APPLYING FOR A SSHRC CONNECTION GRANT

A STEP BY STEP GUIDE

UNIVERSITY OF MANITOBA
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INTRODUCTION

Award	Description	Value	Duration	Deadlines	Links
Connection Grant	These grants support events and outreach activities geared toward short-term, targeted knowledge mobilization initiatives.	Events: $7,000 to $25,000 Outreach activities: $7,000 to $50,000; higher amounts may be considered if well justified **Note: matching funds required**	1 year	**ORS:** January 20, 2020 April 17, 2020 July 20, 2020 October 19, 2020 **SSHRC:** February 3, 2020 May 1, 2020 August 1, 2020 November 1, 2020	Guidelines Instructions Application

GENERAL OVERVIEW

The goal of the Connection program is to realize the potential of social sciences and humanities research for intellectual, cultural, social and economic influence, benefit and impact on and beyond the campus by supporting specific activities and tools that facilitate the flow and exchange of research knowledge.

Connection Grants support events and outreach activities geared toward short-term, targeted knowledge mobilization initiatives. These events and activities represent opportunities to exchange knowledge and to engage on research issues of value to those participating. Events and outreach activities funded by a Connection Grant may often serve as a first step toward more comprehensive and longer-term projects. Connection Grants support workshops, colloquiums, conferences, forums, summer institutes, or other events or outreach activities that facilitate:

- disciplinary and/or interdisciplinary exchanges in the social sciences and humanities;

- scholarly exchanges between those working in the social sciences and humanities and those working in other research fields;

- intersectoral exchanges between academic researchers in the social sciences and humanities and researchers and practitioners from the public, private and/or not-for-profit sectors; and/or

- international research collaboration and scholarly exchanges with researchers, students and non-academic partners from other countries.

SUPPORTED ACTIVITIES

Projects whose primary objective is to conduct research activities (e.g., literature reviews, field work, data collection, interviews) or to develop stand-alone volumes are **not** eligible for funding under this funding opportunity.

- All activities must take place within 12 months of the start date indicated on the notice of decision.
- Proposed events and outreach activities must produce timely and concrete deliverables, such as conference proceedings or other knowledge products developed for traditional formats and/or employing digital and/or multimedia formats (unless specifically intended to create new, longer-term linkages or to initiate collaboration).
- Proposed events and outreach activities may be one-time encounters or catalysts designed to lead to longer-term partnerships and/or sustained programs of scholarly research.

Events

Events are short-term activities that are usually completed in a week or less (e.g., a two-day conference or a one-week workshop). The bulk of the activities will happen within this short period. As part of the overall proposal, applicants may request support for longer-term activities directly related to the event (e.g., developing proceedings, publications or reports, or other forms of knowledge synthesis).

Proposed events may be:
- face-to-face or involve virtual interaction;
- discipline-specific, or cross-disciplinary and/or cross-sectoral; and
- open- or closed-invitation.

Outreach activities

Proposed outreach activities must be designed to engage a broader public in social sciences and humanities knowledge through one or a combination of the following: knowledge dissemination, transfer, brokering, translation, synthesis, exchange, networking or co-creation beyond what would typically be achieved through an event. Proposed activities may include, but are not limited to:
- adaptation (including translation, for example, into French, English or Indigenous languages) of texts or presentations for the purpose of broader knowledge mobilization to different audiences;
- development of policy briefs, knowledge syntheses and scoping reviews;
- development of articles for print or online publication in newspapers or weekly or monthly magazines—whether specialized or general interest;
- virtual networking;
- media events (such as television/radio presentations);
- summer schools/institutes;
- speaker series;
- public debates;
- artistic exhibits, performances or festivals;
- development/use of interactive technologies, audio-visual products or software; and/or
- development/use of educational aids, instruments or equipment.

Projects may occur in Canada or abroad. If a proposed project is to occur abroad, the applicant must justify the project's potential to mobilize Canadian research on an international stage, and why the project must happen outside Canada.

