GENERAL TIPS

Prepare your application **well in advance**. Competitive Insight Grant applications typically require **four to six months** of preparation, sometimes longer.

Review SSHRC’s [Insight Program](#) objectives. Convincingly express the need, importance and relevance of your proposed project to those objectives.

Not all members of the adjudication committee will be experts in your field. Have peers and non-specialists review your application for **clarity**. It should be a pleasure to read.

Tell a compelling research **story**. See the suggested resources below and consult with a Research Projects Advisor.

Only plain, unformatted text (no bold type, italics, script, underscoring, formulas or special characters) can be entered into the application text boxes. Preview the application to ensure all the text is visible within the box and not cut off at the bottom.

Times New Roman 12 point font is to be used in attached documents. Margins must be a minimum of ¾”. Utilize headings and subheadings to make the documents easy to read.
SECTION BY SECTION GUIDELINES

PROJECT SUMMARY

A key document, not an afterthought. The Summary is a chance to hook and hold your readers with clear, compelling language.

Make the Summary unique, not the same as Page One of your Detailed Description.

The Summary should contain in miniature the entire project, that is, its objectives, context, methods, and outcomes or impact.
DETAILED DESCRIPTION (6 pgs.)

The following section headings must be used: Objectives, Context and Methodology. If you are submitting a research-creation application to Committee 3 (Fine Arts and Research-Creation), you must include a heading Titled Research-Creation Support Material at the end of your Detailed Description.

Objectives should state clearly what you aim to achieve with the research (not what you plan to do). Consider using bullet points to make your Objectives stand out. All aspects of your proposal should flow from your Objectives. Consider them carefully. Use strong, active verbs.

Situate your proposed project within its historical, social, cultural contexts, and within the context of the scholarly literature. You may find it helpful to use subheadings such as Literature Review and Theoretical Framework. Use catchy subtitles if and when appropriate. Use white space effectively.

cont’d. . .
DETAILED DESCRIPTION (6 pgs.)

Demonstrate the appropriateness of the research methodologies; provide clear and detailed description of both data collection and anticipated data analysis (if appropriate). Justify your choice of methodology; include a rationale for your choice of corpora, comparison sites, sample groups, sample sizes.

Provide a contingency plan if access to data, materials, samples, etc. may be limited or unavailable. SSHRC encourages applicants, where applicable, to discuss how research data arising from the project will be managed, including collection, preservation and sharing.

Clearly establish the link between the objectives, the methodology, and the budget.

Consider providing a visual timeline for the project, e.g. a Gantt chart.

If you are submitting a request for support for a tool for research or related activities, see SSHRC’s Guidelines for Support of Tools for Research and Related Activities.
KNOWLEDGE MOBILIZATION PLAN (1 pg.)

See SSHRC’s Updated Guidelines for Effective Knowledge Mobilization.

Provide an appropriate strategy/plan for mobilizing findings to knowledge users both within the academic community (refereed journals, conferences, etc.) and the non-academic community (practitioners, policy makers, etc.).

Consider who is interested in your research (knowledge users), how the information will be mobilized to them, in what format, and when. You might divide your KMP into four subheadings: Goals, Audiences, Strategies or Messengers, and Outcomes.

Detail specific activities and tools including digital technologies and social media. Be creative. If proposing a website, provide details regarding the structure and content. Consider budgeting for a social media manager or coordinator.

cont’d. . .
KNOWLEDGE MOBILIZATION PLAN (1 pg.)

Consider developing a strategy to engage knowledge users in the development of knowledge mobilization tools, or work with partners and influencers on social media who already have a large reach.

See Queen’s Meeting Tri-Council Open Access Policy Requirements. As of May 2015, all peer-reviewed journal publications resulting from funding by the Tri-Agency (CIHR, NSERC, SSHRC) must be freely available online within 12 months of publication. It is advantageous to mention you will be complying with this policy and explain how.
Description of the research team

Demonstrate the capability of the researcher(s) for the proposed research program in terms of competencies such as cultural fluency, language skills, appropriate methodological/technical training, and knowledge of particular research contexts. Provide a paragraph for each key team member (Applicant, Co-applicants, and Collaborators).

