Introduction

Before applying, applicants are strongly encouraged to read the Connection Grants funding opportunity, the Connection program description, the Institutional Eligibility—Guidelines and Requirements and the Regulations Governing Grant Applications. For detailed information on eligible and ineligible expenses, consult the Tri-Agency Financial Administration Guide.

We suggest that you print and consult this document and Help with Online Forms for reference while you are completing your online grant application. You may also refer to this document by clicking "Instructions" at any time within a screen. This button will link you directly to the instructions for the screen you are completing.

Application Process and Deadline

SSHRC makes Connection Grants funding decisions through a merit review process during four funding cycles per year. For an application to be considered in one of these four cycles, applicants must meet the corresponding deadline date, according to the following schedule:

<table>
<thead>
<tr>
<th>Deadline*</th>
<th>Decision Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1, 8:00 p.m. (eastern time)</td>
<td>June 30</td>
</tr>
<tr>
<td>August 1, 8:00 p.m. (eastern time)</td>
<td>September 30</td>
</tr>
<tr>
<td>November 1, 8:00 p.m. (eastern time)</td>
<td>January 8</td>
</tr>
<tr>
<td>February 1, 8:00 p.m. (eastern time)</td>
<td>March 31</td>
</tr>
</tbody>
</table>

*Note: If a deadline falls on a weekend or a Canadian public holiday, the online application system will remain open until 8 p.m. (eastern time) on the next business day.

Note: Once the 8:00 p.m. (eastern) deadline has passed, the application server will be offline for 48 hours and will not be able to accept any additional applications. The application server will come back online after that 48-hour period, ready to accept applications for the next competition deadline.

Applications for individual Connection Grants may be submitted by an individual applicant or by a team (consisting of an applicant plus one or more co-applicants and/or collaborators). In the case of a team approach, all team members must meet the eligibility criteria specific to their role.

Grant funds may only be administered by an eligible postsecondary institution or eligible not-for-profit organization.

The applicant must complete and verify the online Connection Grants application form and his/her SSHRC web-based curriculum vitae (CV). The complete application, including electronic attachments (uploads) and CVs (applicant and co-applicants), can be viewed and printed, but must be submitted electronically to the postsecondary institution's research administrator or the financial administrator at the not-for-profit organization.

Applicants must follow these steps:

1. Complete all mandatory fields (boldfaced labels).
2. Attach all mandatory electronic uploads (application).
3. Ensure that all co-applicants and collaborators have submitted their "Accept Invitation Form".
4. Verify and correct the data until the Verification Report indicates successful verification.
5. Click "Submit" (Submit to Research Administrator or Financial Administrator) for institutional approval.

The postsecondary institution's research administrator or not-for-profit organization's financial administrator will review the application and, if approved, forward it to SSHRC. If changes are required, the research or financial administrator will send a message to the applicant using the Message Centre function. The applicant can access the Message Centre by clicking "Messages" in the top navigation bar of his/her Portfolio.

Most institutions or organizations have an internal deadline date that is earlier than SSHRC's deadline date. Make sure you allow enough time to obtain feedback from your administrator before the application deadline.

**Acknowledgement of Receipt of Applications**

After SSHRC receives your completed Connection Grants form, the data provided in your application and CVs are transferred to SSHRC's corporate database. SSHRC will acknowledge receipt of your electronic application form, and will assign you an application number. Please cite this number in all correspondence with us.

**Electronic Submission and Approval**

Even though the electronic submission process includes appropriate controls and checks to ensure validation of the information by the institution or not-for-profit organizations' administrators before it is submitted to SSHRC, note that applicants will have to follow the internal approval process in place at their institution or not-for-profit organization, as specified by the relevant authorities.

By clicking "Submit", the **applicant** confirms that he/she:

- has read and understands the eligibility requirements of the funding opportunity;
- has provided complete and accurate information in the funding application and related documents, and has represented himself/herself and his/her research and accomplishments in a manner consistent with the norms of the relevant field;
- has ensured that any team members listed in the application have agreed to be included therein;
- is not currently ineligible to apply for or receive funding from the Natural Sciences and Engineering Research Council, SSHRC, or the Canadian Institutes of Health Research or any other research or research funding organization by reason of a breach of an ethical, integrity or financial policy or requirement, and that if at any time he/she becomes ineligible, he/she will advise his/her institution's research grants office and SSHRC immediately in writing;
- will inform SSHRC and his/her institution's research grants office immediately of any change in the nature of the research that may have an impact on certification or approvals;
- will inform SSHRC and his/her institution's research grants office immediately in writing in the event of any change in eligibility status, and hereby authorizes the institution with which he/she is employed or affiliated to provide SSHRC with his/her personal information for the purpose of verifying eligibility to receive funds from SSHRC;
- agrees that, if awarded a grant, the applicant will use the grant only for the purpose for which it was awarded and will comply with all relevant SSHRC requirements as set out in SSHRC's respective policies, procedures and manuals;
- has read, understands and agrees to comply with the policies of SSHRC, including the [Tri-Agency Framework: Responsible Conduct of Research](#), both in the submission of the application and in carrying out research funded by SSHRC;
- is aware that, should he/she be found to have made a serious breach of agency policy, SSHRC, in accordance with the [Tri-Agency Framework: Responsible Conduct of Research](#), may publicly disclose any information relevant to the breach that is in the public interest, including his/her name, the nature of the breach, the institution
with which he/she was employed at the time of the breach, the institution where he/she is currently employed (if any), and the recourse imposed against him/her, and accepts this as a condition of applying for or receiving agency funding and consents to such a disclosure;

