

# SSHRC Exchange

## Instructions and Guidelines

### OVERVIEW

#### INTRODUCTION

##### Fun Facts:

- SSHRC Exchange Grant funding is provided to USask based on an annual grant made to the University of Saskatchewan by SSHRC in general support of research and scholarly work in the social sciences, humanities, and fine arts.
- The value 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.
- This means that if you receive a SSHRC Exchange grant, you have USask colleagues to thank for their efforts to receive SSHRC external funding. If they hadn't applied externally and been successful, these resources would not be available to you.
- We hope this information helps you consider "paying it forward" to other USask colleagues by applying externally for other SSHRC opportunities so that we continue to have this wonderful resource available to our scholarly community.
- 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.

##### Purpose

- to 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.

##### Objectives

- to help researchers build a foundation to better position their research on the national scale.
- to support new or inexperienced scholars with small-scale research opportunities to help them establish their research agendas.
- to support experienced researchers with extension opportunities for established research agendas, and/or opportunities for exploration of new avenues of research.

**Note: 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.**

## APPLICATION PROCESS AND DEADLINE

**UnivRS internal deadline for compliance: March 11, 2024.**

**Agency submission deadline: March 18, 2024.**

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

The form-fillable application can be downloaded from the [USask Website](#). Applications must include the application form and required CV documentation and must be submitted via [UnivRS](#).

## GENERAL PRINCIPLES

- Applicants are eligible to apply to both the SSHRC Explore and SSHRC Exchange competitions 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 and cannot apply again until the minimal term of the Exchange competition is complete (one academic year). For example, if an award holder requests a two-year term for the knowledge exchange grant, but the activities are completed within a year, the award holder is eligible to forward a new application. However, an award holder who completes a one-year project earlier than expected cannot apply again until the one-year time period is complete.
- Previous recipients of SSHRC Exchange funds are eligible to apply for a SSHRC Exchange Grant again, provided that the project has been completed.
- Researchers seeking support for health-related social sciences and humanities research should review [SSHRC's eligibility guidelines](#) prior to applying.

The maximum level of support is **\$5,000**. **The term of the grant is a maximum of two years**. Projects must commence within six months of the award notice.

In the interest of funding as many meritorious proposals as possible, if funding is not sufficient to award all proposals recommended for funding, the USask SSHRC Committee may reduce each grant awarded for the current competition, and/or hold another grant competition within the one-year period.

## ELIGIBILITY

Applicants must be eligible under SSHRC's criteria. Eligibility criteria specific to each funding opportunity are detailed in the individual [SSHRC funding program descriptions](#).

### **Applicants:**

All faculty members, including probationary, tenured, and limited term appointees, are eligible under SSHRC's criteria.

Limited term applicants and postdoctoral fellows are eligible to apply, provided they are employed under a contract with USask for a period sufficient to make it feasible to carry out the proposed research project or activity.

A full-time faculty member of St. Thomas More College who has a cross-appointment at USask and who is applying jointly with an eligible USask faculty member is also eligible.

Adjunct faculty are not eligible to apply for this grant.

#### **Co-Applicants:**

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:**

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:**

Students and research staff are ineligible to apply as either an applicant or a co-applicant.

#### **Eligible Activities:**

Eligible SSHRC Exchange 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.

## **EVALUATION CRITERIA**

### **1. Challenge: 40%**

- a. Clarity of purpose and objectives;
- b. Rationale for the proposed activity (e.g. scholarly, policy, societal);
- c. Originality and forward-looking knowledge exchange agenda;
- d. Appropriateness of the approach (e.g. design, activities, etc);
- e. Significance of the proposed activities;
- f. Engagement of partners or partner agencies;
- g. Contribution to knowledge preservation, access, or mobilization;
- h. Potential for influence/impact within the scholarly community;
- i. Potential for influence/impact beyond the scholarly community;

- j. Extent to which constructs and practices that support equity, diversity and inclusion are evident in the conceptualization/design of the project.
- 2. Feasibility: 20%**
    - a. Activities are achievable within the stated timelines;
    - b. Budget justification and appropriateness to the proposed activities;
    - c. Indications for leveraging cash or in-kind support from other sources.
  - 3. Capability: 40%**
    - a. Quality of the knowledge exchange team (including roles and responsibilities);
    - b. Applicant's research record and past experience relative to career stage;
    - c. Applicant's record of collaboration or partnership experience relative to career stage;
    - d. Evidence of past knowledge mobilization activities (e.g. contributions to public debate, media) and impacts on policy and practice;
    - e. Extent to which practices that support equity diversity and inclusion are evident in the design/recruitment/training of the knowledge exchange team.

## CONDITIONS OF GRANT

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

## ANNOUNCEMENT OF GRANT

Applicants will normally be advised of results within eight weeks of the competition deadline. Funds will be available following the award decision and a research fund will be established through Research Acceleration and Strategic Initiatives (RASI). Funds will be accessible once all required approvals are in place.

