

## [SSHRC Partnership Engage Grant eSubmission Overview: UBC Okanagan](#)

All applications to the Partnership Development 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 UBCO Office of Research Services (ORS) Web site 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 Deadlines (*see #3*):
  - **June 10<sup>th</sup> @ 12:00 pm**
  - **September 11<sup>th</sup> @ 12:00 pm**
  - **December 10<sup>th</sup> @ 12:00 pm**
  - **March 11<sup>th</sup> @ 12:00 pm**
- Applicant's e-Submission Deadline (*see #4*): Your final application must be submitted via SSHRC online system no later than **noon** (12:00 pm) on September, December, March or June 15<sup>th</sup>.  
**Note that you will require institutional approval from UBCO ORS before completing this submission.** We cannot guarantee we will be able to forward your application to SSHRC if received after this deadline.
  - In instances where the 15<sup>th</sup> falls on a weekend, the e-submission deadline in the SSHRC portal will be noon on the following business day.

### 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 (ADR)

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 no longer requires an institutional official signature from external institutions.

**Co-Applicants** on an 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 UBCO ORS.

### 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**) for institutional approval before the deadline listed above. Digital copies can be sent to ORS administration ([ResearchOffice.UBCO@ubc.ca](mailto:ResearchOffice.UBCO@ubc.ca)).

The internal deadline is intended to ensure that all applications receive administrative review prior to institutional support / signature (by ORS). Please 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 submit the full PDF if you prefer):

Identification Page (page 1 of the application)
Participants Page
Summary of proposal
Invited partner
Budget Justification
Funds Requested from SSHRC & Funds from other Sources
A signed UBC <a href="#">Research Project Information Form (RPIF)</a> .

### 4. Submit your application online

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

Submit your **full application** online no later than **noon (pacific time)** on September December, March or June 15<sup>th</sup>. To do this, you must complete and attach all the forms as described in the SSHRC 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 in the web portal.\*

**Please note that your Partner Organization will also need to complete their invitation in a web portal, including uploading a Letter of Engagement and detailing their contributions (cash and/or in-kind).**

\*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 SSHRC programs and grants, visit the [SSHRC website](#), and the [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](mailto:webgrant@sshrc-crsh.gc.ca)

If you have any questions regarding the Partnership Engage Grant, call 613-943-1007 or by email at [partnershipengagegrants@sshrc-crsh.gc.ca](mailto:partnershipengagegrants@sshrc-crsh.gc.ca)

For information about **UBC Okanagan internal procedures** or **grant facilitation support**, contact:  
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