- has read and understands the Access to Information Act and Privacy Act as they pertain to application information (see Regulations Governing Grant Applications);
- in instances where he/she is or has been at any time during the past 12 months a federal public servant, has complied with and will continue to respect the Values and Ethics Code for the Public Sector;
- if from a non-eligible organization, has read, understands and agrees to the conditions and policies found in SSHRC’s Institutional Eligibility—Guidelines and Requirements, and has begun the institutional eligibility process;
- understands that, for postsecondary institution applicants, research offices will, by way of SSHRC’s secure site, be informed of the competition results pertaining to their applicants;
- understands that, for applicants from not-for-profit organizations, competition results will be communicated to the applicant by email; and
- agrees to SSHRC’s use of the one-page proposal summary for publicity purposes if a grant is awarded.

When co-applicants and collaborators accept an invitation to participate on an application, it certifies that they:

- also agree to the above; and
- agree that the applicant will administer the grant on behalf of the team.

By clicking "Forward" (Forward to SSHRC), the research administrator or financial administrator (institutional approval) certifies that:

the applicant:

- is affiliated with the institution or not-for-profit organization; and
- has the necessary time and facilities to carry out the activity; and

the postsecondary institution or not-for-profit organization:

- is willing to administer any grant received according to SSHRC policies;
- agrees to take the necessary steps to ensure that machine-readable files or computer databases are preserved and accessible under conditions agreed to by the institution and the researcher;
- will release funds to the successful candidate once all necessary certification requirements and conditions have been met;
- will notify SSHRC of any change in the grant holder's status during the tenure of the grant;
- will notify SSHRC of any changes in the composition of the team, including the addition of new co-applicants and collaborators; and
- has verified that the budgetary estimates are in accordance with its rates and policies.

Identification

Application title
Provide a short, descriptive title for your proposal in non-technical terms. Restrict the use of acronyms (e.g., DNA, NATO, NAFTA). Use upper case only for the first word of the title and for proper nouns. Your application title will automatically be included in the Activity Details screen.

Project type
Select "Event" and/or "Outreach activity" from the drop-down list. If you select "Outreach activity", you must specify the type of activity in the box provided.

Event start and end dates
If applicable, please indicate the start and end date of the event and/or outreach activity.

Please see the [Connection Grants funding opportunity description](#) for information about the difference between an event and an outreach activity.

**Joint or special initiative**

If you want your project to be considered for one of the following initiatives, select it from the drop-down list.

- [Societal Implications of Disruptive Innovation in Genomics](#)

**Research-creation proposals**

SSHRC strongly suggests that, **before you select “Yes”,** you refer to the definition of [research-creation](#) for more information and examples of fields involving research-creation.

If you select “Yes”, please refer to [Research Contributions](#) and [Research-Creation Support Material](#) for instructions regarding creative outputs and support material.

**Aboriginal research proposals**

SSHRC strongly suggests that, **before you select “Yes,”** you refer to SSHRC’s definition of [Aboriginal research](#) for more details. If you select “Yes,” SSHRC may tailor the merit review of your proposal in keeping with the [Aboriginal Research Statement of Principles](#).

**Applicant**

The [applicant](#) has primary responsibility for the event and/or outreach activity and assumes administrative responsibility for the grant.

Carefully review the [Eligibility section](#) of the Connection Grants funding opportunity description before completing this module.

**Note:** If the organization with which you are affiliated is not a [SSHRC eligible institution](#), the organization must meet the requirements to administer grants and awards, as outlined in the [Institutional Eligibility Requirements for the Administration of Grants and Awards](#), and must contact SSHRC at least five business days prior to the application deadline to begin the eligibility process.

The information listed in this section of the application is shared with your CV. Use the Current Position screen of the CV to make any necessary changes to your current place of employment or university affiliation. If you wish to have a different position on record for this application, use this section of the application to enter it.

**Names and Initials**

If you use your second or third name as your given name, see the examples below for help in completing the initials box.

**Example 1: A.J. Paul Moore**

If you prefer to have your initials appear before your given name, you would enter:

<table>
<thead>
<tr>
<th>Given Name</th>
<th>Initials</th>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.J. Paul</td>
<td></td>
<td>Moore</td>
</tr>
</tbody>
</table>

SSHRC correspondence would address you as Mr. A.J. Paul Moore.

