Please find the following instructions from research services. In addition to these instructions, the Faculty of Social Science requires a copy of your **application** and your **ROLA proposal** to be complete by **October 1, 2010.** If you wish to have your application reviewed with feedback, we require your application by **September 17, 2010.**

SSHRC Standard Research Grants
Fall 2010 SIGNATURE PROCESS
The University of Western Ontario

Western as LEAD Institution

SSHRC Standard Research Grant applications must be submitted electronically; paper copies are no longer accepted. Final submission deadline of <mark>October 15, 2010 2:00 p.m</mark>. EST has been set for The University of Western Ontario by which time the applicant must electronically submit his/her **final** completed application through SSHRC's online system to the institution for approval and submission. *Late submissions may not receive electronic approval from Western to meet SSHRC's deadline.*

Key Dates:
Registration: August 16
RD&S Deadline: October **8** *
Final Submission: 2pm October 15

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1. **Registration**: Applicants are required to complete and submit their on-line Notification of Intent to SSHRC by August 16, 2010.

2. **ROLA**: The applicant must complete and submit a ROLA Proposal to obtain internal approval of the application before the October 15, 2010 deadline.

3. **RD&S Deadline Submission**: Submit the application on SSHRC website or email a PDF of the application to Katy.Pocock@uwo.ca. Applications submitted by **October 8** will receive an administrative review, and may receive feedback regarding their application. Submission by this date is strongly recommended. Applications submitted after October 8 will be reviewed for compliance only, on an as-received basis.

4. **Electronic submission by the Applicant**: The applicant must 'Submit to Research Administrator' on SSHRC website by <mark>2:00 p.m. EST October 15, 2010</mark>.

5. **Electronic approval, submission and receipt**: The Research Services Office will approve and submit the application to SSHRC. SSHRC will acknowledge receipt of your electronic application and will assign you an application number.

*SSHRC 4A Re-Application Assistance Deadline for submission of internal Peer Review Confirmation Form
http://www.uwo.ca/research/funding/internal/sshrc_4a.html

Western as CO-APPLICANT Institution

1) Send copy of application to Faculty Grant Facilitator AND Katy.Pocock@uwo.ca,
2) Submit ROLA Proposal.

After submission date, SSHRC will require institutional approval of all Applicants and Co-Applicants listed on SSHRC Standard Research Grants.

For additional information or assistance, please contact:
Katy Pocock, Pre-Award Grants Facilitator
Research Development & Services
Katy.pocock@uwo.ca X80242