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

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary Applicant Name:** |  | | |
| [**Emerging Scholar**](http://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#a12) | Yes  No | | |
| **Faculty:** |  | | |
| **Project Title:** |  | | |
| **Amount Requested**  **(max. $7,000):** |  | | |
| **Project Summary:**  *Provide a summary of your research proposal written in clear, plain, non-technical language understandable to scholars with varied areas of expertise (max 100 words)* |  | | |
| **Do your research activities require ethics approval?** | Yes  No | **Do you already have an approved REB certificate?** | Yes REB # \_\_\_\_\_\_\_\_\_\_\_\_\_  No |
| **Please indicate the External SSHRC program to which you plan on applying:** | |  |  | | --- | --- | |  | Insight Grant (Oct 1) | |  | Insight Development Grant (Feb 2) | |  | Partnership Development Grant (Nov 15) | |  | Partnership Grant (Stage 1: Feb 10) | |  | Partnership Engage Grant (Sept 15, Dec 15, Mar 15, Jun 15) | |  | Other: | | | |
| **Attachments Checklist** | |  |  | | --- | --- | |  | Proposal (Project description, timeline and references) | |  | Budget and budget justification table | |  | CV for Primary Applicant | | | |
| **Applicant Signature:** |  | | |
| **Dean Signature:** |  | | |

Submit your **application, project description, timeline, 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**

1. **Project description (2 pages):**

* Briefly describe the research activities to be undertaken during the term of the award, including specific objectives to be achieved in the term of the award.
* Describe the methods and/or approaches to achieving your project objectives
  + If there is more than one team member, explain each person’s role on the project
  + Demonstrate the appropriateness of the theoretical and methodological approaches.
  + Explain how [gender-based analysis plus (GBA+)](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx#2b) will be considered in your research design, if applicable.
* Explain the [quality of training and mentoring](https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/effective_research_training-formation_en_recherche_efficace-eng.aspx) to be provided to students (if applicable), including a description of your [EDI considerations](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx#2a) within your team composition, recruitment, and training.
* Discuss the potential impact of your research.
* Briefly describe how the proposed activities align with [SSHRC’s legislated mandate](http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx)
* Indicate to which [specific SSHRC program](http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx) you plan to apply, the competition date, and how these funds will enable you to create a strong proposal for this program.

1. **Work plan with timeline (1 page):** Provide a timeline detailing your research activities, including plans for submitting a grant proposal to SSHRC according to the deadline of the specific SSHRC program you indicated in your project description.

**Note on projects requiring REB approvals**: ORS strongly recommends that, if you will require REB approval for your project, you begin to prepare your REB application *at the time of grant submission*. The REB approval process can take 6-8 weeks. To maximize the active period of this grant, we suggest being ready to submit your REB application upon receiving notification of award.

1. **References (1 page)**

**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.
8. **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.
* Include list of research funds currently held as well as those applied for (pending).

**Budget Table and Justification**

Enter your project costs and justify each requested item in the table below **(2 pages max; these instructions can be deleted)**. Add/delete lines to the table as needed. If the budget required for the project is above the maximum amount awarded, explain how you will obtain additional funds. If you have additional sources of funding, detail them below the budget table and explain why SSHRC Explore funds are needed. Make sure that your budget request is in line with the eligible expenses, 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.

|  |  |  |  |
| --- | --- | --- | --- |
| **Personnel Costs** | | | |
| **Student salaries and benefits/Stipends** | **Number** | **Amount** | **Justification** |
| Undergraduate |  |  |  |
| Masters |  |  |  |
| Doctoral |  |  |  |
| **Subtotal** |  |  |  |
| **Non-student salaries** | **Number** | **Amount** | **Justification** |
| Postdoctoral |  |  |  |
| Professional/Technical services |  |  |  |
| Other (specify) |  |  |  |
| **Subtotal** |  |  |  |
| **Travel and Subsistence Costs for Research** | **Number** | **Amount** | **Justification** |
| Applicant/ Team Member(s) |  |  |  |
| Student(s) |  |  |  |
| **Subtotal** |  |  |  |
| **Other Expenses (specify below)** | **Amount** | | **Justification** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| **Subtotal** |  | |  |
| **Total Project Costs** |  | |  |

**Explore Grants can be used to fund research activities in seed/pilot projects including:**

1. **Student training**: Funds to support undergraduate and graduate student research assistantships;
2. **Technical personnel or professional services**: Funds for technician, translator, graphic designer, etc.
3. **Travel:** Funds to support research-related travel to gather data, or meet with partners;
4. **Other:** Costs associated with survey development or administration, use of specialized research equipment, purchase of data sets, small equipment, software to support the research activities, supplies not normally provided by the University, 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.

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 Explore 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.