

# SSHRC Explore Competition

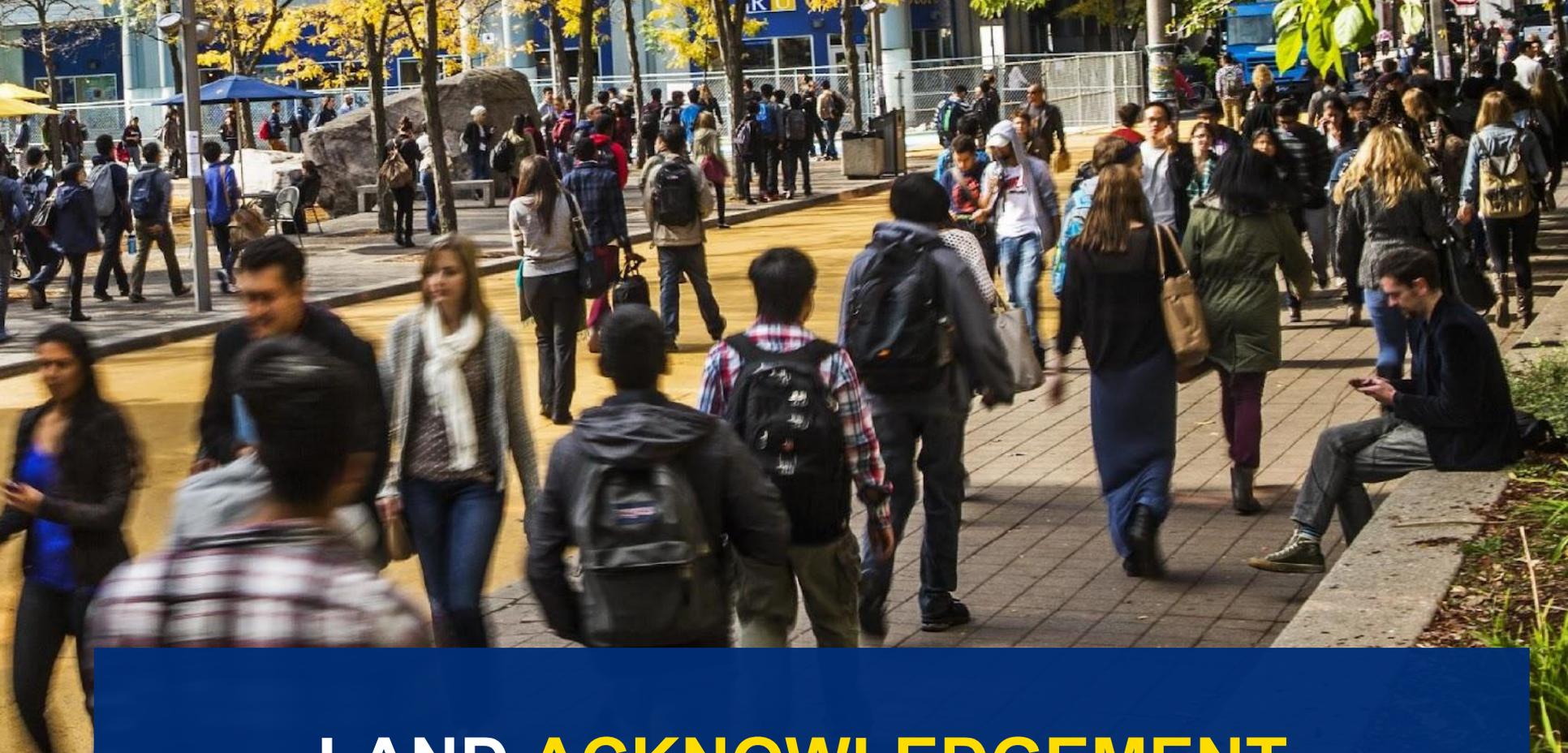
2022 Call for Research Proposals

Information Session

January 27, 2022

**Ryerson  
University**

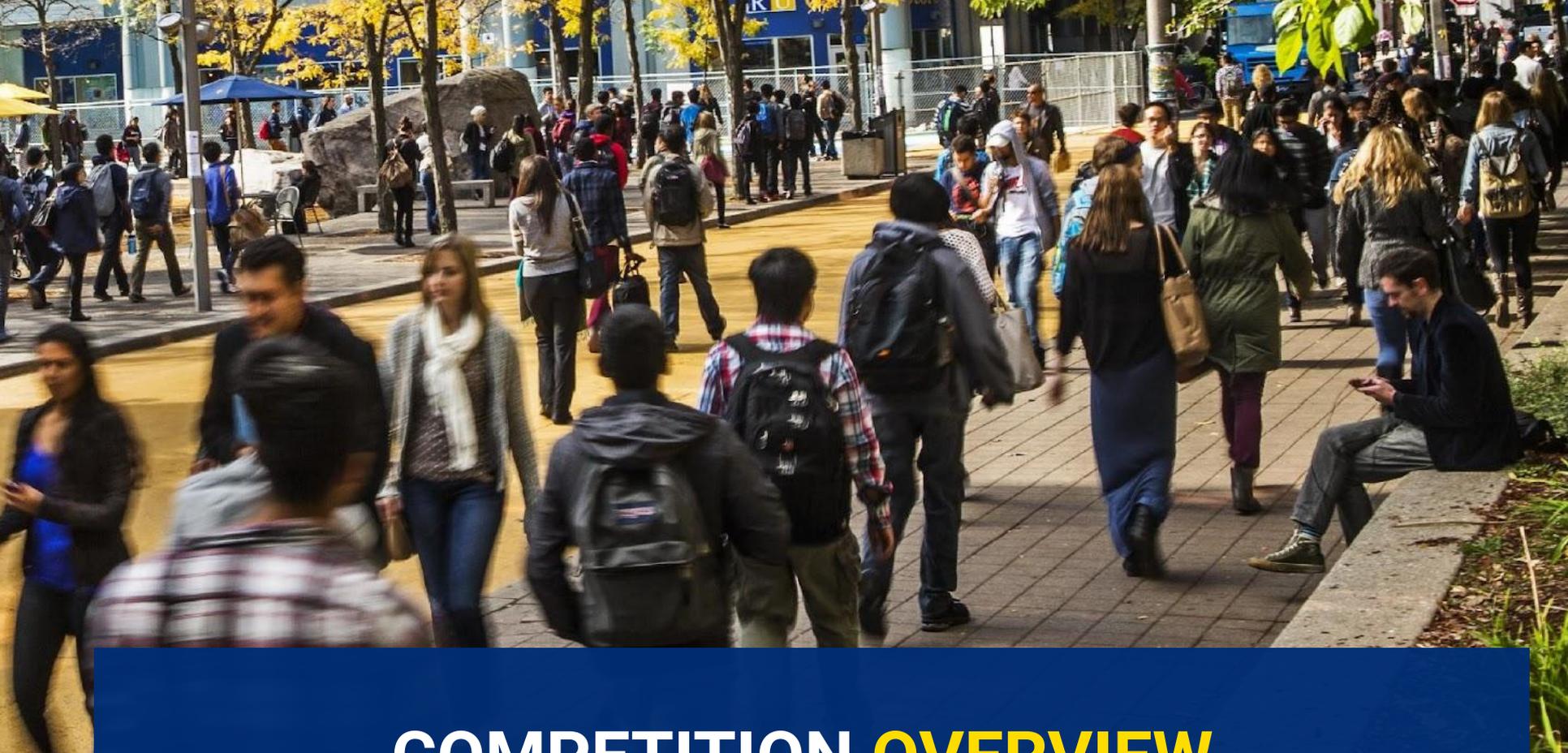
Office of the  
Vice-President,  
Research & Innovation



# LAND ACKNOWLEDGEMENT

# AGENDA

- **COMPETITION OVERVIEW**
  - SSHRC Explore Overview
  - SSHRC Explore Funding Eligibility
- **APPLICATION PROCESS**
  - How to Apply
  - Required Documents
- **ADJUDICATION, REPORTING AND ACKNOWLEDGEMENT**
  - Selection Criteria and Process
  - Ethics Approval
  - Expectations and Reporting Requirements and Acknowledgement
- **FAQ + Q&A**



# COMPETITION OVERVIEW

# SSHRC Explore - PURPOSE

## SSHRC Explore Grants:

- provide external SSHRC funding in support of social sciences and humanities researchers at any stage of their career.
- support pilot work towards a larger SSHRC grant application or small-scale stand-alone research projects
- enable researchers to hire students at any level to participate in their research projects
- **valued at up to \$7,000 for a period of one year**

# GRANT ELIGIBILITY

All Ryerson University full-time tenured or tenure-track faculty members are eligible for funding.

