



## Application for a Grant Partnership Development Grants Instructions (Web)

### Introduction

Before applying, applicants are strongly encouraged to read the [Insight](#) and/or [Connection](#) program descriptions, the [Partnership Development Grants funding opportunity description](#), the [Institutional Eligibility—Guidelines and Requirements](#) and the [Regulations Governing Grant Applications](#). For detailed information on eligible and ineligible expenses, you should also consult the [Tri-Agency Financial Administration Guide](#).

We suggest that you print and consult this document and the [Help with Online Forms](#) for reference while you are completing your online grant application. You may also refer to this document by clicking on the "Instructions" button at any time within a screen. This button will link you directly to the instructions for the screen you are completing.

### Application Process and Deadline

The applicant must complete and verify the online Partnership Development Grants application form and his/her SSHRC web-based curriculum vitae (CV). The complete application, including the electronic attachments (uploads) and the CVs (applicant/director, co-applicants and collaborators), can be viewed and printed, but must be submitted electronically to the post-secondary institution's research administrator or financial administrator at the non-academic organization.

Applicants must follow these steps:

1. Complete all mandatory fields (boldfaced labels).
2. Attach all mandatory electronic uploads (application).
3. Ensure that all co-applicants and collaborators have submitted their "Accept Invitation Form" (i.e., participants with SSHRC CVs).
4. Ensure that confirmed partners have submitted their "Accept Invitation Form."
5. Verify and correct the data until the Verification Report indicates successful verification.
6. Click on the "Submit" button (Submit to Research Administrator) for institutional approval.

The research administrator at the applicant's institution or the financial administrator at the non-academic organization will review the application and, if approved, will forward it to SSHRC. If changes are required, a message is delivered to the applicant using the Message Centre function. The applicant can access the Message Centre by clicking the "Messages" button in the top navigation bar of his Portfolio. Research/financial administrators will be allowed to forward applications until **8 p.m. eastern, November 30, 2011**. After 8 p.m., the "Submit" (Submit to Research Administrator) button will disappear from the applicant's Portfolio and the "Forward" (Forward to SSHRC) button will disappear from the research/financial administrator's Portfolio and no further changes and submissions will be possible.

**Note:** Remember that most institutions and organizations have an internal deadline date that is earlier than SSHRC's November 30, 2011, deadline date. As a result, plan ahead. Make sure you allow enough time to obtain feedback from your administrator before the application deadline.

## Acknowledgement of Receipt of Applications

When SSHRC electronically receives your completed Partnership Development Grants form, the data provided in your application and CVs are then transferred to SSHRC's corporate database. SSHRC will acknowledge receipt of your electronic application form, and will assign you an application number. Please cite this number in all correspondence with us.

## Electronic Submission and Approval

Even though the electronic submission process includes appropriate controls and checks to ensure validation of the information by the institution or non-academic organizations' administrators before it is submitted to SSHRC, it is important to mention that applicants will have to follow the internal approval process in place at their institution or non-academic organization, as specified by the relevant authorities.

By clicking on the "Submit" button, the **applicant (project director)** confirms he/she has read and understands the eligibility requirements of the funding opportunity, that all information provided is accurate, and that he/she:

- accepts the terms and conditions of the grant, if awarded;
- has read and understands the *Access to Information Act* and the *Privacy Act* as they pertain to grant application information (see [Regulations Governing Grant Applications](#));
- has read and agrees to comply with SSHRC's integrity policy and the *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* (see [Regulations Governing Grant Applications](#));
- if he/she is from a non-eligible organization, has read, understands and agrees to the conditions and policies found in SSHRC's *Institutional Eligibility—Guidelines and Requirements*, and has begun the institutional eligibility process;
- understands that, for postsecondary institution applicants, research offices will be informed of the competition results pertaining to their applicants by way of SSHRC's secure site;
- understands that, for applicants from not-for-profit organizations, competition results will be communicated to the applicant by email; and
- agrees to SSHRC's use of the one-page proposal summary for publicity purposes if a grant is awarded.

When **co-applicants and collaborators** accept an invitation to participate on an application, it certifies that they:

- also agree to the above; and
- agree that the applicant will administer the grant on behalf of the team.

By clicking on the "Forward" (Forward to SSHRC) button, the **research or financial administrator (institutional approval)** certifies that:

the applicant (project director):

- is affiliated with the institution or non-academic organization;
- has the necessary time and facilities to carry out the activity;
- will notify SSHRC of any changes during the tenure of the grant, including changes in the composition of the partnership, such as the addition of new co-applicants, collaborators, partners, etc.; and

the university or non-academic organization:

- is willing to administer any grant received according to SSHRC policies;
  - agrees to take the necessary steps to ensure that machine-readable files or computer databases are preserved and accessible under conditions agreed to by the institution and the researcher;
  - will release funds to the successful candidate once all necessary certification requirements and conditions have been met;
  - will notify SSHRC of any change in the grant holder's status during the tenure of the grant; and
  - has verified that the budgetary estimates are in accordance with the university or non-academic organization's rates and policies.
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## Identification

Provide the information requested using the "List..." button. The Country list will appear. Select the country, the province or state (if applicable), then the organization. If the appropriate information is not listed, select "Other" from the list and type the information in the box provided.

### Program name

Based on the objectives put forward in the following programs, indicate and rank, in decreasing order of importance, up to two programs related to your proposal. Refer to the appropriate program description for further details:

[Insight](#) [Connection](#).

### Application title

Provide a short, descriptive title for your proposal in non-technical terms. Restrict use of acronyms (e.g., DNA, NATO, NAFTA). Use upper case only for the first word of the title, proper nouns and acronyms. Your application title will automatically be included in the Research Activity screen.

### Scholar type

Indicate whether you are applying as a Regular scholar or as a New scholar.

### New scholar

A new scholar is someone who has not yet had the opportunity to establish an extensive [record of research achievement](#), but is in the process of building one.

[Applicants](#) identifying themselves as a new scholar must demonstrate that they have not applied successfully, as principal investigator or project director, for a grant through any of SSHRC's funding opportunities.

In addition, they must meet at least one of the following criteria:

1. have completed their highest degree no more than five years before the competition deadline (SSHRC considers only the date of completion of the first doctorate);  
**or**
2. have held a tenured or tenure-track university appointment for less than five years;  
**or**
3. have held a university appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions);

or

4. have had their careers significantly interrupted or delayed for family reason.

