2019 Insight Development Grants
Application Instructions

User Profile

Help bubbles:

Correspondence Language: The language in which you wish to receive your correspondence.

Personal Identification No. (PIN): Enter your PIN (NSERC Only). If unknown, leave blank.
**Self Identification**

**Why we are asking you to self-identify**

Equity, diversity and inclusivity (EDI) strengthen research communities and the quality, social relevance and impact of research. See the Presidents’ [Open Letter to the Research Community](#).

The questions are primarily based on the current standard used by Statistics Canada in the Census, and wording from the [Employment Equity Act](#). If you have comments or suggestions regarding this data collection, please send to the relevant agency at:

NSERC: nseequity-equitesng@nserc-crsng.gc.ca

SSHRC: equity-equite@sshrc-crsh.gc.ca

CIHR: support@cihr-irsc.gc.ca

Applicants and co-applicants, as well as collaborators on SSHRC grants, are required to complete this form. If you are not an applicant, co-applicant or SSHRC collaborator, please select:

This does not apply to me

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**Privacy Notice**

The Research Portal supports the delivery of certain programs of the federal funding agencies. The information you provide in the self-identification section is collected under the respective authority of either the [NSERC Act](#), [SSHRC Act](#), or [CIHR Act](#) depending on the program.

The collection, use, disclosure, retention and disposal of your personal information are in accordance with the [Access to Information Act](#) and the [Privacy Act](#). Your information will be managed in accordance with Treasury Board Secretariat policies, directives and guidelines on [information management](#) and [protection of personal information](#), and with the agencies’ retention and disposition schedules.

Self-identification information is collected on a voluntary basis. This information will be stored electronically in your User Profile and access is limited to agency staff on a need to know basis. Your User Profile self-identification information is not part of your application, and is neither accessible to, nor shared with, external reviewers and/or selection committee members in an identifiable form.
Choosing not to self-identify for these purposes will have no consequences for your application. In funding opportunities where an agency may offer special consideration for members of a designated equity group, applicants will be asked to provide their consent separately to use their self-identification information for that purpose.

Your data will be used for the purposes of program operations (including the recruitment of external individuals for merit review processes, where applicable) and planning, performance measurement and monitoring, evaluation and audits, and may be used in aggregate to report to government or to the public. Self-identification information will be reported in a form (e.g., aggregate) to ensure protection of the identity of any individual. Please also see the relevant agency’s Personal Information Banks:

NSERC: PSU 941 and PSU 942 described in NSERC’s Info Source.

SSHRC: PSU 941, PSU 942, and PPU 055 described in SSHRC’s Info Source.

CIHR: PSU 941, PSU 942 as described in CIHR’s Info Source.

If you believe your personal information has been mishandled or have concerns about agency privacy practices, you have the right to file a complaint with the Office of the Privacy Commissioner. For more information about your rights under the Privacy Act, about our privacy practices or to access or correct your personal information, please contact the relevant agency’s ATIP office:

- NSERC’s ATIP Coordinator.
- SSHRC’s ATIP Coordinator.
- CIHR’s ATIP Coordinator.

By voluntarily submitting your self-identification information, you are confirming that you have read and understood this Privacy Notice Statement and agree to provide your personal information in accordance with it.

**Age**

What is your date of birth? (DD/MM/YYYY)

I prefer not to answer

**Gender**

Select the option that you identify with.

**Indigenous Identity**

Do you identify as Indigenous; that is First Nations (North American Indian), Métis, or Inuit?

If “Yes”, select the options that you identify with.

I prefer not to answer
Disabilities

Do you identify as a person with a disability?

Note: Person with a disability is a person who has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and:

- Who considers themselves to be disadvantaged in employment by reason of that impairment, or
- Who believes that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment; and
- Includes persons whose functional limitations owing to their impairment may have been accommodated in their current job or workplace.

Visible Minorities

Do you identify as a member of a visible minority in Canada?

