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USask Community Engagement Grant

Guidelines and Application Information

Overview

The USask Community Engagement Grant supports community engaged scholarship for USask faculty to encourage collaboration with community partners, advance innovative RSAW practice, and address community-identified priorities.

Value and Duration

- Each award will be up to $10,000.
- The number of awards is dependent on funding available and adjudication committee decisions.
- Only one (1) grant may be awarded per faculty applicant (Principal Investigator) per fiscal year (April 1-March 31).
- The funds should be spent within one (1) year. A single extension of up to six (6) months may be entertained for exceptional circumstances.

Application Deadline

Fully complete applications must be submitted in UnivRS by November 16, 2026 (applications should be submitted via UnivRS and should have undergone academic approvals prior to November 9, 2026).

Purpose

The purpose of this program is to support researchers in deepening community RSAW partnerships, mobilizing knowledge, and advancing RSAW impact through community-engaged scholarship.

The Community Engagement Grant aims to encourage RSAW collaboration and mobilization of knowledge beyond the academic community. It is intended for projects that involve substantial community engagement and/or knowledge mobilization activities. All projects must contain a clearly articulated focus that includes a planned trajectory of future RSAW efforts. Community partners must play a significant role in ***co-designing*** and ***co-leading*** the project. It must ***address a clearly identified need within the community***, organizational, or societal sector. Projects must have a clear plan for ***meaningful partner involvement*** throughout all stages of the project. ***Knowledge products/outcomes*** may

include academic products/outcomes but must also demonstrate ***relevance to the community***. ***Benefits*** of the project ***to the community partner(s)*** as well as to the academy must be clearly articulated.

Note: The adjudication committee will give priority to research activities that have a strong foundation of equity, diversity, inclusion and accessibility inherent within the design of the research and/or the creation of the research team. Priority will also be extended to research activities involving Indigenous communities.

Guidelines for Applicants

Eligibility Criteria:

Applicants

- All projects must have a USask Principal Investigator (PI) who is able to hold USask funds for research.
- Note: Eligibility to apply for, hold and administer research funding: https://policies.usask.ca/policies/research-and-scholarly-activities/eligibility-to-apply-for,-hold-and-administer-research-funding.php#AuthorizationandApproval

Co-Applicants:

- All Community Engagement Grants must have at least one non-academic community partner Co-Applicant who actively shares responsibility for the direction of RSAW. These individuals may represent not-for-profits, industry, think-tanks, or government bodies.
- Additional co-applicants may be faculty members from post-secondary institutions (national or international)
- Postdoctoral fellows who serve as co-applicants cannot be paid as RSAW personnel.

Collaborators:

- Collaborators do not need to be affiliated with a postsecondary institution. With the exception of certain travel- and subsistence-related expenses, the Community Engagement Grant does not cover expenses that collaborators incur in the conduct of RSAW or RSAW-related activity.

Students and Research Staff:

- Students and research staff are ineligible to apply as either an Applicant or a Co-Applicant.

NOTE: All projects will require a final report that details the progress made towards meeting objectives, final outcomes, and planned future efforts.

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 Guide on Financial Administration. All costs must be justified in terms of the needs of the project, including costs for organizing and integrating RSAW activities and for communicating results.

Ineligible expenses include:

- Conference travel;
- Release time stipends and teaching releases;
- RSAW conducted under contract for a public or private agency or firm;
- Collection or preparation of material primarily intended for personal university classroom needs or teaching purposes; and,
- Infrastructure.

Letter of Support

The application requires a letter of support from the community partner that describes the need and/or benefits the project will address and the role the community co-applicant will play in supporting the grant.

Adjudication Criteria

1. **Challenge—The aim and importance of the endeavour (40%):**
    - originality, significance and expected contributions to knowledge and/or learning;
    - fit with the intent of the Community Engagement Grant;
    - appropriateness of the project design/approach;
    - quality of training and mentoring to be provided to students, emerging scholars, partners and other highly qualified personnel, and opportunities for them to contribute; and
    - potential for the project results to have influence and impact.

2. **Feasibility—The plan to achieve excellence (30%):**
    - probability that the objectives will be met within the timeline proposed;
    - appropriateness of the strategies and partnerships involved in conducting the activity/activities;
    - appropriateness of the requested budget and justification of costs;
    - indications of financial and in-kind contributions from other sources, where appropriate, and;
    - quality and appropriateness of knowledge mobilization, including effective sharing, exchange and engagement with partners or others.

3. **Capability—The expertise to succeed (30%):**
    - Demonstration that the project team has the knowledge and experience to achieve the proposed outcomes (i.e., training of HQP; expertise; prior community engagement; evidence of knowledge mobilization within and beyond the academy; fostering equity, diversity, accessibility, and inclusion).

USask Community Engagement Grant Application

- This funding program supports community engaged scholarship for USask faculty to encourage collaboration with community partners, advance innovative research, and address community-identified priorities.
- Only one (1) grant may be awarded per faculty applicant Principal Investigator (PI) per fiscal year (April 1-March 31).
- Each project must include at least one community partner Co-Applicant.
- The funds should be spent within one (1) year. A single extension of up to six (6) months may be entertained for exceptional circumstances.
- Unused funds remaining at the end of the spending period will be returned. Any over-expenditure is the sole responsibility of the recipient. All expenses must abide by the Tri-Agency Financial Administrative Guide. Funds may be rescinded if it is found they have been used inappropriately or for purposes other than to support a re-application for SSHRC funding.
- Prior to completing the application form, please ensure you have read the Grant Guidelines.
- Upload and submit the completed application through UnivRS.
- Please adhere to the application deadline. Late or incomplete applications will not be accepted.