Ineligible activities

Although applicants can apply for Connection Grants to support eligible events and outreach activities organized by academic associations, the following association activities are not eligible for Connection Grant funding:

- annual general meetings or any other activity directly related to an association's business meetings;
- book launches or similar report dissemination;
- receptions for association members; and
- any activities normally paid for by the association's operating fees.

Participants and audiences

Participants or audiences, in Canada and abroad, for both events and outreach activities, may include any of the following (among others):

- academic researchers;
- non-academic researchers;
- policy-makers;
- professional practitioners;
- representatives from organizations in the public, private or not-for-profit sectors;
- representatives from community-based, local or regional non-academic organizations; and/or
- students at all levels.

MATCHING FUNDS

SSHRC will not fund the full cost of any Connection project. Additional support in the form of eligible cash and/or in-kind contributions (excluding registration fees) **equivalent to a minimum of 50 per cent of the amount requested from SSHRC** must come from sponsoring organizations. For example, an applicant asking SSHRC for $10,000 in funding will have to demonstrate additional support equal to at least $5,000. Further detail provided below in Funds from Other Sources.

EVALUATION

Connection Grant applications are evaluated on the basis of three criteria: *Challenge, Feasibility,* and *Capability*. The content and relative weighting of these criteria are detailed below:

CHALLENGE	40%	- relevance of the proposal to the objectives of the Connection program; - expected contribution to the preservation of, access to and/or mobilization of research knowledge; - quality of the proposed project and appropriateness of the approach; - quality and significance of the research being mobilized; - quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and - potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community.
FEASIBILITY	30%	- appropriateness of the proposed timeline and probability that the objectives will be met; - appropriateness of the requested budget and justification of proposed costs; and - indications of other planned resources including leveraging of cash and in-kind support from other sources.
CAPABILITY	30%	- quality, quantity and significance of past experience and published and/or creative outputs of the applicant/ project director and any co-applicants relative to their roles in the event or activity and to the stage of their career; - evidence of past knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration / other interactions with stakeholders, contributions to public debate and the media) and of impacts on professional practice, social services and policies, etc.; and - quality and quantity of past contributions to the training and mentoring of students, postdoctoral researchers and other highly qualified personnel.

See Appendix D for details on how to submit a Connection Grant application at the UM. Remember that mandatory internal deadlines precede the final SSHRC deadline.

HOW TO USE THIS GUIDE

This guide offers step-by-step advice for the preparation of a Connection Grant application. It is organized by application section, and each section is sub-divided into two parts: (1) general advice regarding content to include in that particular section of the application; and, if applicable, (2) organizational tips on how to present that content. Keep it handy as a quick reference resource as you prepare your application.

The advice presented in this guide reflects best practices that have been gleaned from the review and facilitation of hundreds of SSHRC applications. It is important to remember, however, that *there is no one correct way to prepare a Connection Grant application*—a successful application may diverge from the advice provided here in various ways, and researchers are encouraged use their own judgment in determining how to best prepare their application. This guide is not offered as a rigid set of parameters to adhere to, but rather as a source of ideas and suggestions to help researchers prepare stronger applications.

Beyond the general advice and organizational tips supplied for each application section, this guide also features many links to external content and four appendixes that provide additional information and resources, including a budget template, a sample timeline, contact information for further assistance, and detailed instructions on how to submit. For any further questions, researchers are welcome to contact the Research Facilitator responsible for their faculty.

GENERAL ADVICE

- Follow the Connection Grant instructions carefully. These are accessible on the [SSHRC website](#) and through [SSHRC's online portal](#) once a Connection Grant application form is created.

- Confirm that your project is responding to the general objectives of the [Connection Program](#) as well as the specific evaluation criteria of the [Connection Grant](#).

- Individuals may apply, as an [applicant](#), for only one Connection Grant per calendar year. An applicant may not apply for or hold more than one Connection Grant for the same event or outreach activity.

- Contact your participants and financial supporters early in the application process. You will need to obtain letters of support, and these can take time for other institutions to produce.

