



WELCOME

Insight Development Grant Boot Camp

Session #2

Will Commence Shortly

Please mute your microphone and turn off your video



UNIVERSITY RESEARCH SERVICES

2021 SSHRC INSIGHT DEVELOPMENT GRANT

BOOT CAMP

Nov 17: IDG Key Features
 Project Summaries
 Detailed Descriptions

Nov 19: Knowledge Mobilization Plans
 Student Training Plans
 Budgets
 Timelines

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www.queensu.ca/urs/insight-development-grant



SSHRC GUIDELINES FOR EFFECTIVE KNOWLEDGE MOBILIZATION

- ❑ What is knowledge mobilization?
- ❑ Defining “appropriate research users”
- ❑ Outputs, Outcomes and Impacts
- ❑ Turning research into outcomes and impacts
- ❑ Examples



KNOWLEDGE MOBILIZATION PLAN

STRUCTURE

- Two Sections:
 - Academic
 - Non-academic
- Four Parts:
 - Goals
 - Targets (intended audiences)
 - Strategies & Schedule
 - Indicators of Success (metrics)



TRI-AGENCY OPEN ACCESS POLICY ON PUBLICATIONS

- ❑ 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.
- ❑ To comply with the Tri-Agency Policy, you must either:
 - Archive the postprint or the published version in an institutional (QSpace) or subject repository.
or
 - Publish in an Open Access Journal.
- ❑ [Queen's Library Quick Compliance Guide](#)



THE CONVERSATION

- An independent online publication that delivers expertise from the academic and research community **directly to the public**. Queen's is a founding member of *The Conversation Canada*.
- More than **160 Queen's researchers** have published **270 articles** that have received an audience of over **4.3 million** via *The Conversation Canada's* website.
- Through the platform's Creative Commons Licensing and newswire access, dozens of major media outlets including *Maclean's*, *The National Post*, *TIME*, and *The Washington Post* have republished these pieces.



Example: Historical Perspectives on Tax Expenditures and Social Policy

Within academia, historians and social scientists stand to benefit from this research. My outputs will be: (1) a peer reviewed journal article in **The Canadian Historical Review** that will advance knowledge about tax expenditures as a bridge between social policy and taxation history; (2) A conference presentation at the **Canadian Historical Association Annual Meeting** (part of Congress 2020), wherein I will submit a panel with other tax historians to engage in conversations about how tax history advances both social and political histories of Canada; and, (3) a conference presentation at the **Canadian Law and Society Association** (part of Congress 2021) wherein my work will benefit from the interdisciplinary input of specialists in tax policy and welfare regimes. To comply with Tri-Agency Open Access Policy, I will submit the post-print versions of my journal article to **QSpace** (Queen's Research Repository) within 12 months of acceptance.



Example Cont'd

As with my previous work on child care, I will continue to engage beyond academia by informing policy debates among analysts, advocates, and the public (Pasolli & Prentice 2015). As Phase I of a longer project, this two-year period will be a time to foster preliminary connections and communications in three ways: (1) to enhance public discourse about the tax system, I will provide analysis in the form of three blog posts and/or op-eds, one coauthored with a policy researcher. I will target online forums such as ActiveHistory.ca and TheConversation.com, both of which have wide readerships; (2) by the end of the funding period I aim to secure a research collaboration with policy researchers (for example, the Queen's International Institute of Social Policy), many of whom have the ear of policymakers. This collaboration will be the basis of future funding opportunities; and, (3) to engage with the policy community, I will submit an article in the CCPA Monitor or similar publication of a policy research institute.



SSHRC GUIDELINES FOR EFFECTIVE RESEARCH TRAINING

Dimensions of Effective Research Training:

- Build academic competencies and general professional skills, including knowledge mobilization, that would be transferable to a variety of settings.
- Include international and/or intersectoral opportunities whenever possible and applicable.
- Include specific, effective mentoring and institutional support.

STUDENT TRAINING PLAN APPROACH

- Indicate **who** is being trained - level and number of students.
 - If multi-institutional project, specify **where** the students will be located.
- Outline exactly **what** the students will be doing. Ensure appropriate activities for level of student.
- Explain **how** they will be trained to perform these duties.
- Describe **what** skills they will learn and **how** these skills will benefit them in their future careers, whether academic or non-academic settings.



