

SSHRC Insight Grant eSubmission Overview: UBC Okanagan

Applications to the Insight 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 required signatures (*see #2*). *Please note that these instructions are for applications going through ORS at UBC Okanagan only.*

DEADLINES

- Optional: Submit PDF of application from Portal to brianna.wells@ubc.ca for a **technical review** (spacing, headers, pagination, etc) **by October 9th at 4:00 pm**
- Mandatory: UBC Okanagan Internal Deadline (*see #3*): **October 10th at 4:00 pm**
- Applicant's e-Submission Deadline (*see #4*): Your final application must be submitted via SSHRC online system no later than **noon on Tuesday, October 15th: *note that you will require institutional approval from UBC ORS before completing this submission.*** ORS cannot guarantee that applications submitted after this deadline will be forwarded to SSHRC.

E-SUBMISSION PROCEDURES

1. Application Preparation

The application must be prepared using the [SSHRC on-line system](#).

2. UBC Signature requirements

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

Note that **any internal UBC Cash contributions** included in your application budgeting should be detailed on the RPIF final page, including speedchart / PG information.

Internal UBC Co-Applicants: electronic acceptance of Applicant's invitation to participate in the application meets SSHRC signature requirements. However, the UBC-O researchers need Head/Faculty to review and sign a co-applicant signature page when the co-applicant is from a different UBC Department/School. The **UBC Okanagan 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.

Co-Applicants on a SSHRC Insight application being initiated by a Principal Investigator at another institution 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 is going forward from another institution.

3. Submit required pages to ORS for Internal Deadline

Applicants must submit either a paper or a digital copy of their application (see list of required pages below) and RPIF to Research Services by **October 10th, 4:00 pm** for institutional approval. Digital copies can be sent to ORS administration via: ResearchOffice.UBCO@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)
Participants Page (page 2 of the application)
Summary of proposal (Page 6)
Budget pages, Budget Justification & Funds from Other Sources page
A signed UBC Research Project Information Form (RPIF) .

4. Submit your application online

Following notification of Institutional Approval from the Office of Research Services:

Submit your **full application** online **by October 15, 2018 at noon (pacific time)**. To do this, you must complete and attach all the forms as described in the SSHRC Insight 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. “Verify” all the sections of your application.*

*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.

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 Insight Grant application forms and process, please read the [Insight Grant Web Application Instructions](#), [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 Insight Grants, call 613-996-6976 or by email at insightgrants@sshrc-crsh.gc.ca