



UWindsor – SSHRC Explore Grant (UW-SE)

Application Guidelines

1. Introduction:

UWindsor - SSHRC Explore Grants (formerly (HSSRG grants) are small non-renewable funding opportunities for researchers to conduct research and other scholarly and artistic activities that aid in strengthening their future external grant applications. These grants are administered by the Office of Research and Innovation Services (ORIS).

The maximum amount per grant is \$5,000. The UWindsor – SSHRC Explore fund is substantially augmented by a special allocation of monies from the Social Sciences and Humanities Research Council of Canada (SSHRC).

2. Objectives:

UWindsor - SSHRC Explore Grants are intended to:

- contribute financial support to eligible applicants to help them establish a research program or initiate a new project that will attract external support;
- provide seed money for well-defined projects that may lead to applications for external grants by individuals or groups; and,
- provide research funding for discrete independent research projects leading to publications/scholarly and creative work.

3. Eligibility

All full-time Faculty members, Librarians, and Ancillary Academic Staff who hold a:

- Tenured/Continuing appointment
- Tenure-track/Continuing appointment
- Limited Term appointment

The term of appointment for all applicants, who hold either a renewable or term appointment must cover the time frame associated with the proposed research. Applicants must not have other funding for development of the research project in question.

Applicants who are eligible to apply to both the UWindsor SSHRC Explore Research Grant (UW-SE) **and** the Women's Grants shall apply to one program only, and shall not hold more than one UW-SE or Women's Grant during the two-year term of any awarded grant.

The research program must be in the areas normally supported by SSHRC. For a complete list of research grants by discipline, please visit the SSHRC website (www.sshrc.ca).

4. Evaluation Criteria and Conditions:

Adjudication will be closely aligned with SSHRC Evaluation Criteria and Scoring, conducted by a peer review process comprised of a committee consisting of four to six Social Sciences and Humanities researchers, broadly representing the relevant Faculties, and chaired by the Executive Director, Research and Innovation. The committee composition will be renewed annually to ensure alignment of reviewers to submissions.

In evaluating proposals, the following criteria will be used:

Demonstrated Need for Funding: The applicant must be able to justify the need for funding to meet the stated objectives of this program. Holding a research grant from either an external agency or internal program, such as departments, Faculty, or any other internal programs disqualify the applicant from this competition. Applicants who have applied for external grants where the results are pending will have their award contingent on the outcome of their application.

Innovation and Experimentation: The applicant should indicate how the funding will allow for small-scale innovation and experimentation by developing a research project or conducting pilot work.

Student Research Assistance: Applicants should outline how this funding will aid in the professional development of participating research assistants and/or undergraduate or graduate students.

Training of Highly Qualified Personnel: Applicants should outline how this funding will aid in the development of personnel, and should state examples of tangible benefits for personnel.

Budget and Feasibility: There is a demonstrated need for funding. Budget is clearly justified and appropriate (e.g., priority given to hiring students). Research objectives can be met within the proposed timeline.

Strength of future funding credibility plan: Applicants must outline how these funds will be used to strengthen future funding applications to SSHRC or other external funding opportunities.

5. Eligible Expenses:

- Conference calls and other 'virtual' meetings between prospective collaborators
- Travel to meet with prospective collaborators (***conference travel is not eligible***)
- Student research assistance
- Editing of research grant by a professional editor
- Statistical consulting

- Office expenses (not to exceed 10% of total award)
- Actual costs of use of specialized research equipment (***equipment purchase is not an eligible expense***)

The University of Windsor's Office of Research Finance will administer grants awarded under this program in a manner similar to other research grants. Any funds not spent within the time allocated for the research project will revert to the research fund, to be redistributed to other research projects.

The grant holder is responsible for any over-expenditures with respect to this grant. For other expenses, please check with the Office of Research and Innovation Services.

6. Procedures and Policies:

The following procedures apply for the allocation of the UW-SE grants:

- (a) There is one competition yearly for the UWindsor - SSHRC Explore Grants (UW-SE), with an **application deadline of March 15, 2019**.
- (b) The upper limit of funding is \$5,000.
- (c) Grants are for a maximum of **two years**, beginning June 1, 2019, and terminating on May 31, 2021. After the termination date, the research account established for the administration of the award will be closed and any remaining funds will be returned for the next competition. An extension of up to six months may be granted in exceptional circumstances. The grant holder must contact ORIS regarding such an extension.
- (d) All grant holders must submit a final report, including the impact the award had on their work, within one month of the termination of the award. Grant holders who fail to submit a report will be ineligible for future internal grants. The information supplied in these reports will be used to report grants' outcomes to SSHRC. These reports are to be submitted to ORIS, to the attention of the Research Facilitator/ Administrative Assistant.
- (e) Applications must include any information that may aid in the adjudication process; however, the committee may solicit additional advice on any proposed project, including the opinions of referees.
- (f) Successful applicants must receive approval for all research that involves human subjects, biohazards, radioisotopes, or animals from the appropriate institutional research compliance bodies, e.g. Research Ethics Board, before funds are released.
- (g) Although these grants are funded in part with monies made available to the University by SSHRC, the approved funding is a University of Windsor internal grant. On the successful applicant's CV, the project grant title should be UWindsor-SSHRC Explore Award.

- (h) Applicants who receive funding from this grant program are eligible to apply for a different project during the second year of their award provided that a final report for the current funded project is submitted. The final report must clearly demonstrate that a full application has been submitted to an external agency.

7. Preparing the Application:

- (a) All copies must be clearly legible with all sections completed. Use the current application template in preparing your submission available online at: <https://www.uwindsor.ca/research-innovation-services/395/internal-funding-programs>
- (b) You are restricted to the page limits indicated. Any additional pages attached to the proposal will automatically be removed prior to review by the Committee.
- (c) Use plain English in describing your proposed research. Avoid technical jargon. Proposals must be written concisely, but in sufficient detail to permit assessment of the value of the work.
- (d) Use 12-point Times New Roman font, single-spaced, with .75" (1.905 cm) margins.
- (e) **Research Support:** List all of your sources of research funding within the last three years, pending applications and unsuccessful applications. Include University of Windsor internal grants (exclusive of grants in lieu of salary), start-up grants, and UWindsor Travel-SSHRC Exchange (UWT-SEG) Grants (formerly the Academic Development Travel Grant). Evidence that external funding is being sought is critical to your application review. If external funding is not available for your project, please indicate so clearly. In these circumstances it is important that you clearly justify the case for support for your project.

8. Submitting an Application:

One copy of the completed application, signed by your Department Head (if applicable) and Dean, must be submitted electronically to ORIS by the application **deadline of March 15, 2019**.

9. Dates to Remember:

March 15, 2019	Application due to ORIS – electronic scanned copy
Mid to late May	Results announced
Start Date	June 1, 2019
End date	May 31, 2021 or earlier if project ends before; please note all funding must be spent
June 30, 2021	Final Report Form due to ORIS (available on ORIS website)

10. Contact for More Information and Submission of Application:

Office of Research and Innovation Services

Phone: 519-253-3000 x 3919

Email: ORIS@uwindsor.ca