



## SSHRC Exchange Grant

### *Guidelines*

#### 1. Introduction

Funding for the SSHRC Explore Grant is made available through the annual SSHRC Institutional Grant Fund (SIG). The value of this annual grant is based on the University of Regina's performance in SSHRC's research grants programs and the number of university faculty members who are eligible for SSHRC funding.

If you receive a SSHRC Exchange Grant, you have your University of Regina colleagues to thank for their efforts to receive SSHRC external funding. If they hadn't applied externally and been successful, these resources would not be available.

Please support your colleagues by applying externally for other SSHRC opportunities so that we can continue to have this resource available to our research community.

The SSHRC Exchange Grant awards:

- Support the organization of small-scale knowledge mobilization activities, such as workshops and seminars, to encourage collaboration and the dissemination of research results both within and beyond the academic community; and
- Allow researchers to attend or present their research at scholarly conferences of other dissemination venues that align with SSHRC's mandate to advance their career and encourage the exchange of ideas and research results at the national and international level.

#### 2. Eligibility - Applicants

- Academic faculty members in permanent and probationary appointments and postdoctoral fellows are eligible to apply.
- Priority will be given to 2025 SSHRC Cohort participants and emerging scholars (e.g. pre-tenure).
- Cannot currently be holding internal funding awarded by the Vice-President (Research) e.g. VPR Discretionary funding.
- The proposed travel cannot be related to research funded by existing SSHRC support.
- Applicants can hold only one SSHRC Exchange Grant at a time.
- Applicants cannot apply to both the SSHRC Explore and SSHRC Exchange competitions in the same competition year.

#### 3. Eligibility – Activities

- Activities must align with SSHRC subject matter eligibility.
- Fall within SSHRC's definition of [knowledge mobilization](#)
- Funding maximum is **\$2,500**. The term of the award is 12 months.



- Applicants who receive an Exchange Grant are expected to apply for the external SSHRC grant described in their submission within three (3) years of the end of their Exchange Grant to meet application eligibility requirements.
- Travel funds awarded are to be spent within sixty (60) days after the date of travel unless retroactive funding has been sought. For applications seeking funds for retroactive travel expenses, the expense must have been incurred within the preceding six (6) months (i.e. – for the May competition, expenses must be no earlier than November of the previous year).

#### 4. Application Procedures

**Deadline is May 15** at 11:59 pm.

If the deadline falls on a weekend or holiday, the deadline is extended to the next business day.

Application forms are available on the Office of Research Services website:

<https://www.uregina.ca/research/ors/internal-funding/seed-and-sshrc-explore-grant.html>

Submit to: [research.services@uregina.ca](mailto:research.services@uregina.ca). Applications must include:

- 1) **Application Form**, including the **Budget** table.
- 2) **Current CV**. It must be in a format accepted by SSHRC. For example, Canadian Common CV or SSHRC Web CV and Research Contributions.

#### 5. Consideration of Applications

Applications will receive an administrative review by the Office of Research Services upon submission. Incomplete applications will be flagged, and applicants will be given an opportunity to provide missing information. Any additional information provided beyond that requested will be removed and will not be shared with the review committee. Only complete applications will be forwarded for consideration in the competition.

The administrative review includes evaluation of the eligibility of proposed expenses. Ineligible expenses will be removed from the budget.

Applications are considered by a multi-disciplinary review committee appointed by the Vice-President (Research). Applications should be written as clearly as possible to persuade both specialists and generalists alike.

The following criteria and scoring scheme will be used to evaluate Exchange Grant applications. The criteria are similar to those evaluated in the SSHRC [Connection Grants](#) program with weighting adjusted to include an additional internal consideration of linkage to future SSHRC grant.

**Challenge** – The aim and importance of the endeavour (30%):

- Expected contribution to the preservation of, access to and/or mobilization of research knowledge



- Quality and significance of the research being mobilized
- Quality of training and mentoring to be provided to students and HQP, and opportunities for them to contribute
- Potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community

**Feasibility** – The plan to achieve excellence (30%):

- Appropriateness of the proposed timeline and probability that the objectives will be met
- Appropriateness of the requested budget and justification of proposed costs
- Indications of other planned resources including leveraging of cash and in-kind support from other sources

**Capability** – The expertise to succeed (20%):

- Quality, quantity and significance of past experience and published and/or creative outputs
- Evidence of past knowledge mobilization activities
- Quality and quantity of past contributions to the training and mentoring of students and HPQ

**Linkage to Future SSHRC Application** (20%):

- Indications of how the proposed or past travel will contribute to the development of a future application to an external SSHRC competition
- Indications of how the travel and the future SSHRC grant tie into the applicants recent and ongoing research activities.

**Priority** for funding is given to applicants in the following order:

1. 2025 SSHRC Cohort participants.
2. Emerging scholars (pre-tenure faculty without external funding).
3. Established scholars (tenured faculty, pre-tenure faculty holding external funding).
4. Postdoctoral fellows.

**6. Size of the Awards and Eligible Expenses**

Maximum request cannot exceed **\$2,500**. Eligible expenses will cover the direct cost of the knowledge mobilization and dissemination activities.

**7. Administration of Funds**

The Office of Research Services will notify applicants about the results of their applications. A research account will be created for each award. The use of funds must



align with the budget submitted and conform to the University of Regina policies and procedures ([www.uregina.ca/policy/](http://www.uregina.ca/policy/)) and the Tri-Agency Financial Administration Guide ([NSERC - Inter-Agency, Tri-Agency Financial Administration, Tri-Agency Guide on Financial Administration \(nserc-crsng.gc.ca\)](http://nserc-crsng.gc.ca)). All financial claims against the account (i.e., payrolls, travel, purchase requisitions, etc.) must be signed for by the recipient of the award and approved by the appropriate Department or Dean. Overspending is not permitted on these accounts. Overspent accounts become the personal responsibility of the account holder.

## 8. Length of the Award

The funds may be used for the period of the grant, or one year. **Extensions to the award term are not typically approved.** Please note at the end of the term, residual funding will be automatically returned to the funding source.

## 9. Reporting

Recipients of grants will complete a report for the award and submit it to the Office of Research Services within 30 days of completion of the research activity. These reports are to describe the substantive results of the research for which the grant was made. Information from these reports may be used when compiling reporting for external funders, such as the SSHRC Institutional Grant, and internal purposes.

Subsequent applications to this funding program will not be accepted until a report has been received.

## 10. Acknowledgement

Please acknowledge the support provided through the University of Regina SSHRC Institutional Grant (SIG) in any publication, conference presentation, event, or other knowledge mobilization output resulting from this grant. The following wording is suggested: *This research [or activity] has been supported by a Social Sciences and Humanities Research Council of Canada Exchange Grant.*