

**Logo for Social Sciences and Humanities Research Council**

**SSHRC EXPLORE GRANT APPLICATION FORM**

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| 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). |

**INTRODUCTION**

The Social Sciences & Humanities Research Council (**SSHRC**) **Explore Grant** is available for SSHRC-eligible researchers at any stage of their careers to explore early-stage research and pilot innovative research ideas; to enable researchers to hire students to participate in research projects, contributing to professional development; and to lead to the development of high-quality SSHRC funded proposals. This award is intended to help strengthen research excellence in social science and humanities at George Brown College (GBC) through encouraging innovation, talent development and capacity building. The maximum total award will be up to $2000.

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| Submit the entire application, including this form and all attachments, as a single PDF document to [research@georgebrown.ca](mailto:research@georgebrown.ca) |

**INSTRUCTIONS**

* Read the SIG Exchange Award Application Guidelines before completing this application.
* Ensure that your application form contains necessary signatures.
* Ensure all attachments have been included. Please note that only mandatory and optional attachments listed below will be reviewed.

**APPLICANT INFORMATION**

**Principal Investigator (PI)**

The PI is the GBC employee responsible for all aspects of the study, including providing guidance to Student Researchers, completing reports and managing study-related expenses. All correspondence from the Office of Research & Innovation (ORI) will be directed to the PI. By submitting a SSHRC Explore Grant application, the PI agrees to share project results with the college community.

If an individual stands to personally benefit from potential project outcomes, they cannot be the PI. Personal benefit may arise from interpersonal relationships, financial partnerships, other economic interests or any other incentive that may compromise project integrity. A description of any relationship or partnership that could result in personal benefit must be disclosed in the application.

**Co-Investigator (Co-I)**

Co-I may be a GBC employee or external collaborator directly involved with the project.

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| PRINCIPAL INVESTIGATOR | CO-INVESTIGATOR (IF aPPLICABLE) |

| **Item** | **Description** | **Item** | **Description** |
| --- | --- | --- | --- |
| PI Name | Click or tap here to enter text. | Co-I Name | Click or tap here to enter text. |
| GBC Title | Click or tap here to enter text. | Title | Click or tap here to enter text. |
| School/  Department | Click or tap here to enter text. | School/  Department/ Organization if external | Click or tap here to enter text. |
| Email | Click or tap here to enter text. | Email | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. | Phone | Click or tap here to enter text. |

**TITLE**

The title should clearly identify the focus of the project and be written in plain language.

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| Click or tap here to enter text. |

**ABSTRACT FOR PUBLIC RELEASE (250 word maximum)**

Provide an overview of the proposed project. The abstract should be written in plain, non-technical language and be suitable for public release (on ORI website, annual report, etc.). Ensure abstract has no confidential information and that partner(s) approve it prior to submission.

The abstract should include:

• Background – current knowledge or innovation gap; why does this need exist?

• Innovation/Research Question – what is the specific problem or question(s) to be addressed?

• Methods – describe research method(s), how will project be executed, including role of students?

• Expected Outcomes – define project goals and main deliverables; describe impacts of outcomes.

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**BACKGROUND AND RATIONALE (100 word maximum)**

Definecurrent knowledge gap and explain the need for the proposed project. Include references to published material that support and validate the proposed project or knowledge gap. Include references, for example from academic journals, where applicable (not included in word limit).

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**PROJECT OBJECTIVES AND METHODOLOGIES (200 word maximum)**

Define question(s) or problem(s) that drive the project; provide detailed methodology to be used to address questions(s), problem(s), knowledge or innovation gap; describe data collection and analysis methods. If project goals overlap with activities within other areas of the GBC community, include how you will work with them to ensure a collaborative, complementary approach. Include references, for example from academic journals, where applicable (not included in word limit).

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**OUTCOMES (200 word maximum)**

Identify tangible, measurable outcomes that demonstrate the broader project impacts using SMART\*. Demonstrate the value of anticipated results, highlighting relevance to GBC and external community. Provide and briefly explain metrics that could be used to evaluate project impact(s).

**\*SMART Approach:**

* **S**pecific: What will be accomplished? What actions will you take?
* **M**easurable: What data will measure the goal (How much? How many? How well?)
* **A**chievable: Is the goal doable? Do you have the necessary skills and resources?
* **R**elevant: How does the goal align with broader goals? Why is the result important?
* **T**ime-Bound: What is the time frame for accomplishing the goal?

