



University
of Windsor

APPLYING FOR INTERNAL RESEARCH GRANTS

What adjudicators are looking for, how to submit your application, and what to expect as you launch your research project

LAND ACKNOWLEDGEMENT

The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, comprised of the Ojibway, the Odawa, and the Potawatomie.

Reconciliation in research can be a complex issue that must start with acknowledging past harm that research has inflicted on Indigenous communities.

Researchers preparing applications for internal grants should familiarize themselves with resources about reconciliation in research such as the 10 Calls to Action to natural scientists working in Canada and the SSHRC partnership with the National Centre for Truth and Reconciliation

WHAT WE'LL COVER TODAY

1. Overview of internal grants
2. How to log in to ERSO and create an application
3. How to prepare your internal grant application - what sections you'll need to prepare and what adjudicators will be looking for
4. What's going to happen after you've submitted your application
5. Upcoming deadlines

WHAT GRANTS ARE AVAILABLE?

- Exchange Grant - Travel to conferences, host knowledge mobilization activities
- Explore Grant (SSHRC-eligible projects only) - Discrete research projects and seed funding to help pursue larger external grants
- Research Grants for Women - Discrete research projects and seed funding to help pursue larger external grants. Designed to help offset barriers that may be in place for women in research
- Undergraduate Research Experience Grant - Provide high quality research opportunities to undergraduates

BENEFITS TO WINNING AN INTERNAL GRANT

- Travel to academic conferences, build your network, and add presentations to your CV
- Establish new research programs that may be eligible for future external funding
- Undertake small freestanding research projects
- Train students at how to perform research
- Pursue new partnerships and consult with communities and research end users
- Build your publication record

HOW TO SUBMIT YOUR APPLICATION

- All applications for internal grants are submitted through the ERSO Research Portal



New Application Forms

Animal Care Committee

Application Name	Description	Status
Animal Utilization Project Proposal (AUPP) for research based protocols	All research and/or teaching projects conducted at the University of Windsor with live non-human vertebrate animals must be covered by a corresponding Animal Utilization Project Proposal (AUPP) which is approved by the Animal Care Committee (ACC) prior to acquisition of any animals for the project. Approval of an AUPP indicates that the ACC is satisfied that humane practices and proper animal care standards will be used, in accord with the requirements of the Canadian Council on Animal Care (CCAC) and the Ontario Animals for Research Act. Any changes in experimental procedures must be reported to the ACC by submitting a Request to Revise.	Open

Office of Research and Innovation Services

Application Name	Description	Status
ORIS External Funding Checklist	Complete this form a minimum of five days in advance of any application for external grant funding, including research contracts. The earlier you complete this form, the more support ORIS can give your application!	Open
UWindsor-SSHRC Explore Grant	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). Proposed projects must be SSHRC-eligible subject matter. The maximum amount per grant is \$5,000. Due February 25, 2023	Open
UWindsor Exchange Grant (Travel)	UWindsor internal grant application for academic travel	Open
UWindsor Exchange Grant (Knowledge Mobilization)	This program is available for SSHRC-eligible subject matter proposals only.	Open
UWindsor Faculty or Departmental Award	If you have received an award from your Faculty or a UWindsor department besides ORIS, please submit this form to request an account be opened. Includes: Research Support Fund, all CTL awards, and any awards adjudicated directly by your Faculty.	Open

Save Close Print Export to Word Export to PDF Submit Withdraw

* Project Info Project Team Info Project Sponsor Info * UWindsor-SSHRC Explore Grant Attachments Approvals Logs Errors

Title *:

Start Date: 

End Date: 

Keywords: 

Related Certifications

- Click Search to attach an existing certification
- Click Add New to attach a certification not yet submitted to a review committee

	Certification Category	File No	Status	Renewal Dat
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WHO IS ELIGIBLE TO APPLY?

- Our internal grants are available only to Faculty, Librarians and Ancillary Academic Staff with continuing appointments, or limited term appointments which extend through the life of the grant.
- Projects should not already have existing funding
- Applicants must have completed reporting on any and all past internal grants
- Individual grants have their own project eligibility rules - please review the guidelines before submitting your application!

WHAT YOU'LL NEED FOR A SUCCESSFUL APPLICATION

- A well-defined objective
- A research plan that can feasibly be completed in the time given for the grant and within the available budget
- A training plan, if you are hiring a student
- A plan for knowledge mobilization
- A copy of your CV
- A list of all the grants you've applied to in the last three years, including those that weren't awarded

OBJECTIVES AND METHODOLOGY

- SMART objectives (specific, measureable, achievable, relevant, and time-bound)
 - Can you condense your objectives into an elevator pitch?
 - Can your objectives be understood by someone who is not an expert in your field?
 - Can you pull off these objectives in the time allotted and with the amount of money available?
 - How will you know if you have achieved your objectives
 - Are your objectives timely and relevant to the people who might use your research results?
- Do you have a good plan to achieve your objectives?
 - Will you have enough person-hours to complete all phases of the research?
 - Have you clearly outlined the process you'll undertake to achieve objectives?

