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Application Instructions—Insight Grants

Note: For the purposes of these instructions, the terms “applicant” and “project director” are used to refer to individual applicants and the person acting on behalf of an institutional applicant.

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Documents to read before applying

▼ Important links

For Insight Grants

- [Insight Grants](#) funding opportunity description (Including information regarding co-applicant eligibility)
- [Insight program](#) description

For all grant applicants

- [Application deadline](#)
- [Institutional Eligibility—Guidelines and Requirements](#)
- [Regulations Governing Grant Applications](#)
- [Help: Online Application Form Support](#)
- [Guidelines for Cash and In-Kind Contributions](#)
- [Guidelines for Effective Knowledge Mobilization](#)
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- [Definitions of terms](#) used in the grant application process
- [Tri-Agency Framework: Responsible Conduct of Research](#)
- [Research Data Archiving Policy](#)
- [Research Data Management Policy](#)
- [Tri-Agency Open Access Policy on Publications](#)
- [Tri-Agency Guide on Financial Administration](#)

▼ Helpful tips

Write your proposal in clear, plain language. Use non-technical terms that can be understood by a range of audiences with varied areas of expertise.

SSHRC (Social Sciences and Humanities Research Council) advocates for the practices listed below when applicable in your application. In addition, costs related to these activities are eligible:

- responsible research data management strategies;
- open access publishing activities;
- dissemination in both official languages;
- promotion and support of official language minority communities; and
- effective research training.

⚠ If you experience technical difficulties, contact the [helpdesk](#) as early as possible in the application process. The helpdesk has a higher volume of requests during peak periods (i.e., September 1 to December 1) and on deadline days.

Application process

Accessibility

If you need help completing online application forms due to a disability, contact your institution or organization to assist you. For any questions or specific arrangements, contact [SSHRC \(Social Sciences and Humanities Research Council\) accommodations](#). [SSHRC \(Social Sciences and Humanities Research Council\)](#) can arrange an alternate, confidential communication option upon request. Any personal information provided as part of this request will be protected according to the [Privacy Act](#).

Applicant or project director responsibilities

By clicking “Submit,” the applicant or project director certifies that all information is accurate. They are also responsible for:

- completing all mandatory fields (bold labels);
- attaching mandatory electronic files (application);

- ensuring all co-applicants and collaborators have submitted their “Accept Invitation Form;”
- verifying and correcting the data until the “Verification Report” confirms verification; and
- clicking “Submit” (to research administrator) for approval by your institution’s or organization’s internal deadline. The electronic submission process ensures validation of the information by an institution’s or organization’s administrator before they forward your application to SSHRC (Social Sciences and Humanities Research Council) on your behalf (status is “Forwarded”). Once processed by SSHRC (Social Sciences and Humanities Research Council), the status will change to “Received.”

Research or financial administrator responsibilities

By clicking “Forward” (Forward to SSHRC (Social Sciences and Humanities Research Council)), **the research or financial administrator (institutional approval)** certifies that:

- the applicant or project director:
 - is affiliated with the institution or organization; and
 - has the necessary time and facilities to carry out the activity;
- the postsecondary institution or the not-for-profit organization:
 - is willing to administer any grant received according to SSHRC (Social Sciences and Humanities Research Council) policies;
 - agrees to take the necessary steps to ensure that machine-readable files or computer databases are preserved and accessible under conditions agreed to by the institution and the researcher;
 - will release funds to the successful candidate once all necessary certification requirements and conditions have been met;
 - will notify SSHRC (Social Sciences and Humanities Research Council) of any change in the grant holder’s status during the tenure of the grant; and
 - has verified that the budgetary estimates are in accordance with its rates and policies.

Electronic submission process and acknowledgement of receipt of applications

Applicants must allow enough time for their institution’s or organization’s internal approval process, as specified by the relevant authorities. SSHRC (Social Sciences and Humanities Research Council) will acknowledge receipt of your electronic application form and will assign you an application number. Please cite this number in all correspondence with us.

i Applications remain available for download via the [SSHRC \(Social Sciences and Humanities Research Council\)](#) online system for 30 days after the deadline, after which they are deleted.

