

SSHRC Information Session

Writing your Insight Grant proposal

SSHRC 2013 Insight Grant Competition

Overview

- Introductions
- The Insight Grant – brief introduction
- Adjudication Process – today's speaker
- Proposal Process & Development
- Submission
- Tips & resources
- Q &A



Introductions

SSH Team –Research Services Office

- Sheila Van Landeghem
Research Funding Manager
- Jenny Korolik
Research Funding Administrator

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
- Research-Creation
- Committee structure
 - 5 research groups, disciplinary committees within them
 - Thematic committees for proposals aligned with Priority Areas
- Multidisciplinary evaluation

Adjudication Process

5 Research Groups

Sub committees focused on specific disciplines

Committee members know the discipline

Thematic Committees

Review proposals with alignment to Priority Areas or
Multidisciplinary focus

Committee membership more broadly based

Proposals reviewers

Members of the Insight Grants adjudication committees

External reviewers

Eligibility to apply

- LOI submitted 15 August 2013
- MRA to be submitted by Wednesday October 9th
 - <https://ppm-wd.utoronto.ca/irj/portal>
 - Access to MRA determined by eligibility to hold an award at UofT (Provost's guidelines)
- Postdocs and PhD students can apply directly through SSHRC

Writing your Insight Grant proposal

- Prepare your proposal with the Assessors and Committee in mind – follow their checklist
- 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
- Use the RSO Tip Sheet

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

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

- 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- Blackberries, phone connections
- Cell phones 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 2007 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!*

Common weaknesses

SSHRC committees: top 4 critiques

- Incomplete or out-dated 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, 11 October, 2013**

1. Submit SSHRC application online

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

Resources

- **SSHRC Insight Grant description**

http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/insight_grants-subventions_savoir-eng.aspx

- **SSHRC IG application instructions**

- **SSHRC Committee application checklist**

- **UofT Tips Document**

- **Tri-Agency Financial Administration Guide**

http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp

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?

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2011 IG success rate

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