QUEEN'S STUDENT TRAINING SUPPORTS

- [SGS Expanding Horizons Workshop Series](#)
- [SGS Writing Support and Camps](#)
- [Undergraduate Summer Student Research Fellowships](#)
- [Inquiry @ Queen's](#)



Example: Mobilizing coping resources of households for urban water security in Sub-Saharan Africa

The research will give special attention to building the capacity of students at Queen's University and local graduate research assistants. The project will engage 2 master's students, and 1 undergraduate student in the School of Kinesiology and Health Studies at Queen's University. The project will also engage five graduate research assistants at the University of Development Studies in Ghana. Broadly, the Queen's students will receive training in theory related to feminist political ecology and asset vulnerability, as well as practical experience in multimethod research techniques, international research, and research ethics. Students will also gain experience on research dissemination including conference presentation and manuscript writing.



Example Cont'd

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The second master's student at Queen's will be funded for two years to work on Phase II of the project. The student will lead the concept mapping exercise and stakeholder discussions in both Accra and Tamale. The student will receive training on research methods through course work and also receive training in stakeholder engagement techniques and concept mapping. The student will have the opportunity to coauthor publications, attend academic conferences, and engage in career development activities at Queen's University.

One undergraduate student will be hired as part of Queen's University's Summer Work Experience Program. The students will help transcribe stakeholder discussions from Phase II, and also serve as a second coder during qualitative analysis. The student will receive training on qualitative data analysis and data management, and also build interpersonal and teamwork skills (through working with Bisung and the master's student).

BUDGET ADJUDICATION

- ❑ Committees use the principle of **minimum essential funding** to guide their budget discussions.
- ❑ Committees may consider failing a project on the feasibility criterion if **30%** or more of the overall budget request is insufficiently justified and/or **not appropriate**. **Automatically failed at 50% or more.**
- ❑ Committees may recommend budget reductions when they determine the request **is inadequately justified** and/or **not appropriate**, and where they judge that savings could be achieved without jeopardizing the project objectives.

BUDGET COMPONENTS

Funds Requested from SSHRC

- Costs must conform to the rates and regulations of the [TFAG](#) and the applicant's institution.
- **Break down** costs sufficiently. Obtain quotes where appropriate (professional services, equipment).

Funds From Other Sources

- Not a **requirement**, include if appropriate for the proposed project.
- Consult [SSHRC's Guidelines to Cash and In-Kind Contributions](#) to ensure **eligibility of contributions**.
- For contributions indicated as 'confirmed', URS requires confirmation from an **authorized authority**. This can be in the form of an email which details the contribution and provides the value.

PERSONNEL - STUDENTS

- On average, **1/3** of SSHRC grant funds support **students**. Up to **50%** is not uncommon.
- Pay students via a **stipend** if their work on the research project relates to their own **thesis** (GRF), otherwise pay hourly (GRA).
 - Effective 1 May 2020 Queen's **GRA rate** is **\$42.73/hour** (inclusive of 4% vacation pay, 3% in lieu of benefits). Add 10% for CPP, EI, WSIB, EHT. **Total \$47/hr.**
 - For years beyond collective agreement, consider adding an annual increase of 1.5%.
 - For **stipend rates** please contact your Department Head or Associate Dean Research.
- Collective agreements are available on the [Queen's HR site](#).

GRF VS. GRA

	Graduate Research Fellow	Graduate Research Assistant
Nature of activities to be performed by the student	Research activities relate to the student's own thesis, project or graduate studies, though typically contributes to the faculty member's research program as well. Tasks include those necessary to learn to become a researcher, part of a team and operate in a laboratory or research setting.	Not directly related to the student's own thesis, project or graduate studies. Tasks may relate to data acquisition, data entry, analysis, lab maintenance, literature search, record keeping etc. to assist the faculty member in their research.

GRF VS. GRA

	Graduate Research Fellow	Graduate Research Assistant
Primary reason for appointing student	To assist the student financially; to contribute to a funding package to support the student in their graduate studies.	To perform duties that contribute to the faculty member's own research.
Tax implications	Treated as a fellowship , income is tax exempt .	Taxable income.
Compliance with SGS 10 hour/week guideline	No , since the student's activities are directly related to his/her graduate studies.	Yes , since the work does not contribute to the student's graduate degree requirements.