△ Eligible postdoctoral researchers and doctoral candidates may submit their application directly to [SSHRC \(Social Sciences and Humanities Research Council\)](#). See [Administering organization](#) for more information.

Attaching a document

Many modules in your application will require you to attach a PDF document. You must follow the specified requirements for margins and font size, or your application will be rendered ineligible. An error message will appear if the file you are trying to attach does not meet the required specifications for page length and file size. Once you have attached the electronic file, we recommend you click “View attached file” to ensure you have the proper file and that your file is not corrupted.

Identification (mandatory)

Application title

Provide a short, descriptive title for your proposal in non-technical terms. Restrict use of acronyms (e.g., [UN \(United Nations\)](#), [NATO \(North Atlantic Treaty Organization\)](#)). Use uppercase for only the first word of the title, proper nouns and acronyms.

i Note: The application title is provided to external reviewers. The title, therefore, should communicate as clearly as possible the application’s subject matter.

Funding stream

You must choose from one of two streams, depending on the amount of funding required:

- Stream A for requests between \$7,000 and \$100,000 over two to five years; or
- Stream B for requests over \$100,000 and up to a maximum of \$400,000 over two to five years.

Preferred adjudication committee

Click “List...” and in the “Select a committee” window, select the committee that is most appropriate based on the subject and discipline(s) of your proposal. If you are not sure which adjudication committee to choose, [contact SSHRC \(Social Sciences and Humanities Research Council\)](#) before submitting your application.

Request for multi/interdisciplinary evaluation

If your proposal is multidisciplinary or interdisciplinary and you would like it to be evaluated by experts in more than one field, select “Yes.” You **must** also select one of the multi/interdisciplinary adjudication committees from the drop-down list and complete the [Request for Multi/interdisciplinary Evaluation](#) module.

i Note: [SSHRC \(Social Sciences and Humanities Research Council\)](#) may adjust the committee structure from year to year, as disciplines evolve and the number of applications received changes. [SSHRC \(Social Sciences and Humanities Research Council\)](#) will make efforts to accommodate applicant preferences; however, it reserves the right to determine an application’s review process and committee assignment without consulting the applicant.

Joint initiatives

See [SSHRC \(Social Sciences and Humanities Research Council\)’s funding search tool](#) for a complete list of joint initiatives that may be relevant to your application. If you want your project to be considered for one of these initiatives, select it in the drop-down list in the “Joint or special initiative” field in the identification module.

Research-creation proposals

Before you select “Yes,” refer to the definition of [research-creation](#) for more information and examples of fields involving research-creation. If you select “Yes,” refer to [SSHRC \(Social Sciences and Humanities Research Council\)’s additional information on preparing an application involving research-creation](#). You **must** also select the Fine Arts, Research-creation committee from the “Preferred Adjudication Committee” drop-down list and complete the [Research-Creation Support Material](#) module.

Does your proposal involve Indigenous research, as defined by [SSHRC \(Social Sciences and Humanities Research Council\)](#)?

Select “Yes” if you wish to signal to the adjudication committee that your application should be reviewed in the context of [SSHRC \(Social Sciences and Humanities Research Council\)](#)’s definition of [Indigenous research](#) and its [Guidelines for the Merit Review of Indigenous Research](#).

Names and initials

This information has automatically been transferred from your account. To change your family name or first name, you must contact webgrant@sshrc-crsh.gc.ca. To change your initials, you must return to the “My Account” section of your portfolio to update the information.

Organization

The organization has automatically been transferred from the “current position” screen of your [CV \(Curriculum Vitae\)](#). To have a different affiliation on record for this application, click “List...” and make the necessary selection.

Administering organization (individual grants) or lead organization (institutional grants)

Only an [eligible Canadian institution or organization](#) can administer grant funds. Institutions or not-for-profit organizations interested in administering [SSHRC \(Social Sciences and Humanities Research Council\)](#) individual or institutional grants must meet the [Institutional Eligibility Requirements for the administration of grants and awards](#), which is independent of the application process.

If you are a doctoral student or a postdoctoral researcher who is submitting your application directly to [SSHRC \(Social Sciences and Humanities Research Council\)](#), you can leave this field blank. To pass the validation process, ensure your [SSHRC \(Social Sciences and Humanities Research Council\) CV \(Curriculum Vitae\)](#) indicates that your current position is either “student” or “postdoctoral fellow or associate.”

