**SSHRC Small Grants (SSG) Program 2025 -   
SSHRC Exchange Application Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary Applicant Name:** |  | | |
| [**Emerging Scholar**](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a12) | Yes  No | | |
| **Faculty:** |  | | |
| **Amount Requested**  **(max. $2,000):** |  | | |
| **For what type of research dissemination activity are you requesting funding?** | Travel funds: Conference/other dissemination venue  Other knowledge mobilization activity | | |
| **Travel: Conference, event or presentation information**  *(complete only if applying for travel funding)* | Name of conference /event |  | |
| Location |  | |
| Dates |  | |
| Title of paper, presentation, exhibition, etc. |  | |
| Invited? If yes, include amount of expenses covered | Yes  $ | No |
| If acceptance is pending, anticipated date of notification |  | |
| **Knowledge mobilization activity information**  *(complete only if applying for KM activity funding)* | Title of KM activity |  | |
| Proposed date(s) |  | |
| Other sources of funds for this KM activity |  | |
| **Applicant signature:** |  | | |
| **Dean signature:** |  | | |

Submit your **application, proposal, budget table and your CV as one combined PDF** by email to [ewa.stewart@ontariotechu.ca](mailto:ewa.stewart@ontariotechu.ca) by **Monday, January 20, 2025, at 5 p.m.**

**Attachments**

**For travel funding** (conference, event or presentation), provide the following:

1. Significance of conference for your research (100 words max)
2. Presentation summary or abstract
3. Evidence of acceptance.Attach one of the following documents:

* letter of acceptance of paper from conference organizers, or
* copy of program where name appears, or
* confirmation of other research dissemination meeting.

**Note**: If acceptance is pending, evidence of submission, indicating expected date of decision.

**For knowledge mobilization funding**, complete the following:

A two-page proposal, outlining:

* 1. [The knowledge mobilization (KM) activity](https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/knowledge_mobilisation-mobilisation_des_connaissances-eng.aspx), including the overall goal and the specific objectives;
  2. The specific research knowledge that will be disseminated, transferred or exchanged through the activity;
  3. Who will be carrying out the activity (individual or team) and each team member’s (including students’) role;
  4. The target audience (e.g. scholars in a particular field, community groups, policy makers, etc.) and why it is important to connect with them;
  5. A timeline detailing your knowledge mobilization activities.

**Formatting Requirements**

1. Explain any acronyms and abbreviations fully;
2. Pages must be 8 ½" x 11";
3. Pages must be single-spaced, with no more than six lines of type per inch;
4. All text must be in 12 pt font Times New Roman;
5. Margins must be set at a minimum of ¾";
6. Your name and project title must appear outside the set margins of the page, at the top of every page;
7. Pages must be numbered sequentially.

**Prepare your CV (no page limit)**

* [SSHRC CV](https://www.sshrc-crsh.gc.ca/funding-financement/instructions/cv-eng.aspx), or SSHRC [CCV](https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/instructions/ccv-eng.aspx) format preferred, but not required.

**Budget Table and Justification**

Enter your project costs into the relevant budget table and justify each requested item (**one-page max**; **instructions and not-relevant budget table can be deleted**). Add/delete lines as needed (you may delete the other budget table which you are not using). If you have other sources of funding for the proposed project, detail them below the budget table and explain why SSHRC Exchange funds are needed. Make sure that your budget request is in line with the eligible expenses listed below, the [Tri-Agency Use of Grant Funds Guidelines](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp), and any applicable university policies.

**Exchange Grants can be used to fund knowledge dissemination and mobilization:**

1. **Conference (or other dissemination venue) travel or virtual participation**: transportation, accommodation, registration fee, subsistence costs (max. 4 days) for applicant and/or graduate students. Travel assistance is provided for participation in national and international scholarly conferences for which the applicant is giving a paper or making a poster presentation, leading a workshop, giving a keynote address, etc.
2. **Small-scale knowledge mobilization event:** RA salary, professional/technical services (website development, IT support for event, translation, webinar software etc.), video production costs, event space and supplies, participant incentives, etc.

Please contact [Ewa Stewart](mailto:ewa.stewart@ontariotechu.ca) if you have questions about eligible expenses or applicable university policies, such as minimum RA salary rates and the [Expense Policy](https://sites.ontariotechu.ca/finance/treasury-and-financial-operations/travel-and-expense/expense-policy.php).

**Travel for Research Dissemination**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Number** | **Amount** | **Justification** |
| **Transportation** |  |  |  |
| **Accommodation** |  |  |  |
| **Meals** |  |  |  |
| **Registration** |  |  |  |
| **Other (Specify)** |  |  |  |
| **Total Travel Costs** |  | |  |

**Knowledge Mobilization Activity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel Costs** | **Number** | **Amount** | **Justification** |
| **Student salaries and benefits/Stipends** |  |  |  |
| **Non-student salaries**  **(Postdoctoral, Professional/Technical Services, Other (Specify))** |  |  |  |
| **Other Expenses (specify below)** | **Amount** | | **Justification** |
|  |  | |  |
|  |  | |  |
| **Subtotal** |  | |  |
| **Total Project Costs** |  | |  |

**Relationship to Other Sources of Funds (if applicable)**

If other grant funds are currently held (or applied for), explain the relationship of those funds to the SSHRC Exchange funds for which you are currently applying to show that there is no overlap in activities supported by other grants and those proposed in the current proposal.