**SSHRC Explore and Exchange Small Grant—Program Terms**

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

**DETAILS**

The Vice-Principal Research and Innovation at UBC Okanagan will support an adjudicated competition drawing on the annual SSHRC Institutional Award/General Revenue Fund to offset research costs up to $2,500 related to: 1) developing new projects, and 2) completing outputs for projects nearing completion. This Pilot program will run annually in March from 2019 - 2021, with results announced in April.

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

**Steam 1: Project beginnings**

Stream intended for projects that have not yet produced papers, articles, performances / pieces or other outputs.

- Travel or hosting dedicated to planning with research team / partners
- Honoraria for community partner participation in research or research planning activities (not eligible for post-secondary-affiliated team members, including students)
- Research travel for access to research materials (archives, community partners, other materials not available digitally / locally)
- Acquisition of specialized resources (books, software, other) note: personal computers are not eligible for this competition
- Stipend / Salary for Research Assistant for project planning / proposal creation

**Steam 2: Project completions**

Stream intended to help finalize outputs / results from existing research.

- Publication costs (open-access fees, indexing, publication subvention etc.)
- Costs related to meetings for research dissemination (conference travel or hosting)
- Costs related to other knowledge exchange activities (public events, podcasts)

**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 Explore and Exchange Small Grant and HSS 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.

NOTE: Stream 1 projects should not have already resulted in significant results (publications, conference papers)

APPLICATION

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

- Application Form
- Current UBC or CCV
- A free-form proposal addressing the evaluation criteria (two pages maximum) that includes the following:
  - Summary of the project to be supported
  - Budget and Justification for requested funds
- For Stream 1: a timeline for project development, description of outcomes, and specification of future funding applications related to the project (or justification for not requiring further funding to complete the project)
- For Stream 2: specific venues and timelines for publication / performance / exhibit or other research-driven dissemination or exchange activities. Note: if other funding has been secured for larger scale activities, include that information.

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 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):
• Challenge: project’s originality and contribution to knowledge
• Feasibility: likelihood that listed timelines/ objectives will be met
• Feasibility: effectively detailed and justified budget
• Capability: link between researcher’s experience (CV) and proposed activities/project

AWARD DETAILS
Applicants may request up to $2,500. The term of the award is for 12 months, beginning on April 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 June 1. Reports should indicate the activities undertaken with grant funds, and the extent to which objectives were met for either Stream 1 or Stream 2. 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