



### Explore and Exchange Project Grant —Program Terms

<u>Application Deadline</u>	<u>Competition Results</u>	<u>Funding Start Date</u>
August 31 (4PM)	September	October 1

If the date falls on a weekend, the deadline will be moved to the first working day that follows.

#### DETAILS

Funding for the Project Grant is made available through the annual SSHRC Institutional Award/General Revenue Fund. This award is specifically designed to promote research in the Humanities and Social Sciences (HSS) and to offset research costs up to \$5,000.

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

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

**NOTE:** The funding envelope will be contingent upon GRF and SIG fund levels, but the process will remain the same each year.

#### ELIGIBILITY

- The Principal Investigator must be a UBC Person who [has] one of the following faculty term appointments: (i) Professor, (ii) Associate Professor, (iii) Assistant Professor, (iv) Instructor, (v) Senior Instructor, (vi) Emerita.
- PI's program of research must be primarily in the social sciences and humanities.
- Projects must fall under SSHRC subject matter eligibility and all budget expenses must comply with the [Tri-Agency Financial Administration Guide](#).
- PI may hold this grant every two years.
- PI cannot hold the Small Grant and Project Grant simultaneously.
- Faculty members on study leave who will be returning to UBC Okanagan at the conclusion of their leave may also apply.
- Lecturers, Adjuncts and Postdoctoral Fellows are not eligible to apply.

#### APPLICATION

Eligible researchers are invited to submit a proposal that describes how the funding would be deployed for their project. Applications will consist of a single PDF document that includes the following (in order):

- [Application Form](#)
- Current UBC CV or CCV
- A free-form proposal addressing the evaluation criteria (two pages maximum) that includes the following:
  - **Summary** of the project to be supported: Provide a 100-word summary of your research proposal.
  - **Detailed project description:** Provide a one-page description of your research proposal. The description should include research methodology and anticipated research contribution and impact.
  - **Budget Justification:** Provide a budget justification for the funds being requested (½ page maximum). Budget items must comply with the SSHRC research expenses eligibility guidelines. A list of SSHRC



eligible expenses can be found on the SSHRC website at: [http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuideGuideAdminFinancier/index\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuideGuideAdminFinancier/index_eng.asp)

*Proposals must be written using a 12-point black font, single line spacing and a standard, single column on an 8.5" x 11" page layout for documents.*

Applications for this funding must be emailed to [ResearchOffice.UBCO@ubc.ca](mailto:ResearchOffice.UBCO@ubc.ca) by **4:00 pm** on the deadline.

#### **ADJUDICATION PROCESS**

Applications are adjudicated by members of the Standing Review Committee and chaired by the Associate Vice-Principal, Research and Innovation. The adjudication committee is multi-disciplinary and therefore it 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 fields.

#### **EVALUATION CRITERIA**

It is the responsibility of the applicant to convince the committee that the proposed research fits the [SSHRC Mandate](#), is worthy of funding, and can be carried out during the term of the award with the funds requested as no extensions can/will be permitted. Projects will be evaluate on the following criteria (equally weighted):

- A statement of goals, project overview, significant/impact of study
- Methodology, execution, and procedures (include timelines)
- Realistic, well justified budget
- Potential to lead to future research projects

#### **AWARD DETAILS:**

Applicants may request up to \$5,000. The term of the award is for 12 months, beginning on October 1st, following the release of competition results. **Due to the restrictions placed on these funds by SSHRC, no extensions to award term are permitted.** No exceptions can be made for illness or interruption to the project.

#### **GRANT ADMINISTRATION AND ADDITIONAL INFORMATION**

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 extensions or additional funds will be available, and residual funding will be returned to the funding source at the end of the grant period.**

#### **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 three months of the award date** or the grantee will forfeit the award. This opportunity is not eligible for preliminary release of grant funds prior to ethics approval.

#### **Reporting:**

Grant holders will be required to complete a [brief report online](#) by December 1. Reports should indicate the activities undertaken with grant funds, and the extent to which objectives were met. Researchers will be ineligible for future internal competitions until the report is received by ORS.

Please direct questions regarding this competition to Danielle Lamb [danielle.lamb@ubc.ca](mailto:danielle.lamb@ubc.ca)