choice of corpora, comparison sites, sample groups, sample sizes. Provide a contingency plan if access to data, materials, samples, etc. may not be available or be limited. SSHRC encourages applicants to discuss, if applicable, how the research data arising from the project will be managed, including collection, preservation and sharing.

Throughout the application, explicitly establish the link between the objectives, the methodology and the budget.

Provide a visual timeline for the proposed project, e.g. a Gantt chart, to show the proposed activities are feasible with the time frame.

KNOWLEDGE MOBILIZATION PLAN (1 pp)

Provide an appropriate strategy/plan for mobilizing findings to knowledge users both within the academic community (peers through refereed journals, conferences, etc.) and the non-academic community (practitioners, policy makers, etc.).

Consider who is interested in your research (knowledge users), how the information will be mobilized to them, in what format, and when.

Detail specific activities and tools including digital technologies and social media. Be creative. If proposing a website, provide details regarding the structure and content.

Consider developing a strategy to engage knowledge users in the development of knowledge mobilization tools

As of May 2015, all peer-reviewed journal publications resulting from funding by the Tri-Agency (CIHR, NSERC, SSHRC) must be freely available online within 12 months of publication. It is advantageous to mention you will be complying with this policy.

LIST OF REFERENCES (max. 10 pp)

Include all literature *cited* in your detailed description and present the list using a conventional format common in your discipline.

RESEARCH TEAM, PREVIOUS OUTPUT AND STUDENT TRAINING (4 pp)

A. Description of the research team

Demonstrate the capability of the researcher(s) for the proposed research program in terms of competencies such as cultural fluency, language skills, appropriate methodological/technical training, and knowledge of particular research contexts.

Provide a paragraph for each team member (Applicant, Co-applicants, and Collaborators).

B. Description of previous and ongoing research results

Provide a narrative of the longer term program of research, expanding on context described in the detailed description – not merely a list of grants received nor a restatement of your CV, but a narrative as to how the proposed research fits into a larger program. One may also discuss in this section any work in progress and highlight particular publications that have been important to the development of the proposed project.

C. Description of proposed student training strategies

Provide a strong plan for student training which benefits both the students and the program of research. This section is intended to: 1) outline the duties students will be engaged in and any training that will be provided to perform these duties; and 2) indicate further engagement of students, e.g. students will be encouraged to present papers at conference and/or publish.

FUNDS REQUESTED FROM SSHRC

Applications will be considered ineligible if 30% or more of requested expenses are deemed ineligible, or if the review committee cuts the budget by 30% or more.

Please consult with your Department Head/Director to determine the rate of pay commonly used in your program. SSHRC advises paying students via a stipend if their work on the research project relates to their thesis; otherwise, they can be paid hourly.

NOTE: funding requests for post-doctoral fellows must be very well justified.

BUDGET JUSTIFICATION (2 pp)

Justification must be presented in the category order listed on the *Funds Requested from SSHRC* page of the application form.

It is imperative to distinguish between travel for research purposes and travel for communication purposes.

The budget justification is not merely a breakdown; justify all expenses in terms of the needs of the research. All resources referred to in the project description should be in the budget justification.

To justify computer hardware and other non-disposable equipment requests, you must mention that these items are not accessible through the institution, and are required to undertake the proposed project.

If you have in-kind and/or cash contributions, indicate briefly here how these contributions are being used.

FUNDS FROM OTHER SOURCES

While optional, if you include confirmed cash or in-kind contribution in your Funds from Other Sources section, confirmation from an authorized authority is required. Please consider SSHRC's Guide to Cash and In-Kind Contributions to ensure eligibility.

EXPECTED OUTCOMES

Using the pull down menus, select the scholarly benefits, social benefits and audiences related to the proposed research.

Expected Outcomes Summary will describe the potential benefits/outcomes that could emerge from the proposed research and/or related activities in the text box.

SUGGESTED REVIEWERS

You are not required to provide assessors although it is helpful to SSHRC. Of note, in small fields list only one or two assessors as SSHRC selects assessors in addition to those suggested by the applicant.

Keep in mind that SSHRC is not always able to use your suggestions for a variety of reasons.

EXCLUSION OF POTENTIAL REVIEWERS (1 p)

This page is not mandatory. This information is held in strictest confidence by SSHRC. It is not provided to external assessors or members of the adjudication committee.

RESEARCH CONTRIBUTIONS (max. 4 pp)

Adhere strictly to SSHRC's instructions. Present the required information in the specified order.

Qualify information as much as possible. If you refer to an award you received only by name and do not provide details on why the award is prestigious, the reviewers may not understand its significance. If a particular journal is deemed more prestigious than another in your discipline, then mention it.

1. Relevant Research Contributions (over the Last Six Years)

Follow SSHRC's instructions exactly for details on the contributions listed and grouping of contributions.

2. Other Research Contributions

Select contributions that are related to the proposed project, including to non-academic audiences.

3. Most Significant Career Research Contributions

Explain briefly the significance of each and how they relate to the proposed project.

4. Career Interruptions and Special Circumstances

State special circumstances or career interruptions clearly and objectively; use this section only if applicable. Common examples of an interruption/delay might be a bereavement period following the death of a loved one, maternity/parental leave, or relocation of your research environment. Descriptions might include the start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence. There should be some evidence that the circumstance causing the reduced productivity has ended and that you expect your productivity to increase as a result.

5. Contributions to Training

Provide information on students you have helped train within the last six years by indicating your role in supervising or co-supervising on-going and/or completed theses, and by describing contributions you made to involve students (doctoral, masters, undergraduate) in your research activities. Mention how many undergraduate students you supervised who went on to graduate studies, received nationally competitive scholarships and/or moved on to successful professional practice, and how many of your graduate students now hold faculty positions. Mention student research assistants who presented at conferences, who published work while under your supervision, or if you mentored students to publish their work and/or provided specific training techniques, e.g. qualitative data analysis.