Activity details / research activities (mandatory) [^]

Ethics

State whether or not your proposal involves human beings as research subjects. If it does, select “Yes” and consult the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans—TCPS 2 \(2018\)](#) and submit your proposal to your organization’s research ethics board.

Impact Assessment

The [Impact Assessment Form](#) (Appendix A) must be completed and submitted with grant applications **ONLY** if at least one of the following situations applies to your research or research-related activities, as per the [Impact Assessment Act, 2019 \(IAA\)](#):

- any phase of the proposed research takes place on federal lands, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut, as interpreted in section 2 of the [IAA \(Impact Assessment Act\)](#);
- any phase of the proposed research takes place in a country other than Canada;
- the grant funds permit a designated project (listed in the [Physical Activities Regulations](#)) to be carried out in whole or in part; or
- any phase of the proposed research depends on a designated project (listed in the [Physical Activities Regulations](#)) being led or carried out by an organization other than SSHRC (Social Sciences and Humanities Research Council).

If none of these situations apply to your proposed research activities, then Appendix A is not needed.

Keywords

List keywords, separated by semicolons, that best describe your proposal.

Disciplines, areas of research, temporal periods, geographical regions and countries

Indicate and rank each entry relevant to your proposal, with Entry 1 as the most relevant and the last entry the least relevant.

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and the last entry the least relevant.

Participants

Participant invitation process:

- Select the role.
- If applicable, select “academic” or “non-academic.”
- Enter the family name. **If you incorrectly type in a participant’s family name**, you will receive an error message. The system will recognize the discrepancy only after the participant has accepted the invitation. For your application to be successfully verified, the participant’s family name must be identical to the family name found in SSHRC (Social Sciences and Humanities Research Council)’s database.
- Enter the email address.
- Click “Save.” The system will generate an email to each person, inviting them to participate in the application.

! It is the responsibility of each invited person to complete, verify and submit their “Accept Invitation Form”.

⚠ Note: Your application will not be “Verified Successfully” if all participants you invited have not successfully completed and verified their invitation.

Status	Definition
Invitation not yet accepted	Participant has not accepted the invitation. OR If the participant deleted the system-generated invitation email by error, as the applicant you can click “Resend email,” and the same invitation will be sent again. OR If the participant has declined the invitation, you must remove the person from the application by clicking “Clear entry.”

Status	Definition
Invitation accepted but not yet verified	Co-applicant has accepted the invitation and a copy of their <u>CV (Curriculum Vitae)</u> was attached to their “Accept Invitation Form” on creation. The “Accept Invitation Form” is incomplete. Click “View <u>CV (Curriculum Vitae)</u> ” to preview the co-applicant’s <u>CV (Curriculum Vitae)</u> and form.
Invitation accepted but not yet verified	Collaborator has accepted the invitation and the “Accept Invitation Form” was created. Click “View Form” to preview the collaborator’s form.
Invitation accepted and verified	Co-applicant’s “Accept Invitation Form” has been completed and verified. Click “View <u>CV (Curriculum Vitae)</u> ” to preview the co-applicant’s <u>CV (Curriculum Vitae)</u> and form. OR Collaborator’s “Accept Invitation Form” has been completed and verified. Click “View Form” to preview the collaborator form.

SSHRC (Social Sciences and Humanities Research Council) CV (Curriculum Vitae)

Co-applicants must submit a full SSHRC (Social Sciences and Humanities Research Council) CV (Curriculum Vitae).

Request for multi/interdisciplinary evaluation **Maximum one page**

If you selected one of the multi/interdisciplinary committees to review your proposal, you must provide a justification for doing so.

SSHRC (Social Sciences and Humanities Research Council) will secure expertise from the disciplines covered by the committee (focused on social sciences or humanities). Relevant expertise from within the larger pool of Insight Grants adjudication committee members may also be sought.

Explain how your research will integrate intellectual resources (e.g., theories, methodologies, perspectives) drawn from two or more disciplines. List the various disciplines / areas of research from which expertise should be drawn to assess the research proposal.

Response to previous critiques

Maximum one page



You may, if you wish, address criticisms and suggestions offered by adjudication committees and external assessors who have reviewed your previous applications.