Priority will be given to:

- those who are moving in a new research/scholarship direction;
- emerging researchers/scholars\*

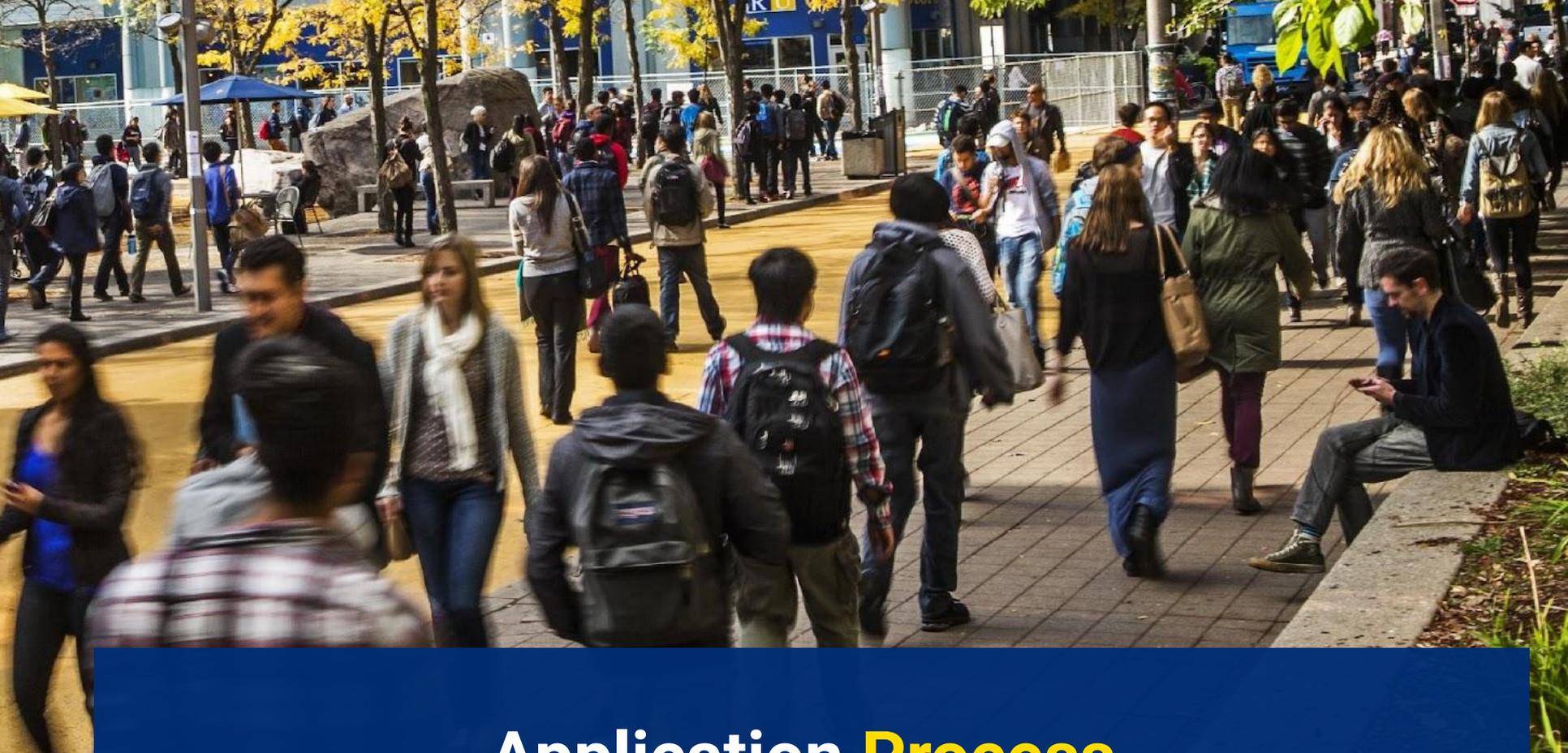
## **\*Emerging Researcher/Scholar:**

1. have completed their (first) highest terminal degree no more than 7 years before the competition deadline; **or**
2. have held a tenured or tenure track academic appointment for less than 7 years (total career, not just at Ryerson).

