

PRESIDENT'S SSHRC RESEARCH FUND – INSIGHT GRANT

GUIDELINES FOR APPLICANTS

The President's SSHRC (PSSHRC) Insight Grant Program supports small-scale preliminary **research projects** (e.g. pilot studies, development or testing of methods, preliminary data collection and analysis, small case studies) in SSHRC-relevant disciplines to enable researchers to position their research for success in a future [Social Sciences and Humanities Research Council of Canada](#) (SSHRC) granting competition.

PSSHRC Insight Grant applications are subject to competitive adjudication by members of the President's SSHRC Committee, appointed by the Office of the Vice-President Research.

The PSSHRC Research Fund is financed from an annual grant made to the President by SSHRC in general support of research and scholarly work in the social sciences, humanities and fine arts at the U of S. The size of this annual grant is based on the University's performance in SSHRC's research grants programs and the number of University faculty members who are eligible for SSHRC funding. In addition to this grant, under certain conditions SSHRC permits the University to retain residual balances of completed SSHRC grants. The University of Saskatchewan utilizes these residual funds to support the PSSHRC Program.

APPLICATION DEADLINES

The annual competition deadline is **May 1st**. A second competition, deadline **December 1st**, may be held if sufficient funding is available. If the date lands on a weekend or holiday, the deadline will be moved to the next working business day. Late and incomplete applications will not be considered.

All applications must be made by completing the appropriate pdf-fillable form and attaching the required CV and documentation. *Applicants may wish to supply their SSHRC peer assessment comments (if available) for any requests related to a resubmission of a previously unsuccessful SSHRC proposal.*

The form-fillable Application can be downloaded from the Research Webpage, under [Internal Funding Programs](#).

Applications are to be submitted to Research Services and Ethics Office via [UnivRS](#). Paper applications are not accepted.

AMOUNT OF AWARD

The maximum level of support is \$7,000, including up to a maximum of \$1,000 for conference travel expenses. Conference travel must occur within the PSSHRC award tenure and *prior to* the submission of a SSHRC application. Explaining how conference attendance will strengthen a future application to SSHRC must be clear.

As the demand for funds normally exceeds the funds available, not all meritorious proposals can be supported. In the interest of funding as many requests as possible, if funding is insufficient to award all proposals recommended for funding, the Committee may reduce each grant awarded for the current competition. Subsequent competitions may be cancelled for that fiscal year.

The term of the award is a maximum of 2 years with a start date of either May 1st or December 1st.

ELIGIBLE TO APPLY TO PSSHRC Insight:

- Applicants must be eligible under SSHRC's criteria. Eligibility criteria specific to each funding opportunity are detailed in the individual SSHRC funding program descriptions: <http://www.sshrc-crsh.gc.ca/funding-financement/index-eng.aspx>
- U of S faculty members whose research or scholarly work falls within the disciplines supported by SSHRC, i.e. the social sciences, humanities and fine arts, library.
- U of S faculty with term appointments who at the time of receiving a President's SSHRC would have a minimum of 3 years remaining in their current contracts.
- Full-time faculty members of St. Thomas More College may only apply through their U of S affiliation and only jointly with a U of S faculty member for support of a project of direct interest to the research.
- Ineligible: Students, and Research Staff.

GENERAL PRINCIPLES

The direct, short-term funding provided by the PSSHRC Insight grant is intended to increase the competitiveness of either a **new** application or **resubmission** of an unsuccessful application to a future SSHRC grant program.

