2018 - SSHRC Connection Grant eSubmission Overview: UBC Okanagan

All applications to the Connection Grant competition must be electronically submitted using the SSHRC's online system (*see #1*). Please follow SSHRC's application procedures described in the program outlines. Applicants must use the UBC Research Project Information Form (RPIF) available on the Office of Research Services (ORS) Web site to obtain the required signatures (*see #2*). *Please note that these instructions are for applications going through ORS at UBC Okanagan only.*

DEADLINES

- UBC Okanagan Internal Deadline *(see #3):* **Monday, October 29th at 4:00 pm**

- Applicant's e-Submission Deadline *(see #4):* Your final application must be submitted via SSHRC online system no later than **Thursday, November 1st at noon** (12:00 pm): *note that you will require institutional approval from UBC ORS before completing this submission.* Applications submitted after this deadline cannot be guaranteed forwarding to SSHRC by ORS.

E-SUBMISSION PROCEDURES

1. Application Preparation

The application must be prepared using the SSHRC on-line system.

2. UBC Signature requirements

There are no spaces for signatures on the SSHRC application form, so please use the Research Project Information Form (RPIF) to obtain the required internal signatures:

- UBC Applicant (Principal Investigator)
- Department Head or Director of School or Institute
- Dean or designate

Internal UBC Co-Applicants: electronic acceptance of Applicant's invitation to participate in the application meets SSHRC signature requirements hence no sign-off is required by SSHRC. However, the UBC-O researchers need Head/Faculty to review and sign the application. The **UBC Co-Applicant signature** page can be found here: http://ors.ok.ubc.ca/forms.html

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External Co-Applicants on UBC submissions: electronic acceptance of Applicant's invitation to participate in the application meets SSHRC signature requirements. SSHRC also no longer requires an institutional official signature from external institutions.

If you are a Co-Applicant on a SSHRC Connection application being initiated by a Principal Investigator at another institution, you need to submit a signed paper copy of the application (required pages specified in #3), including a signed RPIF, for review to ORS even though the submission process is going forward from another institution.

3. Submit required pages to ORS for Internal Deadline

For the Connection Grant, ORS has an internal deadline of 5 days prior to the agency deadline. Applicants must submit either a paper or a digital copy of their application **(see list of required pages below)** to Research Services by this time (Monday, October 29th at 4:00 pm) for institutional approval. Digital copies can be sent to ORS administrator Rachel Howard (rachel.howard@ubc.ca).

As ORS processes a large number of applications during SSHRC competition periods, the internal deadline is intended to ensure that all applications receive administrative review prior to institutional support / signature (by ORS). Ensure you have collected required internal signatures (see above) prior to submitting to ORS. Note that these pages are retained for our records and will not be returned to you.

These are the **required** pages for Internal approval (you may also submit the full PDF if you prefer):

Identification Page (page 1 of the application)
Summary of proposal
Participants Page (s)
Presenters Page (s)
Funds Requested from SSHRC & Funds from Other Sources
Budget Justification
Expected Outcomes
A signed UBC Research Project Information Form (RPIF).

4. Submit your application online

Submit your **full application** online by **Thursday, November 1st at noon**. To do this, you must complete and attach all the forms as described in the SSHRC Connection Grant web application instructions. If applicable, ensure that all co-applicants and collaborators have submitted their "Accept Invitation Form" and have included all relevant attachments. "Verify" all the sections of your application*

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*Note that by keeping the application in a 'Verified' (but not yet submitted) state, you are able to work on the application (except for approved budget) during the ORS processing and signature procedure. If you have already submitted it in the web portal and need to make a change, you will need to have it returned to you by ORS and then re-submit. Please wait for institutional approval from ORS before submitting in the web portal.

Following internal administrative review, ORS will inform you that you've received Institutional approval on your application, and you may submit it in the SSHRC web portal.

5. ORS approves and forwards your application

Following administrative review by ORS and your submission in the web portal, ORS will forward the application on your behalf to SSHRC.

You will know when your application has been submitted by ORS to SSHRC when the application on the SSHRC on-line system will change to "Received by Agency".

For your information, the definition of each application status on the SSHRC on-line system is:

- In Progress: application is being prepared
- Verified: application is complete and validated
- Submitted: application is submitted to ORS by the applicant. ORS can view the application and the CVs, return it to the applicant or forward it to SSHRC.
- Returned: application requires changes and is returned to the applicant by ORS. The applicant receives a system-generated e-mail. ORS can no longer view the application.
- Forwarded: application is approved and forwarded to SSHRC by ORS
- Received: application has been received by SSHRC and is ready for processing

RESOURCES

For more information on the Connection Grant application forms and process, please read the Connection Grant Overview, and the SSHRC FAQs with online forms.

If you have questions regarding SSHRC's online system, call 613-995-4273 or by email at webgrant@sshrc-crsh.gc.ca

If you have any questions regarding Connection Grants, call 613-943-1007 or by email at connection@sshrc-crsh.gc.ca

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