- Ensure that your proposal is intelligible and compelling to a non-specialist audience. Write in clear, jargon-free language, limit the use of acronyms, and define any specialist terms or concepts that are integral to the framing of your project.

- Prepare your application well in advance of the agency deadline. Plan to go through multiple rounds of revisions before your final submission to SSHRC.

- Utilize institutional resources. Work with your faculty's Research Facilitator at an early stage to prepare your application.

- When finalizing your application, utilize the 'Preview' feature in the online portal to ensure that documents have been uploaded correctly and that all text entered into the application text boxes is visible and not cut off at the bottom.

- Check with your faculty's Research Facilitator or Associate Dean (Research) about internal deadlines to obtain signatures for your [Funding Application Approval Form (FAAF).](#)

IDENTIFICATION

- Provide a short, descriptive title for your proposal using non-technical language. Avoid jargon and acronyms.

- Select "Event" and/or "Outreach Activity" from the drop-down list. If you select "Outreach Activity," you must specify the type of activity in the box provided. Events are capped at $25,000; event proposals requesting more than this will be automatically reduced.

- Indicate the start and end date of the project.

- If your project involves research-creation, select 'Yes' to "Research-Creation Proposals." Before doing so, however, you are strongly advised to consult SSHRC's definition of research-creation to ensure that your proposed project meets the relevant criteria.

- If your project involves Indigenous research, select "Yes" if you wish to signal to the adjudication committee that your application should be reviewed in the context of SSHRC's definition of Indigenous research and its Guidelines for the Merit Review of Indigenous Research. Again, you are advised to familiarize yourself with these definitions and guidelines before selecting this option.

PARTICIPANTS

- You may apply for a Connection Grant as an individual or as a team. If you are applying as a team, list all co-applicants and collaborators associated with your project.

- *Co-applicants* are team members who will make a significant intellectual contribution to the project and who will play a significant role in the conduct of the activities. Co-applicants must be either
  - affiliated with a Canadian post-secondary institution;
  - affiliated with a Canadian not-for-profit organization; philanthropic foundation; think tank; or municipal, territorial or provincial government; or
  - affiliated with an international post-secondary institution.

- *Collaborators* are research team members who may make a significant intellectual contribution to the project and/or who may play a significant role in the conduct of the related activities. Collaborators may be any individual who makes a significant contribution to the project. Collaborators do not need to be affiliated with an eligible Canadian postsecondary institution. Individuals from the private sector or federal government can only participate as collaborators.

- To be included on the grant, co-applicants and collaborators will need to accept invitations generated in the SSHRC application system. In order to accept, they must complete different modules depending on their category of involvement. These are detailed in SSHRC's online instruction document.

EVENT PRESENTERS

If applicable, list the name of up to 15 key presenters. Presenters are defined by SSHRC as individuals who will make an active contribution to the project objectives and/or the production of any concrete deliverable(s). For example, this often includes conference speakers.

When appropriate, the list of event presenters should include students as well as a combination of established and emerging scholars.

For each presenter, you must provide the following information:

- the title and a 100-150-word outline of their contribution;

- detailed justification for their inclusion in the project; and

- whether or not their attendance has been confirmed.

LETTERS OF SUPPORT

SSHRC will not fund the full cost of any Connection project. Additional support in the form of cash and/or in kind contributions (excluding registration fees) **equivalent to a minimum of 50 per cent of the amount requested from SSHRC** must come from sponsoring organizations, not individuals (see SSHRC's Guidelines for Cash and In-Kind Contributions for more details). For example, an applicant / project director asking SSHRC for $10,000 in Connection Grant funding will have to provide additional support equal to at least $5,000.

Letters of support are required from each organization listed in your application as a sponsoring organization and contributing toward the required minimum of 50 per cent in matching cash and/or in-kind contributions.

Examples of in-kind contributions include the provision of space, equipment, staff hours, technical services, facilitation, hospitality services, or discounted rates on any of these.

