2017 SSHRC INSIGHT DEVELOPMENT GRANTS APPLICATIONS
FREQUENTLY ASKED QUESTIONS

When is the Queen’s Research Services internal deadline?

Notify Queen’s University Research Services by 6 January 2017 via email to diane.davies@queensu.ca that you intend to apply for a SSHRC IDG. This will allow us to provide competition related information to you while you prepare your application.

Applications are to be submitted through the SSHRC Research Portal by 20 January 2017 to undergo an administrative review. Research Services will then forwarded the application to SSHRC, or return it to the applicant for editing. Faculties/departments may have their own deadlines.

In addition to submitting your grant application, a completed and approved TRAQ Awards Form is required by January 20th. For Faculty of Arts and Science applicants, this is a mandatory Faculty deadline i.e. if your TRAQ entry is not submitted by midnight on January 20th you will be unable to submit your IDG application.

How do I get my application to Research Services?

Applications are to be submitted to Research Services via the SSHRC Research Portal. The application does not go to SSHRC. Research Services forwards the application to SSHRC.

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 Development Grants application to be forwarded to SSHRC by Research Services.

To attach the SSHRC Insight Development Grants application to the TRAQ DSS Form click preview in the SSHRC Research Portal to produce a PDF.

For Faculty of Arts and Science applicants, this is a mandatory Faculty deadline i.e. if your TRAQ entry is not submitted by midnight on January 20th you will be unable to submit your IDG application.

Which CV does the Insight Development Grant require?

Applicants need to complete the Canadian Common CV. See SSHRC’s instructions in completing, submitting and uploading the Canadian Common CV.

Do my documents attached to my Insight Development Grant need to be formatted in any specific way?

Attached documents must use 12 pt. Times New Roman font with all margins set at a minimum of ¾” (1.87 cm). Text must be single-spaced with no more than 6 lines of type per inch. Where applicable for attached documents, applicants should use the headings required by SSHRC.

Do I need ethics approval prior to submitting my SSHRC application?

No, ethics approval should be sought once the applicant learns their application has been successful (June 2017).
**How do I phrase my proposed research objectives?**

Objectives should indicate what the applicant plan to *achieve* by doing the research. Use terms such as: describe, explain, explore, quantify, and mobilize.

**Can I request funds from SSHRC for a computer?**

Computers and associated hardware must be very well justified. Indicate these items are not accessible through the institution and are required to undertake the proposed project.

**Does Queen’s have an official rate of pay for graduate students?**

Queen’s does not have an official rate of pay for graduate students involved in research projects. Please consult with your Department Head/Director and/or colleagues to determine the rate of pay commonly used in your department. Ensure benefits are included (12%).

**What are Queen’s subsistence rates?**

Observe [Queen’s Policy for Travel and Related Expenses](#) when requesting funds for accommodation and meals.

**Can my “collaborators” receive SSHRC funds?**

Funds cannot be transferred to collaborators but they can be reimbursed for certain travel expenses: travel for the purpose of collaborating; research planning; meeting with team members; exchange of information; communicating research results.

**Who can I contact if I need help completing the application?**

- Queen’s Research Services  
  Diane Davies  Research Projects Advisor  ext. 79422  diane.davies@queensu.ca  
  Lynn Roberts  Assistant  ext. 79399  roberts@queensu.ca  

- For questions relating to the Insight Development Grant program contact:  
  insightdevelopmentgrants@sshrc-crsh.gc.ca

- For problems with SSHRC’s online application form system: call SSHRC at 613-995-4273 or email at  
  webgrant@sshrc-crsh.gc.ca