

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

| <u>Application Deadline</u> | <u>Competition Results</u> | <u>Funding Start Date</u> |
|-----------------------------|----------------------------|---------------------------|
| March 15 (4PM) | April | April 1 |

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.

Stream 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

Stream 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.



Okanagan Campus

- 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 evaluated 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 ResearchOffice.UBCO@ubc.ca