Only those contributions identified in letters of support that originate from sponsoring organizations and are signed by someone with signing authority for the organization will count toward the required 50 per cent matching funds. Amounts appearing in letters of support from individuals will not be used in this calculation.

Letters of support must include:

- a statement confirming the organization's financial contributions that clearly outlines the amounts and types of contributions, including the value of the organization's contributions to the proposed project;
- a statement indicating that the organization has read the proposal and agrees to its role and level of participation as outlined; and
- a statement indicating that the organization is willing and able to complete activities assigned to it.

Failure to provide a letter of support that meets the above criteria may result in the letter being removed from consideration in the calculation of the matching funds requirement. Failure to meet the minimum matching funds requirement could render the application ineligible.

SUMMARY OF PROPOSAL

GENERAL ADVICE

- The Summary will be the first element of your proposal that the adjudication committee will read, and they will often refer back to it to refresh their memory when discussing applications. It is therefore essential to craft a strong Summary that provides a clear, concise, and compelling overview of your proposed project. Treat your Summary as an initial sales pitch: it is your first opportunity to get reviewers invested in your project.

- A strong Summary will be written in non-technical language and will contain all of the elements needed for a reviewer to understand the novelty and importance of your project—remember, some of the reviewers on your committee will *only* read your Summary. Essential elements include:

  - A description of the background context

  - A description of the event or outreach activity:
    - What knowledge will you be mobilizing?
    - To whom?
    - How?

  - A statement of significance: why is this project important? What impact will it have within and beyond academia?

ORGANIZATIONAL TIPS

Consider utilizing the following three-paragraph structure (use of headings optional):

1. *Purpose:* give a brief overview, in non-technical language, of the research your project is going to mobilize. Try to communicate this with a *sense of urgency.*

2. *Activities:* describe the event or outreach activity you have planned.

3. *Significance:* identify your intended audience(s), and explain how your project will impact them.

EXPECTED OUTCOMES

The purpose of this section is to elaborate the potential outcomes of your project that you may have touched on in the "Significance" section of your Summary and/or Detailed Description.

Connection project outcomes typically include enhanced curriculum and teaching material, graduate student supervision, enriched public discourse, improved public policies, enhanced business strategies, innovations in different sectors of society, and improvements in economic, social, cultural and intellectual well-being.

Complete the drop-down box selections for **Scholarly Benefits**, **Social Benefits**, and **Audiences**.

- Ensure that there is a match between the content in the "Expected Outcomes Summary" and the outcomes selected from the drop-down menus.
- Ensure that each of the target audiences that you identify under "Audiences" is accounted for in your Knowledge Mobilization Plan.

Expected Outcomes Summary

> Elaborate on the selections you have made above: describe the potential benefits/outcomes (e.g., evolution, effects, potential learning, implications) that could emerge from the proposed project.

DETAILED DESCRIPTION

GENERAL ADVICE

- The purpose of the Detailed Description is to make a case for the urgency and feasibility of mobilizing a particular body of knowledge. Think of your Detailed Description as an argument, the goal of which is to persuade a committee of non-specialist reviewers to fund your project. In order to be persuasive, your Detailed Description must be clearly structured and well-written, and it must demonstrate your understanding of the field, of your audience, and the suitability of your proposed activities.

- Your reviewers will likely not be experts in your area of specialization. It is therefore essential that you write your Detailed Description in clear, jargon-free language, limit the use of acronyms, and define any specialist terms or concepts that are integral to the framing of your project. Your Research Facilitator is an excellent barometer for assessing whether your Detailed Description is accessible to a generalist audience.

DESCRIPTION OF PROJECT

- Provide a general introduction to your project, explain the scholarly and/or social context, and describe the event or activity as you have planned it.

OBJECTIVE(S)

- The purpose of this sub-section is to clearly state the overall goal of your project and the specific objective(s) that it seeks to achieve.

- Remember: your objectives refer to what your study aims to *achieve*, rather than what you plan to *do*.