⚠ Note: Adjudication committees are not bound by the deliberations or scores of previous committees. Members of current committees will not be given copies of earlier applications.

Summary of proposal (mandatory)

Maximum one page



Provide a clear summary of your proposal indicating:

- the challenges or issues to be addressed;
- the potential contribution of the research in terms of the advancement of knowledge; and
- the broader potential benefit of the research (e.g., Will this research be of interest to other disciplines/areas of research? Will it be of interest outside the academic community? How will it be used and by whom?).

Detailed description (mandatory)

Maximum six pages



Using the headings below, describe the proposed research in enough detail to allow informed assessment by committee members:

- Objectives
- Context (including literature review and theoretical approach)
- Methodology

Your detailed description must address the Challenge and Feasibility evaluation criteria listed under Evaluation and Adjudication in the funding opportunity description, except for those criteria addressed in other sections of the application, that is:

- Research Team, Previous Output and Student Training;
- Expected Outcomes;
- Funds Requested from SSHRC (Social Sciences and Humanities Research Council);
- Funds from Other Sources;
- Budget Justification; and
- Knowledge Mobilization Plan.

i Contingency plans related to the potential impact of the COVID-19 pandemic on your research project may be described in this section, if appropriate. This is not mandatory, but it may assist the merit review committee in assessing the feasibility of your proposal if your research plans are significantly disrupted, e.g., if international travel is not possible.

i Note: Address the Capability subcriteria in the SSHRC (Social Sciences and Humanities Research Council) CV (Curriculum Vitae) and Research contributions.

Knowledge mobilization plan (mandatory)

Maximum one page

In planning your research project, consider the ways in which merit reviewers assess knowledge mobilization activities. For example, reviewers are advised to evaluate, under the Feasibility criterion, the “quality and appropriateness of knowledge mobilization plans, including effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable.”

SSHRC (Social Sciences and Humanities Research Council) encourages its funding recipients to disseminate research knowledge in both official languages, whenever feasible and/or appropriate.

Include a plan to increase knowledge uptake by target audiences, and anticipated outputs, outcomes and/or impacts of social sciences and humanities knowledge among various appropriate audiences or participants (academic and/or non-academic), including:

- methodologies and approaches to engage appropriate target audiences or participants, including, as applicable, diverse groups of researchers, policy-makers, business leaders, community groups, educators, media, international audiences, practitioners, decision-makers and the general public;
- timeframes or a schedule for the intended knowledge mobilization activities; and
- justifications for how the above two points fit within the project's particular knowledge mobilization objectives.

Open access and data management

Grant holders must follow the [Tri-Agency Open Access Policy on Publications](#). To the extent possible, and in keeping with this policy and [SSHRC \(Social Sciences and Humanities Research Council\)](#)'s endorsement of open access forms of knowledge dissemination, grant holders should make their research results openly available, through, for example, open access publications, websites, publicly accessible databases and/or institutional repositories. To learn more, consult the [Open Access overview](#).

List of references or bibliography (mandatory)

Maximum 10 pages

List all references cited or works referred to in your proposal. [SSHRC \(Social Sciences and Humanities Research Council\)](#) recognizes and allows the use of different referencing styles.

Expected outcomes (mandatory)

The project's expected outcomes are essential for the adjudication of the proposal and are part of the Challenge evaluation criterion. Elaborate on the potential benefits and/or outcomes of your proposed project. You will be able to share how your outcomes have evolved in follow-up achievement reports.

Outcomes

Research and related outcomes include enhanced curriculum and teaching material, enriched public discourse, improved public policies, enhanced business strategies and increased innovations in every sector of society, as well as graduate supervision opportunities. Research outcomes, which are facilitated by the effective mobilization of knowledge, then permeate daily life in the form of new thinking and behaviour that lead to improvements in our economic, social, cultural and intellectual well-being.

For “Scholarly benefits,” “Social benefits” and “Audiences,” indicate and rank selections in order of importance. If the information is not listed, select “Other” from the list and type the information in the box provided.

Expected outcomes summary

Describe the potential long-term benefits and outcomes (e.g., evolution, effects, potential learning and implications) that could emerge from the proposed project as a result of knowledge mobilization activities.

