



a place of mind

# UBC Okanagan Campus Internal Grants Program Terms

## HUMANITIES & SOCIAL SCIENCES (HSS) RESEARCH GRANT

Office of Research Services  
Phone: (250) 807 9412

Value: Minimum - \$1,000; Maximum - \$5,000

<u>Application Deadline</u>		<u>Competition Results</u>
<b>October 1</b>	<b>4:00 PM</b>	<b>November 15</b>
Applications are considered one time per year and must be submitted by the deadline day above. If the date falls on a weekend, the deadline will be moved to the first working day that follows. Funding, if awarded, will take effect on the 1 <sup>st</sup> of the month following the release of competition results.		

### Details

#### **Background and Priorities:**

Funding for the Humanities and Social Sciences (HSS) Research Grant program is made available through the annual SSHRC Institutional Award. This award is specifically designed to promote research in the Humanities and Social Sciences (HSS).

The main goals of the HSS Research Grant program are to:

1. support faculty who need seed funding to undertake pilot studies or initial research to help with future SSHRC Grant applications
2. support collaborative research (ideally across disciplines), which the potential to lead to additional related projects funded externally
3. support faculty in need of a small amount of funding to complete a project.

#### **Value and Duration:**

Proposals may be for up to \$5,000. The term of the award is for 12 months, starting June 1, and includes a one-year automatic extension.

#### **Eligibility:**

- Applicants are eligible to hold an HSS Research Grant once every two years.
- All full-time faculty members in either the professorial or teaching stream are eligible; this includes the ranks of Assistant Professor, Associate Professor, Professor, Instructor I and II, Senior Instructor and Professor of Teaching. Faculty members on study leave who will be returning to UBC O at the conclusion of their leave may also apply.

- The researcher shall have, at the time of application for the research funding, a term of appointment spanning the period of funding, or a signed commitment for a term of employment spanning the period of funding.
- Applicant's program of research must be primarily in the social sciences and humanities.
- No researcher may receive any other Internal Grants funding while holding a HSS until the HSS's final report has been received by the Office of Research Services. Final Reports are due within six weeks of the end of the award term.
- An applicant may apply for an individual Research Grant (IRG) in addition to a HSS grant; As an independent adjudication is done for both grants, if an applicant is successful in being awarded both a HSS grant and an IRG grant, the applicant must decline one of the awarded grants and inform ORS of their decision.
- Any applicant who receives a HSS but subsequently finds that they will be ending their appointment at the Okanagan Campus must notify ORS to discuss possible termination of the grant.

#### **Not Eligible:**

- Professors Emeriti
- Research Associates
- Postdoctoral Fellows
- Visiting Scholars
- Sessional Lecturers
- Part-time appointees

#### **Eligible Expenses:**

Budget items must comply with the SSHRC research expenses eligibility guidelines. Please see the SSHRC website for complete details:

[http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp)

**Signatures:** The **original** (no photocopies or facsimiles) signatures of the applicant, Department/Unit Head (if applicable) and Dean or Dean Designate must accompany all applications.

#### **Application Submission**

When the application is complete, submit the original copy of the application (including the required attachments) to the Office of Research Services at UBC Okanagan. The application must be received by 4:00 pm on the deadline day

**Office of Research Services, UBC Okanagan Campus  
FIPKE 336**

**PLEASE NOTE:** Supplementary documentation will not be accepted after the application has been submitted, **unless requested by the Office of Research Services. Late applications will NOT be accepted.**

### **Additional Information:**

It is the responsibility of the applicant to convince the committee that the proposed research fits the SSHRC Mandate [http://www.sshrc-crsh.gc.ca/about-au\\_sujet/index-eng.aspx](http://www.sshrc-crsh.gc.ca/about-au_sujet/index-eng.aspx), is worthy of funding, and can be carried out during the term of the award with the funds requested as no extensions will be permitted.

**Grant Administration:** Individual PGs (research accounts) will be established for each grant-holder. Expenditures against this PG will be processed through the grant-holder's Faculty/Unit office. No additional funds will be made available during the grant term.

**Research Ethics:** If the research study in the application requires review and approval by one of the UBC's Research Ethics Boards (i.e. Behavioral, Clinical, Animal or Biohazard), **ethics approval must be obtained within six months of the award date** or the grantee will forfeit the award.

**Reporting:** A final report must be submitted to the Office of Research Services no later than six weeks after the end of the award term. Failure to submit reports will prevent consideration of subsequent internal grant applications.

**Evaluation Criteria:** Applications are adjudicated by a committee of your Okanagan Campus faculty peers. While a HSS award will be awarded to a research project fitting the SSHRC mandate, the adjudication committee is interdisciplinary and therefore is in the applicant's best interest to propose their project/request in clear, plain language, keeping jargon and acronyms to a minimum or providing adequate explanations for them. Thus, applicants are **strongly encouraged** to write about the proposed research in non-technical language understandable to researchers in other field.