Note: Visible minority refers to whether a person belongs to a visible minority group as defined by the Employment Equity Act and, if so, the visible minority group to which the person belongs. The Employment Equity Act defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour".

If “Yes”, please select the options that best describe you:

I prefer not to answer ☐
Eligibility Profile

1. Did you, in 2018, apply for an Insight Grant?
   If yes: The objectives described in your current proposal must be substantially different from those in your Insight Grants proposal (see multiple applications regulations).

2. Do you currently hold an Insight Development Grant?
   If yes: A current grant holder may only submit a new application for the same type of grant if doing so in the year in which they receive the final installment of their existing grant (see multiple applications regulations).

3. Are you currently a doctoral student?
   If yes:
   a. Will you have met all requirements for the PhD before the grant is awarded (i.e., before June 1, 2019), including all course work and successful defense of your dissertation?
   b. Will you have established a formal affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by September 2019)?
   c. Will the affiliation be maintained for the duration of the grant?
   If no:
   a. Note: Students enrolled in a program of study are not eligible to apply for an Insight Development Grant.

4. Are you currently a postdoctoral fellow/researcher?
   If yes:
   a. Will you have formally established an affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by September 2019)?
   b. Will the affiliation be maintained for the duration of the grant?

Hyperlinks:

Multiple applications regulations
Eligible Canadian postsecondary institution
Insight Development Grant
91 days 10 hours 38 minutes until the funding agency deadline date: please consult your institution regarding internal deadlines, if applicable.
Identification

Help bubbles:

**Application title:** Provide a short and descriptive title. This title may be used for publication purposes. Restrict use of acronyms (e.g., DNA, NATO, etc.), and avoid company or trade names.

**Committee:** Select the committee representing the research field most appropriate to the subject and discipline of your proposal.

**Joint or special initiative:** If you want your project to be considered for any of the initiatives listed, select the appropriate option. For more information, see your funding opportunity description.

**Is this a research-creation project?** SSHRC strongly suggests that before you select "Yes", you refer to the definition of research-creation for more information and examples of fields involving research-creation. If you select "Yes", please refer to SSHRC’s Resource Centre for information helpful in preparing research-creation-related applications.

**Does your proposal involve aboriginal research as defined by SSHRC?** Select “yes” if you wish to signal the adjudication committee that your application should be reviewed in the context of SSHRC’s definition of Aboriginal research and its Guidelines for the Merit Review of Aboriginal Research.
Joint or special initiative – Department of National Defence

If you have selected “Department of National Defence” research initiative in the “Joint or special initiative” field on the identification screen, you must clearly explain how the proposed research meets the initiative’s objectives.

Statement of Relevance (required) Characters remaining: 3800 (3800 characters maximum)

Scholar Type

Are you an Emerging Scholar or Established Scholar? (required)

Confirmed Scholar Type

Hyperlinks:
Emerging Scholar
Established Scholar

Note: The form will confirm if the applicant meets the criteria to be considered an emerging scholar.
Emerging scholar example:

Scholar Type
Are you an Emerging Scholar or Established Scholar? (required)

Have you received a previous grant (with the exception of a fellowship, knowledge mobilization grant and/or partnership engage grant) as principal investigator or project director, through any of the following organizations: SSHRC, Natural Sciences and Engineering Research Council, or Canadian Institutes of Health Research? (required)

Have you held a tenured or tenure-track postsecondary appointment for a total of 6 years or more throughout your career? (required)

Has your career been interrupted for family or health reasons after February 4, 2013? (required)

Confirmed Scholar Type
Emerging

Career interruptions for family or health reasons (required)
Explanation (required)
Characters remaining: 675 (700 characters maximum)

Total duration in months (required)
1

Productivity Lost (required)
100%

How many months have you held a tenured or tenure-track post secondary appointment throughout your career? (required)
72

When did you obtain your tenured or tenure-track position? (required)
2013-02
Established scholar example:

Administering Organization

Help bubbles:

Organization: Postdoctoral researchers and doctoral students may leave this field blank.

