

# SSHRC RESEARCH OPPORTUNITY GRANT PROGRAM

## GUIDELINES

1. The Research Opportunity Grant Program is designed to consider applications for research projects as outlined below. Applications will be reviewed twice yearly by an inter-disciplinary committee, which is appointed by *the Academic Policy, Planning and Research Committee* upon nomination by the respective Deans. The Committee will consist of six members as follows:

Two from: Faculty of Liberal Arts and Professional Studies  
(with a term of 3 years)

One from each of: Glendon College  
(with a term of 3 years) School of the Arts, Media, Performance & Design

A total of two,  
selected in rotation from: Schulich School of Business  
(with a term of 2 years) Faculty of Education  
Faculty of Environmental Studies  
Faculty of Health  
Osgoode Hall Law School  
Libraries

2. Eligibility of Applicants:

Support is provided to

(a) Full-time faculty and professional librarians holding probationary/tenured continuing appointments.

(b) Full-time faculty and professional librarians holding contractually limited appointments for more than one year providing the research falls within a current appointment period.

(c) Current holders of Postdoctoral Fellowships at York University.

Consideration will also be given to applications from former York full-time faculty who have retired, but who continue to teach at the University.

3. Eligibility of Projects:

Support is provided to

(a) Stand-alone small scale projects which contribute to the advancement of knowledge.

(b) Projects that will lead to the development of a large SSHRC grant application or other external funding.

(c) Eligible once every 2 years, with clear evidence of progress and relevant outputs on past project(s), including subsequent external funding submissions. Re-applications for the same project with no evidence of progress will not be accepted.

4. Reporting Requirements:

Award recipients are required to submit a one page narrative report at the end of the project describing its impact and how it achieved its planned outcome(s) as related to the SRP theme and opportunity (if applicable) that were identified in the application. Reports are to be submitted to Denise Jagdeosingh-Martinez ([djagdeo@yorku.ca](mailto:djagdeo@yorku.ca)). Previous recipients of a SSHRC Research Opportunity Grant will only be eligible to reapply if they have submitted the report on their previous grant.

5. The deadlines for submission of applications are: **March 31<sup>st</sup>** and **October 31<sup>st</sup>**.

6. Awards will be announced within approximately 8-10 weeks after submission to deadline dates.

7. Any awards for projects involving human subjects will be provisional pending the approval of the project by the appropriate human subjects committee.

8. An individual is eligible to receive one research grant every 2 calendar years.

9. It is not possible to provide support for computer hardware, secretarial services and conference travel. Charges incurred prior to the indicated start date and after completion date will not be allowed, unless an extension has been applied for and granted. A small research grant may not be used for dissertation research.

10. Please provide a brief statement (**maximum 1 page, anything over 1 page will not be read**) summarizing your last five years of publications, conference papers, workshops, etc. **DO NOT INCLUDE A COMPLETE CV.**

11. PLEASE SUBMIT **ONE ORIGINAL PLUS SIX (6) COPIES** OF THE APPLICATION FORM AND ALL SUPPORTING DOCUMENTS (supporting documents may be submitted in French or English). Applications should be submitted to the Office of Research Services, Fifth Floor, Kaneff Tower. Electronic submissions will not be accepted.

# SSHRC RESEARCH OPPORTUNITY GRANT APPLICATION CHECKLIST

**Deadlines:** March 31, October 31 (for amounts up to \$7,000)

**Note:** *Only one award will be made every 2 calendar years, e.g: if you were awarded a small grant in the October 31, 2015 competition, you will be eligible to apply March 31, 2017*

If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day.

**Checklist:**

Each application should include:

- A completed budget (see page 6)
- A brief description of project (see page 7)
- ETHICS:**  
**Does your project require ethics approval?**     **Yes**                       **No**  
 If Human Participants (interviews, questionnaires, psychological or physiological testing) will be involved in this project, a completed copy of the **HUMAN PARTICIPANTS QUESTIONNAIRE MUST BE SUBMITTED *under separate cover to the Manager, Research Ethics, Fifth Floor, Kaneff Tower.*** Do not send the questionnaire to ORS.
- A one page maximum summary of recent academic work (see page 2, item 10)
- A travel quote (e.g. Expedia, Travelocity, etc...) for the lowest possible airfare (if travel funding is requested)
- Applicant's signature (see page 9)
- A completed Chair Endorsement form (see page 10)

Please note: An **ORIGINAL** plus **SIX hard** copies of the application and all supporting documents **in double-sided format** are required. **Electronic copies will not be accepted.**

Please address all correspondence to: Secretary, SSHRC Opportunity Grant Committee, Office of Research Services, Fifth Floor, Kaneff Tower

**SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL  
(SSHRC) RESEARCH OPPORTUNITY GRANTS APPLICATION FORM**

**Deadlines: March 31st, October 31st (for amounts up to \$7,000)**

<b>NAME:</b>
<b>ACADEMIC RANK:</b>
<b>DEPT/CENTRE:</b>
<b>CAMPUS ADDRESS:</b>
<b>E-MAIL ADDRESS:</b>
<b>TELEPHONE:</b>
<b>YEAR APPOINTED TO YORK FACULTY:</b>
<b>YEAR PhD COMPLETED (for Postdocs only):</b>
<b>AMOUNT REQUESTED: \$</b>
<b>TITLE OF PROJECT:</b>
<b>PROJECT START DATE:</b>
<b>PROJECT COMPLETION DATE:</b>
<b>NAME(S) AND AFFILIATION(S) OF CO-APPLICANTS:</b>
(1)
(2)

Relevance to York's Strategic Research Plan (SRP) 2013-2018 "Building on Strength"

1. With which one of the following research themes from York's Strategic Research Plan (SRP) 2013-2018 "Building on Strength" (<http://srp.info.yorku.ca/>) is your project most closely aligned?