**Example 2: Joanne Francine Mélanie Trudeau (normally addressed as Mélanie)**

If you usually use your second or third name as your given name and do not want your initials appearing before your given name, you would enter:

<table>
<thead>
<tr>
<th>Given Name</th>
<th>Initials</th>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Mélanie</td>
</tr>
</tbody>
</table>
Mélanie J.F. Trudeau
SSHRC correspondence would address you as Ms. Mélanie J.F. Trudeau.

Administering Organization

Enter complete information about the organization that will administer the funds. If your organization is not on the SSHRC eligible institution list, you must send an email to institutional.eligibility@sshrc-crsh.gc.ca to begin the eligibility process. For more information on this process consult SSHRC's Institutional Eligibility—Guidelines and Requirements. Unless you have contacted SSHRC to begin this process, your organization will not be added to the list of eligible institutions and you will not be able to complete your application.

Activity Details

Ethics
State whether or not your proposal involves human beings as research subjects. If it does, consult the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans and submit your proposal to your organization's research ethics board.

Environmental Impact
Appendix A (Environmental Information) must be completed and submitted with the grant application only if at least one of the following situations as per the Canadian Environmental Assessment Act, 2012 (CEAA 2012) applies to your research or research-related activities: (A) any phase constitutes a physical activity carried out on federal lands in Canada, as defined in section 2(1), in relation to a physical work and that is not a designated project; (B) any phase constitutes a physical activity carried out outside of Canada in relation to a physical work and that is not a designated project; (C) (i) the grant funds will permit a designated project (listed in the CEAA 2012 Regulations Designating Physical Activities (RDPA)) to be carried out in whole or in part; or (C) (ii) any phase of the proposed research will depend on a designated project (listed in the RDPA) that is, or will be, carried out by a third party. If none of these situations apply to your proposed research activities, then no Appendix A is required.

Note: CEAA 2012 came into effect on July 6, 2012. As a result, the review process for applications indicating environmental impact submitted to SSHRC has been revised. Grant applicants are required to provide more specific information under a completely revised Appendix A (Environmental Information), and Appendix B (CEAA Pre-Screening Checklist) is no longer required.

Keywords
List keywords, separated by semicolons, that best describe your proposal.

Disciplines
Indicate and rank up to five disciplines relevant to your proposal, with Entry 1 the most relevant and Entry 5 the least relevant. If an applicable discipline is not listed, you may select an entry such as "Other (relevant discipline)" (e.g., Other Psychology, Other Anthropology, Other Sociology) from the list, and type the information in the box provided.

Example:

<table>
<thead>
<tr>
<th>Entry</th>
<th>Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry 1</td>
<td>Sociology</td>
</tr>
<tr>
<td>Entry 2</td>
<td>Other Psychology</td>
</tr>
<tr>
<td>Entry 3</td>
<td>Other Anthropology</td>
</tr>
<tr>
<td>Entry 4</td>
<td>Other Humanities</td>
</tr>
<tr>
<td>Entry 5</td>
<td>Other Archaeology</td>
</tr>
</tbody>
</table>
You may only choose "Other (relevant discipline)" once. For instance, you cannot choose "Other Psychology" in Entry 2 and choose it again in Entry 3.

**Areas of Research**
Indicate and rank up to three areas of research related to your proposal, with #1 the most important and #3 the least important.

**Temporal Periods**
If applicable, indicate up to two historical periods covered by your proposal.

**Geographical Regions**
If applicable, indicate and rank, in descending order of importance, up to three geographical regions covered by or related to your proposal.

**Countries**
If applicable, indicate and rank, in descending order of importance, up to five countries covered by or related to your proposal.

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**Participants**

For information regarding co-applicant and collaborator eligibility, see [Eligibility](#). If applicable, enter information for each co-applicant and collaborator who will take part in the intellectual direction of the project. Do not include research assistants, students or consultants.

Select the role that each participant will play, by choosing "Co-applicant" or "Collaborator". Indicate if these participants are from the academic or non-academic community. Enter the family name and the email address of the participant. After the data are saved, the system will automatically display the data alphabetically by family name, along with the status of the invitation and a "Clear Entry" button for each participant. The system will also generate an email to each person, inviting them to participate in the application. It is the responsibility of each invited person to complete, verify and submit their Accept Invitation form.

If the participant has not accepted the invitation, the status will remain "Invitation not yet accepted".

If the participant deletes the system-generated email requesting his/her participation, the status will remain "Invitation not yet accepted". The applicant can click "Resend E-mail" to send the invitation again.

If the participant declines the invitation by deleting the Accept Invitation form from his/her portfolio, you will be notified by email and must remove the person from the application by clicking "Clear entry".

If the co-applicant accepts the invitation, the status will change to "Invitation accepted" and his/her CV (co-applicants only) will be attached to the Accept Invitation form upon creation. You will then be able to view each co-applicant's CV.