STUDENT TRAINING PLAN

- What will your student(s) learn?
 - How to prepare surveys or conduct focus groups
 - How to use specific machines
 - How to analyze data they have collected
 - How to ensure ethical and safe conduct of research
- Who will they learn it from?
 - Are you the only supervisor, or will they work with other personnel who are part of your overall research program?
- How will you provide feedback to your student(s)?
- What resources will you give them for self-directed learning?

KNOWLEDGE MOBILIZATION PLAN

- Your research should have a definable benefit, whether it is to community members, other researchers, industry partners. It is important to be clear on who benefits from your research.
- How will you share your results with end users?
 - Publications
 - Websites, podcasts, infographics, interviews
 - Policy papers
 - Events
- Have you included knowledge mobilization in your budget?

TIPS FOR A SUCCESSFUL TRAVEL GRANT APPLICATION

- You must be presenting YOUR research to peers - this grant cannot fund student travel, nor will it fund travel to facilitate discussion groups or round tables at conferences
- If your total travel will cost more than the amount of the grant (\$1000), it is important to detail how you will cover the rest of the costs, whether from other grants, from your professional development funds, or at your own expense
- Be clear on the significance of your research and why THIS conference is important!
- Travel should be happening within 4 months of application (it is also OK to apply for travel that happened before the application deadline, as long as it was less than 4 months ago)

TIPS FOR A SUCCESSFUL KNOWLEDGE MOBILIZATION APPLICATION

- Your knowledge mobilization activity should involve YOUR research - not research done solely by students
- Knowledge mobilization can cover a broad range of activities, but you must have a clearly defined outcome in mind and a feasible path to get there
- If you are asking for funds in addition to other grant funds that you already have, be prepared to explain why you didn't just ask for \$1000 more from your external funder
- Exchange grants for Knowledge Mobilization are NOT matching funds and should not be listed as an institutional match when applying for other grants ex. SSHRC Connection

GETTING YOUR APPLICATION REVIEWED

- ORIS does not provide detailed review of these applications before they are adjudicated
- It is a good idea to have a peer read over your proposal to make sure it meets the guidelines!
- While it may seem like a small dollar amount grant that you can submit quickly, it is worth investing the time to get feedback, as this may prevent disappointment

THE ADJUDICATION PROCESS

- Once you have submitted, your Department Head and Dean must approve and add their comments. ERSO will take care of these steps for you
- Your application will be received by ORIS, where it will be checked for completeness and eligibility. You will receive a notification when we approve it to move forward to adjudication
- Adjudicators for these grants are usually Associated Deans Research, but this may from time to time be delegated
- Due to demanding schedules for adjudicators, the process can take a few weeks. Travel expenses can be reimbursed retroactively
- You will receive a Notice of Decision from ORIS

ACCESSING YOUR FUNDS

- Explore, Research Grants for Women, Undergraduate Research and Exchange-KMb grant funds will be deposited into a research grant account for your convenience
- Exchange-Travel grants will be reimbursed to the grant or operating account to which your expense claim was submitted. You MUST submit a Final Report to obtain this reimbursement!!
- If you are hiring a student, all paperwork must be submitted through Human Resources
- If you are hiring non-student research personnel, paperwork must be submitted through OVPRI
- If you are paying invoices for goods or services, you can process these through UWinsite Finance

IMPORTANT THINGS TO KNOW!

- You cannot hold an Explore Grant and a Research Grant for Women at the same time
- You can only apply for an Exchange grant every fourth cycle (so, if you received an Exchange grant in February 2022, you are not eligible again until June 2023)
- Final reports are required for ALL internal grants - if you don't submit one, you will be disqualified from future competitions
- If you are not successful, you will receive reviewer comments - use these to improve your application and resubmit!
- Applications are NOT identical for these programs! Recycled applications will not be successful unless you have addressed reviewer comments, and you should not recycle an Undergraduate Research Experience proposal for an Explore grant
- Required clearances and permits must be obtained before starting your research!

WHAT WE COVERED TODAY

- How to submit an application for an internal grant
- What you'll need to prepare for your application
- Getting reviews and ensuring sign off from your Department Heads and Deans
- What to expect from adjudication
- How to access your funds
- Other top tips

UPCOMING APPLICATION DEADLINES

- Exchange Grant - Travel and Knowledge Mobilization - February 28, June 15, October 31
- UWindsor-SSHRC Explore Grant - February 25
- Research Grants for Women - March 15
- Undergraduate Research Experience - late June (to be announced)