**Note:** If you selected category 4, provide an explanation under the "Career interruptions and special circumstances" section of the Research Contributions module.

### Type of partnership

Within the Partnership Development Grants funding opportunity, there are two distinct categories of partnerships that may request support: existing and new.

**Existing partnerships:** Support to foster **new** research and/or research-related partnership **activities** that are distinct from the partnership's previous/ongoing partnership activities.

**New partnerships:** Support to foster new research and/or research-related partnership activities that are undertaken by partnerships in their initial stages.

Use the drop-down box to indicate under which category your partnership is requesting support.

### Applicant

The information listed here is shared with your CV. Use the Current Position screen of the CV to make any necessary changes to your current place of employment or university affiliation. If you wish to have a different position on record for this application, use this section of the application to enter it.

#### Names and Initials

SSHRC uses the information you provide here to address its correspondence to you.

If you use your second or third name as your given name, see the examples below for help in completing the initials box.

#### Example 1: A.J. Paul Moore

If you prefer to have your initials appear before your given name, you would enter:

Given Name	Initials	Family Name
A.J. Paul		Moore

SSHRC correspondence would address you as *Mr. A.J. Paul Moore*.

#### Example 2: Joanne Francine Mélanie Trudeau (normally addressed as Mélanie)

If you usually use your second or third name as your given name and do not want your initials appearing before your given name, you would enter:

Given Name	Initials	Family Name
Mélanie	J.F.	Trudeau

SSHRC correspondence would address you as *Ms. Mélanie J.F. Trudeau*.

### Administering Organization

Enter complete information about the organization that will manage or administer the funds.

If your organization is not on the SSHRC eligible institution list, you must send an email to [secretariat@sshrc-crsh.gc.ca](mailto:secretariat@sshrc-crsh.gc.ca) to begin the eligibility process. For more information on this process consult SSHRC's [Institutional Eligibility—Guidelines and Requirements](#). Unless you have contacted SSHRC to begin this process, your institution will not be added to the list of eligible institutions and you will not be able to complete your application.

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## Organization Information (If Applicable)—maximum two pages

When a non-academic organization is the administering organization and proposes to manage the funds, you must include the following information in an electronic document:

- the mandate of the organization;
- descriptions of the staff position(s) assigned to the proposed project and the qualifications of individuals in these positions;
- an overview of the organization's outcomes and, if applicable, specific outcomes related to research;
- discussion of research protocols, including the freedom to conduct research and publish findings;
- proof of incorporation; and
- the organization's website address.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure that you have the proper file.

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## Activity Details

### Application title

The information you provided in the Identification screen under "Application title" is automatically included in this field.

### Ethics

State whether or not your proposal involves human beings as research subjects. If it does, consult the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) and submit your proposal to your organization's research ethics board.

### Environmental Impact

Does any phase of your proposed research: a) take place outside an office (e.g., fieldwork) or a laboratory, or b) involve an undertaking as described in Part 1 of Appendix B (see Appendixes section)? If you have selected "Yes" to either question a) or b), you must complete Appendixes A and B.

This will help us identify potential environmental effects of the proposal and determine whether further assessment under the [Canadian Environmental Assessment Act](#) is required. SSHRC expects that relatively few proposals will be subject to screening under the Act.

### Priority Areas

If your proposal is relevant to one of SSHRC's priority areas, select one of the following priority areas from the drop-down menu. If none of these areas apply, leave this section blank.

- [Aboriginal Research](#)
- [Canadian Environmental Issues](#)
- [Digital Economy](#)
- [Innovation, Leadership and Prosperity](#)
- [Northern Communities: Towards Social and Economic Prosperity](#)

### Partnership Approaches

Partnership arrangements are defined by the nature of the activity/activities to be carried out. Select one or more possible formal partnership approaches from the drop-down menu. If your approach is not listed, type your approach in the box provided.

Approaches available within the Partnership Development Grants include, but are not limited, to the following, or a combination thereof:

- cross-sector co-creation of knowledge & understanding
- disciplinary and interdisciplinary research partnerships
- networks for research and/or related activities
- partnered knowledge mobilization

### Keywords

List keywords, separated by semicolons, that best describe your proposal.

### Disciplines

Indicate and rank up to five disciplines relevant to your proposal, with Entry 1 the most relevant and Entry 5 the least relevant. If an applicable discipline is not listed, you may select an entry such as "Other (relevant discipline)" (e.g., Other Psychology, Other Anthropology, Other Sociology) from the list, and type the information in the box provided.

### Example:

Entry 1	Sociology
Entry 2	Other Psychology
Entry 3	Other Anthropology
Entry 4	Other Humanities
Entry 5	Other Archaeology

You may only choose "Other (relevant discipline)" once. For instance, you cannot choose "Other Psychology" in Entry 2 and choose it again in Entry 3.

### Areas of Research

Indicate and rank up to three areas of research related to your proposal, with #1 the most important and #3 the least important.

### Temporal Periods

If applicable, indicate up to two historical periods covered by your proposal. Enter the years and, using the dropdown list, select the appropriate period.

### Geographical Regions

If applicable, indicate and rank, in decreasing order of importance, up to three geographical regions covered by or related to your proposal.

### **Countries**

If applicable, indicate and rank, in decreasing order of importance, up to five countries covered by or related to your proposal. Click "List", and in the "Select a country" window, select the country. If applicable, choose the province or state from the dropdown list.

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## **Statement of Alignment (If Applicable)**

If, in Activity Details, you have identified your proposal as being pertinent to one or two of SSHRC's priority areas, complete the Statement of Alignment. Explain 1) how your research is relevant to the priority area(s), and 2) how your research will lead to the expected outcomes described under the appropriate subheadings:

- [Aboriginal Research](#)
- [Canadian Environmental Issues](#)
- [Digital Economy](#)
- [Innovation, Leadership and Prosperity](#)
- [Northern Communities: Towards Social and Economic Prosperity](#)

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text—not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page on the printed copy. Text that exceeds the capacity of the text box will not be displayed when printed. Therefore, be sure to "Preview" your text to ensure everything you type will appear on the form.