- Applicants may apply to other social sciences and humanities funding agencies or organizations, but those indicating an intent to apply to SSHRC will be given priority.
- Applicants do not have to apply to SSHRC before being eligible to apply to the PSSHRC Insight fund.
- Applicants are eligible to apply to both the PSSHRC Insight and PSSHRC Connections competition in the same competition year. Sufficient justification must be provided when applying to both programs.
- Recipients can be awarded only one PSSHRC Insight grant per competition year.
- Previous recipients of PSSHRC Insight funds are eligible to apply to the PSSHRC Insight fund again, provided an application was submitted to SSHRC or other funding agency.
- A higher priority will be given to [emerging scholars](#).
- Past support through the PSSHRC Insight fund will be taken into account for future decisions. If the applicant has been awarded PSSHRC Insight support in the past 2 years, these requests will be ranked as lower priority.
- Researchers seeking support for health-related social sciences and humanities research should review SSHRC's eligibility guidelines prior to applying: http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx

EVALUATION CRITERIA

The PSSHRC committee evaluates the short-term research activities to be completed within the length of the grant (2 years) as outlined in the PSSHRC Insight proposal taking into account the following:

- Degree to which this funding will enable researchers to position their research for a successful application to a future SSHRC granting program.
- Completeness and clarity of the application.
- Significance and originality of the proposed research.
- Feasibility, including appropriateness of the methodologies/theoretical approach(es), budget, timelines and knowledge mobilization plan.
- Quality of student training and mentoring opportunities.
- Anticipated impact and contribution to knowledge of the proposed research.
- Research achievements of the applicant (publications and training of HQP).

ELIGIBLE AND INELIGIBLE EXPENSES

All expenditures **must** be justified and are subject to the use of grant funding restrictions listed below and in the Tri-Agency Financial Administration Guide: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp

Further PSSHRC Insight restrictions on use of funding:

- Conference travel is eligible only up to a maximum of \$1,000 of the proposed budget and conference



travel must occur prior to submission of a SSHRC application.

- Literature search expenses or other database search expenses are eligible only if part of a larger project.
- For personnel costs, please use the current University rate of pay and include non-discretionary benefits (Canada Pension Plan, Workers' Compensation, Employment Insurance, Vacation).
See <http://working.usask.ca/salaries/index.php>.
- Release time stipends and teaching releases are not eligible.
- Research conducted under contract for a public or private agency or firm is not eligible.
- Collection or preparation of material primarily intended for personal classroom needs or teaching purposes is not eligible.
- Purchase of software or equipment will be considered only if strong justification is demonstrated and funding is not available from other sources. Generally, the purchase of computers is not an allowable expense. All software and equipment purchased through a President's SSHRC Research Grant remains the property of the University. Purchase of equipment normally provided by a University unit or through University allocations for the purpose of capital equipment is not eligible.

CONDITIONS OF AWARD

Recipients must submit an application to SSHRC (or other social sciences and humanities funding agency or organization) as stated in the original President's SSHRC Insight proposal. **Those not meeting the conditions of the award may not be eligible to apply to future competitions.** *Support received from the President's SSHRC Fund must be acknowledged in any resulting publications.*

Applicants must complete and submit a brief (maximum 1 pg.) report on grant activities (e.g. output, HQP training) to the PSSHRC Committee within 12 months of the PSSHRC Insight grant end date. The information is used to monitor and assess the overall impact of the PSSHRC Insight program.

ANNOUNCEMENT OF AWARDS

Applicants will normally be advised of results within 8 weeks after the competition deadline. If awarded, funds will be available for use immediately following the award and the establishment of a research fund. If the research requires human ethics, animal care and/or biohazard approval, the fund will not be established until Research Services and Ethics Office has been notified the required approvals are in place.

OVER EXPENDITURES AND EXTENSIONS

Over expenditures of grants are not permitted and will become the recipient's personal liability. Arrangements may be made to extend the term of the grant. Requests for extensions must be made in writing to Research Services and Ethics Office at least one month prior to the end-date of the grant, citing the reasons for the delay in completing the research and the anticipated date of completion. Extensions do not normally exceed 6 months.

FOR FURTHER INFORMATION PLEASE CONTACT:

Research Services and Ethics Office
Telephone: (306) 966-8576
Email: research.services@usask.ca