

SSHRC PARTNERSHIP DEVELOPMENT GRANTS
Queen's Application Development Milestone Guide

URS Deadlines in Red

Date	Milestone Description
September 1	<ul style="list-style-type: none"> Notice of Intent to Apply Deadline: Faculty of Arts & Science applicants please contact adrian.kelly@queensu.ca; applicants from all other Faculties / Schools please contact diane.davies@queensu.ca.
September 15	<ul style="list-style-type: none"> Meeting with URS to discuss application requirements, determine Queen's partner entity (Department, Faculty, or University) and partner contact. Discuss Queen's commitments (cash and in-kind) with URS, Department Head and/or Associate Dean Research. See SSHRC's Guideline to Cash and In-Kind Contributions. Provide project Summary to potential participants (Co-Applicants / Collaborators) and Partners / Partner Organizations followed by a discussion of roles, contributions, and application timeline. Identify Partner Contacts. Provide draft Evidence of Formal Partnership (MOU) to partners for review and feedback. PLEASE NOTE: A FULLY EXECUTED MOU SIGNED BY ALL PARTNERS IS A REQUIRED COMPONENT OF THE APPLICATION. Commence application form and main attachments. Send invitations to participants and Partner Contacts via SSHRC application form.
October 1	<ul style="list-style-type: none"> Finalize Queen's Department/Faculty contributions. Department Head and/or Associate Dean (Research) formal approval of commitments provided to URS. Partner contributions finalized. URS reviews partner Letters of Engagement. Applicant assists partners in completing invites. MOU partner comments to URS so Contracts Unit can finalize the MOU for all partners to sign. Queen's Letter of Engagement finalized.
October 15	<ul style="list-style-type: none"> Content Review Deadline: Provide draft of application to URS for review and feedback. Confirm Partner invites completed and verified. Confirm Co-Applicants and Collaborators have successfully completed and verified their invitations.
November 9	<ul style="list-style-type: none"> Final MOU signed by all partners. TRAQ DSS Form completed and approved by Dept. Head and/or Associate Dean (Research). Administrative Review Deadline: Final completed application submitted to URS via SSHRC system for administrative review; then returned to Applicant for final amendments.
November 15	<ul style="list-style-type: none"> Submission Deadline: Electronic submission of application to SSHRC by URS.