Social Sciences and Humanities Research Council Institutional Grants (SSHRC SIG)

**Exchange Grant Application Form**

Forward to research.services@uregina.ca by **May 15** at 11:59pm.

# Refer to the [SSHRC Exchange Guidelines](https://www.uoguelph.ca/research/for-researchers/funding/apply/SSHRC-IG) when addressing the areas below to ensure you have addressed all criteria in sufficient detail.

**Note:** Descriptive sections (Part B and C) must be in **Times New Roman, 12 point font** with **minimum margins of 3/4”** or **1.87cm, with single line spacing**.

|  |
| --- |
| Part A: General Information |
| Name: | Click or tap here to enter text. |
| Faculty/Department: | Click or tap here to enter text. |
| Previously awarded SIG-Exchange Grant:  | **Yes** |[ ]  **No** |[ ]
| Grant Title:  | Click or tap here to enter text. |
| Amount applied for (up to a maximum of $2,500 CAD): | Click or tap here to enter text. |
| Part B: Description of SIG-Exchange grant **Applicable Criteria: Challenge 30% and Feasibility 30%** Description of:1. Travel plans and timeline.
2. Objectives of research.
3. Significance of research being mobilized.
4. Potential for results to have impact and influence.
 |
| Insert your text here, responding to each of the above points (maximum 3 pages) |
| Part C: Description of FUTURE sshrc GRANT **Applicable Criteria: Linkage to future Grant (20%)** Include:1. Provide the name of external SSHRC Grant competition and anticipated competition date.
2. Description of how the proposed or past travel (described in Part B) will contribute to the development of a future application to an external SSHRC competition.
3. Description of how the proposed or past travel (described in Part B) and the plans for your future SSHRC application, fit into your recent and ongoing research activities.
 |
| Insert your text here, responding to each of the above points (maximum 1 page) |
| Part D: Funds Requested from SIG-Exchange GrantApplicable Criteria: Feasibility 30%Estimate as accurately as possible the costs you are asking to be funded. All budget items must conform to the rates and regulations of the Tri-Agency Financial Administration Guide and University of Regina, and must be fully justified. For each entry, justify all budget costs in terms of project needs.  |
|

|  |  |
| --- | --- |
| **PERSONNEL COSTS** | **Year 1** |
| **No.** | **Amount** | **Budget Justification:**  |
| **Student salaries & benefits/Stipends** |
| Undergraduate |   |   |  |
| Masters |   |   |
| Doctorate |   |   |
| **Non-student salaries & benefits/Stipends** |
| Postdoctoral |   |   |
| Other (specify) |   |   |
| ***Subtotal - Personnel:*** |  $ -  |
| **TRAVEL & SUBSISTENCE COSTS** | **Year 1** |
| **Amount** |
| **Applicant/Team member(s)** |
| Canadian travel |   |  |
| Foreign travel |   |
| **Students** |
| Canadian travel |   |
| Foreign travel |   |
| ***Subtotal - Travel and subsistence:*** |  $ -  |
| **OTHER COSTS** | **Year 1** |  |
| **Amount** |
| Professional/Technical Services |   |
| Supplies |   |
| Non-disposable equipment: Computer hardware |   |
| Non-disposable equipment: Other |   |
| Other Expenses: Tools |   |
| Other Expenses (specify) |   |
| Other Expenses (specify) |   |
| Other Expenses (specify) |   |
| ***Subtotal - Other:*** |  $ -  |
| **TOTAL REQUESTED:** | **$0** |   |
| **Funds Requested/Received from Other Sources** |
| List all other costs and sources of funding related to this project, if applicable |
| **Other Source of Funds** | **Confirmed (y/n)?** | **Amount ($)** | **Description of Costs**  |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| **TOTAL:**  |   |   |   |

