

SSHRC EXCHANGE GRANT

APPLICATION CHECKLIST

Prior to submitting this application via [UnivRS](#), please ensure that all required documents have been included.

UnivRS Internal Deadline for Compliance: March 7, 2025.

Agency Submission Deadline: March 14, 2025.

Note: Please consult with your Research Facilitator or Associate/Vice Dean Research/Director regarding Departmental/College Level Approvals.

SSHRC Exchange Grants support exchanges of knowledge, knowledge synthesis, or knowledge creation activities that involve USask researchers and other partners or participants. **Priority will be extended to knowledge exchange activities involving Indigenous communities. Priority will also be granted to activities that have a strong foundation of equity, diversity and inclusion inherent within the design of the knowledge exchange activities and/or the creation of the knowledge exchange team.**

Final SSHRC Exchange Grant Application Checklist

1. **SSHRC Exchange Grant Application Form.** Please ensure all sections have been completed, including:
 - a. **Applicant Details**
 - b. **Project Details**
 - c. **Detailed Budget**
 - d. **Timeline**
2. **Attachment: Detailed Project Description and References**
(3 pages maximum, plus 1 page of references - approximately 1800 characters per page.)
 - Please ensure the following presentation standards have been met: Calibri 12 pt font, 2cm margins, PDF format.
3. **Attachment: Applicant's CV**
 - either a) SSHRC Canadian Common CV or
 - b) SSHRC CV and four-page significant contributions document
4. **Attachment: Each Co-Applicant's CV**
 - either a) SSHRC Canadian Common CV or
 - b) SSHRC CV and four-page significant contributions document
- Yes 5. **I am willing to share a successful application in the SSHRC grant repository to be available to future applicants as an exemplar**
No

SSHRC EXCHANGE GRANT APPLICATION FORM

Applicant Details

Name:							
Email:	Department/College:						
Position: Tenured Tenure-track Term	Year of first appointment: Date of term completion:* <small>*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.</small>						
Scholar Type Are you an Emerging Scholar or Established Scholar? (See definition of Emerging Scholar in Guidelines) <div style="display: flex; justify-content: space-around;"> Emerging Scholar Established Scholar </div>							
It is your choice to self-identify in one or more of the equity deserving groups as defined by the Tri-Agency: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Indigenous Peoples (First Nations, Inuit and Metis)</td> <td style="width: 50%; border: none;">Persons with Disabilities</td> </tr> <tr> <td style="border: none;">Racialized Individuals</td> <td style="border: none;">Women and Gender Equity-Seeking Groups</td> </tr> <tr> <td style="border: none;"></td> <td style="border: none;">Members of the 2SLGBTQIA+ Communities</td> </tr> </table>		Indigenous Peoples (First Nations, Inuit and Metis)	Persons with Disabilities	Racialized Individuals	Women and Gender Equity-Seeking Groups		Members of the 2SLGBTQIA+ Communities
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Racialized Individuals	Women and Gender Equity-Seeking Groups						
	Members of the 2SLGBTQIA+ Communities						

Project Details

Project Title:	
Name(s) of Co-Applicants (including College/Department Affiliation):	
Name(s) of Collaborators (including Affiliation):	
Total SSHRC Exchange Funds Requested (Max. \$7,000):	Please select all applicable approvals required for this project: <p style="text-align: center;"> Human Ethics Approval Animal Care Approval Biohazard Approval No Approval Required </p>

Based on SSHRC Exchange program criteria, please indicate the type(s) of partner(s) involved in the proposed activities:

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

List the names of all partner organizations, including the partner contact information (email and address)

Please indicate if this is a new research partnership: Yes No

Detailed Budget

Please provide a clear, detailed budget using the table provided below. Expenditures must be warranted in the context of the knowledge exchange activity 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+and+Expense>

Expenditure	Total Amount (\$)	Justification (Limit of 500 characters, including spaces for each box below)
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		
Total SSHRC Exchange funds requested (max. \$7,000)		
In-kind contributions (specify whether confirmed or pending)		
Cash contributions (specify whether confirmed or pending)		

Timeline

Please describe the projected timeline for your SSHRC Exchange Activities.

Milestone	Description of Activities	Start Date	End Date

Detailed Project Description

Using non-technical terms that can be understood by a multi-disciplinary committee, please provide a detailed description of your project that addresses all of the following points:

1. **Lay Summary** (*approximately 900 characters - 1/2 page*)
 - Provide a short lay summary of your project.
2. **Objectives** (*approximately 900 characters - 1/2 page*)
 - List the purpose and/or objectives of the proposed project including a rationale that explains the context and need for the proposed project.
3. **Expected Outcomes** (*approximately 900 characters - 1/2 page*)
 - Describe the originality, significance, and anticipated impact and/or outcomes of your proposed project. Indicate why and to whom the knowledge exchange activity is important within and beyond the scholarly community, and the benefits to the research field.
4. **Partnerships** (*approximately 900 characters - 1/2 page*)
 - Describe any existing or previous activities conducted with the partners listed in the previous section and the realized or anticipated outcome(s) or impact(s).
 - Explain how the partner organization(s) will participate in the decision-making processes of the partnership, and how your project will integrate the expertise of the partner organization(s).
5. **Equity, Diversity and Inclusion (EDI)** (*approximately 900 characters - 1/2 page*)
 - Describe how considerations of equity, diversity and inclusion will be addressed in conceptualization/design of the project as well as the project team.
6. **Additional Funding Support** (*approximately 600 characters - 1/2 page*)
 - List any other funding supports (grants, in-kind or cash) which may be used to fund this or any directly related projects during the funding period of the proposed SSHRC Exchange Grant.
 - Discuss any cash or in-kind funding that might be used to leverage this knowledge exchange project
 - Explain any overlaps and how the Exchange project would constitute a departure from the other grant(s).
7. **List of References (1 page)**
 - List all references cited or works referred to in your proposal. The use of different referencing styles is permitted.

Note: character estimates include spaces. Please use Calibri 12 pt. font with 2cm margins.

SSHRC Exchange Grant restrictions on the 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.

Proposal Development (Pre Award) Budget Guide – Approximates Only

Note: changes to costs are based on institutional requirements that can change during the application period. It is recommended that applicants confirm costs with a research facilitator or RASI support person

Please refer to the Research Proposal Development (Pre-Award) Salary and Compensation Budget Guide: <https://vpresearch.usask.ca/rasi/resource-hub/workshops.php#Other>

USask salary ranges are available here:
<https://careers.usask.ca/agreements/compensation/salary-ranges.php>

All employment agreements are available here: <https://careers.usask.ca/agreements/index.php>