- a) Advancing Fundamental Discovery and Critical Knowledge
- b) Analyzing Cultures and Mobilizing Creativity
- c) Building Healthy Lives and Communities
- d) Exploring the Frontiers of Science and Technology
- e) Forging a Just and Sustainable World
- f) Integrating Entrepreneurial Innovation and the Public Good

2. Does your project fall within one of the SSHRC-relevant research opportunities from York's Strategic Research Plan (SRP) 2013-2018 "Building on Strength" (<http://srp.info.yorku.ca/>) listed below? Please select one area below:

- a) Digital Cultures
- b) Healthy Individuals, Healthy Communities and Global Health
- c) Public Engagement for a Just and Sustainable World
- d) Scholarship of Socially Engaged Research

Please describe how your project is related to the SRP theme and/or the SRP opportunity you selected above, if applicable (no more than 250 words).

## **BUDGET DETAILS**

**Non-eligible expenses:** Desktops, Laptops, Support for Secretarial Services, Conference Travel.

Link to **Per Diem Rates:** <http://secretariat-policies.info.yorku.ca/files/2014/02/Doc60AppendixAPerDiemAndOtherTravelAllowances120104.pdf>

Link to **Expense Eligibility Chart:** <http://www.yorku.ca/finance/documents/ExpenseEligibilityChart.pdf>

<b>Personnel</b>				
Research Assistants				
Rate per Month	Hours per Month	Number of Employees	Number of Months	Total
\$				\$
\$				\$
			<b>A. Sub-Total:</b>	\$

<b>Travel</b>					
Dates(MM/DD/YY)	Destination	Air	Taxi	Train/Bus/Car	Total
					\$
					\$
					\$
					<b>B. Sub-Total:</b> \$

<b>Hotel</b>				
Dates(MM/DD/YY)	Destination	Daily Rate	# of Days	Total
		\$		\$
		\$		\$
		\$		\$
				<b>C. Sub-Total:</b> \$

<b>Per Diem</b>				
Dates(MM/DD/YY)	Destination	# of Days	Per Diem Rate	Total
			\$	\$
			\$	\$
				<b>D. Sub-Total:</b> \$

<b>E. Supplies, Duplicating and Other Expenses</b>	\$
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<b>Total Requested (A+B+C+D+E)</b>	\$
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**NOTES:**

1. Please make sure that the purpose of any travel and all expenses are clearly justified in your proposal.
2. It is important when purchasing travel tickets to read the fine print carefully, travel regulations are changing rapidly and the committee cannot accept responsibility for payment of denied insurance claims.

## BRIEF DESCRIPTION OF THE PROJECT

Please attach a **2 to 4 page (maximum 4 pages, anything over 4 pages will not be read)** description of the project covering each of the following points in this sequence:

1. Define scope and major objectives of study - in a short paragraph.
2. Summarize the significance of the project.
3. State briefly the relationship to existing research and literature.
4. Outline research plans and methods including names and roles of participants.
5. Indicate work already completed and in progress.
6. Provide a schedule of work to be done.
7. Justify all budgetary items, in particular, the need for Research Assistants or other personnel. Please provide a **detailed description** of the tasks to be performed, also justify salary levels requested.
8. The Committee encourages applicants to seek other funding and expects that applications for funding this project have been or will be submitted to other programs and agencies (internal and external to York).
- 9. Funding from the SSHRC Research Opportunity Grant (Committee) is intended to provide seed funding to provide a foundation to new research careers.**

*In priority (please select one):*

- Non-tenured faculty (see 2. (b) on page 1) and Post Doctoral Fellows new to a funded research career.*
- Tenured faculty new to a funded research career or any faculty re-entering their research career after a career interruption. Please explain any career interruption(s).*
- Any faculty with an on-going, established, and funded research career.*

## FUNDING AMOUNTS

Average grants for emerging scholars will be approximately \$3,500 and for established researchers average grants will be approximately \$2,000. Larger awards (up to \$7,000 for emerging scholars and up to \$4,000 for established researchers) are available to applications that fall within one of the five strategic opportunities listed above.

***The SSHRC Research Opportunity Grant will not support the research project of any faculty that is already supported by external research funds that the faculty member holds as the Principal Investigator.***

Please list grants received in the last five years on which you are the grant holder (i.e., the Principal Investigator):

<b>Project Title</b>	<b>Funder</b>	<b>Amount Awarded</b>	<b>Grant Start Date (mm/yyyy)</b>	<b>Grant End Date (mm/yyyy)</b>

Please list outstanding applications (i.e., you have not yet received a decision from the funder) to all sources on which you are the Principal Investigator:

<b>Project Title</b>	<b>Funder</b>	<b>Amount Requested</b>	<b>Deadline Date (mm/yyyy)</b>



Please describe the results of your last SSHRC Research Opportunity Grant received from this Committee.

Date of Award: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Title of Project:

Results (please provide evidence of progress and describe relevant outputs achieved, including any applications for external research funding):

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## ENDORSEMENT BY DEPARTMENT CHAIR

You should submit a copy of your application to the Chair of your department along with this endorsement form. The Chair will forward this endorsement under separate cover to ORS.

\*\*\*

**NAME OF APPLICANT:** \_\_\_\_\_

I have read this application and my comments are:

\_\_\_\_\_

Department Chair Signature

\_\_\_\_\_

Date

\*\* if applicant is Chair, then Dean or Associate Dean's signature is required.

Please address all correspondence to:  
Secretary, SSHRC Opportunity Grants Sub-Committee  
c/o Office of Research Services, Fifth Floor, Kaneff Tower