Research-creation support material

Maximum one page



If you are submitting a proposal involving research-creation to Committee 3: Fine Arts and Research-Creation, you must attach a research-creation support material document.

You **must** include a website link to provide samples of work that best illustrate the qualifications of the team and/or the nature of the proposed research-creation.

When including a website link, please follow these instructions:

- Provide the complete and exact URL and indicate the path to access the intended support material on the website.
- Include a list of up to three works or excerpts of works to which you would like to direct the reviewers (e.g., images, audio, video, written material). Please provide titles, dates of creation/production and a brief context for the works presented. Explain why you are including these items and how they relate to your proposed project.
- Ensure that the website and all links involved will be operational up to six months after the application deadline.
- Specify the browser and version that should be used.

⚠ Note: [SSHRC \(Social Sciences and Humanities Research Council\)](#) assumes no responsibility in cases where links provided are broken or the server is unavailable during the adjudication period. See [SSHRC \(Social Sciences and Humanities Research Council\)](#)'s [Guidelines for Research-Creation Support Materials](#) for more information.

Reasonable efforts will be made to view or listen to support material; however, due to technical challenges, [SSHRC \(Social Sciences and Humanities Research Council\)](#) cannot guarantee that the samples will be accessed. Please consider that reviewers will have very limited time per application to view, read or listen to samples of work. Note that only links provided in this section will be used by merit reviewers.

i For additional information on preparing an application involving research-creation, please refer to [SSHRC \(Social Sciences and Humanities Research Council\)](#)'s [Resource Centre](#).

Research team, previous output and student training (mandatory)

Maximum four pages



Describe your research team, previous output and student training, using the following subtitles in the same order:

A. Description of the research team (if applicable)

Clearly explain:

- why a team approach is appropriate for the proposed research by describing the relative roles, responsibilities and contributions of the applicant (principal investigator), each co-applicant, and each collaborator;
- the relative proportion (in percentages) of each team member's contribution to the proposed research;
- the proportion of time to be spent on this research project in relation to any other ongoing research projects or programs (exclude prospective grants); and

- if the project involves community participants such as knowledge users, the support provided by the community and the applicant's ties with said community.

i Note: If the adjudication committee determines that the applicant (principal investigator) is not responsible for, or equipped to exercise, the leadership of the research team, the Feasibility score may be lowered.

B. Description of previous and ongoing research results

Summarize the results of your most recent and ongoing research. Where appropriate, indicate the relevance of each to the proposed research. In the case of team research, include summaries for any relevant projects undertaken by co-applicants.

C. Description of proposed student training strategies

Clearly describe the specific roles and responsibilities of students and research assistants, and indicate the duties, especially with respect to research, that they will be undertaking, as well as how these will complement their academic training.

Consult the [Guidelines for Effective Research Training](#) in preparing this section of the application. These guidelines will also be provided to reviewers.

Funds requested from SSHRC (Social Sciences and Humanities Research Council) (mandatory) [^]

For each budget year, estimate the costs you are asking [SSHRC \(Social Sciences and Humanities Research Council\)](#) to fund. All budget costs must conform to the rates and regulations of the applicant's or project director's institution or not-for-profit organization and take into account the [Tri-Agency Financial Administration principles governing the appropriate use of funds](#). All costs must be justified in terms of the needs of the project, including costs for organizing and integrating team activities and for communicating results to audiences, stakeholders and the public. The budget will be adjudicated according to the appropriateness of the requested budget, and to the justification of other planned resources (e.g., time, human and financial), including [cash and in-kind support](#) already or to be secured from partner organizations.

i Note: [SSHRC \(Social Sciences and Humanities Research Council\)](#) provides the following guidelines to committee members regarding the adjudication of the budget subcriteria of the overall feasibility score:

- Committees may consider failing a project on the Feasibility criterion if they determine that 30% or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.
- Committees will use the principle of minimum essential funding to guide their budget discussions.
- Committees may recommend budget reductions when they determine the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the project objectives.
- An application will automatically be failed if the committee deems that 50% or more of the overall budget is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.

Enter amounts rounded to the nearest dollar without any spaces or commas (e.g., 2000).
For blank entries, leave in the “0” value.