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**RESEARCH ETHICS BOARD (REB) APPROVAL**

If any research involves human participants, or their data, REB approval is required. REB application forms and guidelines are available on the GBC [REB website](mailto:REB%20website). Questions about the REB process can be directed to [researchethics@georgebrown.ca](mailto:researchethics@georgebrown.ca). Applications may be submitted prior to receiving REB approval. However, funds will not be released until REB approval has been granted.

Does your research involve human participants?  Yes  No

If yes, provide REB protocol submission date and protocol number, or anticipated date if funds are received.

Submission Date: Click/Tap to Select Date

Protocol #: Click/Tap to Enter Number

**EXTERNAL FUNDING PLAN (200 word maximum)**

Provide a brief description of previous and/or future funds that will be sought for the project: a) If you currently hold external funding provide rationale for your SSHRC Explore grant request, b) If you have previously been awarded funds for this project, describe the outcome(s) of that grant, and/or c) if you have not previously received external funding for this project, describe what your next steps will be to secure external funding and how it relates to receiving the SSHRC Explore grant.

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| Click or tap here to enter text. |

**STUDENT INVOLVEMENT (100 word maximum)**

Describe the nature of the proposed student involvement in the project. This should include Student Researchers’ responsibilities and how they would benefit from the proposed project.

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| Click or tap here to enter text. |

**BUDGET**

Complete the budget table and justification of each expense as it relates to your project goals.

Budget table must align with Appendix 2 Budget & Justification attached to the application form.

| **Budget Category** | **Amount** | **Budget Justification** |
| --- | --- | --- |
| Salaries and Benefits | Click or tap here to enter text. | Click or tap here to enter text. |
| Supplies and Equipment | Click or tap here to enter text. | Click or tap here to enter text. |
| Travel - for data collection only | Click or tap here to enter text. | Click or tap here to enter text. |
| **Total Funding Requested (max. $2000)** | Click or tap here to enter text. |  |

**ATTACHMENT CHECKLIST**

Check each box to indicate which attachments have been included with the application.

| **Mandatory** | **Optional (Appendix 4)** |
| --- | --- |
| Timeline (Appendix 1)  Budget & Justification (Appendix 2)  Principal Investigator’s CV (Appendix 3) | Letter(s) of support  Quotes  REB approval  Figures or tables  Data collection tools  Other (specify) Click or tap here to enter text. |

**SIGNATURES AND APPROVALS**

Principal Investigator must sign, along with their Associate Dean (AD) or manager to indicate approval. **An application is considered incomplete until approval has been granted by the applicant’s Associate Dean or manager.** Applicants must plan accordingly to ensure approval prior to the application deadline.

Your signature below confirms that you are a GBC employee and that you will take full responsibility for the proposed project.

| **Principal Investigator Name** | **Signature** | **Date** |
| --- | --- | --- |
| Click or tap here to enter text. |  | Click or tap to select date. |

Your signature below confirms that you approve the proposed project and are prepared to provide support required to ensure its successful completion.

| **Associate Dean/Manager Name** | **Signature** | **Date** |
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| Click or tap here to enter text. |  | Click or tap to select date. |

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| Submit the entire application, including this form and all attachments, as a single PDF document to [research@georgebrown.ca](mailto:research@georgebrown.ca) |

**Instructions for how to save and combine PDF files:**

[Saving PDF Files – Microsoft](https://support.office.com/en-us/article/save-or-convert-to-pdf-or-xps-d85416c5-7d77-4fd6-a216-6f4bf7c7c110?ui=en-US&rs=en-US&ad=US)

[Saving PDF Files – iOS](https://support.apple.com/en-ca/guide/mac-help/save-a-document-as-a-pdf-on-mac-mchlp1531/mac)

[Combing PDF Files – Adobe](https://acrobat.adobe.com/ca/en/acrobat/how-to/merge-combine-pdf-files-online.html)

**APPENDIX 1.** **TIMELINE (1-page maximum)**

Describe the projected timeline for your proposed project. Identify major milestones, describe associated activities and identify projected dates of completion for each milestone.

An example timeline is included here. A more detailed activities description would be required to reflect the actual goals of a funded project. Delete sample timeline and these instructions before submitting application.