Description of previous and ongoing research results

Provide a narrative, not merely a list of grants received or a restatement of your CV. Where have you been, where are you now, and where are you going with your research? What qualifies you to lead the proposed program of research? Discuss relevant work in progress and highlight particular publications important to the development of the proposed project.

cont’d. . .
Description of proposed student training strategies

See SSHRC’s Guidelines for Effective Research Training.

Provide a detailed Mentorship Plan. Outline duties students will be engaged in and any training that will be provided to perform these duties, and how the skills they learn will benefit them in their future careers, whether academic or non-academic.

Indicate whether students will be encouraged to present papers at conferences and/or publish. Consider the involvement of undergraduate students in addition to graduate students.
FUNDS REQUESTED FROM SSHRC

When developing your budget see [Queen’s Tri-Council Research Expense Eligibility & Documentation Guide](#) and the Tri-Agency Financial Administrative Guide - [Use of Grant Funds](#).

Budget judiciously. Think **MEF: minimum essential funding**. Do not ‘pad’ the budget. Avoid, for instance, travel to major conferences in the early phases of a research program, which would normally be devoted to data collection.

**NEW!** Queen’s Graduate Research Assistants now have a [collective agreement stipulating their pay](#).

SSHRC advises paying students via a stipend if their work on the research project relates to their thesis, otherwise they can be paid hourly.

cont’d. . .
Funds Requested from SSHRC

NOTE: The average percentage of grant funds used by SSHRC researchers to pay student salaries is 34%.

For post-doctoral fellows minimum salary is determined by their collective agreement. NOTE: funding requests for post-doctoral fellows must be very well justified.

Observe Queen’s Travel and Expense Reimbursement Policy - Appendix I when calculating travel and subsistence expenses.

Refer to the Guidelines for the Support of Tools for Research and Related Activities for Tools requests between $7,000 and $100,000. Tools requests up to $7,000 may be included in any SSHRC grant application without need to refer to the guidelines.
BUDGET JUSTIFICATION (2 pgs.)

The budget justification is not merely a breakdown; justify all expenses in terms of the needs of the research. All resources referred to in the project description should be in the budget justification.

An application will be declared ineligible if it is determined that more than 30 per cent of the requested budget has been allocated to ineligible expenses. Note that Insight Grant funds may not be used for the remuneration and/or travel and subsistence costs of presenters or guest speakers.

Justification should be presented in the category order listed on the Funds Requested from SSHRC page of the application form.

It is imperative to distinguish between travel for research purposes and travel for communication purposes.

cont'd...
BUDGET JUSTIFICATION (2 pgs.)

To justify computer hardware and other non-disposable equipment requests, you must indicate that these items are not accessible through the institution, and are required to undertake the proposed project.

For supplies, see the Tri-Council list of eligible and non-eligible expenses for stationary and office supplies document.

If you have in-kind and/or cash contributions, indicate briefly here how these contributions are being used.

NOTE: If you include confirmed cash or in-kind contributions in your Funds from Other Sources section, confirmation from an authorized authority is required by University Research Services. This can be in the form of an email. The email needs to detail the contribution including the value. Please consider SSHRC’s Guidelines to Cash and In-Kind Contributions to ensure eligibility of contributions.
EXPECTED OUTCOMES

The Expected Outcomes Summary describes the potential benefits/outcomes that could emerge from the proposed research and/or related activities in the text box.

Remember that SSHRC distinguishes Outputs—e.g. publications or other forms of dissemination—from Outcomes, or the impact of the research.

It may be helpful for you to imagine your audiences and constituencies and to write from their point of view regarding your research and its results. How have they benefitted? What has your research changed or improved?
SUGGESTED REVIEWERS

You are not required to provide suggested reviewers although it is helpful to SSHRC. In small fields list only one or two assessors as SSHRC selects assessors in addition to those suggested by the applicant. SSHRC is not always able to use your suggestions for a variety of reasons.

EXCLUSION OF POTENTIAL REVIEWERS (1 pg.)

