**Terms and Conditions for Applying for SSHRC Funds:**

**Open Research Area 7**

|  |  |
| --- | --- |
| ORA 7 Project Title |  |
| ORA 7 Main Applicant (name and affiliation) |  |
| Applicant based in Canada (name and affiliation) |  |

**Note 1:** For ORA 7, the applicant is considered the SSHRC applicant, the co-applicants are SSHRC co-applicants and the team members are SSHRC collaborators. The cooperation partners can be SSHRC co-applicants or SSHRC collaborators. Eligibility rules for all these categories are outlined on the [SSHRC Open Research Area 7](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/ora/index-eng.aspx) webpage.

**Note 2: Applicants must ensure that the research grants office at their institution emails SSHRC a signed copy of this document (including the required list of SSHRC participants) before the deadline.**

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# Consent to Disclosure of Personal Information

# I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any application, by linking my CV to an application led by another researcher or institution, or by accepting funding from the Social Sciences and Humanities Research Council of Canada (SSHRC), I affirm that I have read and agree to respect all the policies of the agencies that are relevant to my research, including the [Tri-Agency Framework: Responsible Conduct of Research](http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/). In cases of a serious breach of agency policy, the agency may publicly disclose my name, the nature of the breach, the institution where I was employed at the time of the breach and the institution where I am currently employed. I accept this as a condition of applying for or receiving agency funding, and I consent to such disclosure. Note that if you do not agree to the disclosure of your personal information, you cannot participate in this application.

# I Agree I Disagree

# For further information, see [Questions and Answers on the Consent to Disclosure of Personal Information](https://www.nserc-crsng.gc.ca/NSERC-CRSNG/governance-gouvernance/consentFAQ-consentementFAQ_eng.asp).

# Does your proposal involve human beings as research subjects? Yes No

If yes, consult the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html) and submit your proposal to your organization’s research ethics board.

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# List of participants

The applicant must provide a list of all participants who will contribute to the intellectual direction of the proposed SSHRC-funded research using the table below. Do not include assistants, students or consultants. Add rows as needed.

| **Full Name** | **ORA 7 Role** | **SSHRC Role** | **Affiliation**  **Organization** | **Affiliation**  **Department** | **Position** | **Email** |
| --- | --- | --- | --- | --- | --- | --- |
|  | Applicant | Applicant |  |  |  |  |
|  | Co-applicant | Co-applicant |  |  |  |  |
|  | … |  |  |  |  |  |
|  | Team member | Collaborator |  |  |  |  |
|  | … |  |  |  |  |  |
|  | Cooperation partner\* | Co-applicant or collaborator (please specify) |  |  |  |  |
|  | … |  |  |  |  |  |

(\*) Cooperation partners can be co-applicants or collaborators (see [SSHRC Open Research Area 7](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/ora/index-eng.aspx) webpage)

**Note: Co-applicants and collaborators should only be included in this section if they have consented to participate on the team and to be listed on the application.**

**By submitting an Open Research Area 7 application, the applicant confirms that they:[[1]](#footnote-1)**

* have read and understand the eligibility requirements of the funding opportunity;
* have provided complete and accurate information in the funding application and related documents, and have represented themself and their research and accomplishments in a manner consistent with the norms of the relevant field;
* have ensured that any team members listed in the application have agreed to be included therein;
* are not currently ineligible to apply for or receive funding from the Natural Sciences and Engineering Research Council, SSHRC, or the Canadian Institutes of Health Research or any other research or research funding organization by reason of a breach of an ethical, integrity or financial policy or requirement, and that if at any time they become ineligible, they will advise their institution’s research grants office and SSHRC immediately in writing;
* will inform SSHRC and their institution’s research grants office immediately of any change in the nature of the research that may have an impact on certification or approvals;
* will inform SSHRC and their institution’s research grants office immediately in writing in the event of any change in eligibility status, and hereby authorize the institution with which they are employed or affiliated to provide SSHRC with their personal information for the purpose of verifying eligibility to receive funds from SSHRC;
* agree that, if awarded funding, they will use this funding only for the purpose for which it was awarded and will comply with all relevant SSHRC requirements as set out in SSHRC’s respective policies, procedures and manuals;
* have read, and understand and agree to comply with the policies of SSHRC, including the [Tri-Agency Framework: Responsible Conduct of Research](https://rcr.ethics.gc.ca/eng/framework-cadre.html), both in the submission of the application and in carrying out research funded by SSHRC;
* are aware that, should they be found to have made a serious breach of agency policy, SSHRC, in accordance with the [Tri-Agency Framework: Responsible Conduct of Research](http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/), may publicly disclose any information relevant to the breach that is in the public interest, including their name, the nature of the breach, the institution where they were employed at the time of the breach, the institution where they are currently employed (if any), and the recourse imposed against them, and accept this as a condition of applying for or receiving agency funding and consent to such a disclosure;
* in instances where they are or have been, at any time during the past 12 months, a federal public servant, have complied with and will continue to respect the [Values and Ethics Code for the Public Sector](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049);
* agree to SSHRC's use of the proposal summary for publicity purposes if a grant is awarded; and
* agree to SSHRC’s use of the proposal summary for expert reviewer recruitment purposes, where appropriate.

