# 2018 - SSHRC Insight Development Grant eSubmission Overview: UBC Okanagan

All applications to the Insight Development Grant competition must be electronically submitted using the online research portal (*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) website 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):* **Friday, January 25th, at 4:00 pm**

- Applicant's e-Submission Deadline *(see #4):* Your final application must be submitted via SSHRC online system no later than **Monday, February 4th** (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 Research Portal
*Note that this is a different portal from the one used for other SSHRC programs*

### 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

**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 Insight Development 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 Insight Grant, ORS has an internal deadline of 5 business days prior to the agency deadline. Applicants must submit either a paper or a digital copy of required application modules **(see list of required pages below)** to Research Services by this time (January 25th 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/modules for Internal approval (you may also submit the full PDF of the application if you prefer):

| |
|---|
| Identification Page (page 1 of the application) |
| Summary of proposal |
| Funds Requested From SSHRC |
| Funds from Other Sources |
| A signed UBC Research Project Information Form (RPIF). |

## 4. Submit your application online

Submit your **full application** online by **Monday, February 4th, 2019 at noon**. To do this, you must complete and attach all the forms as described in the SSHRC Insight Development Grants web application instructions. If applicable, ensure that all co-applicants and collaborators have submitted their "Accept Invitation Form" and have included all relevant attachments. "Validate" all the sections of your application*

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.

**Note that by keeping the application in a 'Validated' (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.*

## 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/Validated: application or applicant page 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

**Instructions** for each module are available within the online application portal. For an overview of evaluation riteria and other information, visit http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/insight_development_grants-subventions_de_developpement_savoir-eng.aspx

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 **Insight Development Grants,** call 613-996-6976 or by email at insightdevelopment@sshrc-crsh.gc.ca

For information about **UBC Okanagan internal procedures,** contact:
Brianna Wells
Research Support Specialist (SSHRC)
brianna.wells@ubc.ca
250-807-8520