This page is not mandatory. Any exclusions are held in strictest confidence by SSHRC.
Qualify information as much as possible. If you refer to an award you received only by name and do not provide details on why the award is prestigious, the reviewers may not understand its significance. If a particular journal is deemed more prestigious than another in your discipline, then mention as much so that the reviewers will understand its significance. Don’t shy away from underscoring achievements.

1. Relevant Research Contributions over the Last Six Years (October 2011 onwards)
   Follow SSHRC’s instructions exactly for details on the contributions listed and grouping of contributions.

2. Other Research Contributions
   Select contributions that are related to the proposed project, including to non-academic audiences.

3. Most Significant Career Research Contributions
   Explain briefly the significance of up to five contributions. You may wish to relate them to the proposed project.

cont’d...
4. Career Interruptions and Special Circumstances

State special circumstances or career interruptions clearly and objectively; use this section only if applicable.

5. Contributions to Training

Provide information on students you have helped train within the last six years by indicating your role in supervising or co-supervising on-going and/or completed theses, and describing contributions you made to involve students (doctoral, masters, undergrad) in your research activities.

Mention how many undergraduate students you supervised who went on to graduate studies, received nationally competitive scholarships and/or moved on to successful professional practice, and how many of your graduate students now hold faculty positions.

Mention if student research assistants presented at conferences, published work while under your supervision and if you mentored students to publish their work and/or provided specific training techniques, e.g. qualitative data analysis.
2019 SSHRC Insight Grant Application Tips

Effective Writing and Grantsmanship: Some Helpful Guides

Stylish Academic Writing

Air & Light & Time & Space

HOW SUCCESSFUL ACADEMICS WRITE

WRITING SCIENCE

How to write papers that get cited and proposals that get funded
When are the Queen’s Research Services internal deadlines?

15 August - Notice of Intent to Apply

Researchers intending to submit an Insight Grant application are asked to email University Research Services by August 15. Information regarding the application content is not required.

Faculty of Arts & Science applicants please contact adrian.kelly@queensu.ca
Applicants in all other Faculties / Schools please contact diane.davies@queensu.ca

10 September – Optional Full Review

Applicants requesting a full review of their application by University Research Services are to provide their application to URS by September 11.

Faculty of Arts & Science Applicants please contact adrian.kelly@queensu.ca
Applicants in all other Faculties / School please contact diane.davies@queensu.ca

cont’d...
When are the Queen’s Research Services internal deadlines?

1 October – Administrative Review & TRAQ Form

Applicants are asked to complete and submit their Insight Grant application to University Research Services electronically via the SSHRC web-forms for administrative review by October 1. Research Services can return the application to applicants for amendments following administrative review.

A completed and approved TRAQ DSS entry is also required by October 1. To attach the SSHRC Insight Grant application to the TRAQ DSS entry click “preview” in the SSHRC web-forms to produce a PDF, save the PDF and then attach to the TRAQ DSS as described in the step-by-step instructions.
2019 SSHRC Insight Grant FAQs

How do I get my application to University Research Services?

Optional Full Review - Please email your application (Word or PDF) to:

Faculty of Arts & Science applicants: Adrian Kelly adrian.kelly@queensu.ca
All other applicants: Diane Davies diane.davies@queensu.ca

Administrative Review

Applications are to be submitted to Research Services via the SSHRC web-forms. The application does not go to SSHRC. The application can be released back to the applicant for editing.

Do I have to create a TRAQ DSS form?

The TRAQ DSS form must be submitted and approved by the applicant’s Department Head/Director in order for their Insight Grant application to be forwarded to SSHRC by Research Services.

To attach the SSHRC Insight Grant application to the TRAQ DSS Form click preview in the SSHRC webforms to produce a PDF.
Whom can I contact if I need assistance completing the application?

University Research Services
Faculty of Arts & Science applicants please contact: Adrian Kelly, Research Projects Advisor adrian.kelly@queensu.ca
All other applicants please contact: Diane Davies, Research Projects Advisor diane.davies@queensu.ca

SSHRC
For questions relating to the Insight Grant program call 613-996-6976 or email insightgrants@sshrc-crsh.gc.ca
For help with SSHRC’s online application form system call 613-995-4273 or email webgrant@sshrc-crsh.gc.ca