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## **Previous SSHRC Funding (If Applicable)—maximum one page**

If the proposed partnership activities are the result of previous SSHRC-funded activities, please explain how they differ from those previously financed through SSHRC grants. Describe the results and impacts of past SSHRC-funded activities, and explain how these could influence the new activities offered in your proposal. Describe any potential or perceived overlaps with, as well as value added for, other continued SSHRC funding. Also describe any links developed with the partners as part of previous SSHRC-funded activities.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text—not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page on the printed copy. Text that exceeds the capacity of the text box will not be displayed when printed. Therefore, be sure to "Preview" your text to ensure everything you type will appear on the form.

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## **Participants**

There are two categories of individual participants for Partnership Development Grants:

- [co-applicant](#)
- [collaborator](#)

### Co-applicants

Co-applicants may be individuals from any of the following:

- **Canadian:** Postsecondary institutions; not-for-profit organizations; philanthropic foundations; and municipal, territorial or provincial governments.
- **International:** Postsecondary institutions.

**Postdoctoral fellows/researchers** are eligible to be co-applicants for a Partnership Development Grant. However, in order for postdoctoral fellows/researchers to receive grant funds, they must formally establish an affiliation with an eligible institution within five months of the grant start date, and maintain such an affiliation for the duration of the grant period.

### Collaborators

Any individual who will make a significant contribution to the partnership is eligible to be a collaborator. Collaborators do not need to be affiliated with an eligible Canadian postsecondary institution. Collaborators may be individuals from any of the following:

**Canadian or international:** Postsecondary institutions; not-for-profit organizations; public sector or private sector organizations; philanthropic foundations; think tanks; and municipal, territorial, provincial or federal governments.

Note that individuals from the private sector or federal government may only participate as collaborators.

### Co-applicants and Collaborators

Enter the family name and email address of each co-applicant and collaborator who will take part in the intellectual direction of the project. Indicate if these participants are from the academic or non-academic community. Do not include assistants, students or consultants. After the data are saved, the system will automatically display the data alphabetically by family name on this screen and on the printed form. It will also generate an email to each person, inviting them to participate in the application. **It is the responsibility of each invited person to complete, verify and submit their Accept Invitation form.**

If the participant does not accept the invitation, the status will remain "Invitation not yet accepted". If the participant deletes the system-generated email requesting his/her participation, the applicant can click on "Resend E-mail" and the same invitation will be sent again. If the participant declines the invitation (by deleting the Accept Invitation form from the Portfolio), you will be notified by email and you must remove the person from the application by clicking the "Clear entry" button.

If the participant accepts the invitation, the status will change to "Invitation accepted".

If you require additional information on the invitation process, consult the instructions under "Accepted Invitations" on the Portfolio screen.

### SSHRC CV

Co-applicants and collaborators affiliated with a **postsecondary institution** must submit a full SSHRC CV.

Co-applicants and collaborators from a **non-academic organization** have the option of submitting a full SSHRC CV or only completing the following, mandatory fields:

- Identification module — Correspondence language
- Identification module — Permanent postal code
- Current Position module — Organization, department, start date
- Current Position module — Address
- Current Position module — Primary phone number
- Research Expertise module — Keywords
- Research Expertise module — Discipline #1

A copy of the participant's CV will be attached to the Accept Invitation form upon creation. The applicant will then be able to view each participant's CV. However, your application will not be "Verified Successfully" until each of the participant's forms have also been successfully completed and verified.

If you incorrectly type in a participant's family name, you will receive the following error message: "Must be identical to family name above". The system will recognize the discrepancy only after the co-applicant or collaborator accepts the invitation. In order to successfully verify your application, the participant's family name must be identical to the family name found in our database. Therefore, you must correctly type in the person's family name in the box provided.

#### **Relevant Experience and Research Contribution attachments (if applicable)**

In addition to meeting the CV requirements above, some participants must also provide electronic attachments describing their relevant experience and relevant research contributions.

The following tables indicate which participants must provide attachments:

#### **Participants affiliated with a postsecondary institution**

<b>Role</b>	<b>Research Contributions</b>	<b>Relevant Experience</b>
<b>Co-applicants</b>	Mandatory	Mandatory
<b>Collaborators</b>	Optional	Optional

#### **Participants affiliated with a non-academic organization**

<b>Role</b>	<b>Research Contributions</b>	<b>Relevant Experience</b>
<b>Co-applicants</b>	Optional	Mandatory
<b>Collaborators</b>	Optional	Optional

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## **Invited Partners**

Prior to filling out this section, see SSHRC's definition of [partner](#) and [formal partnership](#).

For each partner, list the family name and email address of the partner's contact person. Partner organizations are required, for administrative purposes, to identify an individual who will act as a contact person. Once the data is saved, the system will display the information alphabetically by family name on the page and on the printed form. It will also generate an email to each partner contact person, inviting them to participate in the application.

**Note:** The partner contact person cannot also be participating on the grant (i.e., applicant, co-applicant, collaborator).

If the partner does not accept the invitation, the status will remain "Invitation not yet accepted". If the partner deletes the system-generated email requesting their participation, the applicant can click on "Resend E-mail" and the same invitation will be sent again. If the partner declines the invitation (by deleting the Accept Invitation form from the Portfolio), you will be notified by email and you must remove the partner from the application by clicking the "Clear entry" button.

For details on the mandatory application modules to be submitted by each partner, consult the [Invited Partners Instructions](#).

It is the responsibility of each invited partner to complete and verify their Accept Invitation form, including their Letter of Engagement. Each letter should be written on official letterhead and include the following:

- a statement that the partner has read and agrees in principle with the objective(s) of the proposal;
- the exact nature of the involvement of the partner during the lifespan of the project;
- the nature of the partner's participation in the governance structure of the partnership, if appropriate;
- what the partner intends to contribute to the partnership;
- precise details on the financial and/or in-kind contributions to be provided by the partner; and
- the expected outcomes that the partner wishes to achieve.

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## List of Partners and Other Contributors—no page limit

Prior to filling out this section, see SSHRC's definitions of [partner](#) and [formal partnership](#), SSHRC's [Multiple Applications regulations](#), and the exclusions in the [Guidelines for Cash and In-Kind Contributions](#).

