



Application for a SSHRC Institutional Grant Instructions (form-fillable PDF)

Introduction

The institutional representative (Vice-President Research or equivalent) must complete the form-fillable PDF application form and upload both it and a PDF document entitled "Application Attachment" (see instructions below). The instructions detail how to complete each section of the form. We suggest that you print and consult this document for reference while you are completing your application. When a code is required, please refer to the Code Tables at the end of form-fillable PDF.

Before filling out the application form, read the funding opportunity description for [SSHRC Institutional Grants \(SIG\)](#) to ensure that your institution meets all requirements.

Important

The application form should be printed and signed, and then the signed form scanned as a PDF document.

Help

If you are having problems with your application, please consult the [Help with Online Forms page](#) or contact the SSHRC Helpdesk by telephone at 613-995-4273 or by email at webgrant@sshrc-crsh.gc.ca.

Signature

By signing the application, the institutional representative confirms that he/she, on behalf of the applicant institution:

- has read and understands the eligibility requirements of the funding opportunity;
- has provided complete and accurate information in the funding application and related documents, and has represented himself/herself, and his/her research and accomplishments in a manner consistent with the norms of the relevant field;
- has ensured that any team members and partner organizations listed in the application have agreed to be included therein;
- is 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 he/she becomes ineligible, he/she will advise his/her institution's research grants office and SSHRC immediately in writing;
- will inform SSHRC and the 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 his/her institution's research grants office immediately in writing in the event of any change in eligibility status, and hereby authorizes the institution with

- which he/she is employed or affiliated to provide SSHRC with his/her personal information for the purpose of verifying eligibility to receive funds from SSHRC;
- agrees that, if awarded funding, the project director will use the 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;
 - has read, understands and agrees to comply with the policies of SSHRC, including the [Tri-Agency Framework: Responsible Conduct of Research](#), both in the submission of the application and in carrying out research funded by SSHRC;
 - is aware that, should he/she be found to have made a serious breach of agency policy, SSHRC, in accordance with the [Tri-Agency Framework: Responsible Conduct of Research](#), may publicly disclose any information relevant to the breach that is in the public interest, including his/her name, the nature of the breach, the institution with which he/she was employed at the time of the breach, the institution where he/she is currently employed (if any), and the recourse imposed against him/her, and accepts this as a condition of applying for or receiving agency funding and consents to such a disclosure;
 - in instances where he/she is or has been at any time during the past 12 months a federal public servant, has complied with and will continue to respect the [Values and Ethics Code for the Public Sector](#); and
 - agrees to SSHRC's use of the one-page proposal summary for publicity purposes if a grant is awarded.

Privacy Notice

The applicant (or project director, where applicable) also confirms that he/she understands that:

- all personal information provided to SSHRC is used, disclosed and safeguarded in accordance with the [Privacy Act](#), the [Access to Information Act](#), and relevant Treasury Board policies. Personal information is collected pursuant to the *Social Sciences and Humanities Research Council Act*.
- applications are provided to selection and merit review committees for adjudication, and, possibly, 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 the applicant's institution;
- SSHRC may disseminate award holder names and summaries of successful research proposals for publicity purposes, or in response to an access to information request, without consent;
- SSHRC will use personal information for the uses and consistent uses outlined on [Info Source](#);
- SSHRC will obtain consent prior to using or disclosing personal information in a manner not outlined above or on [Info Source](#);
- 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; and
- applicants (or project directors, where applicable) and award holders have the right to file a complaint with the Office of the Privacy Commissioner regarding SSHRC's handling of their personal information.

Application Deadline

The deadline for the SIG funding opportunity is midnight (eastern), **December 1, 2017**.

If the deadline falls on a weekend or public holiday, the next working day applies.

Where to Submit Your Application

Applications must be uploaded in PDF format to the secure site via the following URL: <https://competitions.nserc-crsng.gc.ca/500009>. Applicants must upload two separate PDF documents (the form-fillable PDF application form and the application attachment).

Acknowledgement of Receipt of Applications

The secure site will automatically send an email indicating that the documents have been successfully uploaded.

In addition, SSHRC will acknowledge receipt of your application form, and will assign an application number. Please cite this number in all correspondence.

