SSHRC Information Session

Writing your Insight Grant proposal

SSHRC 2012 Insight Grant Competition
Overview

- Introductions
- SSHRC Program Architecture
- The Insight Grant
- Writing your proposal
- Budget development
- Submission
- Tips & resources
- Understanding adjudication
- Q &A
Introductions

SSH Team – Research Services Office

- Sheila Van Landeghem
  Research Funding Manager

- Sarah Scott
  Research Funding Officer

- Mindi Chiu
  Research Funding Administrator
SSHRC Program Structure

Three Programs:
- Talent
- Insight
- Connection

Two mechanisms:
- Individual researchers and informal groups/teams
- Formal partnerships
## SSHRC Funding Opportunities

<table>
<thead>
<tr>
<th>Funding opp.</th>
<th>INSIGHT DEVELOPMENT</th>
<th>INSIGHT</th>
<th>PARTNERSHIP DEVELOPMENT</th>
<th>PARTNERSHIP</th>
<th>CONNECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding opp.</td>
<td>Insight</td>
<td>Insight</td>
<td>Insight/Connection</td>
<td>Insight/Connection</td>
<td>Connection</td>
</tr>
<tr>
<td>Duration</td>
<td>1-2 years</td>
<td>3-5 years</td>
<td>1-3 years</td>
<td>4-7 years</td>
<td>1 year</td>
</tr>
<tr>
<td>Funding</td>
<td>$75k max</td>
<td>$500k max</td>
<td>$200k max</td>
<td>$2.5m max</td>
<td>Usually $50k or less</td>
</tr>
<tr>
<td>Cash / In-kind</td>
<td>N/A</td>
<td>N/A</td>
<td>Required -no minimum</td>
<td>Required -35%</td>
<td>Required -no minimum</td>
</tr>
<tr>
<td>SSHRC Deadline</td>
<td>1 Feb</td>
<td>15 Oct</td>
<td>30 Nov</td>
<td>LOI: 15 Feb FA: 1 November</td>
<td>Any time</td>
</tr>
</tbody>
</table>
• SSHRC’s website
• Contact SSHRC program staff
• Contact SSH RSO team member
• For more information:
  • Partnership Funding Opportunities forum
    ➢ Monday, 1st October, 2012, 10 am to noon
      Simcoe Hall, 27 King’s College Circle
      Governing Council Chambers (2nd floor)
  • Insight Development Grant workshop, December 2012
Insight Program

- build knowledge and understanding from disciplinary, interdisciplinary and/or cross-sector perspectives through support for the best researchers;
- support new approaches to research on complex and important topics, including those that transcend the capacity of any one scholar, institution or discipline;
- provide a high-quality research training experience for students;
- fund research expertise that relates to societal challenges and opportunities; and
- mobilize research knowledge, to and from academic and non-academic audiences, with the potential to lead to intellectual, cultural, social and economic influence, benefit and impact.
Insight Grant

- Up to $500,000 over 3 to 5 years
  - Maximum in any single year $200,000
  - Minimum request $7,000 in one year
  - Automatic one-year extension

- Single researcher or team
  - Applicant, co-applicant and collaborator
    - What is the difference between a co-applicant and a collaborator?
Insight Grant key features

- **New Scholars**
  - No separate funding envelope
  - Evaluated using same criteria and weighting as established scholars

- **Evaluation criteria arranged in 3 broad categories**
  - Challenge - Aim and importance of the endeavour (40%)
  - Feasibility - The plan to achieve excellence (20%)
  - Capability - The expertise to succeed (40%)
Key features, cont’d

- Priority areas
  - Aboriginal Research
  - Canadian Environmental Issues
  - Digital Economy
  - Innovation, Leadership and Prosperity
  - Northern Communities: Towards Social & Economic Prosperity
- Committee structure
  - 5 research groups, disciplinary committees within them
  - Thematic committees for proposals aligned with Priority Areas
- Multidisciplinary evaluation
- Research-Creation
## 2011 IG success rate

<table>
<thead>
<tr>
<th>Award duration</th>
<th>Number of applications</th>
<th>Number of awards</th>
<th>Average award ($)</th>
<th>Median award ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 year</td>
<td>925 (national)</td>
<td>217</td>
<td>$126,652</td>
<td>$107,253</td>
</tr>
<tr>
<td></td>
<td>69 (UofT)</td>
<td>22</td>
<td>$141,840</td>
<td>$120,603</td>
</tr>
<tr>
<td>4 year</td>
<td>351 (national)</td>
<td>103</td>
<td>$170,352</td>
<td>$148,595</td>
</tr>
<tr>
<td></td>
<td>37 (UofT)</td>
<td>11</td>
<td>$129,610</td>
<td>$101,250*</td>
</tr>
<tr>
<td>5 year</td>
<td>523 (national)</td>
<td>166</td>
<td>$235,459</td>
<td>$207,796</td>
</tr>
<tr>
<td></td>
<td>54 (UofT)</td>
<td>30</td>
<td>$174,506</td>
<td>$145,594</td>
</tr>
</tbody>
</table>
## Success rates at UofT

<table>
<thead>
<tr>
<th>Scholar type</th>
<th>Total apps</th>
<th>Successful</th>
<th>Alternate list</th>
<th>Unsuccessful</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>25</td>
<td>6 (24%)</td>
<td>8 (32%)</td>
<td>11 (44%)</td>
</tr>
<tr>
<td>Regular</td>
<td>135</td>
<td>57 (42%)</td>
<td>43 (32%)</td>
<td>35 (26%)</td>
</tr>
</tbody>
</table>
Eligibility to apply

- Academic status at time of application
  - Paid academic appointment
  - Status-only appointment
  - Senior lecturer
  - Professor emeritus
- Postdocs and PhD students can apply directly through SSHRC
- Other statuses – please contact your Chair and Research Services
The application form