Department/Division: Select one option from the drop-down list. Postdoctoral researchers and doctoral students may leave this field blank.

Hyperlinks:

Secretariat@sshrc-crsh.gc.ca

Institutional Eligibility – Guidelines and Requirements
## Activity Details

### Application Title

Your application title entered in the "Identification" screen is:

### Certification Requirements

- Does the proposed research involve humans as research participants? (required)  
  - Yes  
  - No

- Does the proposed research involve animals? (required)  
  - Yes  
  - No

### Environmental Impact

- A. Will any phase of the proposed research take place on federal lands in Canada, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut, as interpreted in section 2(1) of the Canadian Environmental Assessment Act, 2012 (CEAA 2012) (required):
  - Yes  
  - No

- B. Will any phase of the proposed research take place outdoors and outside of Canada? (required):
  - Yes  
  - No

- C. (i) Will the grant permit a designated project, as listed in the CEAA 2012 Regulations Designating Physical Activities (RDPA), to be carried out in whole or in part? (required):
  - Yes  
  - No

  (ii) Will any phase of the proposed research depend on a designated project, as listed in the RDPA, being carried out by a third party? Regulations Designating Physical Activities (required):
  - Yes  
  - No

### Keywords

List up to 10 keywords that best describe the proposal. (required)

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 
9. 
10. 

### Disciplines

Indicate and rank up to three disciplines relevant to your proposal, with #1 the most relevant and #3 the least relevant. (required)

1. Select
2. Select
3. Select

### Areas of Research

Indicate and rank up to three areas of research relevant to your proposal, with #1 the most relevant and #3 the least relevant. If you select "Not Subject to Research Classification" in #1, the system will automatically remove any other areas of research when you save this page. (required)

1. Select
2. Select
3. Select

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**Hyperlinks:**

[Canadian Environmental Assessment Act, 2012](#)

[Regulations Designating Physical Activities](#)
### Temporal Periods

Indicate up to two historical periods covered by your proposal.

<table>
<thead>
<tr>
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<th>From</th>
<th>To</th>
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<tbody>
<tr>
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<td>2</td>
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</tbody>
</table>

### Geographical Regions

Indicate and rank up to three geographical regions relevant to your proposal, with #1 the most relevant and #3 the least relevant.

<table>
<thead>
<tr>
<th></th>
<th>Select</th>
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</thead>
<tbody>
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<td>1</td>
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</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
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</tbody>
</table>

### Countries

Indicate and rank up to five countries relevant to your proposal, with #1 the most relevant and #5 the least relevant.

<table>
<thead>
<tr>
<th></th>
<th>Select</th>
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<tbody>
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<td>1</td>
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<td></td>
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<tr>
<td>5</td>
<td></td>
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</tbody>
</table>
Revisions since previous application
Summary of Proposal

Provide a summary of your research proposal written in clear, plain, non-technical language understandable to scholars with varied areas of expertise. Clearly indicate:

- the problem or issue to be addressed; and
- the potential contribution of the research in advancing knowledge and, where applicable, the wider social benefit (e.g., Will this research be of interest to other areas of research/disciplines? Will it be of interest outside the academic community? How will it be used and by whom?).

Applicants who have selected one of the two multidisciplinary committees must provide a brief explanation of how the project will integrate intellectual resources (theories, methodologies, perspectives, etc.) drawn from more than one discipline, and list at the end of the summary the various disciplines from which expertise should be drawn to assess the proposal.

Note: If your proposal is funded, this summary may be used by 55HRC for promotional purposes.

2600 characters maximum
Characters remaining: 3800
Roles and Responsibilities

Describe:
1. the relative roles, responsibilities and contributions of the applicant, and of any co-applicants and collaborators (if applicable, clearly outline the rationale for international collaboration);
2. for team applications: the relative proportion (in percentage) of each member’s contribution to the proposed project; and
3. the proportion of time to be spent on this project in relation to any other ongoing research projects or programs (excluding prospective grants).