Identification

Name of Institution

Select the name of your institution using Code Table 2.

Institutional Representative

Names and Initials

Indicate the name of the institutional representative (Vice-President Research or equivalent).

If you use your second or third name as your given name, see the examples below for help in completing the initials box.

Example 1: A.J. Paul Moore

If you prefer to have your initials appear before your given name, you would enter:

Given Name	Initials	Family Name
A.J. Paul		Moore

SSHRC correspondence would address you as *Mr. A.J. Paul Moore*.

Example 2: Joanne Francine Mélanie Trudeau (normally addressed as Mélanie)

If you usually use your second or third name as your given name and do not want your initials appearing before your given name, you would enter:

Given Name	Initials	Family Name
Mélanie	J.F.	Trudeau

SSHRC correspondence would address you as *Ms. Mélanie J.F. Trudeau*.

Title

Use Code Table 12.

Title of Position

Use Code Table 1.

Email Address

Provide the institutional representative's email address.

Contact Person

Indicate the name of any person in addition to the Vice-President Research who is authorized to oversee any follow-up for this grant, where applicable.

Status

Indicate the current status of your institution. In order to be considered eligible, an institution must meet all eligibility criteria.

Full-time Teaching Staff

Post-secondary Institutions—Complete page 2

Indicate the number of full-time teaching staff, broken down by department, whose disciplines fall within the humanities and social sciences as of September 2017. Refer to Code Table 3 for disciplines eligible under SSHRC's mandate.

Full-time teaching staff includes all academic staff within faculties who are teachers and/or senior academic staff (e.g., deans, chairpersons, directors), full-time research staff who have an academic rank and a salary scale similar to teaching staff, and staff appointed for a minimum of 12 months who are teaching a full load.

Do not include the following:

- non-teaching administrators (e.g., president, vice-president, registrar, comptroller, etc.);
- administrative assistants within faculties, colleges, schools, etc.;
- librarians;
- non-academic support staff both in faculties and other departments;
- markers, demonstrators, lab assistants, etc.;
- graduate teaching assistants;
- postdoctoral fellows;
- academic staff within faculties who have been hired as researchers without academic rank and/or whose salary scales are different from teaching staff.

Affiliated or Federated Institutions—Complete page 3

Note: A parent institution can only apply for funds for an affiliated or federated institution if that institution is not eligible to apply directly to the SIG funding opportunity.

To be eligible to apply directly to the SIG funding opportunity, affiliated or federated institutions must be eligible to administer SSHRC funds; be independent of the government for the purposes of faculty employment; and independently grant degrees in the social sciences and humanities at the undergraduate level or beyond.

Indicate the name of the federated/affiliated institution as well as that of the parent institution.

Indicate the number of full-time teaching staff, broken down by department, whose disciplines fall within the humanities and social sciences as of September 2017. Refer to Code Table 3 for disciplines eligible under SSHRC's mandate.

Full-time teaching staff includes all academic staff within faculties who are teachers and/or senior academic staff (e.g., deans, chairpersons, directors), full-time research staff who have an academic rank and a salary scale similar to teaching staff, and staff appointed for a minimum of 12 months who are teaching a full load.

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- markers, demonstrators, lab assistants, etc.;
- graduate teaching assistants;
- postdoctoral fellows;
- academic staff within faculties who have been hired as researchers without academic rank and/or whose salary scales are different from teaching staff.

Application Attachment

General Presentation

The application attachment must be uploaded as a PDF file with your application. Please ensure that the document is presented according to these specifications:

- single-sided, on 8 1/2" x 11" (21.5 cm x 28 cm), white paper;
- single-spaced, with no more than 6 lines of type per inch;
- body text in a minimum 12 pt Times New Roman font;
- all margins set at a minimum of 3/4" (1.87 cm);
- name of the institution appears within the set margins at the top right corner of every page; and
- pages numbered consecutively following the last page of your application printout.

Content of Application Attachment—3 pages maximum (mandatory)

1. Institutional Plan for the Use of SIG Funds

Describe the institution's plan to use the grant funds to award SSHRC Explore and Exchange grants that will develop, maintain and/or enhance research in the social sciences and humanities.