You must attach an electronic copy of your complete list of partners including all invited partners and all other contributors you plan to engage during the lifetime of your grant. The list should be divided into the following categories:

### Partners

Provide a list of the following:

- invited partners that are **confirmed** (include address and link to website, if available); and
- invited partners **not yet confirmed** (include address and link to website, if available).

### Other contributors

Other contributors include organizations (e.g., philanthropic foundations, private sector organizations) or individuals who are not invited partners, but who are likely to contribute cash and/or in-kind contributions during the lifetime of the grant.

Provide a list of the following:

- other contributors that are **confirmed** (include address and link to website, if available); and
- other contributors that are **not yet confirmed** (include address and link to website, if available).

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure that you have the proper file.

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## Evaluation Criteria and Weightings

The following criteria will be used by the adjudication committees to evaluate Partnership Development Grants applications:

### 1. Challenge—The aim and importance of the endeavour (50%):

- originality, significance and expected contribution to knowledge;
- appropriateness of the literature review;
- appropriateness of the theoretical approach or framework;
- appropriateness of the methods/approach (including the co-creation of knowledge);
- quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute;
- potential influence and impact within and/or beyond the social sciences and humanities research community; and
- potential for long-term viability and progress indicators.

### 2. Feasibility—The plan to achieve excellence (20%):

- probability of effective and timely attainment of the proposal's objectives;
- quality and genuineness of the formal partnership and associated management and governance arrangements and leadership, including involvement of partners and others in the design and conduct of the research and/or related activities;
- appropriateness of the requested budget and justification of proposed costs;
- indications of other planned resources (time, human and financial), including leveraging of cash and in-kind support from the host institution and/or from partners;
- quality of the knowledge mobilization plans, including effective dissemination, exchange and plans to engage within and/or beyond the research community; and
- strategies and timelines for the design and conduct of the activity/activities proposed.

### 3. Capability—The expertise to succeed (30%):

- quality, quantity and significance of past experience and published outputs of the applicant and/or team members relative to their role in the partnership and to the stage of their career;
  - evidence of contributions such as commissioned reports, professional practice, public discourse, public policies, products and services, development of talent, experience in collaboration, etc.;
  - experience in formal partnerships; and
  - potential to make future contributions.
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## Summary of Proposed Partnership and Activity

Provide a summary of your proposal written in clear, plain language. It should be written in non-technical terms and be clearly understood by a range of audiences with varied areas of expertise (i.e., minimal academic terminology and reference to methodology). Clearly indicate the following:

- the challenges or issues to be addressed;
- the overall goal and objectives of the proposed partnership; and
- the breadth of the partnership, and the meaningful engagement of the partners involved.

**Note:** If your proposal is funded, this summary will be used for promotional purposes outside the research community to inform politicians, the media and members of the public who request information about research funded by SSHRC.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text, not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page on the printed copy. Text that exceeds the capacity of the text box will not be displayed when printed. Therefore, be sure to "Preview" your text to ensure everything you type will appear on the form.

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## Intended Outcomes of Proposed Activity

The intended outcomes of the application are essential information for the adjudication of the proposal, and are part of the Challenge evaluation criterion. SSHRC is also interested in capturing information on research outcomes at the application stage in order to gain a greater understanding of the intellectual, cultural, societal and economic contributions of social sciences and humanities research, and of how outcomes evolve throughout the lifespan of a research project and/or its related activities. This outcome information, along with the information provided on research outputs (e.g., scholarly journal articles, conferences, books, workshops, etc.) in follow-up research reporting, will enable SSHRC, scholars and institutions to communicate the contributions of social sciences and humanities research to our various stakeholders.

In this section, you are provided with the opportunity to elaborate on the potential benefits and/or outcomes of your proposed research and/or related activities. You will also have the opportunity, via follow-up research reports, to share how your outcomes have evolved.

### Research Outcomes

Research outcomes include enhanced curriculum and teaching material, as well as graduate student supervision, enriched public discourse, improved public policies, enhanced business strategies, and, indeed, innovations in every sector of society. Research outcomes, which are facilitated by the effective mobilization of knowledge, then permeate daily life in the form of new thinking and behaviour that lead to improvements in our economic, social, cultural and intellectual well being.

### Scholarly Benefits

Indicate and rank up to three scholarly benefits of the proposed activity, with #1 the most relevant and #3 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

### Social Benefits

Indicate and rank up to three social benefits relevant to the proposed activity, with #1 the most relevant and #3 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

**Audiences**

Indicate and rank up to five potential target audiences relevant to the proposed activity, with #1 the most relevant and #5 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

**Expected Outcomes Summary**

Describe the potential benefits/outcomes (e.g., evolution, effects, potential learning, implications) that could emerge from the proposed research and/or related activities.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text—not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page on the printed copy. Text that exceeds the capacity of the text box will not be displayed when printed. Therefore, be sure to "Preview" your text to ensure everything you type will appear on the form.

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**Goal and Project Description—maximum five pages**

You must attach an electronic copy of your Goal and Project Description. Write your proposal in clear, plain language. Avoid jargon, acronyms and highly technical terms. SSHRC encourages the use of tables and charts, as they are often the most effective and efficient way to capture the proposed structure and co-ordination of formal partnerships and activities. Within your description, provide the following information:

- Clearly justify your proposal within the stated program objectives (i.e., Insight and/or Connection) and partnership approaches, and state the overall goal and specific objectives that the partnership will address during the lifespan of the grant.
- Address the program evaluation criteria listed under [Evaluation Criteria and Weightings](#).
- Demonstrate the relevance and significance of these objectives for all the partners that will be involved in the partnership.
- Describe the originality, significance (social, economic, cultural, intellectual) and expected contribution to knowledge in the social sciences and/or humanities of the proposed research and/or other related activities.
- Demonstrate the appropriateness of the theoretical and methodological approaches that will be chosen to meet the stated objectives .
- Address the appropriateness of the duration (one to three years) chosen to achieve the objectives.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure that you have the proper file.

## Formal Partnerships—maximum four pages

Prior to filling out this section, see SSHRC's definitions of [partner](#) and [formal partnership](#), SSHRC's [Multiple Applications regulations](#), and the exclusions in the [Guidelines for Cash and In-Kind Contributions](#).

