

Applying to SSHRC's Insight Grants (IG) at Western University

2013 IG FALL COMPETITION: SEPTEMBER 2013

Office of Research Services – Western University

The objective of the IG is to provide support for long-term research initiatives of 3 to 5 years for emerging and established scholars in the social sciences and humanities.

Proposals to the IG are expected to respond to the [objectives of the program](#), which are to:

- build knowledge and understanding from disciplinary, interdisciplinary and/or cross-sector perspectives through support for the best researchers;
- support new approaches to research on complex and important topics, including those that transcend the capacity of any one scholar, institution or discipline;
- provide a high-quality research training experience for students;
- fund research expertise that relates to societal challenges and opportunities; and
- mobilize research knowledge, to and from academic and non-academic audiences, with the potential to lead to intellectual, cultural, social and economic influence, benefit and impact.

Application Submission Guide

Mandatory Registration: August 15th | 8 pm EST

The Letter of Intent is completed via SSHRC's webforms systems. Once submitted, all items can be changed during the full application stage except for the principal applicant listed on the grant.

Department/Faculty Internal Review/Deadline: Varies

Some departments and [faculties](#) have their own internal deadlines prior to grant submissions to RDS. Consult your department and faculty administrative offices for more information on deadlines and/or requirements.

Mandatory RDS Internal Review: October 8th | 5 pm EST

Applicant clicks "Submit to Institution" on SSHRC's web system. RDS will then review to ensure the grant is compliant with both SSHRC and Western's policies. Draft applications can be returned by contacting researchoffice@uwo.ca in research services.

A ROLA entry must be submitted by the internal deadline. The SSHRC IG can be found on the [ROLA funding opportunities](#) main page. Should you require assistance with the system, please contact the ROLA helpline (519-661-3136 or rolahelp@uwo.ca)

Full Application Deadline: October 15th | 2 pm EST

Having finished the requirements outlined above by their stated deadline, the applicant clicks "Submit to Institution" on SSHRC's system.

Research Services will then forward the application to SSHRC.

Key Dates

Mandatory Registration:
August 15, 2013
8 pm EST

Mandatory RDS Review/ROLA:
October 8, 2013
5 pm EST

Full Application Deadline:
October 15, 2013
2 pm EST

Please Note:

Applications to the IG are not sent directly to SSHRC. Full applications submitted on SSHRC's Webforms system are first sent to RDS for review and approval prior to going to SSHRC.

RDS will not forward an application on to SSHRC without a ROLA entry first having been submitted and approved.

Please Plan Ahead Accordingly!

Useful Websites:

NOI Phase Instructions: https://webapps.nserc.ca/SSHRC/Instructions-Help/ig_noi_instr_e.htm

Application Phase Instructions (2012): https://webapps.nserc.ca/SSHRC/Instructions-Help/ig_instr_e.htm

ROLA Main page: <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html>

Insight at a Glance

Fall 2013 Information

Value: \$7,000 to \$500,000 Total

(A minimum of \$7,000 is required in at least one year. A maximum of \$200,000 is available in a single year).

Duration: 3 to 5 Years

Submission Format: [SSHRC Webforms](#)

National Success Rate: ~27%

Funding Available: ~85 Million (2012 Competition)

Application Status Regulations:

1. Researchers may apply, **as applicant**, for only one Insight Grant at a time.
2. An applicant may not hold a Standard Research Grant (no longer offered) and an Insight Grant simultaneously.
3. Researchers may not apply, **as applicant**, for an Insight Grant and an Insight Development Grant within the same calendar year.
3. There is no limit to the number of SSHRC applications on which a researcher may be listed as a co-applicant or collaborator.
4. If you have received a SSHRC grant of any type but have failed to submit a [final research report](#) by the deadline specified in your Notice of Award you can not apply for another SSHRC grant until you have submitted the report.

Scholars interested in carrying out research in its initial stages and require short-term support should first target the [Insight Development Grant](#) competition. In contrast to the Insight competition, the Insight Development competition also specifically dedicates 50% of its competition funds to emerging scholars.

Application Tips

- The summary page remains one of the most important parts of your application. Use this as a 'seduction' page to stimulate the reviewer's interest in the project.
 - Present a clear schedule of activities through a yearly breakdown via a timeline. Include the team roles, responsibilities, and expected outcomes at each milestone.
 - Engage your audience and write with the reviewer in mind. **Don't make your grant difficult to read by using too many acronyms or jargon words, and avoid employing odd formatting.**
 - Try to show how you will engage students in meaningful activities for the duration of the grant. Highlight any specialized training or skills that students will develop as a result of their participation in the project.
 - As the IG and IDG grants are intended to be the 'core' operating funding for SSHRC-based researchers, explain how your proposed project fits within your larger research program (i.e. previous research, future plans).
 - Highlight significant outputs from your previous research or research funding to demonstrate your productivity.
 - Remember: all attachments must be in .pdf format.
 - If they desire, applicants will be given one page to address criticisms and suggestions offered by reviewers who have reviewed previous applications.
 - Make your proposal visually attractive by using clear headings and adding graphs, charts, or figures where helpful (i.e. when describing your timeline).
 - Include plans for your dissemination of research results to academic and non-academic audiences, and include plans for student involvement in dissemination activities.
- ↓ IMPORTANT ↓**
- Set up your own internal review panel and ask peers (but not your immediate colleagues) to review your grant using the IG evaluation criteria (page three of this guidebook).
 - **Above all, don't wait until the last minute to begin working on the proposal!**

Useful Websites:

SSHRC Resource Centre: [Found on SSHRC Website](#)

General 'How to Apply' Instructions: <http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/index-eng.aspx>

SSHRC Insight Frequently Asked Questions: [Found on SSHRC Website](#)

Peer Review & Evaluation

Evaluation -

Proposals are reviewed by committees of academics and/or other experts drawn from [five disciplinary groupings](#). You will need to ensure your application gets directed to the right reviewers by selecting the appropriate research group on and by keeping your application title, keywords, and summary *clear* and *relevant to your proposed research*.

