APPLYING FOR A SSHRC INSIGHT DEVELOPMENT GRANT

A STEP BY STEP GUIDE

UNIVERSITY OF MANITOBA

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INTRODUCTION

Award	Description	Value	Duration	Deadlines	Links
Insight Development Grant	Initial support for research in its early stages.	$7000 - $75,000	1-2 years	**Panel:** Early January **Arts:** Early January **ORS:** Mid January **SSHRC:** February 1	Website Application CCV CCV Instructions

GENERAL OVERVIEW

The Insight Development Grant is the research development grant of the Social Sciences and Humanities Research Council (SSHRC), intended to support research in its early stages. It offers up to $75,000 over 1-2 years for the development of new research questions, as well as experimentation with new methods, theoretical approaches, and/or ideas. Proposed projects may involve, but are not necessarily limited to, the following initiatives:

- case studies;
- pilot initiatives; and
- critical analyses of existing research.

Insight Development Grants are available to two distinct categories of scholars: emerging scholars and established scholars. For emerging scholars, Insight Development Grants support projects that develop new research questions *or* projects that build on the applicant's graduate work and/or represent a continuation of their overall research trajectory. For established scholars, Insight Development Grants *only* support projects that explore new research questions or which represent a new direction in the applicant's research. For the present competition, at least 50% of funds will be reserved for applicants who are emerging scholars.

Insight Development Grants are evaluated on the basis of three criteria: *Challenge, Feasibility, and Capability*. The content and relative weighting of these criteria are detailed below:

CHALLENGE	50%	• for established scholars: relevance of the proposal to the objectives of the funding opportunity; • 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; and • potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community.
FEASIBILITY	20%	• appropriateness of the proposed timeline, and probability that the objectives will be met; • expertise of the applicant or team in relation to the proposed research; • appropriateness of the requested budget, justification of proposed costs, and, where applicable, other cash and/or in-kind contributions; and • quality and appropriateness of knowledge mobilization plans, including effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable.
CAPABILITY	30%	• quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants, relative to their roles in the project 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 media), and of impacts on professional practice, social services and policies, etc.; and • quality and quantity of past contributions to the development of training and mentoring of students, postdoctoral researchers and other highly qualified

personnel.

Applications are due to SSHRC by February 1, 2021, with results announced in June 2021. See Appendix D for details on how to submit an Insight Development Grant application at the UM.

HOW TO USE THIS GUIDE

This guide offers step-by-step advice for the preparation of an Insight Development 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 an Insight Development 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 Insight Development Grant instructions carefully. These are accessible through the Tri-Agency Research Portal once an Insight Development Grant application has been created.
- Confirm that your project is responding to the general objectives of the Insight Program as well as the specific evaluation criteria of the Insight Development Grant.
- The Insight Development Grant requires a Canadian Common CV (CCV). Inputting information into a CCV can be tedious and time-consuming, particularly if you do not maintain an up-to-date CV. Allow plenty of time for this—do not leave it until the last minute.
- 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 and submit to the University's SSHRC Internal Review Panel to receive comprehensive feedback ahead of the agency deadline.
- 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 your preferred adjudication committee from the drop-down menu. If your project falls between committees, select the committee that is closest to your primary discipline.

- If your proposal is multi-disciplinary and you would like to have it reviewed by experts in more than one field, you can select the multi-disciplinary humanities or social sciences committee.

  Note: SSHRC takes a fairly rigorous view of what constitutes multi-disciplinary research, so you should ensure that your proposal is meaningfully integrating the theories, methods, or perspectives of at least two disciplines before selecting a multi-disciplinary committee. The bare fact that your project may be of interest to scholars in multiple fields does not necessarily mean that it is multi-disciplinary as SSHRC understands that term.

- If your project involves research-creation, select 'Yes' to "Is this a research-creation project?" 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' to "Does your proposal involve Indigenous Research as defined by SSHRC?" Before doing so, however, you are strongly advised to consult SSHRC's Indigenous Research Statement of Principles.

  Note: if you select 'Yes' to the above question, your application will automatically be reviewed by the Aboriginal Research committee. This may or may not be the most appropriate committee to evaluate your project, so take this into account before making your selection.

