



SSHRC RE-APPLICATION ASSISTANCE

FUNDING GUIDELINES

1 SSHRC RE-APPLICATION FUND

The broad purpose of this award is to provide an opportunity for the researcher, who received a 4A rating in the SSHRC Standard Research Grant competition, to initiate the research proposed in their application and to prepare an even stronger application for either of the next two competition rounds. These awards, made from the General Research Grant funds provided annually by the Social Sciences and Humanities Research Council, are to support the cost of research initiatives in disciplines normally supported by SSHRC. General conditions governing eligibility, supportable research fields, and use of grant funds will be in conformity with SSHRC guidelines and UWO policies.

2 ELIGIBILITY

At the discretion of the AVP (Research & International Relations) and the appropriate Dean, an award may be granted to faculty members whose internally peer reviewed application to the SSHRC Standard Research Grants competition received a 4A rating from SSHRC and who will continue to be in the employ of Western for at least 12 months following the start date of the award. All internally funded grants will be administered only at The University of Western Ontario. Should the awardee cease to be a faculty member of the University during the tenure of the award, the award will be cancelled and all remaining and recoverable monies returned to the common fund.

Applicants wishing to be considered eligible for the SSHRC Re-Application Assistance Program in the spring are required to provide confirmation of an internal peer review of their grant prior to the SSHRC Standard Research Grants October external deadline. This form is available on the RD&S website under Non-Competition Grants.

3 REQUIREMENTS

Within 24 months of the start of the grant, the awardee must re-submit to SSHRC, a Standard Research Grant application.

Within three months of the termination of the award, awardees must submit to the RD&S a brief report (1 or 2 pages) on what was accomplished using the grant. Failure to do so may jeopardize a faculty member's eligibility for future internally funded competitions.

4 ETHICS, ANIMALS, & BIOHAZARDS

All research proposals involving human or animal subjects or biohazardous materials must be approved by the appropriate Western review committee. Awardees must indicate on the grant acceptance form whether they anticipate the use of human or animal subjects or biohazardous materials. Funds will be encumbered and the work may not commence until appropriate approvals are received from the investigator.

5 FREQUENCY OF AWARD

A faculty member is eligible to receive up to two SSHRC 4A Re-Application Assistance Awards during his/her career at Western. Given the shortage of funds, however, it is unlikely that a faculty member will receive two consecutive awards unless the circumstances are exceptionally meritorious.

6 AWARD TIME PERIOD

Grants will be available for a period of up to two years from the starting date. Upon termination of an award, any unspent balance will revert to the common fund. Extensions may be granted in special circumstances upon written request to RD&S.

7 RESTRICTED/UNRESTRICTED FUNDS

For each award, an account will be set up as an "unrestricted research account." Investigators are expected to expend the funds in a manner that will enhance the opportunities for success of the re-application to SSHRC Standard Research Grants competition.

8 BUDGET

8.1 Personnel

The University of Western Ontario will be the employer of any staff hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates. The employment category for "research assistants/associates" has the widest flexibility in pay levels and is the most difficult in which to determine appropriate levels. Colleagues or the Compensation Department can be a good source of information.

8.2 Travel Expenses

Travel must comply with Western policies and regulations.

8.2.1 *Air and train fare & car rental*

Applicants are required to use the most economical means of transportation and to take advantage of seat sales and travel discounts whenever possible. The website Microsoft Expedia (<http://expedia.ca/>) is a good source for fare information.

8.2.2 *Subsistence*

The maximum daily rate of subsistence will be \$125 (Canadian) and the maximum period allowed will be 14 days. Receipts will be required when travel claims are processed.

8.3 Equipment

All equipment purchased with internal grant funds becomes the property of The University of Western Ontario.

8.3.1 *Computing Equipment & Software*

Computer and software purchases must be necessary for the conduct of the research activity and not for general word processing or convenience.

8.4 Funds to Attend Conferences

In general, use of the funds to attend conferences is permitted. However, the investigator must carefully consider if attendance at the conference is critical to the preparation of the resubmission of the grant application to SSHRC.

9 ADMINISTRATION

The program is administered by the RD&S, Room 5150, Support Services Building.
Tel 519-661-2111 ext. 84500, Fax 519-661-3907, Email internalgrants@uwo.ca.