PERSONNEL – NON STUDENT

Post-Doctoral Fellows

- Uncommon to include due to limited budget
- Minimum base salary is \$34,900 + 25% benefits

Professional or Technical Services

- Fully justify
- Obtain quote for exact costs

Budget Examples: Behaviour Aware Queueing Models for Smart Service Operations

Funds Requested from SSHRC

Year 1

Personnel costs			
Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate			
Masters			
Doctoral	2	\$22,560.00	PhD Students (480 hrs total). Graduate students can work 10 hrs/week each (max 520 hrs/year). Given their other duties, we assume that each student will contribute 240 hrs to the project. Breakdown: Phase 1: Explore (100 hrs literature review; 60 hrs analysis & modeling; 80 hrs knowledge mobilization); Phase 2: Analyze (140 hrs) & Optimize (100 hrs). According to the collective agreement at Queen's University, graduate research assistant rate is \$47/hr including benefits.
Subtotal		\$22,560.00	

TRAVEL AND SUBSISTENCE

- ❑ Distinct sections for **research** travel and **dissemination** travel.
- ❑ Break down expenses sufficiently, indicate mode of travel, obtain exact travel costs when possible.
- ❑ Consult [Queen's Travel & Expense Reimbursement Policy](#).
 - Per Diem: \$75 domestic; \$100 international
 - Mileage rate \$0.55 per km

Travel and Subsistence Costs for Dissemination	Number	Amount	Justification
Applicant/Team Member(s)	1	\$5,900.00	TWO TOP CONFERENCES: 1) 3-Day Conference (Queueing) in Nancy, France: Faculty registration \$600; economy ViaRail @\$150 + economy airfare @\$1100 (via Montréal & Luxembourg is cheapest); hotel @\$160/night X 3 nights; perdiems @\$100/day X 3 days; taxi/train \$125. 2) 3-Day Conference (Behavioral Operations) outside North America: Faculty registration \$800; economy ViaRail @\$150 + economy airfare @\$1100; hotel @\$215/night X 3 nights; perdiems @100/day X 3 days; taxi \$150.
Student(s)	2	\$10,400.00	TWO TOP CONFERENCES (Each must attend both for interdisciplinary impact): BREAKDOWN PER STUDENT: 1) 3-Day Conference (Queueing) in Nancy, France: Student registration \$375; economy fare @\$1250 (ViaRail \$150 + flights \$1100); hotel @\$160/night X 3 nights; perdiems @\$100/day X 3 days; taxi/train \$100. 2) 3-Day Conference (Behavioral Operations) outside North America: Student registration \$425; economy fare @1250; hotel @\$215/night X 3 nights; perdiems @100/day X 3 days; shared taxi \$150.
Subtotal			\$16,300.00

OTHER EXPENSES

- **Supplies:** software, stationery, postage, etc.
 - Software available at Queen's
- **Non-Disposable Equipment:** Justify computer hardware by indicating **not provided by the institution** and **required** to undertake the proposed project.
- **Open Access Fees:** Exact costs from journal websites should be provided.

Other Expenses	Amount	Justification
Supplies		
Non-disposable equipment		
Software License	\$250.00	WOLFRAM MATHEMATICA: One year student license renewal @ \$125 each. Mathematica is a powerful technical computing tool for symbolic computation, numerical analysis, and dynamic system modeling/simulation. Essential tool for the analysis and optimization of complex behavior-integrated queueing models in Phase 2. Quick numerical analysis accelerates the development of intuition critical to fundamental research. Also produces visual graphs and figures to assist knowledge mobilization activities.
Subtotal	\$250.00	

Timeline

TASKS

- Sketch Out Knowledge Mobilization Plan
 - Determine end users of the knowledge generated
- Draft Training & Mentoring Strategy
 - Determine GRF vs. GRA
- Commence your budget planning using a spreadsheet
- Obtain information/quotes to determine accurate costing
- Consider funds from other sources early, if appropriate



FINAL THOUGHTS

Ensure your application:

- Demonstrates a well considered and developed plan
- Provides the necessary details
- Uses all space available in a thoughtful, strategic manner
- Utilizes figures & charts effectively
- Shows that time and effort went into the application
- Positions you as an expert capable of executing the project



COMPETITION TIMELINE

7 December

URS Notice of Intent to Apply

4 January

Optional Full Review

19 January

MANDATORY Administrative Review

TRAQ Form Submitted

2 February

SSHRC Deadline

Discussion

Please raise your hand  or type in the chat

*Thank you for taking part in
2021 IDG Boot Camp*