SSHRC EXPLORE GRANT

APPLICATION CHECKLIST

Prior to submitting this application via UnivRS, please ensure that all required documents have been included.

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

Priority will be granted to research activities that have a strong foundation of equity, diversity and inclusion 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.

Final SSHRC Explore Grant Application Checklist:

1. **SSHRC Explore 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**
   (4 pages maximum, plus 1 page of references - approximately 2500 characters per page.)

   - Please ensure the following presentation standards have been met: Calibri 12 pt font, 1 inch 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 EXPLORE GRANT
APPLICATION FORM

Applicant Details

Name:	
Email:	Department/College:

Position: Tenured Tenure-track Term	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 **Established Scholar?** (See definition of Emerging Scholar in Guidelines)

Emerging Scholar   Established Scholar

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

Indigenous Peoples (First Nations, Inuit and Metis)   Persons with Disabilities

Women and Gender Equity-Seeking Groups

Racialized Individuals   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 Explore Funds Requested (Max. $10,000):	Please select all applicable approvals required for this project: ☐ Human Ethics Approval ☐ Animal Care Approval ☐ Biohazard Approval ☐ No Approval Required

Detailed Budget

Please provide a clear, detailed budget using the table provided below. 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, 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 Explore funds requested (max. $10,000)		
In-kind contributions (specify whether confirmed or pending)		
Cash contributions (specify whether confirmed or pending)		

Timeline
Please describe the projected timeline for your SSHRC Explore 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 800 characters with spaces - 1/3 page)*
   - Provide a short lay summary of your project.
2. **Objectives** *(approximately 800 characters with spaces - 1/3 page)*
   - Describe the purpose and/or objectives of the proposed project including a rationale that explains the context and need for the project.
3. **Theoretical Framework and Context** *(approximately 1600 characters with spaces - 2/3 page)*
   - Describe your conceptual approach or framework.
   - Situate your research within the current scholarly literature, identifying the relevant knowledge/research gaps.
4. **Methods** *(approximately 1600 characters with spaces - 2/3 page)*
   - Describe your proposed research design and activities, including specific instruments or procedures, data collection, and analyses.
5. **Significance of Research** *(approximately 800 characters with spaces - 1/3 page)*
   - Describe the originality and significance (economic, social, cultural, or intellectual) of your project, as well as its expected contribution to knowledge in the social sciences and/or humanities.
6. **Knowledge Mobilization** *(approximately 1200 characters with spaces - 1/2 page)*
   - Describe the audience interested in your research and how you plan to engage and share results with them. Describe the potential for the results to influence and have an impact within and/or beyond the social sciences and humanities research community.
7. **Research Team** *(approximately 1200 characters with spaces - 1/2 page)*
   - Outline the roles, responsibilities and contributions of each of the team members, including principal applicant (PI), co-applicant(s), and collaborator(s).
   - Highly Qualified Personnel (HQP) Research Training: Describe specific roles and responsibilities of students/trainees AND the strategies to support their training.
8. **Equity, Diversity and Inclusion (EDI)** *(approximately 800 characters with spaces - 1/2 page)*
   - Describe how considerations of equity, diversity and inclusion will be addressed in conceptualization/design of the project as well as the research team.
9. **Additional Funding Support** *(approximately 400 characters with spaces - 1/6 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 Explore Grant.
   - Discuss any cash or in-kind funding that might be used to leverage this research project
   - Explain any overlaps and how the Explore project would constitute a departure from the other grant(s).
10. **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. Character counts are provided as rough estimates only. Please use Calibri 12 pt. font with 1 inch margins.

SSHRC Explore Grant restrictions on the use of funding include the following:

•   Conference travel is eligible only up to a maximum of $1,000 of the proposed budget. Conference travel must occur within the SSHRC Explore grant tenure. Explanation of how conference attendance is essential to the project must be included in the application.
•   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.
•   Research conducted under contract for a public or private agency or firm is not eligible.
•   Collection or preparation of material primarily intended for personal classroom needs or teaching purposes is not eligible.
•   Purchase of software or equipment will be considered only if strong justification is demonstrated and funding is not available from other sources. The purchase of computers is not an allowable expense. All software and equipment purchased through a SSHRC Explore Grant remains the property of the University. Purchase of equipment normally provided by a University unit or through University allocations for the purpose of capital equipment is not 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 salargy 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