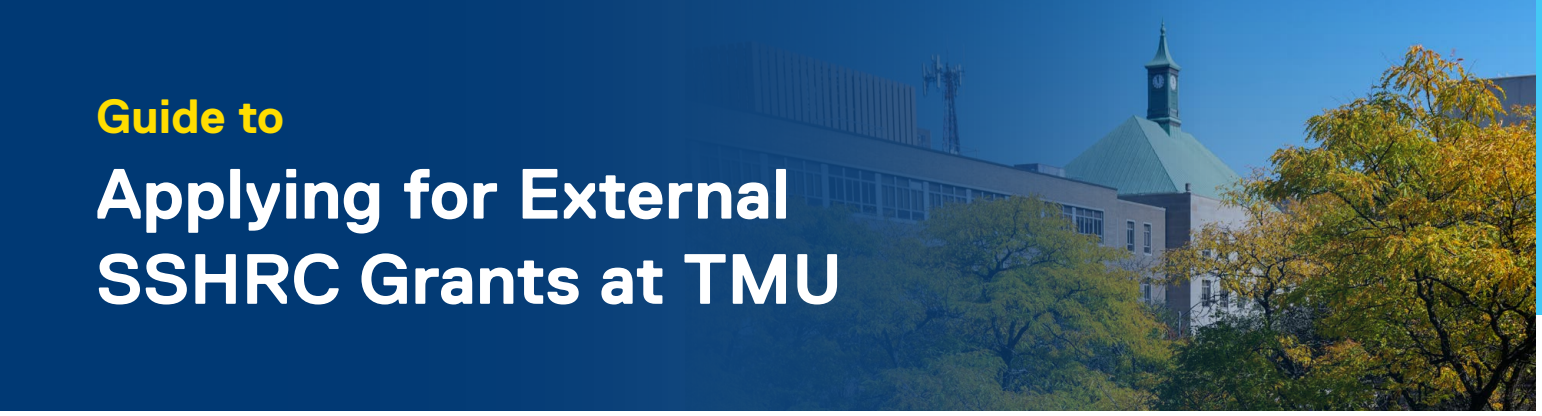
Guide to

Applying for External SSHRC Grants at TMU



While each specific Social Sciences and Humanities Research Council (SSHRC) grant program and opportunity can be unique, the following general steps apply to all applications or proposals a faculty member might make for external SSHRC funding at TMU.

If you are applying for the SSHRC Explore Grant, please see information on the Internal Funding Opportunities section of the OVPRI Funding Opportunities website.

1 Step 1: OVPRI notification

Suggested timeline: As early as possible in advance of the SSHRC deadline

Faculty members are encouraged to visit OVPRI's Funding Opportunities website and subscribe to OVPRINet to be notified of upcoming SSHRC funding opportunities.

Confirm SSHRC deadlines on the SSHRC website as AI summaries are not always accurate.

Once you have identified a SSHRC grant you wish to apply for, notify the SSHRC Grants Officer (Ronnie Morris) at rdmorris@torontomu.ca of your intent to apply.

Researchers should also notify their Associate Dean Research as early as possible regarding their intent to apply. This allows for the development of the application and provides the necessary time to meet sponsor guidelines as well as institutional policies, and to map any resource requirements in developing the application.

Early in the process the Grants Officer will also be able to assess the specific SSHRC program guidelines and policies both for eligibility and for any other relevant terms and conditions of funding. Early notification also allows time to request practical support in developing your application, such as reviewing and editing drafts by Research Proposal Facilitators, if available.

2 Step 2: Developing your application

Suggested timeline: Six months–one month prior to SSHRC competition deadline

The applicant, with the support of the Grant Officer as necessary, should familiarize themselves with the application format, SSHRC program and application guidelines, SSHRC portal, selection or review criteria, any terms and conditions of funding, and internal review and approval process.



If the funding opportunity requires matching funds, faculty should discuss with their Associate Dean Research several months in advance.

Faculty should prepare their applications following the specific SSHRC program guidelines, incorporating feedback from prior reviews, if applicable.

Applicants should be cognizant of the format of CV required for the specific SSHRC funding opportunity and dedicate appropriate time to creating or updating the required CV.

For most SSHRC programs, OVPRI Research Proposal Facilitators are available to assist in discussing and reviewing applications. To receive this type of support, your application drafts must be ready for review at least two–three months before the SSHRC competition deadline.

Please also check with your Associate Dean Research to see if there is a faculty-based peer review process in place and the timelines for that process.

3 **Step 3:** Submission preparation and OVPRI review

Suggested timeline: One month–two weeks prior to SSHRC competition deadline

In the last month before the SSHRC competition deadline, the applicant should finalize the online application in the SSHRC online system (SSHRC Online for most SSHRC grants) associated with the program they are applying to.

Some joint programs or special calls that SSHRC administers use a different online application system, such as the Convergence Portal or the Research Portal, so applicants are encouraged to familiarize themselves ahead of time.

The SSHRC online system itself can be difficult to navigate for new users, so you are encouraged to start early to avoid any issues in completing the required sections and linking your co-applicants, collaborators and partners, as relevant, and meeting the OVPRI internal deadline. It's important to invite co-applicants and collaborators as early as possible so they can become accustomed to the SSHRC website and CV requirements.

OVPRI internal deadlines for SSHRC programs are at least two weeks prior to the SSHRC competition deadline and are clearly noted when the funding opportunity is announced. Please ensure your application is submitted in advance of this deadline to avoid any issues that might jeopardize the successful submission of your application to SSHRC.

A complete SSHRC application consists of the following elements:

1. A completed online application submitted through the relevant SSHRC online system to the Research Grants Officer (RGO).

   Applicants must complete a Sensitive Technology Research and Affiliations of Concern attestation as part of their online SSHRC application. Applicants are encouraged to start this process early and to access OVPRI's Research Security resources and team if they have any questions or concerns in completing this portion of the application.



Please note that your Grant Officer is not able to see or access your application while it is in progress. Only once you have completed both the verify and submit processes in the SSHRC system will your Grants Officer be able to review your application.

2. A completed and approved Grant Authorization Form (GAF) in the Research Information System (RIS).

   Your GAF should include a PDF of the completed online SSHRC application as well as any other relevant documents, including approvals for any institutional resources or matching funding included in the application, as relevant.

   Your GAF should be approved by your Chair/Director and Dean before the internal deadline, so please do not wait until the last day to submit your GAF for approval. For reference, please see Signing of Applications and Agreements in Support of SRC Activity: Policy 154.

4 **Step 4:** Final submission and notifications

An administrative review by OVPRI is required for all grant applications to SSHRC prior to submission to sponsors and can only occur after the Grant Officer receives the SSHRC application through the SSHRC online system and the approved GAF in the RIS.

During this administrative review, your application will be reviewed for eligibility against program guidelines and institutional policies. Any mandatory changes in the application will be noted to the applicant and the application returned through the online system for revision and re-submission. Researchers must therefore be available to make any required changes to their application during the administrative review period, including days or hours before the deadline. It is imperative to confirm with the OVPRI SSHRC Grants Officer that the application is complete and submitted on your behalf.

Once the application has been approved by the OVPRI (on behalf of VPRI), the Grants Officer submits the application through the online system to SSHRC.

When the competition results have been announced by SSHRC, the Grants Officer will receive the institutional Notice of Decision and will notify applicants of competition outcomes and next steps for successful applicants.

SSHRC Competitions | OVPRI Researchers Resources
TMU Research Information System (found under 'Other Apps', my.torontomu.ca)

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