

# SSHRC EXPLORE GRANT

**Deadlines:** March 31, October 31

**Maximum Funding:** \$7,000 (see note on Funding Amounts on page 6)

**Notes:**

- ***Only one award will be made every two calendar years, e.g., if you were awarded a grant in the October 31, 2017 competition, you will be eligible to apply to the March 31, 2019 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 Explore Grant deadline, you can apply to the SSHRC Exchange – KMb 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 project (see page 5)

A completed budget (see page 6)

**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 3, item 12)

A travel quote (e.g., Expedia, Travelocity, etc.) for the lowest possible airfare (if travel funding is requested)

Applicant's signature (see page 8)

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

# SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SSHRC) EXPLORE GRANT GUIDELINES

1. The SSHRC Explore Grant is designed to consider applications for research projects as outlined below. Applications will be reviewed twice yearly by an interdisciplinary 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 research falls within a current appointment period.

(c) York Postdoctoral Fellows and York Postdoctoral Visitors provided the research 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 for York Postdoctoral Visitors) are not eligible.

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.

Eligible once every 2 calendar 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 an [Achievement Report \(https://ors-sshrc.apps01.yorku.ca/machform/view.php?id=10367\)](https://ors-sshrc.apps01.yorku.ca/machform/view.php?id=10367) at the end of the project. Previous recipients of a SSHRC Research Opportunity Grant or a SSHRC Explore 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 of submission deadline dates.

7. Awards will be for a duration of one year.

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

9. An individual is eligible to receive one Explore grant every two calendar years.

10. An individual cannot apply to both the SSHRC Exchange – Kmb Grant and the SSHRC Explore Grant competitions in the same calendar year.

11. It is not possible to provide support for computer hardware, secretarial services, and conferences. 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. An Explore Grant may not be used for dissertation research.

12. 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) EXPLORE GRANT 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>

## 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 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).
- 9. Funding from the SSHRC Explore Grant 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 2) and York Postdoctoral Fellows and York Postdoctoral Visitors 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) and provide the start and end dates of the interruption(s).*
- Any faculty with an on-going, established, and funded research career.*

## FUNDING AMOUNTS

Average grants for emerging scholars will be approximately \$6,000 and for established researchers average grants will be approximately \$3,000.

## BUDGET DETAILS

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

Link to **Per Diem Rates:** <http://secretariat-policies.info.yorku.ca/files/2014/02/Appendix-A-PerDiemAndOtherTravelAllowances-v10.pdf>

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

<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.

***The SSHRC Explore 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 **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 Explore / Research Opportunity Grant received, if applicable.

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):

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Signature of Applicant

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Date