



SSHRC Internal Review

Internal Review

- All SSHRC Internal Review requests and submissions must be emailed to grant.review@usask.ca. Please use this [form](#) to request internal review.
- Internal review submissions should be in the form of a *complete* draft application using SSHRC's required formatting*. To provide the optimum review, minimum submission requirements for each grant program are noted below. If your application is a resubmission, please consider including the reviews and comments you've received from SSHRC.

Compliance Review

- Your application **must** be submitted through [UnivRS](#) to your department head, college and Research Services and Ethics Office (RSEO) for internal approval. **Your college will have its own internal deadline for Academic Approval.** Please contact your Research Facilitator or Associate/Vice Dean Research for college's internal deadline.
- Reminder: Applications are required to be submitted to RSEO 5 business days prior to the agency deadline.
- Final applications must be **submitted by applicants** to SSHRC through the SSHRC Research Portal, and will be forwarded by the RSEO staff. Applications are due at **noon**.
- When the agency deadline falls on a weekend or public holiday, the deadline is the next business day.

*SSHRC formatting requirements for attachments:

- body text minimum 12pt Times New Roman
- all margins minimum $\frac{3}{4}$ " (1.87 cm)
- single-spaced with no more than six lines of type per inch
- optional, but recommended: the attachments should be paginated and include a header with an abbreviated title of your grant, the section title and your surname

SSHRC Partnership Development Grant: 2017 Competition Internal Review and Submission Timeline

<p><i>Please notify your Research Facilitator of your intention to apply. Continue working with your Research Facilitator and mentorship team to develop the application according to the Partnership Development Grant application instructions.</i></p>	Deadlines and Important Dates
<p>Notice of Intention (NOI) to Apply</p> <p>Applicants submit Notice of Intention to Apply to grant.review@usask.ca. Reviewers will be contacted directly by Internal Review Specialists for their availability following the September 5 deadline.</p>	September 5
<p>Internal Review</p> <p>Deadline to submit draft application for Internal Review to grant.review@usask.ca</p>	<p>Draft Applications due: September 26</p> <p>Reviews Due: October 24</p> <p><i>Applicants should expect to receive the reviews following the October 24 deadline.</i></p>
<p>College/Unit Internal Approval</p> <p>Applicants comply with College/unit-specific internal approval processes and deadlines.</p>	<p>Please check with your Research Facilitator or ADR/Vice-Dean.</p>
<p>Research Services and Ethics Office Compliance Review</p> <p>Paper applications will not be accepted. Applicants submit full application through UnivRS for approval and compliance review. Applicants will have the opportunity to retrieve applications to incorporate any required changes they wish to address or as noted by Research Services and Ethics.</p>	November 23
<p>SSHRC Application Deadline</p> <p>SSHRC deadline to submit grant application. Must be submitted by applicant via the SSHRC Research Portal.</p> <p><i>NOTE: When the agency deadline falls on a weekend or statutory holiday, the deadline is the next business day.</i></p>	November 30