# GRANT ELIGIBILITY

You are **not** eligible to apply for this competition if you:

- Were awarded a SSHRC Explore Grant within the last two calendar years [2020 or 2021], or are holding SSHRC Explore funds in an extension year;
- Were awarded a SSHRC Explore in 2019 but have not submitted a final report;
- Have any internal or external funding for a project that is or may be related to the proposed Explore project - duplication of funding is not allowed; and/or
- Are a co-applicant applying separately for funding for the same project (i.e. no bundling).



# Application **Process**

# HOW TO APPLY

## DEADLINE

**Friday, February 18, 2022 at 11:59 p.m.**

- Applications are submitted via the **Research Information System (RIS)** as a **Grant Authorization Form (GAF)**
- Your application package must include 3 separate PDFs:
  1. **Completed Application Cover Page**
  2. **Proposal**
  3. **Updated Common CV or OCGS CV**
- Applicants will have to indicate human or animal ethics on RIS, if any

# HOW TO APPLY - RIS

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RIS can be accessed in two ways:

- [ryerson.ca/research](http://ryerson.ca/research)  
OVPRI website, under “Researcher Resources”
- [my.ryerson.ca](http://my.ryerson.ca)  
Your Ryerson portal, under “My Links” > “Research”

# HOW TO APPLY - RIS

HOME

▼ Grant Authorization Form (GAF)

New GAF

Unsubmitted GAFs

Submitted GAFs

Co-Investigator GAFs

Sign Co-Investigator

Review GAFs

Research Account Profiles (RAPs)

RESEARCH PORTAL

PRE-RELEASE PROTOCOLS

► FACULTY GRANTS

► REPORTS

[Back to Assistant Page](#)

This application form is for external sponsors and OVPRI programs only.  
To apply for Faculty Grants like Travel and Seed Grants, please go to Faculty Grants tab.

GAF No. 1.

External Sponsor  Internal OVPRI Programs

Internal Program: 2022 SSHRC Explore ▼

## Researcher's Information

Researcher's Last Name:

Researcher's First Name:

Phone:

Fax:

Email:

Appointment Status:

Faculty of primary appointment:

Department of primary appointment:

Is this project associated with a Faculty based Centre or Institute?

OVPRI

4602

researcher@ryerson.ca

RFA ▼

Vice President Research and Innovation

Office, VP Research & Innovation ▼

4 Only RFA are eligible to apply.

## Project Details

Title of Research Project (max 500 \* |

# APPLICATION

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Upload the following 3 as separate PDFs on RIS:

1. Completed Application Cover Page
2. Proposal
3. Updated Common CV or OCGS CV

# COVER PAGE

## 1. Cover Page – 1 page

Accessible via  
[Competition Guidelines](#), p.8

2022 SSHRC EXPLORE COMPETITION APPLICATION COVER PAGE

DEADLINE: Friday, February 18, 2022 at 11:59 p.m.

Name of Applicant:	<input type="text"/>
Faculty:	- <input type="text"/> <input type="button" value="v"/>
Department:	<input type="text"/>
Extension:	<input type="text"/>
Email:	<input type="text"/>
Emerging Scholar:	Yes <input type="checkbox"/> or No <input type="checkbox"/>
Title of Proposal:	<input type="text"/>
Total Amount Requested (up to \$7,000):	\$ <input type="text"/>
Will your SRC activity involve humans, the use of animals, controlled goods or hazardous materials?	
Yes <input type="checkbox"/> or No <input type="checkbox"/>	
If Yes, the project will require ethics review and approval. For further information, see the <a href="#">Ryerson research ethics website</a> .	
I confirm that the project proposed is new and has not received SRC funding from any sources (internal or external): Yes, I confirm <input type="checkbox"/>	

# PROPOSAL

## 2. Proposal - max 6 pages

- Project Description – max 3 pages
  - Objectives
  - Context (literature review)
  - Methodology
  - Timeline
  - Key Words (up to 5)
- Knowledge Mobilization and Anticipated Outcomes – max 1 page
- List of References – max 1 page
- Budget and Budget Justification – max 1 page

# PROPOSAL (Expense Eligibility)

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**Note on eligible expenses:** Funds can be used only for research-related costs that conform to the university's guidelines regarding pay and benefit rates and allowable expenses.