- Indicate whether you are an emerging or established scholar. If you are an established scholar, you will have to explain how your proposed research project is distinct from your previous/ongoing research, such that it constitutes research in its early stages. To do so, simply (1) provide a description of your previous/ongoing program of research, and then (2) explain in clear terms how the proposed research project represents a departure from this program. For example, the proposed project may be in an entirely new area, or it may utilize a new methodological approach that you have not previously employed.

REVISIONS SINCE PREVIOUS APPLICATION

- If your application is a re-submission, you can use this space to explain how the revised version of your project has evolved in response to the previous adjudication committee's comments.

- *Responding to previous critiques is optional,* though if you decide to do so, ensure that the language and tone of your response is positive. Avoid taking a defensive posture or casting aspersion on the previous reviewers.

- Consult your Research Facilitator for strategic assistance on how to approach this section—it can sometimes be tricky.

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 research 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 central problem that the project is intended to address

    → A statement of your research goal and objectives

    → An account of your approach toward meeting your research objectives

    → An explanation of your project's expected contribution to knowledge and/or benefit to society

- If you have selected one the two multidisciplinary committees, you must also provide a brief explanation of how the proposed project will integrate intellectual resources (theories, methodologies, perspective, etc.) drawn from more than one discipline. You must also list at the end of the Summary the various disciplines from which expertise should be drawn to assess the proposal.

ORGANIZATIONAL TIPS

Consider utilizing the following four- or five-paragraph structure (use of headings optional):

1. *Issue:* give a brief overview, in non-technical language, of the problem your project is intended to address. Try to communicate this problem with a *sense of urgency*.

2. *Objectives:* state your project's objectives in response to that problem. This may take the form of a general statement about the overall goal of your project, followed by a numbered list of achievable research objectives.

3. *Methodology:* explain how you plan to achieve your objectives. Give a brief account of your methodological approach and the research-related activities you will undertake during the course of your project.

4. *Significance:* explain how your project will contribute to the advancement of knowledge in the social sciences and humanities and/or how the knowledge gained through your project will benefit society.

5. *Multi-disciplinary justification (if applicable):* explain how your project will integrate the intellectual resources (theories, methods, perspectives) drawn from more than one discipline, and list the various disciplines from which expertise should be drawn to evaluate the proposal.

ROLES AND RESPONSIBILITIES

GENERAL ADVICE

- The purpose of this section is to introduce the adjudication committee to each member of your research team, to explain how they are qualified to undertake the proposed research, and to outline their specific roles and responsibilities in your project. In presenting your team's qualifications, emphasize the competencies that are particularly relevant to the proposed research project, including knowledge of the background context, specific methodological or technical training, language skills, cultural fluency, community connections, etc.

  Note: student research assistants are **not** considered part of the research team.

ORGANIZATIONAL TIPS

- Include a paragraph for each member of the research team (applicant, co-applicants, and collaborators).
- In each paragraph, include:
  - → a biographical note about the researcher, including their current position/institutional affiliation as well as their research expertise and its relevance to the project
  - → a clear explanation of their specific role in the research project, including the research-related activities for which they will be responsible
  - → the proportion (in percentages) of their contribution to the project relative to other research team members (e.g. 70%)
  - → the proportion (in percentages) of their own research time they will dedicate to the proposed project

  Note: there is an expectation that the principal applicant will dedicate a significant amount of their research time (e.g. >50%) to an Insight Development Grant project.

ROLES AND TRAINING OF STUDENTS

GENERAL ADVICE

- Quality of student training and mentoring is a key evaluation criterion for Insight Development Grant applications, so it is crucial to demonstrate (a) that students stand to benefit from participation in your project and (b) that you have a clear plan in place for training them in the relevant research-related skills.

- Put yourself (and members of your research team) in the training process. Rather than merely listing the skills that students 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.)

- See SSHRC's Guidelines for Effective Research Training for further advice and ideas.

ORGANIZATIONAL TIPS

1. Begin with a description of the role that student research assistants will play in the project and the specific tasks they will be required to complete.

2. Provide an account of the research-related 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 the students will benefit academically and/or professionally as a result of their participation in your project.

KNOWLEDGE MOBILIZATION PLAN

GENERAL ADVICE

- The knowledge mobilization plan should not be an afterthought, but rather an integral part of your research project. Think carefully about the different audiences that you plan to engage (academics, policy-makers, business leaders, community agencies, educators, the media, the general public) and tailor your knowledge mobilization strategy accordingly. An effective knowledge mobilization plan will often involve disseminating knowledge among multiple audiences in multiple formats.