Multidisciplinary Research -

If you would like your proposal reviewed by committee members from more than one discipline and/or area of research you are allowed one page to provide a rationale for your request. This page should explain how your research will integrate intellectual resources (theories, methodologies, perspectives, etc.) drawn from two or more disciplines, and list the various disciplines/areas of research from which expertise should be drawn to assess the research proposal.

Subject Matter Eligibility (SSHRC versus NSERC & CIHR) -

When applying to SSHRC, always ensure your proposed research is not better suited to NSERC or CIHR's suite of funding programs (see [here](#) for more info). Since 2009 SSHRC has taken a hard-line policy towards health research in particular; research eligible under the mandate of [CIHR](#) will not be considered, and SSHRC has indicated that the use of social science or humanities theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal SSHRC-eligible. If in doubt contact SSHRC program officers, but keep in mind that their advice is not binding and final decisions regarding subject matter eligibility are made after only after applicant submission. **SSHRC administrative staff will review pull grants deemed ineligible due to subject matter prior to peer review.**

Your application will be evaluated according to the following:

Challenge: 40%

- Originality, significance and expected contribution to knowledge;
- Appropriateness of the literature review;
- Appropriateness of the theoretical approach or framework;
- Appropriateness of the methods/approach;
- Quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and
- Potential influence and impact within and/or beyond the social sciences and humanities research community.

Feasibility: 20%

- Probability of effective and timely attainment of the research objectives;
- Appropriateness of the requested budget and justification of proposed costs;
- Indications of financial and in-kind contributions from other sources, where appropriate;
- Quality of knowledge mobilization plans, including for effective knowledge dissemination, knowledge exchange and engagement within and/or beyond the research community; and
- Strategies and timelines for the design and conduct of the activity/activities proposed.

Capability: 40%

- Quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any team members relative to their roles in the project and their respective stages of career;
- Evidence of contributions such as commissioned reports, professional practice, public discourse, public policies, products and services, development of talent, experience in collaboration, etc.;
- Potential to make future contributions.

Useful Websites:

SSHRC Webforms System: https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

SSHRC Definition of Terms: [Found on SSHRC Website](#)

SSHRC's Priority Areas -

Applicants may indicate in their application form whether their research falls within up to two of SSHRC's [priority areas](#), ranking them in order of importance. This information is gathered for reporting purposes and may also assist SSHRC in **identifying applications for additional support** and/or to create adjudication committees in priority areas.

Proposals related to SSHRC priority areas must include a one-page 'Statement of Alignment' describing the proposal's relevance to the first priority area. While alignment with the priority area is not a 'formal' part of the evaluation criteria, the information contained in the 'Statement of Alignment' will become part of the full application, which reviewers will see during their review.

SSHRC's Priority Areas include:

1. [Aboriginal Research](#)
2. [Canadian Environmental Issues](#)
3. [Digital Economy](#)
3. [Innovation, Leadership and Prosperity](#)
5. [Northern Communities: Towards Social and Economic Prosperity](#)

Budget Regulations

What remuneration rates are applicable at Western University?

Type	Salary Rate
Full-Time Staff	*Salary +27.5% mandatory employers contributions
Part-Time Staff	*Salary +13% mandatory employers contributions

* Please consult your department's administration for applicable/appropriate salary rates.

Type	Stipend Level
Graduate Students	Consult Department or Faculty (averages around ~\$20,000)
Post-Doctoral Fellow	Consult Department or Faculty (averages around ~\$40,000)

Questions? Contact Us

SSHRC Contact
Insight Grants
insightgrants@sshrc-crsh.gc.ca
613-996-6976

Western's Research Office
General Inquiries
researchoffice@uwo.ca
(519) 661-2161

What is SSHRC's policy on funding Research Tools?

SSHRC defines research and related tools as vehicles that broadly facilitate research and related activities. Social science and humanities tools enable researchers to collect, organize, analyze, visualize, mobilize and store quantitative and qualitative data and creative outputs.

- Less than \$7,000 for tools:** May be included in any SSHRC grant application without the need to specifically refer to the [Guidelines for Support of Tools for Research and Related Activities](#).
- Between \$7,000 and \$100,000 for tools:** Starting 2013-14, may be included as an integrated component of applications for [Insight Grants](#) and [Partnership Grants](#) only. The following [link](#) provides more information on how to properly include tools in your application.
- More than \$100,000 for tools:** Not eligible for funding from SSHRC in the Insight grants competition.

For clarification on what is eligible for support on SSHRC grants, see the "Use of Funds" section of the [Tri-Council Financial Administration Guide](#).