Personnel costs

For each of the categories below, enter the number of students and non-students you plan to hire, whether as salaried employees or as recipients of stipends.

Student and non-student salaries and benefits

For each applicable category, enter the number of students and non-students to be hired. Specify the total amount to be paid. When students are paid by wage, the amounts should follow the university’s collective agreement or policy.

Student stipends

You may request stipends for graduate students and postdoctoral researchers. Stipends must be justified in terms of the research, research training and/or research-related objectives. The work performed by stipend recipients should be an integral part of the project. Stipend rates are set by the institution concerned.

Travel and subsistence costs

Enter, by budget year, the total amounts requested for travel abroad and within Canada for both the research team and student personnel. Travel and subsistence costs must be based on rates approved by the institution or organization that will administer the funds.

Subsistence costs must be based on rates approved by the institution or organization that will administer the funds.

Other expenses

Professional or technical services

Consulting fees for professional and technical services are eligible expenditures only if the budget justification demonstrates that expert advice is needed.

Supplies

You may include other supply items (e.g., software, stationery, postage and telephone calls) only if they directly relate to the research and are not provided by the administering institution to their research personnel or by the employer.

Non-disposable equipment—computer hardware

Purchase or rental of computers and associated hardware is allowable only if these are not accessible through the postsecondary institution or employer.

Other non-disposable equipment

Purchase or rental of equipment (e.g., audio or video equipment) is allowable only if it is not accessible through the postsecondary institution or employer.

Other expenses

Specify other research and/or related expenses not already included.

Tools for research and related activities

For tools for research and related activities, select “Other expenses” and specify “Tools.” You must combine all requested expenses related to tools (i.e., for software, equipment, and professional and technical services) into this category. You must then elaborate on these items in the Budget Justification section. Consult [SSHRC \(Social Sciences and Humanities Research Council\)’s Guidelines for Support of Tools for Research and Related Activities](#) for more information on social sciences and humanities tools.

Budget justification (mandatory)

Maximum two pages



Using the categories listed on the [Funds requested from SSHRC \(Social Sciences and Humanities Research Council\)](#) page, explain how you will use the funds in each budget category to achieve the project objectives. Justify any funds that appear in the category “Other.”

Fully justify all budget costs in terms of the needs of the research, keeping in mind that the appropriateness of the requested budget and justification of the proposed costs are a subcriterion within the Feasibility criterion. It is imperative to **distinguish between types of travel** when explaining your travel expenses. The types are:

- travel for research purposes; and
- travel for communication purposes (e.g., conference travel).

Briefly describe all attempts at obtaining funds from other sources and, if applicable, provide details in your budget justification.

Equally important is the justification for budget costs for research assistants or associates who are not students. These expenditures must be fully justified in terms of the needs of the research. Also, justify the number of students to be hired relative to the objectives of the proposed research.

Notes:

- Insight Grant funds **cannot** be used for remuneration and/or travel and subsistence costs of presenters or guest speakers, or for research costs of collaborators.
- No team members (applicant, co-applicant or collaborator) may be remunerated with grant funds, including postdoctoral fellows serving in any of these capacities.
- Consultation fees are eligible for expert and/or professional and technical services that contribute directly to the proposed research as long as the service is not being provided by a team member or other persons whose status would make them eligible to apply for a [SSHRC \(Social Sciences and Humanities Research Council\)](#) grant.

For **tools for research and related activities**: Within the page limit, you must include in your Budget Justification a table clearly indicating amounts by item (e.g., professional/technical services, supplies). This presentation is mandatory, as these

separate amounts cannot be included individually in the Funds Requested from SSHRC (Social Sciences and Humanities Research Council) module. Provide clear justification for each item proposed.

Funds from other sources

List all contributors (e.g., host institution or organization, individuals, not-for-profit organizations, philanthropic foundations and private sector organizations) that are providing cash and/or in-kind contributions for the proposal. Indicate whether or not these funds have been confirmed.

If a funding source is not listed, select “Other” using the “List…” button. Type in the source name and amount and identify the contribution type.

If you have received more than one contribution of the same type from a single funding source (i.e., cash or in-kind) and same confirmation status, you must combine these into one entry (e.g., two confirmed \$20,000 cash contributions from a university become one confirmed \$40,000 cash contribution). Enter amounts rounded off to the nearest dollar—in Canadian currency—without spaces or commas (e.g., 40000). For blank entries, leave in the “0” value.