If the collaborator accepts the invitation, the status will change to "Invitation accepted" and the Accept Invitation form will be created. You will then be able to view each form. **Note that CVs are no longer required or accepted for collaborators.**

If you incorrectly type in a participant's family name, you will receive the following error message: "Must be identical to family name above". The system will recognize the discrepancy only after the co-applicant or collaborator has accepted the invitation. In order for your application to be successfully verified, the participant’s family name must be identical to the family name found in our database.

Your application will not be "Verified Successfully" until each participant you invited has successfully completed and verified their invitation.

If you require additional information on the invitation process, consult the instructions under...
"Accepted Invitations" on the "Portfolio" screen.

**SSHRC CV**
Co-applicants must do the following:

- Co-applicants affiliated with **a postsecondary institution** must submit a full SSHRC CV.
- Co-applicants from **a non-academic organization** have the option of submitting a full SSHRC CV or only completing the following, mandatory fields:
  - Identification module—Correspondence language
  - Identification module—Permanent postal code
  - Current Position module—Organization, department, start date
  - Current Position module—Address
  - Current Position module—Primary phone number
  - Research Expertise module—Keywords
  - Research Expertise module—Discipline #1

A copy of the co-applicant's CV will be attached to the Accept Invitation form upon creation. The applicant will then be able to view each co-applicant's CV.

The following tables indicate which participants must provide Research Contributions and Relevant Experience attachments:

<table>
<thead>
<tr>
<th><strong>Co-applicants affiliated with a postsecondary institution</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Contributions</td>
<td>Relevant Experience</td>
</tr>
<tr>
<td>Mandatory</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Co-applicants affiliated with a non-academic organization</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Contributions</td>
<td>Relevant Experience</td>
</tr>
<tr>
<td>Optional</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

**Event Presenters**

If applicable, list the name of each presenter. Presenters are defined by SSHRC as individuals who will make an active contribution to the event objectives and/or the production of the concrete deliverable(s) for which the event is organized. For each presenter, indicate whether or not you are requesting SSHRC funding in support of the presenter's involvement, and select the type of presenter (Presenter or Student presenter) from the drop-down list.

When appropriate, the list of event presenters should include students as well as a combination of established and emerging scholars.

After the data are saved, the system will automatically display the information alphabetically by family name on this screen.

As necessary, provide the information requested using the "List..." button. If the appropriate information is not listed, select "Other" and type the information in the box provided.

**Names and Initials**

Follow the instructions provided under "Applicant".

**Organization and Department/Division**

Click "List...". Select the country, the province or state (if applicable), then the organization. If the appropriate organization or department/division is not listed, select "Other" and type the information in the box provided.

For each presenter, you must provide the following information:

- the title and a 100-150-word outline of the presentation;
detailed justification for his/her inclusion in the event; and
- whether or not his/her attendance has been confirmed.

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**Letters of Support from Sponsoring Organizations**

SSHRC will not fund the full cost of any connection event or outreach activity. Additional support in the form of *cash and/or in-kind contributions* (excluding registration fees) **equivalent to a minimum of 50 per cent of the amount requested from SSHRC** must come from sponsoring organizations, not individuals.

Letters of support are required from each organization listed in your application as a sponsoring organization and contributing toward the required minimum of 50 per cent in matching cash and/or in-kind contributions. Failure to provide a letter of support will result in the organization’s removal from the application.

**Note:** If overall support results in less than the required 50 per cent in matching contributions, the application may be deemed ineligible.

Each letter of support must be submitted in one of Canada’s two official languages, and must include:

- a statement confirming the organization’s financial contribution(s).

Each letter should also include:

- a statement indicating that the organization has read the proposal and agrees to its role and level of participation as outlined; and
- a statement indicating that the organization is willing and able to complete activities assigned to it.

Scan the letters and combine them into one document. Save the document as a PDF file (.pdf extension), locate it on your computer by clicking "Browse" and attach it to the application by clicking "Attach". An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. Once you have successfully attached the electronic file, we recommend you click "View attached file" to ensure you have the proper file.

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**Evaluation Criteria and Weightings**

Please read the Connection Grants funding opportunity description on SSHRC’s website for information on the evaluation criteria used to evaluate Connection Grant applications.

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**Summary of Proposal**

Provide a summary of your proposal written in clear, plain language. It should be written in non-technical terms and be understood by a range of audiences with varied areas of expertise. Clearly indicate the challenges or issues to be addressed.

**Note:** If your proposal is funded, this summary will be used for promotional purposes outside the research community to inform politicians, the media and members of the public who request information about research funded by SSHRC.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text, not bold type, italics, script, underscoring, formulas or special characters. **Your text must not exceed one (1) page on the PDF copy.** Text that exceeds the capacity of the text box will not be displayed when printed. Click "Save" and then "Preview" to ensure your text will appear on the form.
Expected Outcomes

The expected outcomes of the project are essential information for the adjudication of the proposal, and are part of the Challenge evaluation criterion. SSHRC is also interested in capturing information on outcomes at the application stage in order to gain a greater understanding of the intellectual, cultural, societal and economic contributions of social sciences and humanities research, and of how outcomes evolve throughout the lifespan of the project. This outcome information, along with the information provided on research outputs (e.g., scholarly journal articles, conferences, books, workshops, etc.) in follow-up reporting, will enable SSHRC, scholars and institutions to communicate the contributions of social sciences and humanities research to our various stakeholders.