You must attach an electronic document that defines and fully describes the partnership, so committee members clearly understand that your proposal is a genuine formal partnership. In this document, explain:

- why a partnership approach is appropriate for the proposed activities, and demonstrate, specifically, how such a partnership adds value beyond what could be achieved through other approaches;
- the governance structure of the partnership, clearly demonstrating the involvement of key partners in the decision-making process and explaining the conditions, if any, under which they are participating;
- how the partners will participate in the intellectual leadership of the partnership;
- the anticipated challenges in building the partnership, and how these will be addressed;
- how partners will benefit from their participation in the partnership; and
- how your application integrates the expertise of all partners in order to conduct the activities.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure that you have the proper file.

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## Contributions Plan—maximum one page

Prior to filling out this section, see the exclusions in the [Guidelines for Cash and In-Kind Contributions](#).

In an electronic attachment, detail your plan to secure cash and/or in-kind contributions. The plan must describe:

- the confirmed contributions of the applicant's institution or non-academic organization;
- the confirmed or proposed contributions from partners and/or other sources;
- how you will continue to seek and to secure cash and/or in-kind support during the life of the grant (one to three years); and
- how the support will benefit the partnership.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure that you have the proper file.

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## Participants Involvement—maximum two pages

Explain the different types of expertise needed to ensure the success of the partnership. Describe the roles, responsibilities and contributions of the applicant and each co-applicant and/or collaborator. Clearly indicate, where appropriate, whether they are from an academic or non-academic sector (e.g., not-for-profit organization, philanthropic foundation, public sector, private sector), and how the activities and expertise of each member will support and enhance the proposed partnership.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking on the "Browse" button and attach it to the application by clicking on the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click on the "View attached file" button to ensure that you have the proper file.

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## Training and Mentoring—maximum one page

It is expected that students, emerging scholars (e.g., postdoctoral fellows and other scholars in similar situations) and/or other highly qualified personnel (e.g., practitioners, subject matter experts, Aboriginal elders, etc.) will meaningfully participate in the proposed initiatives. You must attach an electronic document that clearly describes the specific roles and responsibilities of students, emerging scholars and/or other highly qualified personnel, indicating the work they will be undertaking.

Include:

- the nature and degree of training, mentoring and employability activities;
- the capacity of the applicant and team members to provide the proposed training, mentoring and employability activities;
- the anticipated number (#) of students, emerging scholars and/or other highly qualified personnel (where applicable, indicate the level of study—i.e., undergraduate, master's, or doctoral) to be trained and mentored;
- the nature and level of specialized skills that the students, emerging scholars and/or other highly qualified personnel will develop as a result of their participation; and
- any career development opportunities for students, emerging scholars and/or other highly qualified personnel.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure that you have the proper file.

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## Knowledge Mobilization Plan—maximum two pages

Knowledge mobilization is understood by SSHRC as the specific activities and tools that facilitate the multidirectional flow and exchange of research knowledge. Effective knowledge mobilization is seen as facilitating and enabling the benefit and impact of research on and beyond the campus (as described under [Intended Outcomes of Proposed Activity](#)) through enhanced accessibility and interaction.

Knowledge mobilization methods may include publications (e.g., journal articles, books, book chapters, reports, etc.); events (e.g., workshops, conferences, etc.); improved and effective teaching and the development of pedagogy/curricula; and other forms of knowledge mobilization such as knowledge transfer, translation, exchange, brokering, synthesis, co-production and networking, often facilitated by the adoption of rapidly evolving digital technologies.

Where appropriate, researchers are encouraged to engage in methods that promote the flow, exchange and/or co-creation and multidirectional flow of knowledge across multiple disciplines and sectors, as well as internationally. To the extent possible, and in keeping with SSHRC's [Open Access policy](#), research results should be made available via open access, through, for example, open-access publications (including those that are peer reviewed), websites, databases and/or institutional repositories. Similarly, further to SSHRC's [Research Data Archiving Policy](#), all research data collected with the use of SSHRC funds must be preserved for use by others within a reasonable period of time.

In your attachment, include:

- an overall plan to increase the accessibility, flow and exchange of social sciences and humanities knowledge among various appropriate audiences or participants (academic and/or non-academic);
- a plan for engaging appropriate audiences, including, as applicable, diverse groups of researchers, policy-makers, business leaders, community groups, educators, media, international audiences, practitioners, decision-makers and the general public;
- a schedule for achieving the intended knowledge mobilization activities; and
- elaboration on the purpose of the knowledge mobilization activities and/or other goals.

For additional information and resources, please see SSHRC's [Knowledge Mobilization Strategy](#).

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## Evidence of Formal Partnership—no page limit

Applicants for Partnership Development Grants are required to provide evidence that demonstrates the quality and level of commitment of the proposed formal partnership.

As SSHRC recognizes that partnerships under development can take a variety of forms and be at various phases of development, the quality and quantity of evidence to be submitted in support of the application must accurately reflect the current stage of the partnership (i.e., new or existing).

Evidence of formal partnership may include, but is not limited to, either final or draft versions of:

- strategic plans;
- agreements;
- intellectual property agreements; and/or
- other relevant documentation.

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## Funds Requested from SSHRC

Depending on the duration of the grant requested (one to three years), estimate as accurately as possible the costs that you are asking SSHRC to fund through a grant. All budget costs must conform to the rates and regulations of the applicant's (project director's) institution or non-academic organization, and must be fully justified in terms of the needs of the project, including costs for organizing and co-ordinating team collaborations and for communicating results to both scholarly audiences and the wider public.

Enter amounts rounded to the nearest dollar without any spaces or commas (e.g., 2000). For blank entries, leave in the "0" value. When entering an amount, highlight the "0" and type the dollar value in the box provided.

**Note:** Consult the [Tri-Agency Financial Administration Guide](#) for detailed information on eligible and ineligible expenses.

### Personnel Costs

For each of the categories below, enter the number (#) of students and non-students you plan to hire, whether as salaried employees or as recipients of stipends.

#### Student and non-student salaries and benefits

For each applicable category, enter, for each budget year, the number (#) of students and non-students to be hired. Specify the total amounts.

#### Student stipends

You may request stipends for graduate students and postdoctoral fellows. Stipends must be justified in terms of the research project objectives. The work performed by stipend recipients should be an integral part of the applicant's program of research.

**Note:** As of September 2011, SSHRC no longer sets the amounts for stipends; the amount shall be set by the institution concerned.