Outline the activities that will be undertaken and state how the initiatives pursued will meet the SIG objectives. In addition, describe how they will influence or otherwise have an impact upon the social sciences and humanities and/or broader community.

Note: Institutions eligible to receive a supplement must provide a separate plan for its use **only** if the funds are to be used for capacity-building projects in excess of \$7,000 each.

2. Governance Structure

Using an organizational chart, outline the governance structure in relation to the administration and stewardship of SIG funds. Staff responsibility should be clearly identified.

3. Method of Distribution of Funds Within the Institution

Describe how SIG funds are distributed at the institution (e.g., centrally, by faculty, by department, etc.) and why these distribution methods were chosen. Explain how decisions are made regarding the distribution of funds and how the institution monitors the grants and collects data on the research outputs resulting from the grant.

4. Merit Review Processes

Describe the institution's internal application processes and eligibility criteria. Provide details on the peer-review process in place at the institution used to award SIG funding and how it is managed. Include information on the number of competitions held per year, how selection committees are structured, how members are chosen and how membership is renewed. Explain how the institution monitors the rigour and fairness of the processes.

Date modified: October 5, 2017

Code Tables

NOTE: Where possible, enter both the code and the descriptive title.

Table 1 - Position

Adjunct professor	71
Administrator	72
Assistant professor	73
Associate dean	828
Associate director	829
Associate professor	74
Author	75
Co-author	77
College or Cégep teacher	79
Community organizer	835
Community psychologist	830
Consultant	80
Co-ordinator	78
Dean	583
Department chair/head	82
Development Officer	1585
Director	83
Editor	84
Executive Director	1584
Federal government employee	85
Field epidemiologist	831
Financial officer	86
Full professor	87
Instructor	89
Journalist	90
Lawyer	812
Lecturer	91
Librarian, Archivist	92
Medical Doctor	584
Medical officer of health	832
Minister of religion	586
Non-governmental organization/ para-public employee	93
Not currently employed	94
Nurse	585
Other faculty member	587
Other government employee	95
Part-time student	96
Pharmacist	827
Postdoctoral fellow or associate	97
President	98
Primary school teacher	99
Principal	100
Private scholar	589
Private sector employee	101
Professor emeritus	102
Provincial or territorial government employee	103
Public sector employee	880
Research assistant	104
Research associate	105
Researcher	879
Retired	851
Secondary school teacher	107
Self-employed	108
Student	88
Teaching assistant	588
Vice-president	711
Vice-president research	826
Visiting professor	109
Visiting researcher	590
Visiting scholar	591
Voluntary sector employee	878
(Other) - Specify	304

Table 2 - Organizations

Other/Unknown	1
Alberta	
Alberta College of Art and Design	2485200
Ambrose University College	2480001
Athabasca University	1480711
Concordia University of Edmonton	1480113
Grant MacEwan University	1480002

Lethbridge College	2484100
Mount Royal College	2484300
Northern Alberta Institute of Technology	2485000
Southern Alberta Institute of Technology	3480085
St. Mary's University College	2482199
The King's University	1481011
The University of Lethbridge	1480411
University of Alberta	1480111
University of Calgary	1480211

British Columbia

Adler University	9000821
BC Institute of Technology	2592100
Camosun College	2593300
College of the Rockies	2593700
Douglas College	2590001
Emily Carr University of Art + Design	2593800
Justice Institute of British Columbia	2592000
Kwantlen Polytechnic University	2594500
Langara College	2590460
North Island College	2593400
Okanagan College	2591107
Regent College	2593105
Royal Roads University	1591211
Simon Fraser University	1590611
The University of British Columbia	1590111
Thompson Rivers University	2592301
Trinity Western University	1590911
University of Northern British Columbia	1591011
University of the Fraser Valley	1593600
University of Victoria	1590711
Vancouver Island University	1590004

Manitoba

Brandon University	1460111
Canadian Mennonite University	1460107
The University of Winnipeg	1460511
Université de Saint-Boniface	1460312
University College of the North	2462200
University of Manitoba	1460311

New Brunswick

Crandall University	1130004
Mount Allison University	1130111
St. Thomas University	1130411
Université de Moncton	1130311
University of New Brunswick	1130211

Newfoundland and Labrador

Memorial University of Newfoundland	1100111
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Nova Scotia