For guidance, visit [Ryerson Financial Services](#) -> "Eligible Research Expenses"

# PROPOSAL (Eligible Expenses)

Grants can be used only for research related costs in alignment with University guidelines.

Example of eligible expenses include:

- Research Assistant(s);
- Dissemination of results;
- Purchase or rental of software and equipment not available through the University;
- Disposable supplies such as stationary, postage, long distance charges;
- Books, documents and duplicated material not available through the Ryerson Library;
- Travel related to data collection.

# PROPOSAL (Ineligible Expenses)

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Examples of ineligible expenses include:

- Purchase or rental of software and equipment available through Ryerson University;
- Membership in professional societies;
- Child care expenses;
- Costs related to the preparation of teaching materials or a textbook;
- Publications or other activities of a commercial nature, including costs associated with contract researcher consultancies;
- Research leading to a degree or professional certification;
- Stand-alone conference travel;
- Release time.

# PROPOSAL (Format)

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Proposal format:

- Times New Roman, 12-point font;
- Single spaced (no condensed/narrow fonts, type or spacing);
- One-half (0.5") inch margins around the page; and
- PDF file format.

# CURRICULUM VITAE

## 3. Updated Common CV (CCV)

**Note:** If you cannot provide a CV in [CCV format](#), please submit your updated [OCGS CV](#)

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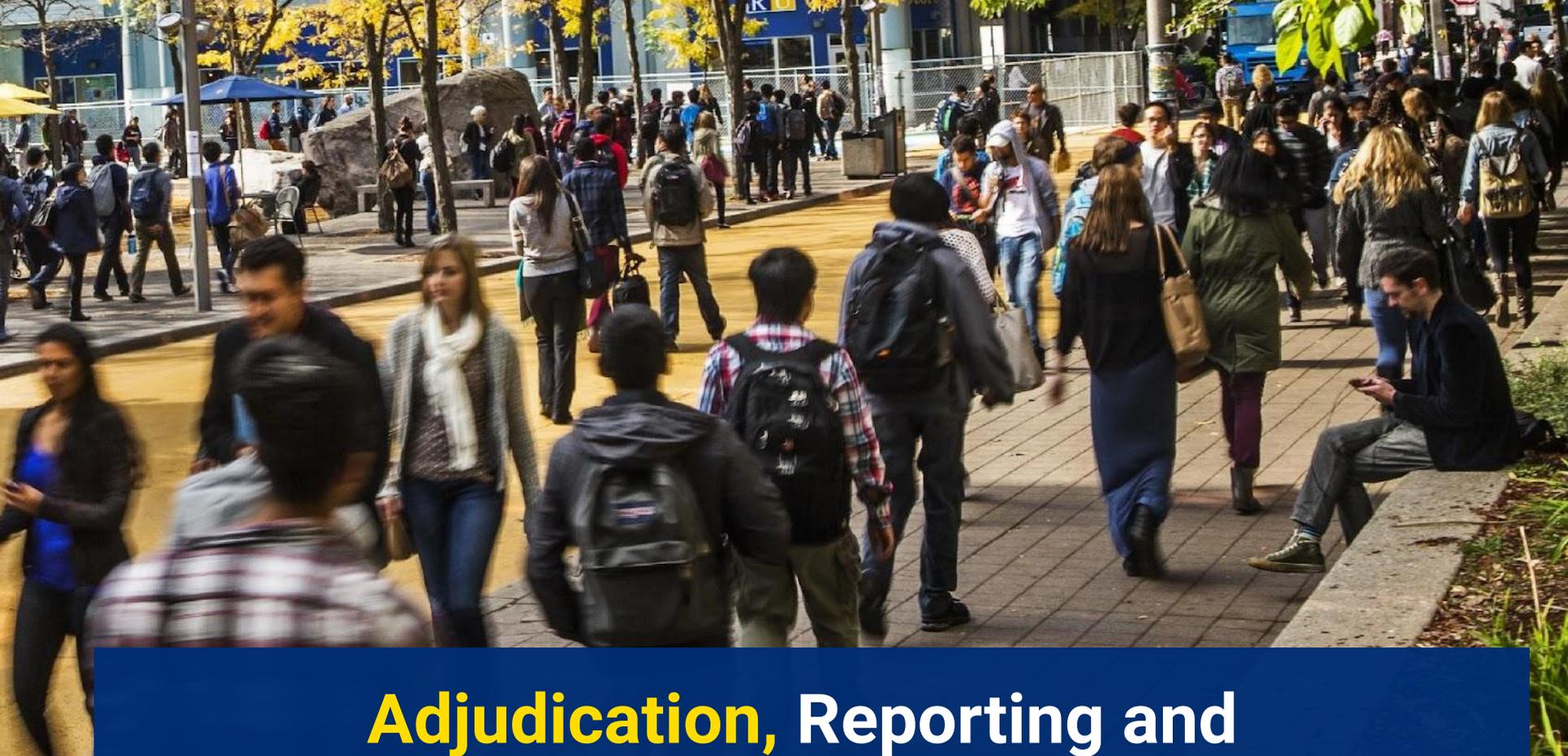
### OCGS CURRICULUM VITAE