In this section, elaborate on the potential benefits and/or outcomes of your proposed Connection project. You will have the opportunity, via follow-up reports, to share how your outcomes have evolved.

Connection event or activity outcomes include enhanced curriculum and teaching material, as well as graduate student supervision, enriched public discourse, improved public policies, enhanced business strategies, and innovations in every sector of society. Through the effective mobilization of knowledge, research outcomes permeate daily life in the form of new thinking and behaviour that lead to improvements in our economic, social, cultural and intellectual well-being. See SSHRC's Guidelines for Effective Knowledge Mobilization for information about outcomes.

Scholarly Benefits
Indicate and rank up to three scholarly benefits of the proposed activity, with #1 the most relevant and #3 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Social Benefits
Indicate and rank up to three social benefits relevant to the proposed activity, with #1 the most relevant and #3 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Audiences
Indicate and rank up to five potential target audiences relevant to the proposed activity, with #1 the most relevant and #5 the least relevant. If the information is not listed, select "Other" from the list and type the information in the box provided.

Expected Outcomes Summary
Describe the potential benefits/outcomes (e.g., evolution, effects, potential learning, implications) that could emerge from the proposed Connection project.

Type your text directly into the box, or cut and paste it from a document prepared using a word processor. You may enter only plain, unformatted text—not bold type, italics, script, underscoring, formulas or special characters. Your text must not exceed one (1) page on the PDF copy. Text that exceeds the capacity of the text box will not be displayed when printed. Click “Save” and then "Preview" to ensure your text will appear on the form.

Description of Connection Project—maximum five pages

You must attach an electronic copy of your Description of Connection Project. Write your proposal in clear, plain language. Avoid jargon, acronyms and highly technical terms.

Include:

- a description of the proposed event or outreach activity;
- a statement regarding the overall goal and specific objectives of the endeavour;
- a description of the research you will be disseminating, transferring, exchanging or
Connection Grants - Web Application Instructions

- mobilizing;
- a description of your main audience(s) (e.g., scholars, practitioners, etc.);
- an explanation as to why it is important to connect with the specified audience(s); and
- details on how all activities can be undertaken within one year.

SSHRC encourages applicants to, if applicable, discuss how research data arising from the project will be managed, including collection, preservation and sharing.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking "Browse" and attach it to the application by clicking "Attach". An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. If you do not follow the specified requirements for margins and font (12-point, Times New Roman), your application may be rendered ineligible. Once you have successfully attached the electronic file, we recommend you click "View attached file" to ensure you have the proper file.

Training and Mentoring—maximum one page

It is expected that students, emerging scholars (e.g., postdoctoral fellows and other scholars in similar situations) and/or other highly qualified personnel (e.g., practitioners, subject matter experts, Aboriginal elders, etc.) will meaningfully participate in the proposed initiative(s). You must attach an electronic document that clearly describes the specific roles and responsibilities of students, emerging scholars and/or other highly qualified personnel, indicating the work they will be undertaking.

Consult the Guidelines for Effective Research Training in preparing this section of the application. These guidelines will also be provided to reviewers.

Include:

- the nature and extent of training, mentoring and employability activities;
- the capacity of the applicant and team members to provide the proposed training, mentoring and employability activities;
- the anticipated number (#) of students, emerging scholars and/or other highly qualified personnel (where applicable, indicate the level of study—i.e., undergraduate, master’s or doctoral) to be trained and mentored;
- the nature and level of specialized skills that the students, emerging scholars and/or other highly qualified personnel will develop as a result of their participation; and
- any career development opportunities for students, emerging scholars and/or other highly qualified personnel.

Funds Requested from SSHRC

SSHRC will not fund the full cost of any connection event or outreach activity. Additional support in the form of cash and/or in kind contributions (excluding registration fees) equivalent to a minimum of 50 per cent of the amount requested from SSHRC must come from sponsoring organizations. For example, an applicant asking SSHRC for $10,000 in funding will have to provide additional support equal to $5,000.

Applicants must demonstrate their ability to secure at least the minimum matching funding,
by including letters of support from sponsoring organizations that clearly confirming the amounts and types of contributions they are providing for the proposed event or activity (see SSHRC’s Guidelines for Cash and In-Kind Contributions for more details.) Please note that letters of support must come from sponsoring organizations, not individuals.

Applicants may draw on complementary funding from SSHRC research grants and/or other research funding agencies, but must make clear in their budget proposal that there is no duplication of financial support for the same budget expenses.