- Be creative. Think beyond traditional methods of knowledge mobilization: while conference presentations and academic journal articles will likely form an important part of your knowledge mobilization plan, they are not the only (or necessarily the best) way of reaching your intended audiences. In addition to traditional academic outlets, consider utilizing alternative knowledge mobilization methods such as special events, social media (Facebook, YouTube, etc.), podcasting, or publication in outlets aimed at a general audience (e.g. the Conversation Canada).

- Be specific. Avoid general phrases like "we plan to mobilize the results of our research among an academic audience by presenting at international conferences and publishing in top-tier journals." If you plan to present at conferences, specify *which* conferences you will present at, and *where* and *when* they will take place; if you plan to publish in academic journals, specify *which* journals you plan to target. Similarly, details should be provided regarding *how* the various components of your knowledge mobilization plan will be undertaken. For example, if you plan to create a website to mobilize the results of your research among a general audience, explain who will develop and maintain it, what type of content will it feature, and how your targeted audiences will become aware of it.

- Be organized. Set out a clear timeline for the completion of your knowledge mobilization activities and ensure that each component of your knowledge mobilization plan is appropriately budgeted (e.g. conference travel, website development and hosting, open access fees, etc.).

- In keeping with the Tri-Agency Open Access Policy on Publications, consider utilizing open access forms of knowledge dissemination, including open access publications, websites, publicly accessible databases, and institutional repositories. Build these fees into your budget.

ORGANIZATIONAL TIPS

1. Begin with a paragraph outlining the different audiences that you plan to engage in your KM plan and why you plan to engage them specifically.

2. In a separate paragraph for each identified audience, explain what KM activities you will undertake in order to reach them.

EXPECTED OUTCOMES

GENERAL ADVICE

- 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.

- You might think of potential outcomes in terms of three general categories:

  → *Outputs:* short-term results and project products (e.g. publications; KM events; student training opportunities)

  → *Outcomes:* activities undertaken as a result of new insights (e.g. new research partnerships or collaborations)

  → *Impacts:* long-term changes in attitudes, behaviour, beliefs, or policy.

- Ensure that there is a match between the content in the "Summary of Expected Scholarly/Social Outcomes" and the particular outcomes selected from the drop-down menus under "Scholarly Benefits" and "Social Benefits."

- Ensure that each of the target audiences that you identify under "Audiences" is accounted for in your Knowledge Mobilization Plan.

ORGANIZATIONAL TIPS

- Under *Summary of Expected Scholarly Outcomes,* elaborate the three main scholarly benefits that you have selected under the corresponding drop-down menu.

- Under *Summary of Expected Social Benefits*, elaborate the three main social benefits that you have selected under the corresponding drop-down menu.

- Under *Summary of Benefits to Potential Target Audiences,* briefly describe how each of you identified audiences will benefit as a result of the knowledge gained through your project.

FUNDS REQUESTED FROM SSHRC

GENERAL ADVICE

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

- Ensure that there is a match between the budget and the narrative sections of the application. Include all research and knowledge mobilization 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. Common areas in which budgets can become inflated include:

  → *Non-disposable equipment*: funds requested for computers, tablets, video/audio recorders, and the like should be limited and well-justified. You must be able to demonstrate that the equipment is both necessary to carry out the research and not something to which you currently have access. Be reasonable in all requests (e.g. do not request funds for an iPad Pro when a less expensive tablet can perform the relevant function).

  → *Excessive* conference *travel*: consider limiting dissemination travel to on average one conference per year, with no dissemination travel budgeted in year one. Dissemination travel for student research assistants is encouraged, but should also be reasonable (e.g. travel to one conference for each student).

  → *Per Diem costs for longer research stays*: standard per diem rates are appropriate for short-term travel, but they should not be used for longer-term research stays where the researcher will have access to kitchen facilities and groceries. In this case, a weekly budget for groceries is more appropriate.

  → *Open Access fees:* it is permissible to budget Open Access fees for journal publications, but they should be limited and well-justified. For example, if your project is expected to yield four manuscripts, consider budgeting Open Access fees for only one or two that will be sent to the most prestigious journals.

- 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 can be paid an annual stipend or an hourly rate. Stipends are recommended for students whose work on the project will form part of their thesis.

