2016 SSHRC INSIGHT GRANTS
BEST PRACTICES

Follow closely the *Insight Grant Instructions (Web)* found with the on-line application.

I. GENERAL TIPS

- Insight Grant proposals are expected to respond to the objectives put forward in the call for proposals for the Insight Program. Convincingly express the need, importance and relevance of your proposed project to the Insight Program objectives.
- While writing your application keep in mind that not all members of the adjudication committee will be experts in your specific field.
- Prepare your application well in advance of the deadline and have peers and non-specialists read your application.
- 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.
- 12 point Times New Roman 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.

II. APPLICATION TIPS – SECTION BY SECTION

IDENTIFICATION

- **NEW!** Applicants will select a preferred adjudication committee from a drop-down menu. Note that SSHRC reserves the rights to determine an application’s review process and committee assignment without consultation with the applicant.
- Research-creation projects combine creative and academic research practices, and support the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. Adjudication includes a review of artistic merit.
- “Full name of administrative organization and department” should be: Queen’s University, University Research Services.

PARTICIPANTS

- Co-applicants must be affiliated with a Canadian postsecondary institution. Collaborator do not need to be affiliated with a Canadian postsecondary institution.
- SSHRC CVs are no longer required for collaborators. Instead, collaborators will complete a short profile.
- Allow sufficient time for Co-applicants and Collaborators to create/update their SSHRC CV (Co-applicants /profile (Collaborators).
- Both Co-applicants and Collaborators are invited to participate via the Applicant’s application. See “Participants” section of SSHRC instructions.

RESEARCH ACTIVITY

- Ethics approval does not need to be in place at the time of application, but is required for the release of funds from SSHRC to Queen’s.
RESPONSE TO PREVIOUS CRITIQUES

- If your application is a resubmission, you may choose to provide a response to previous critiques. If so, ensure the language and tone is positive.

SUMMARY OF PROPOSAL

- Review committee members often use the summary to refresh their memory of your application as it is being discussed by the committee, therefore craft the summary carefully and according to the instructions.

DETAILED DESCRIPTION (6 pages)

- 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 outline what you aim to achieve by doing the research (not what you plan to do). Provide clear and precise objectives that are attainable within the timeframe. Consider using bullet points to make your objectives stand out. All aspects of your proposal should flow from your objectives so consider these carefully. Use verbs such as describe, explore, explain, quantify, mobilize, etc.

- Situate your proposed project within the context of the scholarly literature. See Larry McEnerney’s (University of Chicago) workshop handout on research writing (via QShare) in which he explains “if readers do not see a problem that motivates the research, then they are likely to doubt that the work has value”. Provide a clear theoretical or conceptual framework.

- Demonstrate appropriateness and expected effectiveness of the research strategies or methodologies; provide clear and detailed description of both data collection and anticipated data analysis (if appropriate). Justify your choice of methodology; include a rational for your choice of corpora, comparison sites, sample groups, sample sizes. Provide a contingency plan if access to data, materials, samples, etc. may not be available or be limited.

- SSHRC encourages applicants to, if applicable, discuss how the research data arising from the project will be managed, including collection, preservation and sharing.

- Throughout the application, explicitly establish the link between the objectives, the methodology and the budget.

- Consider providing a visual timeline for the proposed project, i.e. a Gantt chart, to show the proposed activities are feasible with the time frame.

- 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 page)

- See SSHRC’s Guidelines for Effective Knowledge Mobilization.

- Provide an appropriate strategy/plan for mobilizing findings to knowledge users both within the academic community (peers through 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.

- 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 developing a strategy to engage knowledge users in the development of knowledge mobilization tools.

• See Queen’s Tri-Council Open Access Policy: Easy Compliance Quick Guide. 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.

LIST OF REFERENCES (10 pages)

• Include all literature cited in your detailed description and present the list using a conventional format common in your discipline.

RESEARCH TEAM, PREVIOUS OUTPUT AND STUDENT TRAINING (4 pages)

A. 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 team member (Applicant, Co-applicants, and Collaborators).

B. Description of previous and ongoing research results

• Provide a narrative of the longer term program of research, expanding on context described in the detailed description – not merely a list of grants received nor a restatement of your CV, but rather a narrative of how the proposed research fits into a larger program. One may also discuss in this section any work in progress and highlight particular publications that have been important to the development of the proposed project.

C. Description of proposed student training strategies

• See SSHRC’s Guidelines for Effective Research Training.

• Provide a strong plan for student training which benefits both the students and the program of research.

• This section is intended to: 1) outline the duties students will be engaged in and any training that will be provided to perform these duties; and 2) indicate further engagement of students, e.g. students will be encouraged to present papers at conference 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.

• As of September 2011, SSHRC no longer sets the amounts for stipends paid to graduate students. Queen’s does not have a standard Research Assistant hourly rate. Please consult with your Department Head/Director to determine the rate of pay commonly used in your program. Graduate student (both masters and doctoral) hourly pay rate ranges from $25 to $39. Ensure mandatory benefits are included (12%) either in addition to the hourly rate or within the hourly rate.

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

• 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. See Appendix A – Wages. NOTE: funding requests for post-doctoral fellows must be very, 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 pages)

• Applications will automatically fail if the review committee determines 50% or more of the requested funds are insufficiently justified and/or not appropriated.

• Justification must 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.

• 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.

• To justify computer hardware and other non-disposable equipment requests, you must mention 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.

**FUNDS FROM OTHER SOURCES**

• While optional, if you include confirmed cash or in-kind contribution in your Funds from Other Sources section, confirmation from an authorize authority is required by 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**

• Using the pull down menus, select the scholarly benefits, social benefits and audiences related to the proposed research.

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

**SUGGESTED REVIEWERS**

• You are not require to provide assessors 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.

• Keep in mind that SSHRC is not always able to use your suggestions for a variety of reasons.
EXCLUSION OF POTENTIAL REVIEWERS (1 p)

- This page is not mandatory. This information is held in strictest confidence by SSHRC. It is not provided to external assessors or members of the adjudication committee.

RESEARCH CONTRIBUTIONS (max. 4 pgs)

- Adhere strictly to SSHRC’s instructions. Present the required information in the specified order using the section headings.

- 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, again mention that so that the reviewers will understand its significance.

1. Relevant Research Contributions over the Last Six Years (2009 – 2015)

   - 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.

4. Career Interruptions and Special Circumstances

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

   - Common examples of an interruption/delay might be a bereavement period following the death of a loved one, maternity/parental leave, or relocation of your research environment. Descriptions might include the start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence.

   - There should be some evidence that the circumstance causing the reduced productivity has ended and you expect your productivity to increase as a result.

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 which went on to graduate studies, received nationally competitive scholarships and/or moved on to successful professional practice; 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.