**Note:** While SSHRC funds may be used in this complementary way, these funds **cannot** be counted towards the 50 per cent requirement for matching funds.

Estimate as accurately as possible, only the costs that you are asking SSHRC to fund through a Connection Grant. All budget costs must conform to the rates and regulations of the applicant's institution or non-for-profit organization, and must be fully justified in terms of the needs of the project, including costs for organizing and co-ordinating team collaborations and for communicating results to both scholarly audiences and the wider public.

Grant holders must also comply with the [Tri-Agency Open Access Policy on Publications](https://www.tri-agencycanada.ca/en/oa-policies.html). See SSHRC's [Open Access overview](https://www. sshrc-crsc.gc.ca/eng/openaccess-overview.html) for more information. SSHRC also encourages researchers to manage data arising from their research in accordance with both community standards and best practices.

Enter amounts rounded to the nearest dollar without any spaces or commas (e.g., 2000). For blank entries, leave in the "0" value. When entering an amount, highlight the "0" and type the dollar value in the box provided.

**Note:** SSHRC provides the following guidelines to committee members regarding the adjudication of the budget subcriterion of the overall Feasibility score:

- Committees may consider failing a project on the Feasibility criteria if they deem that 30 per cent or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.
- Committees may recommend budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the project objectives.

**Personnel Costs**

For each of the categories below, enter the number (#) of students and non-students you plan to hire, whether as salaried employees or as recipients of stipends.

**Student and non-student salaries and benefits**

For each applicable category, enter the number (#) of students and non-students to be hired. Specify the total amounts.

**Student stipends**

You may request stipends for graduate students and postdoctoral researchers. Stipends must be justified in terms of the project objectives. The work performed by stipend recipients should be an integral part of the applicant’s project.

**Note:** Since September 2011, SSHRC no longer sets the amounts for stipends; the amount shall be set by the institution concerned.

**Other—Salary research allowance**

Salary research allowances are an eligible expense. These stipends cover up to 50 per cent of the cost of temporarily replacing an employee from a Canadian not-for-profit organization who will be devoting his or her time as an applicant or co-applicant on a SSHRC-funded research project. The request for salary research allowance must be justified in the proposal.

Salary research allowances can only be used by not-for-profit organizations that have
applicants or co-applicants listed on their Notice of Award. Researchers holding an academic position at a postsecondary institution and government employees are not eligible for salary research allowances.

Note that a salary research allowance is not a salary for the applicant or co-applicant, but is paid to the Canadian not-for-profit organization in order to offset the costs of replacing its employee.

For further information, please consult SSHRC’s Salary Research Allowances policy.

**Travel and subsistence costs**
Enter the total amounts requested for travel abroad and within Canada for both the research team and student personnel. Applicants must obtain the lowest possible travel fares. Car rental is an eligible expense only if it is essential to the research.

**Subsistence costs must be based on rates approved by the institution or organization that will administer the funds.**

**Other expenses**

**Professional/technical services**
You may include user and consulting fees for computer services. Consulting fees for professional and technical services are eligible expenditures only if it is demonstrated in the Budget Justification that expert advice is needed. If a grant is awarded and you have planned to contract consultants for amounts in excess of $25,000, two independent cost quotations will be required.

**Supplies**
You may include other supply items (e.g., software, stationery, postage, telephone calls) only if they relate directly to the research.

**Non-disposable equipment—Computer hardware**
Purchase or rental of computers and associated hardware is allowable only if these are not accessible through the university or employer.

**Non-disposable equipment—Other**
Purchase or rental of equipment (e.g., audio or video equipment) is allowable only if it is not accessible through the university or employer.

**Other expenses**
Specify other expenses not already included.

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**Funds from Other Sources**

You must list all other contributors (e.g., individuals, not-for-profit organizations, philanthropic foundations, private sector organizations) that are providing cash and/or in-kind contributions for the proposal. You must also indicate whether or not these funds have been confirmed. Only contributions confirmed by a letter of support will be counted towards the 50 per cent requirement for matching funds.

If a funding source is not listed, select "Other/Unknown" using the "List..." button. Type in the source name and amount and identify the contribution type.

If you have received, from a single funding source, more than one contribution of the same type (i.e., cash or in-kind) and a confirmation status, you must combine these into one entry (e.g., two $20,000 confirmed cash contributions from a university become one confirmed $40,000 cash contribution). Enter amounts rounded to the nearest dollar without spaces or commas (e.g., 2000). For blank entries, leave the "0" value. When entering an amount, highlight the "0" in the box provided and type the dollar value.

**Note:** All contributions must be indicated in Canadian currency.
When you save the data, five new blank entry lines will be added to the screen to allow you to enter additional funding entries.