Applicant Details

Name:

Email:

Department/ College:

Position:
- ☐ Tenured
- ☐ Tenure-Track
- ☐ Term
- ☐ Other:

Year of first appointment:

Date of term completion*:

*Must be employed under a contract with USask for a period sufficient enough to make it feasible to carry out the proposed research project and/or travel.

Scholar Type:

Are you an Emerging Scholar or an Established Scholar?

☐ Emerging ☐ Established

It is your choice to self-identify in one or more of the equity deserving groups as defined by the Tri-Agency*:

*Please note this information is being collected for program statistical purposes and will not be part of award adjudication.

Indigenous Peoples (First Nations, Inuit and Metis) ☐

Persons with Disabilities ☐

Women and Gender Equity-Seeking Groups ☐

Racialized Individuals ☐

Members of the 2SLGBTQIA+ Communities ☐

Applicant CV - Please include one of the following as an attachment:

a. SSHRC Canadian Common CV
b. SSHRC CV with a four-page significant contributions document
c. Tri-Agency CV (5 page document that is a narrative-style CV with three sections - personal statement, most significant contributions and experiences, and supervisory and mentorship activities)

Project Details

Project Title:

Name(s) of Co-Applicants (including Organization, College/Department affiliation):

Name(s) of Collaborators (including affiliation):

Total Funds Requested (Max of $10,000):

Please select all applicable approvals required for this project:

- ☐ Human Ethics Approval
- ☐ Animal Care Approval
- ☐ Biohazard Approval
- ☐ No Approval Required

Please indicate the type(s) of partner(s) involved in the proposed activities (if applicable):

- ☐ Indigenous communities or agencies
- ☐ Communities or not-for-profit organizations
- ☐ Private sector organizations
- ☐ Government or public agencies
- ☐ Other academic institutions
- ☐ Other

List the names of all partner organizations:

The letter of support is appended with this application: ☐ Yes ☐ No

Co-Applicant Narrative CV

Please include a Narrative CV for the community co-applicant with the headings provided in the *Community Engagement Grant Co-Applicant Resource*.

Detailed Budget

Please provide a clear, detailed budget using the table provided below. Total Project Costs should reflect the full cost of the project, including any expenses that will be covered through cash or in-kind contributions. Expenditures must be warranted in the context of the research outlined. For personnel and student support, include the rate of pay per hour, the number of hours per week, the number of weeks needed, and include the required benefits in your calculations (e.g., Canada Pension Plan, Workers' Compensation, Employment Insurance, vacation). For travel expenses, break down your request even further (e.g., accommodations, per diem costs, transportation, conference fees).

- For USask standard rates of pay for students, see https://working.usask.ca/agreements/compensation/salary-ranges.php Please also see the final page of this application form: Proposal Development Budget Guide
- For USask rates of pay for non-students (including benefits), please see the final page of this application form: Proposal Development Budget Guide
- For USask standard travel rates, see https://wiki.usask.ca/display/public/CPKB/Travel+Expense+Guidelines

Expenditure	Total Amount ($)	Justification (limit of 500 characters)
Personnel Costs – student salaries and benefits/stipends		
Personnel costs – non-student salaries and benefits		
Travel and subsistence costs – applicant/team member(s); student(s)		
Travel and subsistence costs – other		
Other expenses (e.g. honoraria, hospitality, professional/ technical services, supplies)		
Other expenses (specify)		
Total Project Costs	$ 0.00	
Total Funds Requested	$ 0.00	
In-Kind contributions (Specify whether confirmed or pending)		
Cash contributions (specify whether confirmed or pending)		

Timeline

Please describe the projected timeline for your project

Milestone	Description of Activities	Start Date	End Date

Detailed Project Description

The detailed project description must not exceed 4 pages.
In addition, scholars are allowed 1 page for references, works cited, and/or research creation activities.

Community Engagement Grant
1. Objectives • List the purpose, research question, and/or objectives of the proposed RSAW project. • Describe the significance of the RSAW project.
2. Community Need or Opportunity • Describe the community need, opportunity, or issue being addressed. • Include a rationale that explains the context and need for the proposed RSAW project.
3. Project Description • Provide a description of your RSAW project. • Describe how the RSAW project fits into current academic fields. • Detail the methodological approaches utilized. • Explain the methods of inquiry utilized to achieve the project objectives.
4. Project Team • Identify the strengths of the team and their individual expertise related to this RSAW project. • Outline the roles, responsibilities and contributions of project team members. Ensure there is included a clear description of how community partners are helping to co-design and co-lead the RSAW project. • If training is involved in the project, describe the approach used to train highly qualified personnel (HQP): students, postdoctoral fellows, emerging scholars, partners, etc.
5. Knowledge Mobilization (KM) • Describe the proposed knowledge mobilization plan. • Describe how the KM plan will have relevance within and beyond the academy, and in particular, to the community.
6. Expected Outcomes • Describe the anticipated impact and/or outcomes of your proposed RSAW project, including the expected benefits within and beyond the academy, and particularly for the community.
7. Equity, Diversity, Inclusion and Accessibility (EDIA) • EDIA considerations should be incorporated into the project design, partnerships, team composition, engagement activities, and/or anticipated outcomes.