Acadia University	1120111
Cape Breton University	1121211
Dalhousie University	1120411
Mount Saint Vincent University	1120511
Nova Scotia College of Art and Design University	1120611
Saint Mary's University	1120911
St. Francis Xavier University	1120811
Université Sainte-Anne	1120311
University of King's College	1121011

Ontario

Algoma University	1350512
Algonquin College	2353000
Brock University	1350111
Carleton University	1350211
Conestoga College Institute of Technology and Advanced Learning	2353400
Dominican University College	1351811
Fanshawe College	2353700
George Brown College	2353800
Humber Institute of Technology and Advanced Learning	2354700
Huron University College	1351213
Institute for Christian Studies	1351913
King's University College	1351214

Lakehead University	1350411
Laurentian University	1350511
McMaster University	1350611
Nipissing University	1350513
OCAD University	1355011
Queen's University	1350811
Redeemer University College	1352511
Royal Military College of Canada	1351711
Ryerson University	1352011
Saint Paul University	1350712
Seneca College for Applied Arts and Technology	2355500
Sheridan Institute of Technology and Advanced Learning	2355600
St. Lawrence College	2355400
Trent University	1351011
Tyndale University College & Seminary	1351911
University of Guelph	1350311
University of Ontario Institute of Technology	1350515
University of Ottawa	1350711
University of St. Michael's College	1350920
University of Toronto	1350911
University of Waterloo	1351111
University of Windsor	1351311
Victoria University, Toronto	1350940
Western University	1351211
Wilfrid Laurier University	1351611
York University	1351411

Prince Edward Island

University of Prince Edward Island	1110111
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Québec

Bishop's University	1240111
Concordia University	1240911
École nationale d'administration publique	1240617
HEC Montréal	1240414
Institut national de la recherche scientifique	1240618
McGill University	1240211
Télé-université (TÉLUQ)	1240621
Université de Montréal	1240411
Université de Sherbrooke	1240811
Université du Québec à Chicoutimi	1240612
Université du Québec à Montréal	1240613
Université du Québec à Rimouski	1240619
Université du Québec à Trois-Rivières	1240615
Université du Québec en Abitibi-Témiscamingue	1240614
Université du Québec en Outaouais	1240616
Université Laval	1240711

Saskatchewan

Saskatchewan Polytechnic	2470004
University of Regina	1470211
University of Saskatchewan	1470111

Table 3 - Disciplines

Anthropology	60200
Archaeology	60400
Archival Science	50200
Classics, Classical & Dead Languages	50400
Communications and Media Studies	50600
Criminology	60600
Demography	60800

Economics	61000
Education	61200
Fine Arts	50800
Folklore	61600
Geography	61800
History	51000
Industrial Relations	62000
Interdisciplinary Studies	70000
Law	62200
Library and Information Science	51200
Linguistics	62400
Literature, Modern Languages and	52000
Management, Business, Administrative Studies	62600
Media Studies	53000
Philosophy	55000
Political Science	62800
Psychology	63000
Religious Studies	56000
Social Work	63200
Sociology	63400
Urban and Regional Studies, Environmental Studies	61400
Women's Studies	70100

Table 4 - Areas of Research

Agriculture	102
Arts and Culture	100
Biotechnology	104
Children	111
Communication	120
Economic and Regional Development	131
Education	140
Elderly	150
Employment and Labour	160
Energy and Natural Resources	170
Environment and Sustainability	180
Ethics	190
Family	200
Financial and Monetary Systems	210
Fisheries	211
Forestry, Sylviculture	212
Gender Issues	213
Global/Climate Change	214
Globalization	215
Health	220
Housing	230
Immigration	232
Indigenous Peoples	240
Information Technologies	242
Innovation, Industrial and Technological Development	244
International Relations, Development and Trade	250
Law and Justice	260
Leisure, Recreation and Tourism	270
Literacy	280
Management	290
Mental Health	292
Multiculturalism and Ethnic Studies	300
Northern development	310
Not Subject to Research Classification	000

Graduate Scholarship
 Honorary Position
 Non-Academic Prize
 Postdoctoral Fellowship
 Professional Designation
 Undergraduate Bursary
 Undergraduate Scholarship