**Budget Justification—maximum two pages**

You must attach an electronic copy of the budget justification. Using the categories listed on the [Funds Requested from SSHRC](#) page, explain how you will use the funds in each budget category to achieve the objectives of the proposed event or outreach activity. For example, under the student and non-student salaries categories, explain why these people need to be hired to meet the objectives of the event or activity. Applicants are reminded of SSHRC’s mandate to provide training opportunities for students, emerging scholars and other highly qualified personnel. Note that budget costs for research assistants or associates who are not students must be fully justified in terms of the needs of the proposal. You must also justify any funds that appear in the category “Other”.

As mentioned above, SSHRC will not fund the full cost of any connection event or outreach activity. Additional support in the form of cash and/or in kind contributions (excluding registration fees) equivalent to a minimum of 50 per cent of the amount requested from SSHRC must come from other sources. You must outline the overall cost of your event or outreach activity and clearly indicate which portion will be paid with SSHRC’s grant. SSHRC suggests including a table showing both the funds requested from SSHRC and the matching contributions, with a cost breakdown.

Clearly describe how the budget requested from SSHRC and any sponsoring organizations’ contributions will complement each other and benefit the objectives of the Connection event or activity.

**Note:** During review of the funding you have requested, the quality of your overall financial planning, your justification of the proposed expenditures, and the cash and in-kind contributions you have secured will all be taken into account. Committees will use the principle of minimum essential funding to guide their discussions of project budgets.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking "Browse" and attach it to the application by clicking "Attach". An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. **If you do not follow the specified requirements for margins and font (12-point, Times New Roman), your application may be rendered ineligible.** Once you have successfully attached the electronic file, we recommend you click "View attached file" to ensure you have the proper file.

**List of References—maximum two pages**

You must attach an electronic copy of all references cited in your proposal.

Save the document as a PDF file (.pdf extension), locate it on your computer by clicking "Browse" and attach it to the application by clicking "Attach". An error message will appear if the file you are trying to attach does not meet the required specifications for page length and page size. **If you do not follow the specified requirements for margins and font (12-point, Times New Roman), your application may be rendered ineligible.** Once you have successfully attached the electronic file, we recommend you click "View attached file" to ensure you have the proper file.

**Exclusion of Potential Reviewers—maximum one page**

Applicants may attach a one-page document naming potential reviewers who, in their
opinion, would be unlikely to provide an impartial review. This document must provide a justification for excluding potential reviewers (e.g., experts with whom you or members of your team have had serious disputes). While SSHRC cannot be bound by this information, it will take it into consideration in the selection of reviewers.

This information will be held in strictest confidence and will not be provided to external reviewers or members of the adjudication committee. This information will be used only to help choose reviewers for the current application. Therefore, any exclusion (if still relevant) should be renewed with any subsequent applications.

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**Environmental Impact—Appendix A**

If you have selected "yes" for at least one of the questions in the Environmental Impact section on the Activity Details screen, you must complete an Environmental Information Form (Appendix A) and upload it to the Environmental Impact page.

**Note:** For the purposes of Connection program grant applications, “research” and “research activity” may be read throughout to include any connection event or outreach activity.

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**Research Contributions—maximum four pages**

Applicants must attach an electronic copy of their Research Contributions. **You have a maximum of four pages to cover the following sections, which must be presented in this order:**

1. Relevant Research Contributions Over the Last Six Years
2. Other Research Contributions
3. Most Significant Career Research Contributions
4. Career Interruptions and Special Circumstances
5. Contributions to Training

**1. Relevant Research Contributions Over the Last Six Years**

Outline research contributions within the last six years. In the case of those candidates claiming career interruptions (see 4. Career Interruptions and Special Circumstances below), you may include publications drawn from your most recent periods of research activity, to an overall total of six years.

Provide details, as appropriate, on the contributions you listed, as follows:

- In the left margin, identify with an asterisk (*) research contributions that resulted from previous SSHRC support.
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication, number of pages, etc.) as they appear in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.
- For recent graduates, list your theses.

Group your contributions by category in the following order, listing your most recent contributions first:
Refereed contributions
Examples include books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, articles in scholarly refereed journals, conference proceedings, etc.

When listing refereed works, be aware that a "refereed work" involves its assessment:

- in its entirety—not merely an abstract or extract;
- before publication; and
- by appropriately independent, anonymous, qualified experts ("independent" in this context means at arm's length from the author).

Other refereed contributions
Examples include papers presented at scholarly meetings or conferences, articles in professional or trade journals, etc.

Non-refereed contributions
Examples include book reviews, published reviews of your work, research reports, policy papers, public lectures, etc. See SSHRC's Guidelines for Effective Knowledge Mobilization for examples of other contributions.

Forthcoming contributions
Indicate one of the following statuses—"submitted", "revised and submitted", "accepted" or "in press". Contributions not yet submitted should not be listed. Provide the name of the journal or book publisher and the number of pages.

Creative outputs
List your most recent and significant achievements, grouping them by category. Creative outputs will be evaluated according to established disciplinary standards, as well as creative and/or artistic merit. Examples of creative outputs may include, for example, exhibitions, performances, publications, presentations, film, video, audio recordings, etc.