#### Other—salary research allowance

For applicants and co-applicants from community-based organizations only, SSHRC offers a certain amount of salary replacement funding to offset the work and time being invested in the research project. Each eligible applicant or co-applicant may request salary replacement

for up to 50 per cent of their salary, for release time or salary replacement. The request for salary research allowance must be justified and explained in the proposal.

**Travel and subsistence costs**

Enter, by budget year, the total amounts requested for travel abroad and within Canada for both the research team and student personnel. Applicants must obtain the lowest possible travel fares. Car rental is allowable only if it is essential to the research.

**Subsistence costs must be based on rates approved by the institution or organization that will manage and administer the funds.**

**Other expenses****Professional/technical services**

You may include user and consulting fees for computer services. Consulting fees are allowable expenditures only if it is demonstrated in the Budget Justification that expert advice is required. If budgeting for contract consultants for amounts over \$25,000, you must attach two independent cost quotations.

**Supplies**

You may include other supply items (e.g., software, stationery, postage, telephone calls) only if they relate directly to the research.

**Non-disposable equipment - Computer hardware**

Purchase or rental of computers and associated hardware is allowable only if these are not accessible through the university or employer.

**Non-disposable equipment - Other**

Purchase or rental of equipment (e.g., audio or video equipment) is allowable only if it is not accessible through the university or employer.

**Other expenses**

Specify other research expenses not already included.

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**Funds from Other Sources**

Prior to filling out this section, see SSHRC's definitions of [partner](#) and [formal partnership](#), SSHRC's [Multiple Applications regulations](#), and the exclusions in the [Guidelines for Cash and In-Kind Contributions](#).

You must list all other contributors (e.g., individuals, not-for-profit, philanthropic foundations, private sector organizations) that are providing cash and/or in-kind contributions for the proposal. You must also indicate whether or not these funds have been confirmed.

If a funding source is not listed, select "Other/Unknown" using the "List..." button. Type in the source name and amount and identify the contribution type.

If you have received, from a single funding source, more than one contribution of the same type (i.e., cash, in-kind) and Confirmed Status, you must combine these into one entry (e.g., two \$20,000 cash contributions from a university become one \$40,000 confirmed cash contribution). Enter amounts rounded off to the nearest dollar without spaces or commas (e.g., 2000). For blank entries, leave in the "0" value. When entering an amount, highlight the "0" in the box provided and type the dollar value.

**Note:** All contributions must be indicated in Canadian currency.

When you save the data, five new blank entry lines will be added to the screen to allow you to enter additional funding entries.

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## Total Project Cost

Each partner must complete a Contributions from Partner page (budget) indicating whether each budget item has been confirmed or not. When all Contributions from Partner pages have been submitted, the amounts from each budget item will be automatically totalled. After the data is saved, the system will automatically display these totals on the print version of this page of the application form.

**Note:** All contributions must be indicated in Canadian currency.

### A. Total of all partners' contributions

The system will automatically total the values entered for "Cash" and "In-kind".

### B. Total funds from other sources

Once you complete the "Funds from Other Sources" screen and save the data, the system will automatically display the totals on line B.

### C. Total funds requested from SSHRC

For each year (Year 1 to Year 3), the amounts from "Student salaries and benefits/Stipends" to "Other expenses (specify)" will be automatically totalled. After the data is saved, the system will automatically display the totals on line C.

### Total cost of project (A + B + C)

The system will automatically add lines A., B. and C.

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## Budget Justification—maximum two pages

You must attach an electronic copy of your budget justification. Using the categories listed on the Funds Requested from SSHRC page, explain how you will use the funds in each budget category to achieve the objectives of the proposed activity. For example, under the student and non-student salaries categories, explain why these people need to be hired to meet the objectives of the activity. Applicants are reminded of SSHRC's mandate to provide opportunities for students, new scholars, emerging scholars and other highly qualified personnel. Note that budget costs for research assistants or associates who are not students must be fully justified in terms of the needs of the proposal. You must also justify any funds that appear in the category "Other".

Although an individual Partnership Development Grant can receive funding of up to \$200,000 annually for up to three years, please ensure that your budget requests no more than the level of funding that is essential to complete the proposed activity.

**Note:** In reviewing the funding you have requested, committee members take into account the quality of your overall financial planning, your justification of the expenditures you have proposed, and the cash and in-kind contributions you have secured. It is also important to indicate how the budget requested from SSHRC and the partners' contributions will complement each other and benefit the objectives of the partnership.

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### Competitive Quotes (If Applicable)

If you are budgeting for contract consultants under "Professional/technical services" for amounts in excess of \$25,000, you must append two independent cost quotations.

Scan the two quotes, combine them into one document and save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure that you have the proper file.

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### List of References—maximum 10 pages

You must attach an electronic copy of all references cited in your proposal.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure that you have the proper file.

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### Appendix A (Environmental Impact) and Appendix B (CEAA Pre-Screening Checklist)

If you have selected "Yes" to either question a) or b) under "Environmental Impact" on the Research Activity screen, you must complete both appendix A and B.

#### Appendix A: Environmental Impact

Please complete all the fields in Appendix A.

##### **Name of other participating organizations (if applicable):**

Please list the names of any federal or provincial government departments or agencies, industrial partners, or universities that will be participating in or contributing to the proposed research.

In the section that follows, describe in non-technical language the activities that will be

undertaken in the course of the research. This includes both the research activities themselves and activities required for the research to take place—e.g., ground-clearing or preparation; construction of access trails or roads; etc.

**Name of Location:** Name and provide a brief, non-technical description of each location in which the work described in the proposal will be conducted. Select "New Page" in the menu bar directly above the instructions to enter additional locations, if research is to be conducted at more than one location.

**Name of principal activity:** For each location, give the name of the principal activity (e.g., fossil collection).

**Activity components:** Each principal activity is comprised of one or more activity components. Complete a separate entry for each individual activity component grouped within the principal activity. Provide a short description of individual activities grouped within the principal activity. Examples of activity components include construction and clearing of access trails; construction of a boardwalk; clearing of brush from the study site; fossil excavation; cleaning of fossils; and removal of fossils. Please provide quantitative estimates if possible (e.g., in the preceding example, the construction and clearing of an access trail could involve an area 500 m long by 2.5 m wide).