  Example: suppose that your goal is to exchange knowledge about the social, legal, and political landscape surrounding phenomenon *X*, and to do so, you plan to conduct a series of town-hall meetings with various stakeholders interested in *X*. In this case, your objective would be "to share knowledge between stakeholders about the social, legal, and political landscape surrounding phenomenon *X*" (i.e. what you hope to achieve), *not* "to conduct a series of town-hall meetings with various stakeholders related to *X*" (that would be your Description of Project, above).

- Ensure that your objectives are in fact achievable within the timeframe of the grant.

- To ensure that your objectives can be easily located by reviewers, present them as an indented, numbered list that is separated from the main text, or as a bolded sentence.

- Rather than jumping straight into a statement of your objectives, appropriately contextualize them by first giving an account of the central problem your project will address.

RESEARCH TO BE MOBILIZED

- This section can be conceptualized as the "literature review" of the application. What is the substantive knowledge that you and your participants plan to share/exchange/mobilize?

- Why is it vital for this knowledge to be shared?

AUDIENCES

- Describe your target audience(s). *Who* has a stake in this knowledge? *How* will you reach them? *Why* are your methods appropriate? *How* will they benefit?

SIGNIFICANCE

- Re-emphasize the nature of your project's contribution to knowledge in the social sciences and humanities and/or its potential benefits to society.

- You may also wish to make a note about how these activities fit into your longer-term research plan and any other projects or collaborations that will emerge from it.

TIMELINE

- Provide a timeline of activities and the division of responsibilities between the PI, any co-apps and collaborators, and student research assistants. (This may be presented in the form of a chart.)

- If your project comprises a conference or event, you may include a brief programme here.

- See Appendix B for a sample timeline chart you can adapt for your project.

SSHRC encourages applicants to, if applicable, discuss how project results will be managed, including collection, preservation and sharing.

ORGANIZATIONAL TIPS

Organize the content of the Detailed Description under the following headings:

- Description of Project
- Objective(s)
- Research to be Mobilized
- Audience(s)
- Significance
- Timeline

TRAINING AND MENTORING

The Connection program envisions training somewhat broadly: it is expected that students, emerging scholars (e.g., postdoctoral fellows and other junior colleagues) and/or other highly qualified personnel (e.g., practitioners, subject matter experts, Indigenous elders, etc.) will meaningfully participate in the proposed initiative(s), and that they will receive appropriate training and/or mentoring from team members. You should therefore consider both paid RA student positions, and mentoring opportunities for junior participants. Consult the Guidelines for Effective Research Training in preparing this section of the application.

Things to consider while constructing your training plan:

- the nature and extent of training, mentoring and employability activities;

- the capacity of the applicant and team members to provide the proposed training, mentoring and employability activities;

- the anticipated number of students, emerging scholars and/or other highly qualified personnel (where applicable, indicate the level of study—i.e., undergraduate, master's or doctoral) to be trained and mentored;

- the nature and level of specialized skills that the students, emerging scholars and/or other highly qualified personnel will develop as a result of their participation; and

- any career development opportunities for students, emerging scholars and/or other highly qualified personnel.

GENERAL ADVICE

- Put yourself (and members of your research team) in the training process. Rather than merely listing the skills that trainees will develop as a result of participating in your project, explain *how* they will develop those skills, and how *you* and your team will facilitate their development.

- Consider incorporating institutional resources into your student training plan, including GradSteps professional development workshops, or any other relevant opportunities offered through your faculty.

- When explaining how students will benefit from their participation in the project, focus on the development of professional skills in addition to academic competencies (e.g. project management, public speaking, etc.)

ORGANIZATIONAL TIPS

1. Begin with a description of the role that trainees will play in the project and the specific tasks they will be required to complete. You may wish to divide this section into trainee types: for example, RA students and participants.

2. Provide an account of the skills that will be required in order to complete those tasks.

3. Outline a detailed and specific plan for how you will train the students in the relevant skills.

4. Conclude by explaining how trainees will benefit academically and/or professionally as a result of their participation in your project.