**Sample Timeline**

| **Milestone** | **Description of Activities** | **Start Date** | **Completion Date** |
| --- | --- | --- | --- |
| Hire student | Recruit 1 students from a specific GBC program | 2019-09-01 | 2019-10-02 |
| Bi-weekly team meetings | All team members will meet every two weeks in person to discuss the progress and identify issues | 2019-10-02 | 2020-05-30 |
| Focus group | Recruit participants and conduct focus groups. | 2020-02-20 | 2020-02-20 |
| Analyze Results | Analyze data and disseminate findings. | 2020-02-22 | 2020-05-30 |
| Final report | Prepare and submit final report in collaboration with student(s) and/or other applicants | 2020-05-15 | 2020-06-15 |

**Timeline Template**

| **Milestone** | **Description of Activities** | **Start Date** | **End Date** |
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**APPENDIX 2.** **PROPOSED BUDGET AND JUSTIFICATION (1-page maximum)**

Use the template provided below to indicate the requested budget items and explain why the resources requested are necessary and sufficient to complete the project. Delete these instructions before submitting application.

Typical SIG eligible expenses include:

* Current Student Researcher’s salary rate is $17.20 per hour plus 4% ($0.69 per hour) vacation pay. You must include $1.34 per hour employer contribution costs; total cost is $19.23 per hour.
* Modest mileage or public transit expenses for research purposes (meetings at partner site, etc.)
* Costs associated with knowledge dissemination, including posters and conference presentations
* Equipment may be included, however, costs should not exceed 20% of total requested budget

Typical ineligible expenses include:

* Compensation for project partners
* Consulting fees for experts external to the GBC community; these include, but are not limited to, costs associated with statistical consulting, setting up databases, access to existing databases, data analysis, app development and website development
* Costs associated with travel if domestic/international travel restrictions/suspensions remain

Equipment purchased with Ignite funds is GBC Office of Research & Innovation (ORI) property. On project completion, it must be returned to ORI and cannot be kept for personal or academic use.

**Budget Template**

| **Budget Item** | **Ignite Fund** | **GBC**  **Cash** | **GBC**  **In-Kind** | **Partner**  **Cash** | **Partner**  **In-Kind** | **Other Sources Cash**  **Specify:** | **Other Sources**  **In-Kind**  **Specify:** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Salaries | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| Supplies & Equipment | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| Travel (Mileage) | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| Other | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
| **TOTAL** | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |

**Budget Justification Template**

Sections below should only be completed if applicable. Delete sections that do not apply.

**Total Project Costs: $XX cash; $XX in kind**

**Student Researchers Salaries and Employer Contribution Costs, GBC ($XX cash – [source]; $XX in-kind – [source]; $XX total)**

XX Student Researchers (SRs) hired from GBC’s [Program name] from [month, year] to [month, year] will work XX hours at $17.20 per hour plus 4% vacation pay, and employer costs, totalling $19.23 per hour and $XX overall, will work with the Principal Investigator. SRs will [describe role].

**Equipment and Supplies: $XX ($XX cash – [source]; $XX in-kind – [source])**

[This includes materials, supplies and other related expenditures. Describe the item to be purchased and explain why it is required. Include the dollar value and funding source for each item. Equipment expenditures should not exceed 20% of the total budget.]

**Knowledge Dissemination and Networking: $XX ($XX cash – [source]; $XX in-kind – [source])**

[This includes travel\*, meetings, communications activities, workshops, seminars, and related expenditures. Describe the item and explain why it is required. Include dollar value and funding source for each item. \*Approval is subject to college’s travel policy at the time of the application.]

**Other: $XX ($XX cash – [source]; $XX in-kind – [source])**

[Describe the nature of the item or service to be provided and explain why it is required. Include the dollar value and funding source for each item or service.]

**APPENDIX 3.** **PRINCIPAL INVESTIGATOR’S CURRICULUM VITAE (CV)**

Include a copy of the Principal Investigator’s current CV with the application as Appendix 3 of the application. Also include Co-Investigator’s CV *if applicable.*

**APPENDIX 4. OPIONAL ATTACHMENTS**

Include any items listed below as Appendix 4 at the end of the application.

* Letter(s) of support from partners *if applicable* – Each letter should demonstrate support for the proposed project and clearly identify the ways in which the partner will both contribute to and benefit
* Copies of any quotes or estimates referenced in the budget justification
* Figures and/or tables
* Data collection tools (surveys, focus group questions, etc.)
* Research Ethics Board approval *if applicable*

Reviewers may request supplementary information. If the reviewers request information that was not included in the original, complete application, it will not negatively affect the review of the proposal.