Note: For team applications, if the adjudication committee determines that the applicant is not responsible for, or equipped to exercise, the leadership of the research, the Feasibility score may be lowered.

Characters remaining: 7600 (7600 characters maximum)
Roles and Training of Students

Clearly describe the specific roles and responsibilities of students and research assistants, and indicate the duties, especially with respect to research, that they will be undertaking, as well as how these will complement their academic training. Consult the Guidelines for Effective Research Training in preparing this section of the application. These guidelines will also be provided to reviewers.

Hyperlink:

Guidelines for Effective Research Training
Knowledge Mobilization Plan

Hyperlinks:

Knowledge Mobilization
Guidelines for effective knowledge mobilization
Tri-Agency Open Access Policy on Publications
Open Access
**Expected Outcomes**

In this section, elaborate on the potential benefits and/or outcomes of your proposed project. If awarded funding, you will have the opportunity, via follow-up reports, to share how your outcomes have evolved.

### Scholarly Benefits

Indicate up to three scholarly benefits of the proposed project. (required)

1. Select or enter other value
2. Select or enter other value
3. Select or enter other value

### Summary of Expected Scholarly Outcomes (required)

Justify your answer by describing the potential scholarly benefits/outcomes (e.g., potential learning, implications) that could emerge from the proposed project. If not applicable, enter n/a.

Characters remaining: **1000** (1000 characters maximum)
1. Select or enter other value
2. Select or enter other value
3. Select or enter other value

Summary of Expected Societal Outcomes (required)

Justify your answer by describing the potential societal benefits/outcomes (e.g., effects, implications) that could emerge from the proposed project. If not applicable, enter n/a.

Characters remaining: **1000** (1000 characters maximum)

Audiences

Indicate up to five potential target audiences for the proposed project. (required)

1. Select or enter other value
2. Select or enter other value
3. Select or enter other value
4. Select or enter other value
5. Select or enter other value

Summary of Benefits to Potential Target Audiences (required)

Describe the potential benefits the project’s expected outcomes will have for the identified target audiences. If not applicable, enter n/a.

Characters remaining: **1000** (1000 characters maximum)
Funds Requested from SSHRC

Estimate as accurately as possible the costs you are asking SSHRC to fund. All budget items must conform to the rates and regulations of the Tri-Agency Financial Administration Guide and of your organization, and must be fully justified. For each entry, justify all budget costs in terms of the needs of the project.

For each personnel costs category, enter the number of individuals to be hired and specify the total amount ($) required. The number of, and budget costs for, all individuals hired must be justified relative to the project’s needs. For travel, you must distinguish between types (e.g., conference travel).

Use Calculate Totals to complete the budget form.

Adjudication committees may consider falling a project on the Feasibility criteria if they deem that 30 per cent or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project. They may recommend budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the project objectives. Committees will use the principle of minimum essential funding to guide their discussions of project budgets. An application will automatically be failed if the committee deems that 30 per cent or more of the overall budget is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.

Note: Insight Development Grant funds must not be used for conference organization or for remuneration or travel and subsistence costs of presenters or guest speakers.

Note: Projects whose primary objective is the digitization of a collection or the creation of a database are not eligible for funding.

### Year 1

| Grand total | $0 |

### Year 2

| Grand total | $0 |

Hyperlink:

[Tri-Agency Financial Administration Guide](#)
### Year 1

#### Personnel costs

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<th>Student salaries and benefits/Stipends</th>
<th>Number</th>
<th>Amount</th>
<th>Justification</th>
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<td>Masters</td>
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<tr>
<td>Non student salaries</td>
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<td>Professional/Technical Services</td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td><strong>Travel and Subsistence Costs for Research</strong></td>
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<tr>
<td>Applicant/Team Member(s)</td>
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<tr>
<td>Student(s)</td>
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<td><strong>Subtotal</strong></td>
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<tr>
<td>Travel and Subsistence Costs for Dissemination</td>
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<td>Amount</td>
<td>Justification</td>
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<tr>
<td>Applicant/Team Member(s)</td>
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<td>Subtotal</td>
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<table>
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</table>

| Grand total year 1 | $0     |

<table>
<thead>
<tr>
<th>Year 2</th>
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<tbody>
<tr>
<td>Grand total</td>
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</table>

Save and previous  Save and validate  Save and next  Preview  Back to Application Overview
Funds from Other Sources

You must include all contributors (e.g., individuals, not-for-profit organizations, philanthropic foundations, private sector organizations) that are providing contributions for the project. Indicate whether or not these contributions have been confirmed.