FUNDS REQUESTED FROM SSHRC

GENERAL ADVICE

- Ensure that there is a match between the budget and the narrative sections of the application. Include all costs referenced in the application, and *do not* include costs for items or activities you have not previously discussed.

- Budget your project carefully. If the review committee deems that your budget is more than 30% over or under what is required to carry out your project, your application may be rejected.

- SSHRC operates according to a principle of minimum essential funding, so care should be taken to be economical and to avoid unnecessary expenses.

- See Appendix A for a budget template with budgetary notes specific to the University of Manitoba, including current rates for research assistant wages and stipends, per diems, and personal vehicle mileage.

- If you are unsure about the eligibility of a particular expense, consult the Tri-Agency Financial Administration Guide on eligible expenses and appropriate use of funds, or contact your Research Facilitator.

PERSONNEL

- Student research assistants are typically paid an hourly wage, but there is no standard rate of pay. If the student will be paid on an hourly basis, 21% must be added to your personnel budget to account for 6% vacation pay and 15% CPP, EI, Pay Levy, etc. This can be incorporated into the hourly rate (e.g. $20/hour plus 21% benefits will be $24.20/hour).

- You may request stipends for graduate students and postdoctoral researchers. Stipends must be justified in terms of the project objectives. The work performed by stipend recipients should be an integral part of the applicant's project.

TRAVEL

- Use Concur to get up-to-date travel estimates for airfare, hotel, and car rentals. The project team, presenters, and student personnel are eligible for travel funding, if needed.

OTHER EXPENSES

- Non-disposable equipment (computers, tablets, audio/visual recorders, etc.) is only allowable if it is not already accessible through the applicant's institution. SSHRC will scrutinize significant non-disposable equipment costs.

FUNDS FROM OTHER SOURCES

- You must demonstrate that you have met the requirement for 50% matching funds. In this section, list **all** other contributors (e.g., individuals, not-for-profit organizations, philanthropic foundations, private sector organizations) that are providing cash and/or in-kind contributions for the proposal, but note that only contributions confirmed by a letter of support from an organization will be counted toward the matching funds.

- List only contributions from your institution that are not normally provided to you in the course of your regular employment.

BUDGET JUSTIFICATION

GENERAL ADVICE

- You must outline the overall cost of your event or outreach activity and clearly indicate which portion will be paid with SSHRC's grant. SSHRC suggests including **a table showing both the funds requested from SSHRC and the matching contributions, with a cost breakdown**. (See Appendix A.)

- Fully justify all budget costs in terms of their necessity for the project.

- Provide a detailed cost breakdown for each cost category. For example, when justifying personnel costs, provide the hourly rate of pay for the RAs (inclusive of benefits) as well as the number of hours they will be expected to work (in total and per week). Similarly, when justifying travel costs, provide an itemized breakdown of airfare, hotel, ground transportation, and per diem.

- Justify the number of you students you plan to hire/number of hours dedicated to research assistance relative to the objectives of the proposed project.

- Provide sufficient detail regarding the items in each cost category (e.g. do not request costs for 'Miscellaneous Supplies' under the category 'Other Expenses')

ORGANIZATIONAL TIPS

1. Organize your Budget Justification into the categories listed on the budget page.

2. For each category, provide (a) a brief justification of why the requested item is necessary to carry out the research project, and (b) a detailed explanation for how you arrived at the budgeted cost.

3. Use a table to show which expenses will be paid from the SSHRC grant, and which will be covered by funds from other sources.

LIST OF REFERENCES

- List **only** references that are cited in your proposal. Choose the referencing style that is most common in your discipline and use it consistently.

RESEARCH CONTRIBUTIONS

GENERAL ADVICE

- The purpose of this section is to outline your research productivity over the last six years and to provide an account of what you take to be your most significant career contributions. Content should be organized under five headings:

  (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

  Note: both the applicant and all co-applicants will need to complete their own Research Contributions section. Co-applicants will able to upload their own Research Contributions once they have accepted their invitation to participate in the project.