**Environmental elements affected:** For each activity component, certain environmental elements will be affected. For the purposes of environmental assessment, environmental elements include biological and physical elements. For example, the construction and clearing of an access trail might involve the removal of all vegetation (including trees over 50 cm in diameter), or the clearing of brush up to 2 m high only. Please provide quantitative estimates if possible.

**Description of effects:** Environmental effects of the project are changes in the biophysical environment caused by the project, as well as certain effects that flow directly from those changes. These include effects on human health, socio-economic conditions, physical and cultural heritage (including effects on things of archaeological, paleontological, or architectural significance), and the current use of lands and resources for traditional purposes by First Nation persons. Do not describe the effects in detail; a simple statement will suffice.

For instance, returning to the previous example, removal of the vegetation might entail erosion, the loss or elimination of particular avian or mammalian species, the loss of livelihood for residents, or a loss of spiritual or aesthetic value. Such loss depends on the context in which it takes place.

**Mitigation measures:** This section should describe the mitigation measures, if any are required, that will be undertaken to alleviate potential environmental effects. To continue with the previous example, a mitigation measure to minimize vegetation loss might be to plant tree or brush seedlings, or to avoid clearing vegetation in a known avian or mammalian habitat, or in an area that is of cultural or aesthetic value to the residents.

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## Appendix B: CEAA Pre-Screening Checklist

Research proposals that are subject to the *Canadian Environmental Assessment Act* (CEAA) are determined in two ways. Either they involve undertakings in relation to physical works (permanent physical structures) (Part 1), or they relate to a proposed activity not related to a physical work (permanent physical structure) that is subject to the Act (Part 2).

### Part 1—Determination of a Physical Work (Permanent Physical Structure)

## under the CEAA

Determining whether or not something constitutes a physical work under the CEAA requires a consideration of what is defined as a physical work, and what is defined as an "undertaking in relation to a physical work." A physical work has the following characteristics:

- it is constructed or assembled;
- it is fixed in place (that is, it is not intended to be moved frequently);
- it is permanent (e.g., a building made of ice blocks is not permanent); and
- it is to be maintained on an ongoing basis.

Obvious examples of physical works are buildings, towers, and greenhouses. However, the following are also considered to be physical works under the CEAA:

- boreholes that are drilled and lined with concrete or plastic sleeves;
- poles or transmission towers that are erected;
- ditches that are dug and maintained—for example, with reinforced sides; and
- culverts that are installed.

Undertakings in relation to a physical work must be examined. The applicant must determine whether any phase of the proposal involves "construction, operation, modification, decommissioning, abandonment or other activity" in relation to a physical work.

- Applicants should carefully consider whether any phase of their research contributes to funding the **operation** of a physical work. The operation of a physical work, for example a synchrotron or radar, is considered to be an undertaking, and provision of funds or in-kind contributions towards the operation of a physical work may trigger an assessment. **Note:** User fees are not recognized as contributions.
- Modification of a physical work involves the alteration of the work to suit a new purpose.
- Maintenance and repair of a physical work are considered as undertakings. If in doubt as to the nature of the physical work, please contact the Natural Sciences and Engineering Research Council's Environmental Assessment unit.

## Part 2—Determination of Assessable Activities under the CEAA

The *Canadian Environmental Assessment Act* requires the assessment of activities not related to physical works. In many cases, these activities require a permit or authorization from a federal department or agency pursuant to other legislation.

**Note:** Applicants are responsible for verifying whether permits are required for any of the activities. Please check with the appropriate federal authority; if you are unsure, select "uncertain."

*Activity takes place in a National Park or National Nature Reserve in Canada.* Note that this does not apply to provincial parks or conservation areas.

*Activity takes place on First Nation lands.* Some activities on First Nation lands may require a permit or other authorization, which would trigger an environmental assessment under the CEAA.

*Activity takes place in the North.* Some activities taking place in the Yukon, Nunavut, or the Northwest Territories may require a permit or other authorization, which would trigger an

environmental assessment under the CEAA.

*Activity takes place in or within 30 metres of the right-of-way of a power line, a natural gas line, or a railway line.* These activities may require a permit or other authorization, which may trigger an environmental assessment under the CEAA.

*Activity takes place in or adjacent to a water body, resulting in harmful alteration, disruption or destruction of a fish habitat (including the removal or damaging of aquatic vegetation).* These activities may require a permit or other authorization, which may trigger an environmental assessment under the CEAA. Note that "water body" means any water body, including a canal, a reservoir, an ocean, or a wetland, up to the high-water mark, but does not include a sewage or waste treatment lagoon or a mine tailings pond. "Wetland" means a swamp, marsh, bog, fen or other land that is covered by water during at least three consecutive months.

*Destruction of fish other than by fishing.* This activity may require a permit or other authorization, which may trigger an environmental assessment under the CEAA.

*Sampling or prospecting for ores or minerals.* These activities may require a permit or other authorization, which may trigger an environmental assessment under CEAA. If you are hand-collecting rock samples, check "No."

*Disposal of a prescribed nuclear substance other than in a laboratory equipped for such disposal.* If you are undertaking an outdoor activity and your research involves the use of isotopes that are not released into the environment and that will be disposed of at a university or institution that manages the disposal, check "No."

*Deposit of a deleterious or other substance into the environment (in the earth, air, or water).*

*Any kind of remediation of contaminated land.* The installation of passive measuring equipment does not constitute remediation; however, the installation and use of active remediation technologies is considered remediation.

*Deposit of oil, oil wastes or any other substance harmful to migratory birds in waters or in any area frequented by migratory birds.*

*Killing or removal of migratory birds, their nests, eggs, or carcasses, or other physical activities that may require a permit or other authorization under the Migratory Birds Regulations or Migratory Bird Sanctuary Regulations.* These activities may trigger an environmental assessment under the CEAA.

*The removal or damaging of vegetation, the carrying out of agricultural activities or the disturbance or removal of soil in a wildlife area,* which requires a permit or other authorization under Section 4 of the Wildlife Area Regulations. These areas are described under the *Canada Wildlife Act*.