  Note: stipends are to be treated like a scholarship or bursary—they are primarily intended to support students while they are working on their thesis and/or gaining research experience. If the work that students will perform in your project will extend beyond this, or will not involve thesis work, it is considered paid employment and they should be paid an hourly wage.

- Personnel costs for non-student research assistants or associates (including post-docs) require a special justification. SSHRC generally prefers to support students, so a convincing case must be made for why a particular non-student must be hired.

- 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).

- If awarded an Insight Development Grant, you will be eligible for Graduate Enhancement to Tri-Agency Stipend (GETS) funding, up to a maximum of $10,500/year for a PhD student, and $8,750/year for a Master’s student. You can incorporate it into your personnel budget to free up funds for other expenses.

TRAVEL

- Use Concur to get up-to-date travel estimates for airfare, hotel, and car rentals.

- Distinguish clearly between travel for research and travel for knowledge mobilization in your budget justification.

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.

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

FUNDS FROM OTHER SOURCES

GENERAL ADVICE

- Insight Development Grants do not require contributions from other sources, but if your project has received other funding (either cash or in-kind), you can include it here.

- Many faculties offer a teaching release for recipients of major Tri-Agency grants. If your faculty provides this, check with them directly to obtain an in-kind dollar value.

- You will have access to GETS funding if you are awarded an Insight Development Grant. You may list this as an unconfirmed cash contribution, valued at $10,500 per year for a PhD student and $8,750 per year for a Master's student.

- Resources that are provided in the normal course of your employment (e.g. office space, computer, or printing facilities) may *not* be listed as in-kind contributions.

DETAILED DESCRIPTION

GENERAL ADVICE

- The purpose of the Detailed Description is to make a case for the novelty, importance, and feasibility of your proposed research project. 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 and the urgency of your proposed research intervention.

- Your reviewers will be experts in your discipline, but not necessarily 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.

- The content of the Detailed Description can be organized under four main headings:

  (1) Objectives
  (2) Context
  (3) Methodology
  (4) Significance

OBJECTIVES

- The purpose of this sub-section is to clearly state the overall goal of your study and the specific objectives 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 one of your objectives is to increase our understanding of the social, legal, and political landscape surrounding phenomenon *X*, and to do so, you plan to conduct a comprehensive document review of legislation, policy, and regulations relating to *X*. In this case, your objective would be “to increase our understanding of the social, legal, and political landscape surrounding phenomenon *X*” (i.e. what you hope to achieve), *not* “to conduct a comprehensive document review of legislation, policy, and regulations relating to *X*” (i.e. what you plan to do to achieve it).

- 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. This will also allow you to easily refer back to specific objectives when discussing and justifying your methodology.

- Your goal and objectives will make more sense to reviewers if they are stated in response to the central problem or issue that your project is intended to address. 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.

CONTEXT

- The purpose of this sub-section is to set your project within the context of the scholarly literature on the problem or issue that you are addressing. Your goal here is to demonstrate that your project represents a novel contribution—that it is responding to a clear gap in the literature that needs to be addressed.

- There is wide variability in the approach that you might take to this section depending on the nature of the issue you are addressing and its corresponding literature. Whatever form it takes, however, it should perform at least three general functions:

  → It should provide an organized and accessible overview of the existing literature on your topic

  → It should clearly identify a gap in, or limitation of, that literature

  → It should clearly explain why that gap or limitation is important to address

- Ensure that your literature review is organized. A common pitfall in the Detailed Description is to present a meandering literature review with no clear organizational logic—this can be especially disorienting for a non-specialist reviewer. Find a way to categorize the existing literature on your topic and present it in an organized way.

- Ensure that your literature review is sufficiently comprehensive (within the parameters set by the 5 page limit). You want to give the impression that you have a clear command of the existing literature, and that the relevant gap you have identified is the product of a comprehensive review.

- When explaining the importance of the gap you have identified, think about the costs that are associated with leaving that gap unaddressed. What negative consequences will follow if we forgo your proposed research intervention? Focus on these to communicate the importance and urgency of your project.

- Provide an overview of the theoretical framework that will guide your inquiry. Identify and explain the relevant theory (or theories), describe how it (or they) will be used to analyze and make sense of data, and clarify any theoretical assumptions of your project.

METHODOLOGY

- The purpose of the Methodology section is to explain in detail how you plan to achieve your research objectives.

- Provide a general description of your methodology and a justification of its appropriateness for your project. Explain in detail how this methodology will be employed in your project—provide a detailed description of your plan for collecting and analyzing data.