 |
| sig-exchange GRANT BUDGET INSTRUCTIONS AND ELIGIBLE EXPENSES |
|

|  |
| --- |
| 1.     FUNDS REQUESTED FROM sig-exchange GRANT |
| Using the Budget Template above, estimate as accurately as possible the costs you are asking to be funded for each budget year (two (2) years maximum). All budget items must conform to the rates and regulations of the Tri-Agency Financial Administration Guide and the University of Regina and must be fully justified in terms of the needs of the project. The guide should be consulted for detailed information on all eligible and ineligible expenses.Note: the following guidelines will be used by the Review Committee regarding the adjudication of the budget:* Funds requested must not exceed the maximum amount ($2,500).
* Committee members may consider failing a project on the Feasibility criteria if they deem that 30% or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.
* Committee members 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.
 |
| 2. BUDGET JUSTIFICATION Applicants must use the space provided in the budget template (do not attach a separate budget justification document). Using the categories listed in the budget template, fully identify and justify all budget costs in terms of the needs of the research, keeping in mind that the appropriateness of the requested budget and justification of the proposed costs are a sub-criterion within the Feasibility criterion. Equally important is the justification for budget costs for research assistants or associates who are not students. These expenditures must be fully justified in terms of the needs of the research. Also, justify the number of students hired relative to the objectives of the proposed research.Funding for students and other research staff should reflect appropriate hiring and benefit rates.**3. FUNDS FROM OTHER SOURCES**You must list all sources of funding for the proposed research. You must also indicate whether these funds have been confirmed or not. Where applicable, include:* partners' material contributions (e.g., cash and/or in-kind); and
* funds you have requested from other sources for proposed research related to this application.

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 confirmed $2,000 cash contributions from a university become one confirmed $4,000 cash contribution).The full costs of items (not just the amount covered from grant) should be itemized. |

|  |  |  |
| --- | --- | --- |
|  | **Eligible Expenses** | **Non-Eligible Expenses** |
| **Personnel** | * Specify whether students are receiving an hourly wage (salary) or a research award (stipend).
* Justify the rate of pay. For salaried students, use CUPE 2419 rates as follows, PhD - $25/hr; Masters - $24/hr, UG - $21/hr (includes all benefits). For stipends, explain how the amount was determined eg. standard within department/Faculty.
* Non-student personnel to undertake research activities must be supported with sufficient justification that they are needed for the project.
 | * Course release or stipends for principle or co-investigators
 |
| **Travel** | * Travel for KM/dissemination activities
* Conference travel
 |  |
| **Supplies & equipment** | * Must be specialized research supplies, equipment, software
 | * Laptops, computers, and non-specialized software
* Office supplies
 |
| **Ceremony & cultural protocols** | * Tobacco, cloth and other ceremonial costs
* Honoraria for Elders
 |  |
| **Other** | * Costs related to dissemination or knowledge mobilization
 | * Open access publication costs
 |
| Part E: CV (Attachment)**Applicable Criteria: Capability 20%**Attach an electronic copy of your CV (mandatory). The CV should be in the format outlined in either the SSHRC CCV system **or** the SSHRC Web CV and Research Contributions. |
| Part F: Receipts (Attachment) For those requesting funds to cover travel that has already occurred, please provide receipts to justify the requested funds.  |
| Signatures and Approvals |
| Approvals are required from the Department Head (if applicable) and Dean/Director (or designate) for the principal applicant. Scanned or electronic signatures are acceptable, or a hard copy of signatures can be delivered to the Office of Research Services by 4pm on the deadline date. While approvals are not required for co-applicants, Faculties will be notified of their participation in the application. |
| **APPLICANT:** * have read the research proposal and agree to participate as a member of the research team as outlined;
* verify they have the necessary time and facilities to carry out the research; and
* agree to comply with UofR policies and procedures and the terms and conditions of this funding program.
 |
|  Principal Applicant - Please Print Name |  Signature |  Date |
| **DEPARTMENT HEAD AND DEAN (OR ASSOCIATE DEAN OR DIRECTOR):** * have read the research proposal and agree that the award obligations can be fulfilled;
* verify that the applicant has the necessary time and facilities to carry out the research; and
* agree that resources identified in the proposal will be available to complete the project.
 |
|  Department Head – Please Print Name(s) |  Signature(s)  |  Date |
|  Dean or Associate Dean or Director – Please Print Name(s) | Signature(s) |  Date |

 |