**Privacy notice: the applicant also confirms that they understand and agree that:**

* all personal information provided to SSHRC is used, disclosed and safeguarded in accordance with the [*Privacy Act*](http://laws-lois.justice.gc.ca/eng/acts/p-21/), the [*Access to Information Act*](http://laws-lois.justice.gc.ca/eng/acts/a-1/), and relevant Treasury Board policies (personal information is collected pursuant to the [*Social Sciences and Humanities Research Council Act*](http://laws.justice.gc.ca/eng/acts/S-12/));
* SSHRC will use personal information for the uses and consistent uses outlined on [Info Source](http://www.sshrc-crsh.gc.ca/transparency-transparence/atip-aiprp/infosource-eng.aspx);
* SSHRC will obtain consent prior to using or disclosing personal information in a manner not outlined above or on [Info Source](http://www.sshrc-crsh.gc.ca/transparency-transparence/atip-aiprp/infosource-eng.aspx);
* applications are provided to selection and merit review committees for adjudication and to third-party expert assessors for evaluation;
* applications may be shared with other government organizations or public research funding bodies if that organization will co-fund the application and has signed a memorandum of understanding with SSHRC;
* information related to applications and awards will be shared with authorized officials at their institution;
* SSHRC may disseminate without consent to government officials, the media and members of the public the applicant or award holder names and summaries of research proposals for merit review recruitment, publicity purposes or in response to an access to information request;
* SSHRC uses personal information to identify prospective committee members and expert reviewers for applications;
* personal information is used by SSHRC for program planning, evaluation, reviews, audits and statistics generation;
* failure to provide personal information will result in an application being declared ineligible;
* SSHRC does not regularly update personal information; it is the applicant’s or award holder’s responsibility to contact [SSHRC’s ATIP Coordinator](http://www.sshrc-crsh.gc.ca/transparency-transparence/atip-aiprp/index-eng.aspx) to correct or update personal information; and
* applicants and award holders have the right to file a complaint with the [Office of the Privacy Commissioner](https://www.priv.gc.ca/en/) regarding SSHRC’s handling of their personal information.

**When co-applicants and collaborators are listed on an application, it certifies that they:**

* agree to the above; and
* agree that the applicant based in Canada will administer the grant on behalf of the team.

**By identifying a research or financial administrator, the institution certifies the following:**

**the applicant:**

* is affiliated with the institution; and
* has the necessary time and facilities to carry out the project; and

**the postsecondary institution:**

* is willing to administer any grant received according to SSHRC 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 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.

By submitting your application to the Agence Nationale de la Recherche’s electronic submission system, SIM, you are also confirming that, during tenure of the grant or award, you will comply with the terms and conditions of the grant or award.

# I Agree I Disagree

Name of applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Name of Research or Financial Administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Note: Applicants are required to ensure that:

* they generate a list of SSHRC-funded participants (in the table provided in this document);
* they complete and sign the SSHRC Terms and Conditions for Applying;
* the research grants office signs the SSHRC Terms and Conditions for Applying; and
* the research grants office emails the completed and signed SSHRC Terms and Conditions for Applying to [partnerships@sshrc-crsh.gc.ca](http://enterprise/enterprisedav/nodes/67200059/mailto%3Apartnerships%40sshrc-crsh.gc.ca) before the competition deadline.
* Applicants are also required to ensure that the main applicant attaches the completed [SSHRC National Financial Form](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/ora/7/forms-formulaires/SSHRC_National_Financial_Form_ORA_7-EF.xlsx) to the ORA 7 full proposal and submits it to the [Agence Nationale de la Recherche’s SIM system](https://aap.agencerecherche.fr/_layouts/15/SIM/Pages/SIMNouveauProjet.aspx?idAAP=1724) by the deadline.

1. In the following section, they/them pronouns refer to a single individual. [↑](#footnote-ref-1)