When you save the data, five new blank entry lines will be added to the screen to allow you to enter additional funding entries, if necessary.

Impact Assessment—Appendix A

If you have selected “Yes” to at least one of the questions in the Impact Assessment section on the Activity Details screen, you must complete an “Impact Assessment Form” (Appendix A) and upload it to the Impact Assessment page.

If none of these situations apply to your proposed research activities, then Appendix A is not needed.

Joint initiatives (statement of relevance)

Maximum one page per statement

Sport Participation Research Initiative

The Sport Participation Research Initiative (SPRI) offers grants to conduct research enhancing participation in sport in Canada. Sport Canada has funding available for those Insight Grant applications that propose programs of research relevant to its policy priorities and that the Insight Grants adjudication committee has recommended for funding, but which, due to budgetary constraints, did not receive a regular Insight Grant. SPRI (Sport Participation Research Initiative) Research Grant Supplements worth up to \$20,000 are also available to successful Insight Grant recipients, in addition to the value of their grant.

If you have selected “Sport Participation Research Initiative” in the “Joint or special initiative” field in the Identification module, provide a statement of relevance that clearly explains how the proposed research meets the initiative’s objectives.

Department of National Defence

If you selected “Department of National Defence” in the “Joint or special initiative” field in the Identification module, provide a statement of relevance that clearly explains how the proposed research meets the Department of National Defence joint initiative’s objectives.

Initiative for Digital Citizen Research

Through the Initiative for Digital Citizen Research, the Department of Canadian Heritage offers supplements worth \$20,000 to successful Insight Grant recipients conducting research on or related to online disinformation in the Canadian context. If you have selected “Initiative for Digital Citizen Research” in the “Joint or special initiative” field in the Identification module, provide a statement of relevance that clearly explains how the proposed research meets the initiative’s objectives.

Suggested reviewers

List up to three Canadian and/or foreign specialists whom SSHRC (Social Sciences and Humanities Research Council) may ask to assess your proposal. SSHRC (Social Sciences and Humanities Research Council) will solicit no more than one review from a suggested reviewer. Suggesting fewer reviewers may be advantageous in cases where the number of qualified specialists is small. SSHRC (Social Sciences and Humanities Research Council) reserves the right not to select a reviewer from the submitted list.

Suggested reviewers cannot be:

- affiliated with your institution or that of any member of your research team (including co-applicants and collaborators);
- someone with whom you or any member of your research team has collaborated in the past (e.g., as a co-author or co-editor or as a co-organizer of a conference or workshop);
- someone with whom you or any member of your team has a personal relationship; or
- a previous thesis supervisor or anyone who has had a similar supervisory or mentoring relationship with you or a member of the research team over the course of doctoral or postdoctoral studies.

Complete all mandatory fields (those in bold) and click “Save.” When you save the information, the “Clear entry” button will appear. Click “Clear entry” if you want to remove one of your reviewers, then click “Save” again.

Exclusion of potential reviewers (if applicable)

Maximum one page

List potential reviewers who would be unlikely to provide an impartial review, in your opinion. Provide a justification for excluding potential reviewers (e.g., experts with whom you or members of your research team have had serious disputes). While SSHRC (Social Sciences and Humanities Research Council) cannot be bound by this information, it will take it into consideration in the selection of reviewers.

This information will be held in strictest confidence and will not be provided to external reviewers or members of the adjudication committee. Any exclusion should be renewed with any subsequent applications, if still relevant.

Research contributions (mandatory)

Maximum four pages

Research contributions content must address the Capability evaluation criteria listed in the funding opportunity description.

Applicants must attach research contributions in this order:

1. Relevant research contributions over the last six years

2. Other research contributions
3. Most significant career research contributions
4. Career interruptions and special circumstances
5. Contributions to training

Co-applicants must also provide their research contributions (maximum four pages), which they will be able to upload once they have accepted the invitation to participate.

1. Relevant research contributions over the last six years

Outline your research contributions within six years of the application deadline date. In the case of those candidates claiming career interruptions (see 4. below), you may include publications drawn from your most recent periods of research activity to an overall total of six years.