- Whereas the methodology section of a research paper may be limited to description and justification of the methods employed, the methodology section of an Insight Development Grant application should also provide details about logistics. For example, how will you recruit participants or gain access to documents for review? Provide a contingency plan if access to data, materials, or participants is limited or unavailable.

- Refer directly to your objectives when explaining and justifying your methodology. There should be a clear link between what your project plans to achieve and what you plan to do to achieve it—do not leave it up to the reviewers to draw these connections themselves.

- Provide an account of your data management plan. Explain how the research data gained from your project will be stored, protected, preserved, and (if applicable) shared with others.

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 this project will fit into your longer-term research plan and any other projects or partnerships that will emerge from it.

RELATIONSHIP TO ONGOING RESEARCH

- **For emerging scholars only**: the Insight Development Grant instructions ask that applicants "explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements."

- The instructions suggest incorporating this into the Context subsection, though researchers may find it easier to incorporate this content into an additional "Relationship to Ongoing Research" section at the end of their Detailed Description.

ORGANIZATIONAL TIPS

1. OBJECTIVES

- Begin with an account of the central problem or issue that your project is intended to address. Try to communicate this problem with a *sense of urgency*.
- State the goal and objectives of your project in response to this problem or issue. Present them as an indented, numbered list separate from the main text.
- Conclude with a few sentences explaining the significance of achieving those objectives.

2. CONTEXT

- Provide an organized overview of the existing literature on your topic.
- Clearly identify the significant gap in that literature to which your project is responding.
- Explain why that gap is important to address/the costs of leaving it unaddressed.
- Provide an overview of the theoretical framework that will guide your inquiry.

3. METHODOLOGY

- Provide a general description of your methodology and a justification of its appropriateness for your project.
- Explain how that methodology will be employed in your project—provide a detailed description of your plan for data collection and analysis.

4. SIGNIFICANCE

- Conclude by re-emphasizing the nature of your project's contribution to knowledge in the social sciences and humanities and/or its potential benefit to society.

5. RELATIONSHIP TO ONGOING RESEARCH

- **For emerging scholars only:** explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements

TIMELINES

GENERAL ADVICE

- Provide a chart depicting a timeline of activities and the division of responsibilities between the PI, any co-PIs, and student research assistants.

- Ensure that there is a match between the timeline and the narrative you have provided in the Methodology section.

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

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.

CANADIAN COMMON CV (CCV)

- The Insight Development Grant requires applicants to complete a Canadian Common CV (CCV) and link it to the application they have created on the Research Portal.

- The CCV is an online data repository that allows researchers to enter all of their CV data at once and then populate a variety of templates specific to different funding agencies. It is used widely for funding opportunities offered by the Canadian Institutes of Health Research (CIHR) and the Natural Sciences and Engineering Research Council (NSERC), but has only been partially incorporated into SSHRC. As of 2020, the Insight Development Grant is the only SSHRC funding opportunity to require a CCV.

- The CCV system offers researchers the option to create a generic version of the CCV or a version specific to a particular funding opportunity. The **SSHRC CV** is the template required for the Insight Development Grant.

  Note: if you have previously entered information into the generic version of the CCV, this information will automatically populate any identical sections in your SSHRC CCV. However, it is not necessary to have completed a generic CCV before completing the SSHRC CCV template. Researchers who are new to the CCV may choose to only complete the SSHRC CCV.

- The SSHRC CCV includes many fields for data entry, not all of which researchers will have previously recorded on their personal CVs. This can seem overwhelming at first, but do not despair—many of these fields are optional and are not in fact required for an Insight Development Grant application. SSHRC offers a helpful table here that summarizes which fields are mandatory and which are optional.

- After inputting all of your data and verifying that your SSHRC CV is complete, you will be able to press the 'Submit' button under the CV tab. The system will then provide you with a confirmation number that you can copy and paste into the Canadian Common CV section of your Insight Development Grant application on the Research Portal. This will link your SSHRC CV to your application.

- For a detailed, step-by-step overview of how to create a SSHRC CCV and link it to your Insight Development Grant application, see here.

- For Frequently Asked Questions and contact information for additional support, see here.

PARTICIPANT INVITATIONS

- You may apply for an Insight Development Grant as an individual or as a team. If you are applying as a team, add the email addresses of all co-applicants and collaborators associated with your research project.

