

SSHRC Internal Review

Internal Review

- All SSHRC internal review requests and submissions must be emailed to grant.review@usask.ca.
- Internal review submissions should be in the form of a *complete* draft application using SSHRC's required formatting*. To provide the optimum review, minimum submission requirements for each grant program are noted below. If your application is a **resubmission**, please consider including the reviews and comments that you have received from SSHRC.

Compliance Review

- Your application **must** be submitted through [UnivRS](#) to your Department Head, College/School and Research Services and Ethics Office (RSEO) for academic and institutional approval. Please contact your Research Facilitator or Associate/Vice Dean Research/Director for College/School's internal deadline.
 - ❖ **Reminder:** Applications are required to be approved by the College to meet RSEO Internal deadline of **5 business days** prior to the agency deadline.
- Final applications must be **submitted by applicants** to the [SSHRC Research Portal](#), and will be forwarded by the RSEO staff. Applications are due at **noon**.
- When the agency deadline falls on a weekend or public holiday, the deadline is the next business day.

*SSHRC formatting requirements (based on the October 2018 competition) for attachments:

- Body text minimum 12pt Times New Roman
- All margins minimum ¾" (1.87 cm)
- Single-spaced with no more than six lines of type per inch
- Optional, but recommended: the attachments should be paginated and include a header with an abbreviated title of your grant, the section title and your surname

SSHRC Grants Repository

https://share.usask.ca/go/ovpr/grants_repository/Pages/SSHRC-Examples.aspx. If required, please use your NSID and password to log in.

SSHRC IG Workshop and Panel Q&A

TBD

SSHRC Insight Grant: October 2019 Deadline Internal Review and Submission Timeline

Please notify your Research Facilitator of your intention to apply. Continue working with your Research Facilitator and mentorship team to develop the application according to the [Insight Grant's application instructions](#).

Requirement	Deadline
<p>Notice of Intention (NOI) to Apply</p> <p>Applicants initiate their intention to apply and/or request for internal review by submitting the Notice of Intention to Apply for a SSHRC Grant/Request for Internal Review to grant.review@usask.ca (306-966-7521). Please put 'Lastname SSHRC IG' in the subject heading.</p>	July 29, 2019
<p>Internal Review</p> <p>Applicants submit draft application and SSHRC Web CV for internal review to grant.review@usask.ca. Please put 'Lastname SSHRC IG' in the subject heading.</p>	August 26, 2019
<p>Completed internal reviews are returned to applicants.</p>	September 20, 2019
<p>College/Unit Internal Approval</p> <p>Applicants must submit a full application package including SSHRC Web CV through UnivRS for Department and College academic approval. Applicants comply with college/unit-specific internal approval processes and deadlines.</p>	Please check with your Research Facilitator or Associate/Vice Dean Research/Director.
<p>Research Services and Ethics Office Compliance Review and Approval</p> <p>College/school/unit of the applicant must review the application, decide on approval and submit the decision in UnivRS at least 5 business days prior to the agency submission deadline. RSEO will review for eligibility, conduct a final compliance review check and provide Institutional approval. Applicants will have the opportunity to incorporate any required changes they wish to address or as noted by the Research Services and Ethics Office. Paper applications will not be accepted.</p>	October 7, 2019
<p>Agency Deadline</p> <p>SSHRC deadline to submit Insight Grant application. Must be submitted by applicants via the SSHRC's Online System.</p> <p><i>*NOTE: If a deadline falls on a weekend or a Canadian public holiday, the online application system will remain open until 8 p.m. (eastern time) on the next business day.</i></p>	October 15, 2019*