- Webform contains data transferred from Notice of Intent: any data can be changed or overwritten

Summary
  - All committee members will read this section

Detailed Description
  - Objectives, Context, Methodology
  - Address the evaluation criteria
  - Use headings
  - Allocate space appropriately
Detailed Description

- Clear and precise objectives
- Clear theoretical or conceptual framework
- Define all key terms or concepts
- Provide a complete literature review
- Explain and justify methodology
- Fit between objectives / hypotheses and methodology
- Append a list of all references cited
Knowledge Mobilization, Expected Outcomes

Knowledge Mobilization Plan attachment

- Traditional and innovative, taking advantage of digital technologies
  - Can refer to teaching, curriculum and pedagogy development
  - Cross-discipline, -sector, international, open-access
  - Plan, time-line and goals

Expected Outcomes module

- dropdown lists and one-page text box
- SSHRC will revise the final research report to permit comment on these outcomes
Research Team, Previous Output, Student Training

- Justify team approach

- Describe contribution, role, value added by each team member (applicant, co-applicants, collaborators) - use percentages to indicate contribution to project and time spent

- Previous and ongoing research – note relevance to proposal; include co-applicants’ projects

- What will each student be doing, how will it complement their academic training, how will they be supervised, will they possess or develop any special skills?
Budget

• IMPORTANT: the appropriateness of the budget is now an evaluation criterion – it will count towards your overall score

• Budget and Budget Justification are about more than the funds you request
  • Management of research
  • Training of students
  • Dissemination
Budget DO’s

- Follow structure of SSHRC form
- Ensure that budget relates closely to methodology in proposal
- Explain how amounts are calculated
- Follow institutional guidelines where applicable
  - compensation: ask business officer
  - per diems: UofT ($55 in Canada, $75 international)
- Indicate that hourly compensation includes benefits and vacation pay
- Payment by stipend must be justified
  - no limit on stipend amounts: ask business officer
- Explain what each student will be doing
Budget DON’Ts

- Avoid including items that are not clearly related to the project e.g. travel for dissemination in Year One
- Don’t include ineligible items – iPads, Blackberries, connection of phone lines
- Cell phones are only allowed if needed for data collection or safety
- Do not include overhead
- Avoid math errors
- Avoid multiple trips to one destination without justification
- Avoid hiring non-students without a clear justification
CV and Research Contributions

- CV form is completed online, can be maintained and updated at any time
  - Your CV form will be captured when you click on Submit
  - Note that for co-applicants, their CV form is captured when they accept invitation – follow instructions on SSHRC site to refresh
Research Contributions

- Now an attachment to the application form
- Ensure that you follow SSHRC presentation specifications
  - Use SSHRC categories
  - Indicate refereed contributions by R in margin
  - Indicate SSHRC-supported contributions by *
- Last 6 years (Oct 2006 to present) – period can be lengthened if you have had a career interruption
- Explain periods of low productivity due to special circumstances
- Where co-authored, indicate student authors
Research Contributions

• Include citation figures
• Where appropriate, add text
• Do not include work not yet submitted
  • previous & ongoing research
• Most Significant Career contributions
  • Goes back before the 6-year cut-off
  • Describe impact and significance of each
Online application tips

- Text boxes - always use Preview to check that text appears correctly
- Formatting – follow SSHRC’s presentation specifications: minimum 12 pt Times New Roman, minimum ¾” margins
- Attachments – make sure that the correct versions of each are attached in the correct place

*DON’T BE DISQUALIFIED FOR NON-COMPLIANCE!*
Adjudication process

- External assessors
- Disciplinary and thematic committees
- Benchmarking to ensure consistency
- Readers
- Scoring
- Reaching consensus
- Ranking
Writing your Insight Grant proposal

- Convey and inspire confidence
- Present a challenging topic
- Clearly establish the need for the research
- Demonstrate its importance and originality
- Strike a balance between ambition and realism
Writing your Insight Grant proposal

- Prepare your proposal with the Assessors and Committee in mind
- Demonstrate how this new research builds upon past work
- Have your grant proposal read by colleagues who have been successful in previous competitions
- Follow the application and CV instructions
Common weaknesses

SSHRC committees: top 4 critiques

• Incomplete or outdated literature review

• Lack of theoretical rationale

• Lack of specificity and justification in the methodology

• No link between the conceptual framework and the methodology
Tips

- Do not submit a “premature” proposal
- Invest time in the preparation of your proposal
- Ensure that there are no errors
- Present a well-written and carefully crafted proposal
How to submit

- **Noon, Friday, 12 October, 2012**

1. Submit SSHRC application online

2. Submit to Research Services a completed RIS form, signed by applicant and Chair or Dean to research.services@utoronto.ca

- RIS forms from UTM and UTSC also require signature by Vice-Principal Research
- RIS forms from A&S require signature of Vice-Dean, Research if total budget is over $100k, or applicant is not in a tenure-stream position

- **Note that departments may have earlier internal deadlines**
Resources

- **SSHRC Insight Grant description**
  

- **SSHRC IG application instructions**

- **Tri-Agency Financial Administration Guide**
  
Resources

- Departmental business officer
- Department or divisional research manager
- Research Services staff

- UofT Guide to Financial Management
  http://www.finance.utoronto.ca/gtfm.htm

- Research Services website
  http://www.research.utoronto.ca/research-funding-opportunities/insight-grants/
Your questions?
RSO Contacts

- Sheila Van Landeghem
  Research Funding Manager
  sheila.vanlandeghem@utoronto.ca

- Sarah Scott
  Research Funding Officer
  sja.scott@utoronto.ca

- Mindi Chiu
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