

## SSHRC EXCHANGE – KMb GRANT

**Deadlines:** March 31, October 31

**Notes:**

- *Only one award will be made every two calendar years, e.g., if you were awarded a grant in the October 31, 2018 competition, you will be eligible to apply to the March 31, 2020 deadline.*
- *Applicants cannot apply to both the SSHRC Exchange – KMb Grant and the SSHRC Explore Grant competitions in the same calendar year, e.g., if you apply to the October 31, 2018 SSHRC Exchange – KMb Grant deadline, you can apply to the SSHRC Explore Grant March 31, 2019 deadline*

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 brief description of KMb activity (see page 5)
- A completed budget (see page 6)
- A one page maximum summary of recent academic work (see page 3, item 10)
- A travel quote(s) (e.g., Expedia, Travelocity, etc.) for the lowest possible airfare(s) (if travel funding is requested)
- Applicant's signature (see page 8)

**FUNDING AMOUNT:** Applicants can request up to \$7,000.

Please submit one copy of the application and all supporting documents via e-mail to Denise Jagdeosingh-Martinez at [djagdeo@yorku.ca](mailto:djagdeo@yorku.ca).

# SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SSHRC) EXCHANGE – KMB GRANT GUIDELINES

1. The SSHRC Exchange – KMB Grant is designed to consider applications for small-scale knowledge mobilization activities 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: Faculty of Education  
(with a term of 2 years) Faculty of Environmental & Urban Change  
Faculty of Health  
Libraries  
Osgoode Hall Law School  
Schulich School of Business

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 provided the project falls within a current appointment period.

(c) York Postdoctoral Fellows and York Postdoctoral Visitors provided the project falls within the appointment period.

Consideration will also be given to applications from former York full-time faculty who have retired, but who continue to teach at the University. Visitors (except York Postdoctoral Visitors) are not eligible.

3. Eligibility of Activities:

Support is provided to conduct and evaluate:

(a) dissemination activities - videos, policy briefs, website development, social media strategy, publication subventions, etc.

(b) engagement activities - stakeholder consultations, workshops, seminars, training, etc.

(c) The following activities are **not eligible** for funding:

- research activities (e.g., literature reviews, field work, data collection, interviews)
- development of stand-alone volumes
- individual conference papers/posters/presentations that are eligible for funding under the SSHRC Exchange – Conference Grant competition

Although applicants can apply to support eligible events and outreach activities organized by academic associations, the following association activities are **not eligible** for funding:

- annual general meetings or any other activity directly related to an association's business meetings
- book launches or similar report dissemination
- receptions for association members
- any activities normally paid for by the association's operating fees

4. Reporting Requirements:

Award recipients are required to submit an [Achievement Report \(https://ors-sshrc.apps01.yorku.ca/machform/view.php?id=11279\)](https://ors-sshrc.apps01.yorku.ca/machform/view.php?id=11279) at the end of the project. Previous recipients of a SSHRC Exchange – KMb 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. Awards will be for a duration of one year.
8. An individual is eligible to receive one SSHRC KMb – Exchange grant every two calendar years.
9. It is not possible to provide support for computer hardware or secretarial services. Charges incurred prior to the indicated start date and after the completion date will not be allowed, unless an extension has been applied for and granted.
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.**

**SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL  
(SSHRC) EXCHANGE – KMb GRANT APPLICATION FORM**

**Deadlines: March 31st, October 31st**

<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>

## **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 KMb activity - in a short paragraph.
2. Summarize the significance of the project.
3. State briefly the relationship to existing research and literature.
4. Outline KMb plans, methods, and evaluation, 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 and 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).

## **FUNDING AMOUNTS**

Applicants can request up to \$7,000.

## BUDGET DETAILS

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

Link to **Expense Eligibility Chart:** <https://www.yorku.ca/finance/managing-research-grants/spending-research-dollars/eligible-expenses/>

Link to **Procurement** site: <http://procurement.info.yorku.ca/>

Link to **Procurement (hiring consultants):** <https://www.yorku.ca/procurement/how-to-services/engaging-external-consultants-contractors/>

<b>A. Personnel</b>				
Type, e.g., support assistant, consultant, etc.	Rate per Hour or Week	Number of Employees	Number of Hours or Weeks	Total
	\$			\$
	\$			\$
	\$			\$
			<b>A. Sub-Total:</b>	\$

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

<b>C. Hotel &amp; Meeting Space Rental Fees</b>				
Dates (MM/DD/YY)	Destination	Daily Rate	# of Days	Total
		\$		\$
		\$		\$
		\$		\$
				<b>C. Sub-Total:</b> \$

<b>D. Per Diems &amp; Catering</b>				
Dates (MM/DD/YY)	Function (meals, event lunch, reception, etc.)	# of Days	Cost	Total
			\$	\$
			\$	\$
				<b>D. Sub-Total:</b> \$

<b>E. Communication and Design (e.g., printing, technical), Supplies, Copying, AV, and Other Expenses</b>			
Expense	# of Copies	Cost	Total
		\$	\$
		\$	\$
			<b>E. Sub-Total:</b> \$
<b>Total Requested (A+B+C+D+E)</b>		\$	

**NOTES:**

1. Please make sure that the purpose and amount of 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.

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

Please list **external** 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/yy)</b>	<b>Grant End Date (mm/yy)</b>

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

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

Please describe the results of your last SSHRC Exchange – KMb Grant received, if applicable.

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

Title of Project:

Results (please provide evidence of progress and describe relevant outputs achieved):

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

\_\_\_\_\_  
Date