- a) NAME:
- b) DEGREES:
- c) EMPLOYMENT HISTORY:
- d) HONOURS: F.R.S., F.R.S.C., Governor Generals Award, honorary degree, etc.
- e) SCHOLARY AND PROFESSIONAL ACADEMIC ACTIVITIES: e.g., executive and editorial positions but not memberships in societies
- f) GRADUATE SUPERVISIONS: count of master's, doctoral, postdoctoral – completed / in progress:
  - Completed: MA, PhD, Postdoctoral
  - In progress: MA, PhD, PostdoctoralNAME OF STUDENTS supervised, title of thesis or project, year of first registration and year of completion:
- g) GRADUATE COURSES: by year
  - Direct Studies:
  - Graduate courses
- h) 1. EXTERNAL RESEARCH FUNDING: by year, indicating source (granting councils, industry, government, foundations, other); amount; principal investigator; purpose (research, travel, publications, operating, equipment, etc.)

Year	Source	Program	Type*	Amount/Year	PI	Purpose**
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Vice-President,  
Research & Innovation



# Adjudication, Reporting and Acknowledgement

# ADJUDICATION

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- 2 RFA representatives from each of the SSHRC-related faculties
- AVP, Research and Innovation, will chair the committee
- Recommended ranked list is forwarded to the VPRI for final approval and dissemination of funds.
- Proposals will be assessed based on the following criteria:

**Challenge—aim and importance**

**Feasibility—the plan to achieve excellence**

**Capability—the expertise to succeed**

# ADJUDICATION - Criterion 1: Challenge

## 1. Challenge—aim and importance

- originality, significance and expected contribution to knowledge;
- appropriateness of the literature review;
- appropriateness of the theoretical approach or framework;
- appropriateness of the methods/approach;
- quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute;
- potential influence and impact within and/or beyond the social sciences and humanities research community.

Criterion	Emerging Scholar Scoring	Established Scholar Scoring
Challenge—aim and importance	50	40

# ADJUDICATION - Criterion 2: Feasibility

## 2. Feasibility—the plan to achieve excellence

- probability of effective and timely attainment of the research objectives;
- appropriateness of the requested budget and justification of proposed costs;
- quality of knowledge mobilization plans, including effective knowledge dissemination, knowledge exchange and engagement within and/or beyond the research community;
- strategies and timelines for the design and conduct of the activity/activities proposed.

Criterion	Emerging Scholar Scoring	Established Scholar Scoring
Feasibility—the plan to achieve excellence	20	20

# ADJUDICATION - Criterion 3: Capability

## 3. Capability—the expertise to succeed

- quality, quantity and significance of past experience and published and/or other SRC-related outputs of the applicant, relative to the applicant's respective stage of career (i.e. emerging scholar versus established scholar);
- potential to make future contributions.

Criterion	Emerging Scholar Scoring	Established Scholar Scoring
Capability—the expertise to succeed	30	40

# NEXT STEPS (SRC Ethics)

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- University research is governed by policies and practices that ensure the protection of research participants, researchers, the university and the public. These policies and practices cover research involving humans, the use of animals, controlled goods and hazardous materials, among others.
- For all projects that require Research Ethics Board (REB) approval, funds will not be released prior to that approval.
- For more information, please visit the [Ryerson research ethics website](#).

