

SSHRC Explore & Exchange Grants – Central Competition
(Eligible Faculties: Land & Food Systems, Medicine, Pharmaceutical Sciences, and Science)

PROGRAM INFORMATION & APPLICATION INSTRUCTIONS

DESCRIPTION

Through its SSHRC Institutional Grants (SIG) funding opportunity, SSHRC provides annual grants to help eligible Canadian postsecondary institutions fund small-scale research and research-related activities in the social sciences and humanities. SSHRC uses a [standard formula](#) to determine institutional award amounts. UBC uses the same formula to determine distributed amounts available to individual Faculties. Faculties can choose to access this award amount and run their own internal competitions, or to leave their amount in a central envelope, having their researchers apply to a central competition administered by SPARC.

The total UBC SIG award for 2022-2025 is \$1,023,207. The available funding for the 2022-2025 central competition (eligible faculties: Land & Food Systems, Medicine, Pharmaceutical Sciences, and Science) is \$116,763 (approximately 5 awards per annual competition).

SSHRC Explore Grants:

- support social sciences and humanities researchers with modest research funding requirements at any stage of their career;
- allow for small-scale innovation and experimentation by providing funding to develop a research project or to conduct pilot work; and

SSHRC Exchange Grants:

- support the organization of small-scale knowledge mobilization activities, such as workshops and seminars, to encourage collaboration and the dissemination of research results both within and beyond the academic community; and
- allow researchers to attend or present their research at scholarly conferences and other dissemination venues that align with SSHRC's mandate in order to advance their careers and encourage the exchange of ideas and research results at the national and international level.

ELIGIBILITY

1. The subject matter of the proposed project or activity must align with SSHRC's mandate (see [SSHRC Subject Matter Eligibility](#)).
2. Eligibility is limited to tenure stream faculty with a primary appointment in the Faculties of Medicine, Pharmaceutical Sciences, and Science on UBC's Point Grey Campus (i.e. Faculties that do not run their own SIG competitions).
3. Researchers may only hold one SIG-funded grant every 3 years (current period: April 1 2022 – March 31 2025).

GUIDELINES

1. Grants have a project maximum of \$7,000 over one year.
2. Allowable expenses are outlined in the [Tri-Agency Financial Administration Guide](#).

SELECTION PROCESS

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Eligible applications will be evaluated by a committee composed of UBC faculty members from disciplines within the Social Sciences and Humanities, chaired by UBC's Social Sciences and Humanities Research Advisor. While the committee will look to fund as many applications as funds allow, committee members are asked to ensure that proposals address the SSHRC evaluation criteria:

- Challenge – the aim and importance of the endeavour
- Feasibility – the plan to achieve excellence
- Capability – the expertise to succeed

DEADLINE

Completed applications must be submitted via email to danica.kell@ubc.ca **4:00pm PST on June 1¹**. Successful applications will be forwarded to the Office of Research Services (ORS) on your behalf.

APPLICATION INSTRUCTIONS

The sections below should be submitted as a single PDF.

Proposals must adhere to the following formatting requirements:

- Body text in a minimum of 12 pt. Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of ¾"

1) Signed [Research Project Information Form](#) (RPIF)

2) Completed [SSHRC Explore & Exchange Grants – Central Competition Application Form](#)

3) Summary of Proposed Research (maximum one page)

The summary should be written in clear language that is accessible to the interdisciplinary members of the Committee. It should indicate the problem or issue to be addressed, the methods you will use to address that issue, and the anticipated outcome(s), deliverable(s) and/or product(s) of the project.

4) Detailed Description (maximum two pages)

The Detailed Description expands on the elements provided in the Summary and offers more specific information. It should include the following sections:

- a. Research Objective(s)
Briefly and explicitly state the research questions and objectives of your proposed research/the exchange activity.
- b. Methodology and Student Training
Describe the proposed research and/or dissemination strategies and key activities, including methodological approaches and procedures for data collection and analysis. If you are applying for Exchange funding, describe your main audience(s) (e.g., scholars, practitioners,

¹ If a deadline falls on a weekend or a public holiday, the deadline will move forward to the next business day.

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etc.), and explain why it is important to connect with the specified audience(s). If you are hiring students and research assistants, clearly detail their specific roles and responsibilities with respect to this project and how their involvement will complement their academic training.

c. Anticipated Outcome(s)

Address how the proposed work will meaningfully support the development of your research career. Elaborate on the potential benefits and/or outcomes of your proposed research activities for scholarship, society, and relevant target audiences.

5) Budget Justification (maximum one page)

Please provide a detailed budget justification, including a breakdown of expenses and brief explanations for why items are needed and how costs were determined. For example: the committee should be given an account of the qualifications and duties of research assistants, and these duties should be reflected in the number of hours of their time requested, multiplied by an hourly wage; justification for conferences should include not only which conferences will be attended (where and when), but also evidence of how each conference will benefit the proposed project, detailed breakdowns of specific expenses (e.g. flights, accommodation, registration fees, per diem), and explanations of how these costs were determined.

UBC Curriculum Vitae

Instructions can be found here: https://hr.ubc.ca/managers-admins/managing-and-leading/faculty-relations/faculty-tools-forms-and-checklists?check_logged_in=1