# SSHRC Partnership Grant Stage 1 – Letter of Engagement Procedures

*For Project Directors submitting a UBC-led SSHRC Partnership Grant (PG):*

SSHRC’s Partnership Grant Stage 1 competition requires applicants to include a one page “Host organization involvement” module in the form of a “letter of engagement…written on official letterhead and signed by appropriate officials”. This letter “should explain any plans for involvement by the host institution in supporting the partnership”, including cash and/or in-kind support from departments and faculties within the host institution. At UBC, this letter is coordinated by the SPARC office, and signed by the Vice-President, Research and Innovation (VPRI).

Institutional level contributions are negotiated via the SPARC office. Project Directors should refrain from contacting the VPRI Office directly.

The VPRIO will provide a maximum contribution of $15,000, cash, per year to UBC-led proposals, provided there is a cash match from department and/or faculty sources, and contingent on SSHRC success.

*For co-directors or co-applicants on a non-UBC-led SSHRC PG, seeking to add UBC as a Partner Organization:*

Non-UBC-led SSHRC Partnership Grant Stage 1 applicants may invite UBC to participate as a Partner Organization if they have secured internal contributions from one or more departmental/faculty sources.

Institutional level contributions are negotiated via the SPARC office. Project Directors/Co-Applicants should refrain from contacting the VPRI Office directly.

A maximum contribution of $5,000, cash, per year is available to UBC-led proposals from the Hampton Endowment Fund, provided there is a cash or in-kind match from department and/or faculty sources, and contingent on SSHRC success.

*Project Directors/ Co-Applicants are responsible for:*

* Writing the first draft of the letter (Use the SPARC provided template; email [danica.kell@ubc.ca](mailto:danica.kell@ubc.ca) for a copy)
* Submitting a completed version of the “SSHRC PG UBC Contributions” form (see below)
* Providing SPARC with written confirmations of all internal funding commitments
  + Confirmations do not need to be signed on formal letterhead. A copy of an email from the appropriate financial authority (i.e. Department Head for Departmental contribution, Associate Dean, Research for Faculty contribution) will suffice
  + Note: Project Directors/Co-Applicants from the Faculty of Arts must confirm department and faculty support by submitting a signed “SSHRC Partnership Grants Faculty of Arts Support” form, which can be obtained by emailing [vicki.ferguson@ubc.ca](mailto:vicki.ferguson@ubc.ca)

For the 2025 competition, please submit your draft letter, internal contributions form and written confirmation of all contributions to Danica Kell ([danica.kell@ubc.ca](mailto:danica.kell@ubc.ca)) by Wednesday, January 15th at 12pm.

# SSHRC Partnership Grant UBC Contributions Form

## Department Level Contributions

### Cash Contributions

|  |  |  |
| --- | --- | --- |
| Name of contributing unit | $ amount | Written confirmation attached? |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |

### In-Kind Contributions

|  |  |  |
| --- | --- | --- |
| Name of contributing unit | $ amount and description of contribution | Written confirmation attached? |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |

## Faculty Level Contributions

### Cash Contributions

|  |  |  |
| --- | --- | --- |
| Name of contributing unit | $ amount | Written confirmation attached? |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |

### In-Kind Contributions

|  |  |  |
| --- | --- | --- |
| Name of contributing unit | $ amount and description of contribution | Written confirmation attached? |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |
| Click here to enter text. | Click here to enter text. |  |

Draft Letter Attached

Confirmation of Contributions (e.g. email from department head/ADR, FoA form) Attached