- For (1) and (2), it is sufficient to provide a list of relevant contributions with bibliographic details.

- For (3), provide a narrative detailing your most significant career contributions and explaining why they are the most significant. Rather than focusing on individual outputs (e.g. individual journal articles published in top-tier journals), focus on general achievements that might span multiple outputs, e.g. addressing an important problem or issue, developing a particular theory or methodology, taking a unique approach toward knowledge mobilization, fostering research partnerships or collaborations, or contributing toward training and mentorship.

  Note: the six-year rule does not apply to the content under (3). You should focus on your most significant contributions over the course of your entire career.

- For (4), provide any details about any career interruptions or special circumstances that may have impacted your research productivity (most commonly maternity/family leave, medical leave, or caregiving responsibilities). Note that teaching loads, administrative responsibilities, and service responsibilities are *not* considered special circumstances.

- For (5), provide both a list of current and past research students trained in the last six years, and a brief narrative about your approach toward student training and the efforts you have taken to involve students in your research activities. It is appropriate (though not mandatory) to use a table to depict the number/level of graduate students trained.

- Remember to highlight your past achievements and experience with knowledge mobilization. This can often be done in the "Non-refereed contributions" section. Include things like newspaper/magazine articles, podcast appearances, radio interviews, public talks, etc.

ORGANIZATIONAL TIPS

Follow the order and headings suggested in SSHRC's Connection instructions:

Refereed contributions

- Books
- Monographs
- Book chapters
- Articles in scholarly refereed journals
- Conference proceedings

Other refereed contributions

Non-refereed contributions

Forthcoming contributions

Creative outputs

Other Research Contributions

Most Significant Career Research Contributions

Career Interruptions and Special Circumstances

Contributions to Training

RELEVANT EXPERIENCE

In this section, applicants must demonstrate their capability to lead a Connection Grant project by highlighting their past experience with knowledge mobilization activities. Justify how this experience will aid in the proposed activity. Examples of relevant experience include: working within or with communities and/or organizations (e.g., not-for-profit organizations, philanthropic foundations, think tanks, private sector organizations), non-academic career information, or voluntary work.

Include:

- your experience in engaging in and/or leading Connection-type projects;

- a brief description of the nature of the work you performed;

- an explanation of how this work has prepared you for your role in the project; and

- a description of the skills you developed (e.g., training, mentoring, analysis, networking).

APPENDIX A: BUDGET TEMPLATES

Note: this Budget Template is merely illustrative of how a Connection Grant budget might be organized and the various items that may be requested.

PART A: TOTAL PROJECT BUDGET

EXPENSE	NOTES
Personnel	*Rates for full-time students only; 21% must be added on for CPP, EI, etc.*
Undergrad Student	*$14-17/hour*
Masters Student	*$17-19/hour; stipends should match internal or SSHRC rates.*
PhD student	*$20+/hour; stipends should match internal or SSHRC rates.*
Post-Doc	*Stipend should match internal or SSHRC rates.*
Transcription	
Expert consultant	
Interpreter	
SUBTOTAL	
Travel	*Use Concur to get travel estimates for airfare, hotel, car rentals. For more information see [here](#).*
Applicant(s)	
Airfare	
Hotel	
Car Rental	
Use of Personal Vehicle	*$0.46 per km*
Per Diem	*$60/day in Canada; $80/day in USA; $90/day in Latin America/Oceania/Asia; $110/day Europe/Caribbean*
Trainees/Students	
Airfare	
Hotel	
Car Rental	
Use of Personal Vehicle	*$0.46 per km*
Per Diem	*$60/day in Canada; $80/day in USA; $90/day in Latin America/Oceania/Asia; $110/day Europe/Caribbean*
SUBTOTAL	
Other Expenses	
Materials and Supplies	
Computer	*Estimates from U of M bookstore*

Projector	
Recorder	
Camera	
Software	
Flash Drive/Hard Drive	
Office Supplies	*Estimates from Grand & Toy*
Gifts or Honoraria	
Printing	
Facility Rentals	
Hospitality	
Equipment Rentals	
Open Access Publications	
Website	
SUBTOTAL	
TOTAL	

PART B: USE OF FUNDS FROM OTHER SOURCES

** You must demonstrate which budget items will be funded by SSHRC, and which will be funded by other sources. This chart is an example of how you might do this. You must also justify each item and amount in the separate, narrative section.