# NEXT STEPS, *cont'd*

If awarded, you are required to:

- **Commence projects** within **3 months** of award notification date;
- **Sign** Agreement/Terms and Conditions before carrying out research activities;
- **Submit all expenses** (with supporting documents) as they are incurred to your Faculty's Research Account Support Officer (RASO);
- Submit a **written report** within **3 months of completion of the project or 1 calendar year after the release of funds, whichever comes first**; and
- **Acknowledge support** of SSHRC Explore for your research or research-related activities in all of your publications and outputs:

*This research has been supported by a Social Sciences and Humanities Research Council of Canada Explore Grant.*



# FAQS: FREQUENTLY ASKED QUESTIONS

# FAQs

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**Q:** How do I reference this award in my CV?

**A:** As this is an externally funded award (adjudicated internally), reference the award as you would any other SRC funding source. Please indicate that the funding source is SSHRC Explore Fund. As well, the SSHRC funding recipient must acknowledge, verbally and/or in writing, the support received from SSHRC funding and the role it has played in the research. For details, visit the [Acknowledging SSHRC support website.](#)

# FAQs

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**Q:** If I had a one-year leave, can I exclude this from my calculation for the emerging researcher/scholar distinction?

**A:** Yes, periods of career interruptions due to health or family reasons are not included when calculating the number of years for the emerging researcher/scholar distinction.

# FAQs

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**Q:** I have a Co-Investigator who is international. Would they have to complete the Ryerson OCGS CV or is my CCV alone sufficient enough?

**A:** Even though the Co-I is not Canadian, if the person is important enough to be listed as a Co-I, their CV should be included. They could convert theirs to the Ryerson template or opt to include their standard or abbreviated cv so long as it is sufficient enough to get a sense of their ability, without being too long.

# FAQs

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**Q:** One of the conditions is that there must be no duplication of funding for the project from any other sources (internal or external). Is it okay if there are some similarities/leveraging of some very preliminary work?

**A:** Any research activities proposed for the Explore grant must be independent of - but can be built upon - existing or past funded work. Research areas can be the same and work can be related but the specific activities proposed for Explore cannot have been previously or currently funded.

# FAQs

- Q:** I currently have an application submission under review (e.g. SSHRC IG/IDG). Can I apply to this competition? My project addresses ABCD and my proposal for the Explore grant addresses A, would that be acceptable? It wouldn't be the same proposal, and could be used in the future to build upon, but it would incorporate one small element of the current application under review.
- A:** At this point you haven't been awarded, so you can go ahead and apply. There are 4 possible outcomes if you are awarded SSHRC Explore:
1. If you are not awarded the other grant, there is no problem because there is no duplication.
  2. If you are awarded the other grant before Explore, then you cannot accept Explore.
  3. If you are awarded Explore before the other grant, but have not accepted Explore, you may reject Explore and accept the other grant.
  4. If you are awarded Explore before the other grant, and have accepted Explore, you may return leftover Explore funds, accept the other grant, and continue working on A using the other grant funds.

# FAQs

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**Q:** How do I know whether my research requires REB Approval?

**A:** Most research involving human participants will require ethics approval before recruitment may begin, but there are many types of research that do not require ethics approval. If you are unsure of whether your study requires Research Ethics Board review and approval, you can reach out to the following Research Ethics Contacts:

Zakiya Atcha  
Research Ethics Manager  
416-979-5000 ext. 554841  
[zakiya.atcha@ryerson.ca](mailto:zakiya.atcha@ryerson.ca)

Farid Pesteh  
Research Ethics Administrator  
416-979-5000 ext. 552963  
[fpesteh@ryerson.ca](mailto:fpesteh@ryerson.ca)

# Helpful Links

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[Acknowledging SSHRC support website](#)

[Application Cover Page](#)

[Competition Guidelines](#)

[Curriculum Vitae \(CV\) OCGS Format Template](#)

[Research Ethics Website](#)

[Research Information System \(RIS\)](#)

[Ryerson Financial Services](#)



# Thank you!

If you have any further questions, please contact  
Laura Zeno at [srcfunding@ryerson.ca](mailto:srcfunding@ryerson.ca)