- *Co-applicants* are research team members who will make a significant intellectual contribution to the project and who will play a significant role in the conduct of the research and research-related activities. Co-applicants *must* be affiliated with a Canadian post-secondary institution.

    Example: an Assistant Professor from a different university would be listed as a co-applicant.

- *Collaborators* are research team members who may make a significant intellectual contribution to the project and who may play a significant role in the conduct of the research and research-related activities. Collaborators *do not* need to be affiliated with a Canadian post-secondary institution.

    Example: the Executive Director of a participating non-profit organization would be listed as a collaborator.

- Co-applicants and collaborators will need to complete, verify, and submit a system-generated Accept Invitation form in order to be listed on the application.

  Note: co-applicants will also need to complete a Canadian Common CV (CCV) in order to accept the invitation. Send invitations early to ensure they have enough time to complete this.

APPENDIX A: BUDGET TEMPLATE

Note: this Budget Template is merely illustrative of how an Insight Grant budget might be organized and the various items that may be requested. For an Excel worksheet version that you can use to input values and calculate totals, contact your Research Facilitator.

EXPENSE	Year 1	Year 2	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; yearly stipends should match internal or SSHRC rates.*
PhD student			*$20+/hour; yearly stipends should match internal or SSHRC rates.*
Post-Doc			*Salary should match internal or SSHRC rates.*
Transcription			
Expert			
Interpreter			
SUBTOTAL			
Travel - Research			*Use Concur to get travel estimates for airfare, hotel, and car rentals. For more information see here.*
Researchers			
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*
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			

Travel - Knowledge Mobilization			*Use Concur to get travel estimates for airfare, hotel, and car rentals. For more information see [here](#).*
Researchers			
Airfare			
Hotel			
Car Rental			
Per Diem			*$60/day in Canada; $80/day in USA; $90/day in Latin America/Oceania/Asia; $110/day Europe/Caribbean*
Conference Fee			
Students			
Airfare			
Hotel			
Car Rental			
Per Diem			*$60/day in Canada; $80/day in USA; $90/day in Latin America/Oceania/Asia; $110/day Europe/Caribbean*
Conference Fee			
Other Expenses			
Materials and Supplies for Research			
Computer			*Estimates from U of M bookstore*
Projector			
Recorder			
Camera			
Software			
Flash Drive/Hard Drive			
Office Supplies			*Estimates from Grand & Toy*
Gifts or Honoraria			
Knowledge Mobilization Expenses			
Printing			
Facility Rentals			
Hospitality			
Equipment Rentals			
Open Access Publications			
Website			
SUBTOTAL			
TOTAL			

APPENDIX B: SAMPLE TIMELINE

	Year 1				Year 2			
PHASE	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
1								
2								
3								
4								
	RESEARCHERS				STUDENTS			
PHASE 1 Summer 2021 – Fall 2021	*Description of activities*				*Description of activities*			
PHASE 2 Fall 2021 – Spring 2022								
PHASE 3 Summer 2022 – Fall 2022								
PHASE 4 Fall 2022 – Spring 2023								

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
   Research Facilitator
   500E Tier Building
   (204) 474-9512
   erik.magnusson@umanitoba.ca

   Faculties: Education, Social Work, Misc.

   Elyssa Warkentin, Ph.D.
   Research Facilitator
   315A Fletcher Argue
   (204) 474-8096
   elyssa.warkentin@umanitoba.ca

   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.

   Barbara Hewitt, Ph.D.
   Research Grants Officer (SSHRC and Misc.)
   540 Machray Hall
   (204) 474-8390
   barbara.hewitt@umanitoba.ca

3. **Internal Panel Reviews** are offered on a voluntary basis to all SSHRC applicants. These panels, conducted by the Research Facilitators, mimic the SSHRC adjudication process, and provide comprehensive feedback to applicants based on SSHRC criteria.

   The deadline for the Winter 2021 Insight Development Grant Panel is **January 4, 2021**, with feedback turned around to applicants by January 13, 2021. Interested applicants can submit a complete PDF application to erik.magnussson@umanitoba.ca or elyssa.warkentin@umanitoba.ca by the panel deadline.

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

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

   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.

APPLICATION TIMELINE

Internal Panel Review Deadline:
Early January

Arts Deadline:
Early January

ORS Deadline:
Mid January

SSHRC Deadline:
February 1