*Physical activities that are carried out in Canada and that are intended to threaten the continued existence of a biological population in an ecodistrict, either directly or through the alteration of its habitat.* Biological populations include insects and other invertebrates, as well as plants, mammals, reptiles and amphibians. "Ecodistrict" means an ecodistrict as described in the publication entitled A National Ecological Framework for Canada, published by Environment Canada and Agriculture and Agri-Food Canada, and as depicted on those maps that contain ecodistricts and that are included in the series of maps entitled Terrestrial Ecozones and Ecoregions of Canada, published by Agriculture and Agri-Food Canada, as amended from time to time.

*Establishment or operation of a field camp in a single location that will be used for 200*

*person-days or more within a calendar year.*

*Seismic surveying involving more than 50 kg of chemical explosive in a single blast; or marine or freshwater seismic surveying, if during the survey the air pressure measured at a distance of one metre from the source would be greater than 275.79 kPa (40 lbs/sq in).*

**If you have selected "Yes" to any item under parts 1 or 2**, a screening is likely to be required under the CEAA. Please contact SSHRC for additional information.

**If you have selected "No" to all items under parts 1 and 2, your proposal is not likely to be subject to assessment under the CEAA.**

**If you have selected "Uncertain" to any item under parts 1 or 2**, please contact SSHRC for additional information.

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## Research Contributions—maximum four pages

Applicants must provide an electronic copy of their Relevant Research Contributions. A maximum of four pages is permitted to cover the following sections, which must be presented in the following order:

1. Research Contributions Over the Last Six Years (2005-11)
2. Other Research Contributions
3. Most Significant Career Research Contributions (for Regular Scholars)
4. Career Interruptions and Special Circumstances
5. Contributions to Training

### **1. Research Contributions Over the Last Six Years (2005-11)**

Outline research contributions within the last six years. For an application deadline in November 2011, for example, include contributions from November 2005 onwards. In the case of those candidates claiming career interruptions (see 4. Career Interruptions and Special Circumstances below), you may include publications drawn from your most recent periods of research activity, to an overall total of six years.

Provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify refereed publications with an "R". A refereed work involves its assessment:
  - in its entirety—not merely an abstract or extract;
  - before publication; and
  - by appropriately independent, anonymous, qualified experts ("independent" in this context means at arm's length from the author).
- In the left margin, identify research contributions that resulted from previous SSHRC support with an asterisk (\*).
- Specify your role in co-authored publications.
- New Scholars, please list your theses.
- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.

Group your contributions by category in the following order, listing your most recent

contributions first:

1. Refereed contributions: books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, articles in scholarly refereed journals.
2. Other refereed contributions, such as: conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.
3. Non-refereed contributions, such as: conference proceedings, papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.
4. Forthcoming contributions: indicate one of the following statuses: "**submitted**", "**revised and submitted**", "**accepted**" or "**in press**". Contributions not yet submitted should not be listed. Provide the name of the journal or book publisher and the number of pages.

## **2. Other Research Contributions**

Describe any other contributions to research and the advancement of knowledge within the last six years, including your research contributions to non-academic audiences (e.g., general public, policy-makers, private sector or non-profit organizations, etc.).

## **3. Most Significant Career Research Contributions (for Regular Scholars)**

List and rank up to five of your most significant contributions over your entire career. In this case, the six-year rule does not apply. Therefore, your list of publications may differ from those you have listed under the "Publications" section of your CV. Please ensure that you explain briefly the significance of the contributions listed.

## **4. Career Interruptions and Special Circumstances**

SSHRC asks its adjudication committees to take into consideration both career interruptions and special circumstances that may have affected the record of research achievement of candidates. In doing so, adjudication committee members will be able to more accurately estimate the productivity of each researcher, independent of any career interruptions or special circumstances. Previous productivity is one element that may predict the success of proposed research programs.

**Career interruptions** occur when, for health, administrative, family or other reasons, a researcher is taken away from his or her research work for an extended period of time. In these cases, as explained above in relation to 1. Research Contributions Over the Last Six Years (2005-11), the researcher should explain the absence(s) and ask that an equivalent period of research activity prior (but as near as possible) to the present day and leading to a total of six years be taken into consideration by the adjudication committee.

**Special circumstances** involve slowdowns in research productivity created by health, administrative, family or other reasons (i.e., the researcher was not taken completely away from his or her work).

SSHRC entrusts its adjudication committees with the responsibility to reach an assessment of research productivity that takes into account the impact of career interruptions and/or special circumstances.

**Note:** If you are applying as a new scholar (category 4), you must complete 4. Career Interruptions and Special Circumstances.

## **5. Contributions to Training**

Provide the following information on students you have helped train within the last six years:

- Indicate your role in supervising or co-supervising ongoing and/or completed theses, listing these by the student's level of studies.
- Describe contributions you have made to involve students (e.g., doctoral, master's,

undergraduate) in your research activities.

Specify if your opportunities for such contributions have been limited because your university does not have graduate degree programs in your field or discipline.

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## Relevant Experience—maximum four pages

Describe your experience in engaging in and/or leading formal partnerships, and any previous experience related to the objectives of the partnership application. Please justify how this experience will aid you in the proposed activity. Examples of relevant experience include: working within or with communities and/or organizations (e.g., not-for-profit organizations, philanthropic foundations, think tanks, private sector organizations), non-academic career information, or voluntary work. Include:

- your experience in engaging in and/or leading formal partnerships;
- a brief description of the nature of the work you performed;
- an explanation of how this work has prepared you for your role in the project; and
- a description of the skills you developed (e.g., training, mentoring, analysis, networking).

The following tables indicate which applicants must provide Relevant Research Contributions (see Research Contributions instructions above) and Relevant Experience attachments:

### Applicants affiliated with a postsecondary institution

Role	Research Contributions	Relevant Experience
Applicant	Mandatory	Mandatory

### Applicants affiliated with a non-academic organization

Role	Research Contributions	Relevant Experience
Applicant	Optional (see below)*	Mandatory

\* For applicants affiliated with a non-academic organization only, the Research Contributions section of the application is optional. If you choose not to complete this section, you will, for technical reasons, be required to attach a PDF file entitled "Not applicable" to your application. **Otherwise, your application cannot be submitted and will not be processed.**

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking the "Browse" button and attach it to the application by clicking the "Attach" button on the screen. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you've successfully attached the electronic file, we recommend that you click the "View attached file" button to ensure

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