



# SSHRC EXCHANGE GRANT APPLICATION GUIDELINES

The Research & Innovation Team is available to support you throughout the process of completing your application form. We are here to help at any stage. Please contact us if you have any questions about your project suitability, funding eligibility, and how to apply at [research@georgebrown.ca](mailto:research@georgebrown.ca).

## OVERVIEW

Available to Social Sciences & Humanities Research Council (SSHRC)-eligible researchers at any stage of their careers, **SSHRC Exchange Grant** funds knowledge mobilization activities, including conducting workshops or seminars, or conference attendance. This award provides social science and humanities researchers the opportunity to disseminate and promote their research and facilitate collaboration and knowledge exchange with researchers outside GBC. Applications for domestic opportunities will be awarded up to \$1,000 and international opportunities \$1,500.

Number of grants will depend on fund availability, number of applications received, and alignment with eligibility criteria. For additional information contact [research@georgebrown.ca](mailto:research@georgebrown.ca)

## 2024-2025 FUNDING CYCLE

Activity	Description
<b>Application Deadline</b>	Applications will be accepted on a rolling basis, contingent on available funds.
<b>Available SIG Funding</b>	Up to 4-5 awards of a maximum of \$1000 each for domestic or a maximum of \$1500 for International opportunities will be awarded this academic year.
<b>Funding Decision</b>	Funding decisions will be made on a rolling basis.
<b>Release of Funds</b>	Funds will be released on issuing of Letter of Award and submission of notice of conference acceptance.
<b>Funding Period</b>	All awarded funds must be utilized by March 31, 2025.
<b>SIG Application Package</b>	SSHRC Exchange Application Form Principal Investigator's CV

## SSHRC EXCHANGE GRANT ELIGIBILITY

1. Applicants must be Social Sciences & Humanities faculty.
2. Applicants must hold a GBC affiliation for the funding period.
3. Applicants must be faculty conducting [research in a discipline supported by SSHRC](#).
4. Researchers can hold only one SSHRC Explore or one SSHRC Exchange grant per academic year.
5. Researchers can hold only one SSHRC Institutional Grant (SIG) at a time.
6. Applicants may not apply for a subsequent SIG award until a completed expense claim and final report have been submitted for the previous award.
7. Recipients must acknowledge SIG support in project communications, including presentations and publications.
8. Applicant must be presenting author for an oral or poster presentation at the conference to apply.
9. Priority is given to applicants who have NOT previously received a SSHRC Exchange Grant/Ignite Conference Award.

## APPLICATION PROCESS

Refer to SSHRC Exchange Grant Application Form. Applicants are encouraged to discuss their research dissemination plans with the SIG Program Manager ([research@georgebrown.ca](mailto:research@georgebrown.ca)).

The completed application, including all required approvals and attachments, must be submitted as one PDF document by email to [research@georgebrown.ca](mailto:research@georgebrown.ca). Incomplete applications will not be accepted. **An application is considered incomplete until approval has been granted by the applicant's Associate Dean/ manager.** Applicants are strongly encouraged to plan accordingly to ensure that they have enough time to get Associate Dean/manager approval prior to the application deadline.

Application and review processes are designed to be transparent and equitable. To qualify for review, applications must meet eligibility requirements. Eligible applications undergo a competitive review process.

The demand for funds usually exceeds the total budget allocation for the funds available. As a result, all applications that meet the requirements for submission are not guaranteed funding.

## EVALUATION & SCORING CRITERIA

To ensure a rigorous and fair selection process, a clear review guideline is provided below.

Criteria	Description	Weight
<b>Impact of Proposed Activity on Research Area</b>	Applications must demonstrate the value, appropriateness, and impacts of the knowledge mobilization activity to their research field. Evidence of the quality and significance of the research to be disseminated, event quality and significance, its scope and potential contribution to	60%

Criteria	Description	Weight
	applicant's research field. Appropriate timeline of activities. All costs have been appropriately accounted for and align with proposed activity.	
<b>Impact of Proposed Activity on Researcher's Career</b>	How will the knowledge mobilization activity proposed improve the applicant's reputation in their academic and/or professional career? Is the activity related to applicant's area of expertise or current area of research interest? Has the applicant connected the activities with the next steps in their research program. What is the likelihood of success of achieving the proposed impact on the applicant's career? Will a research gap be filled by developing expertise of the applicant?	40%

### APPEALS OF FUNDING DECISIONS

The ORI strives to provide equitable and consistent handling and review of applications in accordance with program objectives, selection criteria and available budget. The appeal process provides applicants the opportunity to seek reconsideration of a funding decision where evidence suggests a procedural error occurred. A funding decision appeal must be based on a compelling demonstration of a procedural error in the application review. An appeal process does not entail a re-assessment of an application. Decisions of the Associate VP, Research & Innovation on appeals are final.

### FUNDING ADMINISTRATION & DISBURSEMENTS

The ORI is responsible for administering funds. Release of funds is conditional on demonstration of conference abstract acceptance and continued employment at GBC.

### REPORTING REQUIREMENTS

*Final Report:* 1-page Final Activity Report and expense claim including all receipts must be submitted within 30 days of completion of dissemination activity / travel. The report should describe impacts and outcomes.