



## SSHRC Internal Review

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### Internal Review

- All SSHRC Internal Review requests and submissions must be emailed to [grant.review@usask.ca](mailto: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 ¾" (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 Insight Grant: 2017 Competition Internal Review and Submission Timeline

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 [Insight Grant's application instructions](#).

### Deadlines and Important Dates

#### Notice of Intention (NOI) to Apply

Applicants submit Notice of Intention to Apply to [grant.review@usask.ca](mailto:grant.review@usask.ca). Reviewers will be contacted directly by Internal Review Specialists for their availability following the July 17 deadline.

**July 17**

#### Internal Review

Deadline to submit draft application for Internal Review to [grant.review@usask.ca](mailto:grant.review@usask.ca)

The submission should include at minimum the following:

- detailed description of the research proposal (objectives, context, methodology)—maximum six pages
- budget and justification—maximum two pages for the justification
- knowledge mobilization plan—maximum one page
- applicant's SSHRC CV, including research contributions document—maximum four pages; or UofS CV

**Draft Applications due:  
August 16**

**Reviews Due:  
September 11**

*Applicants should expect to receive the reviews following the September 11 deadline.*

#### Insight Grant Workshop

Research Facilitators will present program updates and a panel including both Insight Grant recipients and faculty who have served as reviewers on SSHRC Insight Grant committees will present and answer questions.

**June 20  
9:00AM - 10:30AM**

#### College/Unit Internal Approval

Applicants comply with College/unit-specific internal approval processes and deadlines.

Please check with your Research Facilitator or ADR/Vice-Dean.

#### Research Services and Ethics Office Compliance Review

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.

**October 6**

#### SSHRC Application Deadline

SSHRC deadline to submit Insight Grant application. Must be submitted by applicants via the [SSHRC Research Portal](#).

*NOTE: When the agency deadline falls on a weekend or statutory holiday, the deadline is the next business day.*

**October 15**