Provide details, as appropriate, about the contributions you listed, as follows:

- In the left margin, identify with an asterisk (*) research contributions that resulted from previous SSHRC (Social Sciences and Humanities Research Council) support.
- Specify your role in co-authored publications.
- For published contributions, provide complete bibliographic notices (including co-authors, title, publisher, journal, volume, date of publication and number of pages) as they appear in the original publication.
- For publications in languages other than French or English, provide a translation of the title and the name of the publication.
- For recent graduates, list theses.

Group your contributions by category in the following order, as applicable, listing your most recent contributions first.

Refereed contributions

Examples include books (where applicable, subdivide according to those that are single-authored, co-authored and edited works), monographs, book chapters, articles in scholarly refereed journals and conference proceedings.

Be aware that a “refereed work” involves its assessment:

- in its entirety—not merely an abstract or extract;
- before publication; and
- by independent (at arm’s length from the author), anonymous, qualified experts.

Other refereed contributions

Examples include papers presented at scholarly meetings or conferences and articles in professional or trade journals.

Non-refereed contributions

Examples include book reviews, published reviews of work, research reports, policy papers and public lectures.

Forthcoming contributions

Indicate one of the following statuses: “Submitted,” “Revised and submitted,” “Accepted” or “In press.” Provide the name of the journal or book publisher and the number of pages. Contributions not yet submitted should not be listed.

Creative outputs

Examples of creative outputs may include exhibitions, performances, publications, presentations, and film, video and audio recordings. List your most recent and significant achievements grouped by category. Creative outputs will be evaluated according to established disciplinary standards and creative and/or artistic merit.

If applicable, you may include a website link. SSHRC (Social Sciences and Humanities Research Council) cannot guarantee that links will be accessed.

2. Other research contributions

Describe any other contributions to research and the advancement of knowledge within the last six years, including your research contributions to non-academic audiences (e.g., public, policy-makers, private sector and not-for-profit organizations).

3. Most significant career research contributions

List and rank up to five of your most significant contributions over your entire career. The six-year rule does not apply to this section. Therefore, contributions listed here may differ from those listed in other sections of your CV (Curriculum Vitae). Please ensure that you explain briefly the significance of the contributions listed.

4. Career interruptions and special circumstances

Career interruptions occur when researchers are taken away from their research work for an extended period of time for health, administrative, family or other reasons, or reasons related to the COVID-19 pandemic. In these cases, as explained above in the Relevant research contributions over the last six years section, explain the interruption(s) and ask that an overall total of six years of research activity be considered by the adjudicating committee.

Special circumstances involve slowdowns in research productivity created by health (and/or disability-related), administrative, family, cultural or community responsibilities, socio-economic context, COVID-19 or other reasons (i.e., the researcher was not completely taken away from research work). Applicants from small institutions may indicate their teaching load in this section if the change in workload impacted their research output.

Indigenous applicants can use the “Special Circumstances” section of their application form to describe special circumstances that may have had an impact on their academic or career paths.

SSHRC (Social Sciences and Humanities Research Council) asks its adjudication committees to consider career interruptions and special circumstances that may have affected candidates’ record of research achievements. In doing so, adjudication committee members will be able to more accurately estimate the productivity of each researcher, independent of any career interruptions or special circumstances in the last six years. Previous productivity is one element that may predict the success of the proposed research project.

All information provided to SSHRC (Social Sciences and Humanities Research Council) is subject to the Privacy Act. Applicants are reminded that the information included in this section of their application will be shared with both external assessors and adjudication committee members for consideration as part of their application. For more information, see merit review. All SSHRC (Social Sciences and Humanities Research Council) merit reviewers are subject to the Tri-Agency Conflict of Interest and Confidentiality Policy, and are prohibited from sharing this information outside of the merit review process.

5. Contributions to training

Provide the following information on students you have helped train within the last six years.

- Indicate your role in supervising or co-supervising ongoing and/or completed theses, listing these by the student’s level of studies.

- Describe efforts you have made to involve students (e.g., doctoral, master's or undergraduate) in your research activities.
- Specify if opportunities for such contributions have been limited because your postsecondary institution does not have graduate degree programs in your field or discipline.

Date modified:

2020-06-25