Table 9 - Role

Applicant
 Co-applicant
 Collaborator
 Research Assistant
 Student
 Student Assistant

Table 10 - Organization Type

Association
 Charitable organization
 College
 Consumers' association
 Elementary school
 Federal government
 Foreign
 Hospital
 Journal
 Learning association
 Library
 Municipal government
 Museum
 Parapublic
 Private business enterprise
 Professional association
 Provincial/Territorial government
 Public business enterprise
 Publisher
 Relief or aid agency
 Research organization
 School board
 Secondary school
 Trade union
 University

Table 11 – Contribution Type

Cash
 In-kind
 Joint Initiative
 Other Awards
 Registration Fees
 Research Time Stipend
 Staff
 Supplement

Table 12 - Title

Dr.
 Mr.
 Mrs.
 Ms.
 Professor

Table 13 - Province/State

Alberta AB
 British Columbia BC
 Manitoba MB
 New Brunswick NB
 Newfoundland and Labrador NL
 Nova Scotia NS
 NWT NT
 Nunavut NU
 Ontario ON
 Prince Edward Island PE
 Québec QC
 Saskatchewan SK
 Yukon YT
 Alaska AK
 Alabama AL
 Arkansas AR
 Arizona AZ
 California CA
 Colorado CO

Connecticut CT
 District of Columbia DC
 Delaware DE
 Florida FL
 Georgia GA
 Hawaii HI
 Iowa IA
 Idaho ID
 Illinois IL
 Indiana IN
 Kansas KS
 Kentucky KY
 Louisiana LA
 Massachusetts MA
 Maine ME
 Maryland MD
 Michigan MI
 Minnesota MN
 Mississippi MS
 Missouri MO
 Montana MT
 North Carolina NC
 North Dakota ND
 Nebraska NE
 New Hampshire NH
 New Jersey NJ
 New Mexico NM
 Nevada NV
 New York NY
 Ohio OH
 Oklahoma OK
 Oregon OR
 Pennsylvania PA
 Rhode Island RI
 South Carolina SC
 South Dakota SD
 Tennessee TN
 Texas TX
 Utah UT
 Virginia VA
 Vermont VT
 Washington WA
 Wisconsin WI
 West Virginia WV
 Wyoming WY



SSHRC Institutional Grant

File number
633-2017-
for SSHRC use only

Identification			
Name of Institution - Indicate the name and code of your institution.			
Inst. code (Table 2)	Institution		
Institutional Representative (Vice-president or equivalent)			
Family name	Given name	Initials	Title (Table 12)
Title of position (Table 1)			
E-mail address			
Contact Person - Name of person authorized to oversee any follow-up for this application/grant.			
Family name	Given name	Initials	Title (Table 12)
Title of position (Table 1)			
E-mail address			
Status - What is the current status of your institution? Check all that apply.			
1	a Canadian postsecondary institution eligible to administer SSHRC funds;		
2	independent of the federal government for the purpose of faculty employment status; and		
3	independently grant university degrees in the social sciences and humanities disciplines at the undergraduate level or beyond.		
Signature			
The undersigned accepts the terms and conditions as outlined in the corresponding description of the funding opportunity; the instructions provided with this form; and any conditions applied to a grant pursuant to this application, and also certifies that the information provided in this application is accurate.			
Signature of institutional representative or authorized delegate	Position	Date	



SSHRC Institutional Grant

Name of Institution

Full-time Teaching Staff

Affiliated or Federated Institutions - Indicate the number of full-time teaching staff, broken down by department, whose disciplines fall within the humanities and social sciences as of September 2017.

Name of federated/affiliated institution	<input type="radio"/> affiliated <input type="radio"/> federated	
Name of parent institution		
Name of department		Number of full-time teaching staff
Total number of full-time teaching staff		



SSHRC Institutional Grant

Name of Institution

Full-time Teaching Staff (Cont'd)

Affiliated or Federated Institutions - Indicate the number of full-time teaching staff, broken down by department, whose disciplines fall within the humanities and social sciences as of September 2017.

Name of federated/affiliated institution	<input type="radio"/> affiliated <input type="radio"/> federated	
Name of parent institution		
Name of department	Number of full-time teaching staff	
Total number of full-time teaching staff		