If applicable, you may include a website link. SSHRC cannot guarantee that links will be accessed.

Reasonable efforts will be made to view or listen to support material; however, due to technical challenges, SSHRC cannot guarantee that the samples will be accessed. Please consider that reviewers will have very limited time per application to view, read or listen to samples of work.

If including a website link, please follow these instructions:

- Provide the complete and exact URL and indicate the path to access the intended support material on the website.
- Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material, etc.). Please provide titles, dates of creation/production, and a brief context for the works presented.
- Ensure that the website and all links involved will be operational up to six months after the application deadline.
- Specify the browser and version that should be used.

Note: SSHRC assumes no responsibility in cases where links provided are broken or the server is unavailable during the adjudication period.

2. Other Research Contributions
Describe any other contributions to research and the advancement of knowledge within the last six years, including your research contributions to non-academic audiences (e.g., general public, policy-makers, private sector or not-for-profit organizations, etc.). See SSHRC's Guidelines for Effective Knowledge Mobilization for examples of other contributions.

3. Most Significant Career Research Contributions
List and rank up to five of your most significant contributions over your entire career. In this case, the six-year rule does not apply. Therefore, contributions listed here may differ from those listed under the "Publications" section of your CV. Please ensure that you explain briefly the significance of the contributions listed.

4. Career Interruptions and Special Circumstances
SSHRC asks its adjudication committees to take into consideration both career interruptions and special circumstances that may have affected the record of research achievement of candidates. In doing so, adjudication committee members will be able to more accurately estimate the productivity of each researcher, independent of any career interruptions or special circumstances. Previous productivity is one element that may predict the success of proposed research programs.

Career interruptions occur when, for health, administrative, family or other reasons, a researcher is taken away from his or her research work for an extended period of time. In these cases, as explained above in relation to 1. Research Contributions Over the Last Six Years, the researcher should explain the absence(s) and ask that an equivalent period of research activity prior (but as near as possible) to the present day and leading to a total of six years be taken into consideration by the adjudication committee.

Special circumstances involve slowdowns in research productivity created by health, administrative, family or other reasons (i.e., the researcher was not taken completely away from his or her work).

SSHRC entrusts its adjudication committees with the responsibility to reach an assessment of research productivity that takes into account the impact of career interruptions and/or special circumstances.

5. Contributions to Training
Provide the following information on students you have helped train within the last six years:

- Indicate your role in supervising or co-supervising ongoing and/or completed theses, listing these by the student's level of studies.
- Describe contributions you have made to involve students (e.g., doctoral, master's, undergraduate) and/or postdoctoral researchers in your research activities.

Specify if your opportunities for such contributions have been limited because your postsecondary institution does not have graduate degree programs in your field or discipline.

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Research-Creation Support Material—maximum one page
If in Identification you have self-identified yours as a research-creation project, you must include a website link to provide samples of work that best illustrate the qualifications of the team and/or the nature of the proposed research-creation.

Reasonable efforts will be made to view or listen to support material; however, due to technical challenges, SSHRC cannot guarantee that the samples will be accessed. Please consider that reviewers will have very limited time per application to view, read or listen to samples of work.

If including a website link, please follow these instructions:
Provide the complete and exact URL and indicate the path to access the intended support material on the website.

- Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material, etc.). Please provide titles, dates of creation/production, and a brief context for the works presented. Explain why you are including these items, and how they relate to your proposed project.
- Ensure that the website and all links involved will be operational up to six months after the application deadline.
- Specify the browser and version that should be used.

**Note:** SSHRC assumes no responsibility in cases where links provided are broken or the server is unavailable during the adjudication period.

See SSHRC’s [Guidelines for Research-Creation Support Materials](#) for more information.

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### Relevant Experience—maximum one page

Describe your experience in engaging in and/or leading a Connection Grant-type event or outreach activity (e.g., event or knowledge dissemination/transfer/synthesis/exchange/mobilization activities), and any previous experience related to the objectives of the Connection application. Please explain how this experience will aid you in the proposed activity. Examples of relevant experience include: working within or with communities and/or organizations (e.g., not-for-profit organizations, philanthropic foundations, think tanks, private sector organizations), non-academic career information, or voluntary work.

Include:

- your experience in engaging in and/or leading Connection-type projects;
- a brief description of the nature of the work you performed;
- an explanation of how this work has prepared you for your role in the project; and
- a description of the skills you developed (e.g., training, mentoring, analysis, networking).

The following tables indicate which applicants must provide Research Contributions (see Research Contributions instructions above) and Relevant Experience attachments:

#### Applicants affiliated with a postsecondary institution

<table>
<thead>
<tr>
<th>Research Contributions</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

#### Applicants affiliated with a not-for-profit organization

<table>
<thead>
<tr>
<th>Research Contributions</th>
<th>Relevant Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Optional</td>
<td>Mandatory</td>
</tr>
</tbody>
</table>

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Date modified: 2015-11-04