# SSHRC Partnership Grant Stage 1 – Letter of Engagement Procedures

*For Project Director’s 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.

*For 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 explore invite UBC to participate as a Partner Organization if they have secured internal contributions from more than one faculty/departments within more than one faculty. If you have secured such contributions, please reach out to [danica.kell@ubc.ca](mailto:danica.kell@ubc.ca) to discuss next steps, no later than **Friday, January 6, 2023**.

If your contributions are from a single department/faculty or departments within a single faculty, we recommend inviting the department or faculty (as opposed to UBC at the institutional level) to accept an invitation to participate in the application as partner organization.

The VPRIO does not provide contributions to non-UBC-led PG applications.

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

* Writing the first draft of the letter (UBC PIs should 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 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 2023 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 Monday, January 16th 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