Expense	Funds from SSHRC	Funds from other sources
Personnel • Undergraduate RA • Translator • Consultant	$4,000 $2,000 $4,000	
Travel • Applicant • Student RA • Keynote speaker	$1,000 $1,000 	 $2,000
Video equipment rental		$5,000
Venue rental	$500	$1,000
Hospitality expenses	$500	$1,000
Honoraria	$1000	
Total:	**$14,000**	**$9,000**

Note that this budget more than meets the 50% matching requirement.

APPENDIX B: SAMPLE TIMELINE

Month	Activity	Team Member(s)	Training
Phase One: Planning and Training January – March	What are your progress markers? What must be done in the lead-up to your proposed activity?	Who is responsible for the completion of this task?	How are trainees involved in this activity?
Phase Two: Pre-Event Activities April – June			
Phase Three: Hold Event July	Event! Date: Place:	All	Briefly state roles of students in the event
Phase Four: Share Outcomes	Follow-up publication? Video editing? Website curation? Evaluation?		

APPENDIX C: RESOURCES AND ASSISTANCE

1. **Research Facilitators** are available to assist researchers at any stage of the application process, from initial planning and conceptualization, to reviewing and revising drafts, to preparing for final submission. They are available for in-person meetings, by email, and by telephone. The University of Manitoba employs two Research Facilitators in the Social Sciences and Humanities:

Erik Magnusson, D.Phil	Elyssa Warkentin, Ph.D.
Research Facilitator	Research Facilitator
500E Tier Building	315A Fletcher Argue
(204) 474-9512	(204) 474-8096
erik.magnusson@umanitoba.ca	elyssa.warkentin@umanitoba.ca
Faculties: Education, Social Work, Misc.	**Faculties:** Arts, School of Art, School of Music

2. The **SSHRC Research Grants Officer** in the Office of Research Services (ORS) is available to assist with questions related to internal and external procedures, technicalities, and other SSHRC specific inquiries.

<div align="center">

Barbara Hewitt, Ph.D.

Research Grants Officer (SSHRC and Misc.)

540 Machray Hall

(204) 474-8390

barbara.hewitt@umanitoba.ca

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3. The **SSHRC Helpdesk** is available for technical inquires and assistance with online applications:

<div align="center">

Telephone: 613-995-4273   Email: webgrant@sshrc-crsh.gc.ca

</div>

SSHRC also offers a technical FAQ here.

APPENDIX D: HOW TO SUBMIT

SUBMISSION PROCESS

All external grant applications must be submitted to the Office of Research Services (ORS), accompanied by a Funding Application Approval Form (FAAF), for a mandatory compliance review in advance of the agency deadline.

1. Once you have completed your application draft, generate a PDF preview in the SSHRC online portal.

2. Complete and save a corresponding [FAAF](#).

3. Email your application draft and FAAF to your Department Head for their electronic signature, and then to your Dean for their electronic signature. Check with your faculty's Research Facilitator or Associate Dean (Research) about internal deadlines to obtain signatures for your FAAF.

4. Email your signed FAAF and application draft to ORS at researchgrants@umanitoba.ca by the ORS deadline. If you miss this deadline, your application will not move forward to the agency.

5. ORS will review your application and either provide feedback for final revisions or give you the final go-ahead to press the "Submit" button your application to SSHRC.

REMEMBER!

The mandatory ORS deadline is two weeks prior to the SSHRC deadline, and your FAAF must be signed by your department head and ADR before that.