## OVER-EXPENDITURES AND EXTENSIONS

Over-expenditures of grants are not permitted. Arrangements may be made to extend the term of the grant due to extenuating circumstances that must be articulated in the extension request. An extension may be requested for up to a maximum of six months and must be made a minimum of 30 days before the grant end date. **No additional extensions will be entertained.**

## APPLICATION GUIDELINES

### APPLICATION FORM

#### Section 1: Application Details

- List your name, email address, and department/college in the space provided.
- Indicate the type of academic position currently held.
  - For those who hold term positions, please indicate the expected date of your term completion.
- List the year of your first appointment.
- Optional: If you so choose, please indicate if you self-identify as belonging to one or more of the minority groups as designated by the University's equity policy.

- Optional: If you so choose, please indicate if you are willing to share a successful application in a grant repository to be available to future applicants as an exemplar.

## Section 2: Project Details

**Project Title:** List your project title in the space provided.

**Names of Co-Applicants:** List the project co-applicants and their affiliation in the space provided.

Please note: 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)  
OR
2. a postdoctoral fellow

Students and research staff are ineligible to apply as either an applicant or a co-applicant.

**Names of Collaborators:** List the project collaborators and their affiliation in the space provided.

Please note: Collaborators do not need to be affiliated with a postsecondary institution. Excepting certain travel- and subsistence-related expenses, SSHRC Exchange does not cover expenses that collaborators incur in the conduct of research or research-related activity.

**Total SSHRC Exchange Funds Requested:** Please indicate the amount of funding you are requesting, up to a maximum of **\$5,000**.

**Applicable approvals required:** Please indicate whether you require any or all of the following approvals: Human Ethics Approval, Animal Care Approval, Biohazard Approval or Not Approvals. Please note: You need not have already applied for these approvals.

**Type(s) of partner organizations that will be involved in the proposed activities:** Please choose the appropriate partner organizations from the list:

- Indigenous communities or agencies;
- communities or not-for-profit organizations,
- private sector organizations;
- government or public agencies;
- other academic institutions;
- other.

**Partner names:** List the names of all partner agencies or organizations that will be involved in this project, including the partner contact information (email, address, etc).

**New partnership:** Please indicate if this project will involve a new research partnership.

## Section 3: Detailed Budget

Provide a detailed justification for each expenditure using the table provided on page 3 of the application form. Be sure to provide sufficient information to allow reviewers to assess whether the resources requested are appropriate. Please refer to the attached Proposal Development Budget Guide

(page 6) for guidance on salary costs. (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 the SSHRC Research Development Specialist).

**Note: The explanations and justifications must be written in plain language; avoid using jargon or acronyms that have not been defined previously.**

### 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](#).

**Further 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.

### Section 4: Timelines

Provide a detailed timeline of research activities in the table provided on page 4 of the application form. Please ensure the proposed timelines are appropriate and clearly indicate how the proposed objectives will be met.

## ATTACHMENT GUIDELINES: DETAILED PROJECT DESCRIPTION

**Before writing the project description below, please ensure you have consulted the SSHRC Exchange evaluation criteria as outlined on page 2 of this guide.**

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 sections (#1-6).

**Presentation standards:**

- Calibri 12pt font, 2cm margins submitted as a PDF.
- 3 page maximum (approximately 1800 characters/page), plus 1 page of references (4 pages total).
- **NOTE: Any text that exceeds 3 pages (not including references) will not be read by the committee.**

1. **Lay Summary** (approximately 900 characters with spaces - 1/2 page)
  - a. Provide a short lay summary of your project. Using simple terms, briefly describe the nature of the work to be done.

2. **Objectives** *(approximately 900 characters with spaces - 1/2 page)*
  - a. List the purpose and/or objectives of the proposed activities including a rationale that explains the context, originality, and need for the project.
  
3. **Expected Outcomes** *(approximately 900 characters with spaces - 1/2 page)*
  - a. 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 with spaces - 1/2 page)*
  - a. Describe any existing or previous activities conducted with the partners listed on page 2 of the application form and any realized or anticipated outcome(s) or impact(s).
  - b. 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 with spaces - 1/2 page)*
  - a. Address considerations of equity, diversity and inclusion in the conceptualization/design of the knowledge exchange project. EDI considerations should be integrated into the composition of the trainee group as well as that of their supervisors, role models, and mentors. EDI strategies can be incorporated within other sections. For ideas to support this section, please visit the RASI EDI website at <https://vpresearch.usask.ca/rasi/resource-hub/edi-equity-diversity-inclusion.php>.
  
6. **Additional Funding Support** *(approximately 600 characters with spaces - 1/3 page)*
  - a. List any other active research grants which may be used to fund this or any directly related projects during the funding period of the proposed SSHRC Exchange Grant. Do not include information concerning previous applications or grants that ended or will end before the funding period of the proposed Exchange grant.
  - b. Discuss any cash or in-kind funding that might be used to leverage this knowledge exchange project (e.g. APEF usage, college in-kind opportunities, partner cash or in-kind support).
  - c. If applicable, indicate the percentage of overlap in funding and describe the ways in which the proposed Exchange Grant would constitute a departure from other grant(s).
  
7. **List of References** *(1 page)*
  - a. List all references cited or works referred to in your proposal. The use of different referencing styles is permitted.