If a funding source is not listed, you must:
(a) type the source name in Funding Source
(b) identify the contribution type
(c) enter an amount.

If you have received, from a single funding source, more than one contribution of the same type (e.g., cash) and confirmation status, you must combine these into one entry (e.g., two $20,000 confirmed cash contributions from a university become one $40,000 confirmed cash contribution).

For examples of Canadian and international sources of eligible cash and/or in-kind support, see SSHRC’s Guidelines for Cash and In-Kind Contributions.

Note: All contributions must be indicated in Canadian currency.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Contribution Type</th>
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<th>Year 1</th>
<th>Year 2</th>
<th>Total</th>
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<tbody>
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<th>Year 1</th>
<th>Year 2</th>
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<th>Contribution Type</th>
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<th>Year 1</th>
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</tbody>
</table>

Details: Characters remaining: 500 (500 chars)

Grand total

Hyperlink:

SSHRC’s Guidelines for Cash and In-Kind Contributions
Reviewer Exclusion

### Add reviewer to be excluded

List individuals, collaborations or organizations that you wish to exclude from the review of the application. Enter the information and click Add.

<table>
<thead>
<tr>
<th>Exclusion Type (required)</th>
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</thead>
<tbody>
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<tr>
<td>Organization (required)</td>
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<tr>
<td>Department</td>
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</table>

### Excluded Reviewers

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<th>First Name</th>
<th>Initials</th>
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<th>Department</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

[Save and validate] [Back to Application Overview]
Detailed Description

General Presentation:
- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)
- **Notes**: Failure to adhere to the guidelines will lead to your application being declared ineligible.

Your file must meet the following specifications:
- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 " x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 5 page(s)

Using the following headings, address the Challenge and Feasibility evaluation criteria of the funding opportunity. Describe the proposed research in enough detail to allow informed assessment by committee members. Avoid jargon, acronyms and highly technical terms.

Objectives
- Briefly state the explicit objectives of your proposed research.

Context
- Describe the originality, significance and expected contribution to knowledge of the proposed research.
- Situate the proposed research in the context of relevant scholarly literature.
- Describe the appropriateness of the theoretical approach or framework.
- Explain the potential influence and impact within and/or beyond the social sciences and humanities research community.
- **For emerging scholars only**: Explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.

Methodology
- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, that will be used to achieve the stated objectives.
- Justify the choice of methodology and describe the specific instruments or procedures to be used.
**Timelines**

Your file must meet the following specifications:
- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 1/2” x 11” (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 1 page

Describe the timelines for conducting the proposed project. Charts and tables are strongly encouraged as very effective tools for presenting concise details for project components and research activities.

**List of References**

General Presentation:
- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4” (1.87 cm)
- Note: Failure to adhere to the guidelines will lead to your application being declared ineligible.

Your file attachment must meet the following specifications:
- PDF format (.pdf extension); unprotected
- Maximum file size of 10 mb
- 8 1/2” x 11” or A4 (216 mm x 279 mm) or (210 mm x 297 mm)
- Maximum 10 page(s)

You must attach an electronic copy that lists all references cited in your proposal.
Research-Creation Support Material

Hyperlinks:

Guidelines for Research-Creation Support Materials
Research-creation
Artist-researcher
Canadian Common CV

Hyperlink:
Instructions

Participant Invitations

Contact Us

Technical questions:
Tel.: 613-995-4273,
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