SSHRC EXPLORE 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.

OVERVIEW

Available for Social Sciences & Humanities Research Council (SSHRC)-eligible researchers at any stage of their careers to explore early-stage research and pilot innovative research ideas, **SSHRC Explore Grant** allows researchers to hire students to participate in their research projects contributing to students' professional development and leading 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) by encouraging innovation, talent development and capacity building.

The maximum total award will be up to $2000. The number of awards will depend on fund availability, number of applications received, and alignment with eligibility criteria. SSHRC Institutional Grant (SIG) funds may be applied for concurrently with Ignite. For additional information, contact research@georgebrown.ca

2024-2025 FUNDING CYCLE

Activity	Description
Application Deadline	Application deadline is October 14, 2024.
Available SIG Funding	2 awards of up to a maximum of $2000 each will be awarded in this academic year.
Funding Decision	Funding decisions will be made by October 28, 2024 and on a rolling basis for applications accepted following this call.
Release of Funds	Timeline for release of funds will be determined on a case-by-case basis following the development and approval of each project plan, considering the unique requirements of each project.

Activity	Description
	For full-time faculty, the funding period will not start until the Winter term based on SWIF timelines and allocation. For part-time faculty the funding period may start upon the receipt of the letter of award.
Funding Period	All awarded funds must be utilized by March 31, 2025.
Application Package	SSHRC Explore Application Form Mandatory Attachments • Timeline • Proposed Budget and Justification • Principal Investigator's CV

NOTE: Full-time faculty interested in applying for SSHRC Explore funding need to provide the GBC Office of Research & Innovation (ORI) with a notice of intent to accommodate SWF deadlines for each semester.

SSHRC EXPLORE 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. The project must contribute to student training.
5. Researchers can hold only one SSHRC Explore or one SSHRC Exchange grant per academic year.
6. Researchers can hold only one SIG-funded (Explore or Exchange) grant at a time.
7. Applicants may not apply for a subsequent SIG award until a completed expense claim and final report have been submitted for the previous award.
8. Grant recipients must acknowledge SIG support for their research in project communications, including presentations and publications.
9. If awarded a SSHRC Explore grant, the applicant must commit to submitting a SSHRC grant application (e.g., Insight; Insight Development; Partner Engage; and Partnership Development Grant) within 2 years of the expiration date of their grant.

APPLICATION PROCESS

Refer to SSHRC Explore Award Application Form. Applicants are encouraged to discuss their research ideas with the SIG Program Manager (research@georgebrown.ca) prior to initiating the application process.

The completed application, including all required approvals and attachments, must be submitted as one PDF document to qualify for review. Submit one PDF for each funding application by email to

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. All applicants will receive feedback on their application, regardless of whether the application is successful.

EVALUATION & SCORING CRITERIA

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

Criteria	Description	Weight
Potential impact of anticipated outcomes	Proposals should be focused around a clearly defined innovation or research problem and define a measurable outcome. Applications must demonstrate the value of anticipated results, highlighting relevance to student success, engagement, and retention. Applications should have metrics that could be used to evaluate the project impact at completion, six months post-completion, and beyond six months. A knowledge mobilization plan should demonstrate how project findings will be disseminated at the college and to external communities.	25%
Feasibility	Project can be successfully completed. Project plan is well organized. Appropriate resources are available to execute the project. Proposed budget is credible and appropriately linked to a methodology. All costs appropriately accounted for and aligned clearly with project plan. The project has significant intellectual rigour and vigour. There is clarity of process, project plan and relevance. Timeline is appropriate.	20%
Expertise	The applicant must have the expertise and experience to successfully accomplish the proposed objectives. It is expected that the proposed project is related to the applicant's area of expertise and/or will improve their reputation within their academic and/or professional field.	20%
Student Engagement	Applications should clearly demonstrate the nature of student involvement in the proposed project and the ways in which students will both contribute to and benefit from the proposed project as paid members of the project	20%

Criteria	Description	Weight
	team. All applications should clearly describe the responsibilities of the students and the skillsets that they should possess and will gain as a result of their participation in the project.	
External Funding	Applicants should demonstrate willingness to apply for SSHRC funding and a feasible plan to pursue such opportunity.	15%

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 that a procedural error occurred during the review. An appeal must be based on a compelling demonstration of a procedural error in the review of the application. An appeal process does not entail a re-assessment of an application. Appeal decisions made by the Associate VP, Research & Innovation are final.

FUNDING ADMINISTRATION & DISBURSEMENTS

The ORI is responsible for the administration of funds. Release of funds is conditional on a fully executed Project Plan; continued employment at GBC; Research Ethics Board approval (if applicable); and/or the approval of any other regulatory bodies or organizations (if necessary).

REPORTING REQUIREMENTS

Final Report: A fully complete expense claim including all receipts and 1-page Final Activity Report must be submitted within 30 days of the end of the 12-month grant term (as specified in the award letter). The report should describe the impacts of the use of funds and outcomes of the research and indicate the next steps.