

## SSHRC EXCHANGE GRANT

### GUIDELINES FOR APPLICANTS

The SSHRC Exchange Grant supports knowledge exchange or mobilization activities (e.g., community engagement, small workshops, forums, knowledge synthesis) that fall within the scope of eligible activities under SSHRC's Connection or Knowledge Synthesis programs. The goal is to support the flow and exchange of social science and humanities knowledge within and beyond academia. This is a new program being launched in May 2018 that replaces the President's SSHRC suite of programs. The SSHRC Exchange Grant is a Tri-Agency grant administered at the university level.

SSHRC Exchange Grant applications are subject to competitive adjudication by members of the University of Saskatchewan SSHRC Committee, appointed by the Office of the Vice-President Research.

The SSHRC Exchange Grant is financed from an annual grant made to the U of S by SSHRC in general support of research and scholarly work in the social sciences, humanities, and fine arts. The size of this annual grant is based on the University's performance in SSHRC's research grants programs and the number of University faculty members who are eligible for SSHRC funding.

Eligibility for SSHRC Exchange does not require a future application to one of SSHRC's national competitions, although SSHRC Exchange recipients are **strongly encouraged** to consider applying. SSHRC Exchange provides an important foundation for a faculty member to better position his or her research at the national scale.

#### APPLICATION DEADLINES

The annual competition deadlines are **May 1<sup>st</sup>** and **December 1<sup>st</sup>**. If the date lands on a weekend or holiday, the deadline will be moved to the next working business day.

The form-fillable application can be downloaded from the Research Webpage, under [Internal Funding Programs](#). Applications must include the application form and required CV documentation and must be submitted to the Research Services and Ethics Office via [UnivRS](#). Paper, incomplete, or late applications will not be accepted.

#### GRANT OVERVIEW

The maximum level of support is \$3,000.

In the interest of funding as many meritorious proposals as possible, if funding is not sufficient to award all proposals recommended for funding, the U of S SSHRC Committee may reduce each grant awarded for the current competition. In this case, the subsequent competition (deadline December 1) may be cancelled.

The term of the grant is a maximum of two years with a start date of either June 1st or January 1st. Projects must commence within six months of the award notice.

### ELIGIBLE SSHRC EXCHANGE ACTIVITIES

Eligible activities include small workshops, events, other organized forums, or knowledge synthesis activities for the purpose of the following:

- a) Intersectoral exchanges of knowledge or knowledge creation activities between the applicant and research partners or participants, namely Indigenous communities, and other local community or not-for-profit organizations
- b) Intersectoral exchanges of knowledge or knowledge creation activities between the applicant and research partners or participants, namely private sector, and government departments and agencies
- c) Exchanges of knowledge or knowledge creation activities between the applicant and academic co-applicants, when such co-applicants are *not* located at the University of Saskatchewan

SSHRC Exchange Grants support exchanges of knowledge, knowledge synthesis, or knowledge creation activities that involve U of S researchers and other partners or participants. **Priority will be given to activities involving Indigenous communities.**

### ELIGIBILITY TO APPLY TO SSHRC EXCHANGE:

- Applicants must be eligible under SSHRC's criteria. Eligibility criteria specific to each funding opportunity are detailed in the individual [SSHRC funding program descriptions](#).
- In order to be eligible to apply for a SSHRC Exchange Grant, the applicant must be one of the following:
  - 1) a U of S faculty member in a tenured or tenure-track position
  - 2) a U of S faculty member with a term appointment who at the time of receiving a SSHRC Explore has a minimum of three years remaining in his or her current contract
  - 3) a full-time faculty member of St. Thomas More College who has a cross-appointment at the U of S **and** who is applying jointly with an eligible U of S faculty member
  - 4) Adjunct faculty are NOT eligible to apply
- In order to be eligible to apply for a SSHRC Exchange Grant as a co-applicant, an individual must be one of the following:
  - 1) a faculty member from an eligible postsecondary institution (national or international)
  - 2) a postdoctoral fellow
- Collaborators do not need to be affiliated with a postsecondary institution. With the exception of certain travel- and subsistence-related expenses, SSHRC Exchange does not cover expenses that collaborators incur in the conduct of research or research-related activity.
- Students and research staff are ineligible to apply as either an applicant or a co-applicant.

### GENERAL PRINCIPLES

- Applicants are eligible to apply to both the SSHRC Explore and SSHRC Exchange competitions in the same competition or in the same competition year. Sufficient justification must be provided when applying to both programs.
- Recipients can be awarded only one SSHRC Exchange Grant per competition year.
- Recipients can hold only one SSHRC Exchange Grant at a time. Previous recipients of SSHRC Exchange funds are eligible to apply for a SSHRC Exchange Grant again, provided that the project has been completed and the required grant activity survey has been submitted.
- Researchers seeking support for health-related social sciences and humanities research should review [SSHRC's eligibility guidelines](#) prior to applying.

## EVALUATION CRITERIA

- Completeness, clarity, and quality of the application
- Significance and originality of the proposed research
- Feasibility, including appropriateness of the methodologies/theoretical approach(es), budget, timelines, and knowledge mobilization plan
- Quality of student training and mentoring opportunities
- Anticipated impact and contribution to knowledge of the proposed research
- Research achievements of the applicant (publications and training of HQP)

## ELIGIBLE AND INELIGIBLE EXPENSES

All expenditures **must** be justified and are subject to the use of grant funding restrictions listed below and in the [Tri-Agency Financial Administration Guide](#).

Further SSHRC Exchange Grant restrictions on use of funding include the following:

- Conference travel is **not** an eligible expense under the SSHRC Exchange program.
- For personnel costs, please use the [current University rate of pay](#) and include non-discretionary benefits (Canada Pension Plan, Workers' Compensation, Employment Insurance, vacation).
- Release time stipends and teaching releases are not eligible.
- Activities conducted under contract for a public or private agency or firm are not eligible.
- Collection or preparation of material primarily intended for personal classroom needs or teaching purposes is not eligible.
- Purchase of equipment is not eligible. Rental of equipment (e.g., for workshops, meetings) is eligible.

## CONDITIONS OF GRANT

Support received from the SSHRC Exchange Grant must be acknowledged in any resulting publications and presentations.

Within 12 months of the SSHRC Exchange Grant end date, grant recipients will be sent an assessment survey regarding grant activities (e.g., output, HQP training). Recipients must complete and submit this survey. The information is used to determine overall impact and identify needs of the SSHRC Exchange program.

## ANNOUNCEMENT OF GRANT

Applicants will normally be advised of results within three months of the competition deadline. Funds will be available for use immediately following the award decision and the establishment of a research fund through the Research Services and Ethics Office. Funds will be accessible once all required approvals are in place.

## OVER EXPENDITURES AND EXTENSIONS

Over expenditures of grants are not permitted and will become the recipient's personal liability.

Arrangements may be made to extend the term of the grant. An extension may be requested for up to a maximum of six months and must be made a minimum of two months before the grant end date.

## FOR FURTHER INFORMATION PLEASE CONTACT:

Research Services and Ethics Office  
Telephone: (306) 966-8576  
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