

# SSHRB APPLICATION SUBMISSION INSTRUCTIONS

## Overview

All applications must be reviewed and signed by the Department Chair and Associate Dean Research prior to submission to Research Development & Services (RDS) and must include a ROLA Proposal submission.

Applications will undergo administrative review for completeness and suitability by RDS. Any additional information or documentation beyond the requested page limits and/or requested documents will be removed from the application prior to review, ensuring all applications are evaluated in an equal context. Exceptions to the page restrictions are Reference lists, Images, Quotes, SSHRC reviewer comments and optional Letters of Support.

Applications are adjudicated by the Social Sciences and Humanities Research Board (SSHRB) and will be pre-screened by the SSHRB Adjudication committee for alignment with the goals of the funding priority as described above under "Review Criteria". Based on this pre-screen, applications will be triaged and short-listed applicants will be asked to make a 10 minute presentation to the Committee before award results are determined.

## Step-by-Step

1. **Complete a Research On-line Administration (ROLA) submission at:** <http://www.uwo.ca/research/rds/ROLA/ROLAFrameset.html> **by the Department Deadline of May 1, 2014. Your generated Proposal ID must be included on your application.** *Applications will not be accepted if a ROLA submission has not been completed with signature approvals by the RD&S deadline date.*
2. **Send a hard copy and a photocopy of your completed and signed application to your Department Administrative Assistant by the Department Deadline of May 1, 2014.** Department Administrative Assistant will give the application to the Chair for review.
3. **Review suggestions from the Chair and if necessary, make revisions.**
4. **Department Administrative Assistant will drop off the signed hard copy to the Dean's Office and keep the photocopy for the Department.**
5. **Email the application to Gabbi Whitlock at [gwhitloc@uwo.ca](mailto:gwhitloc@uwo.ca) by the Dean's Deadline May 8, 2014.** *Quotes can either be copied into the last page of your application or emailed as separate attachments.* Please note that where the Chair or Dean is the PI on the application, an acting Dean or Chair must provide signature approval.
6. **Review suggestions from the Nandi Bhatia and Gabbi Whitlock and if necessary, make revisions.**
7. **Email the final copy to [gwhitloc@uwo.ca](mailto:gwhitloc@uwo.ca) by May 14, 2014.**
8. **Your final emailed application will be submitted to RD&S by Gabbi Whitlock. You will receive an email to confirm submission.**

## Application Requirements

### **Priority Area:**

One application form will be used for either of the following 2 priority funding areas: Seed and Bridge grants. The applicant will be required to specify which support is being sought.

### **Budget**

Seed and Bridge funding requests will have a maximum budget of \$25,000. *For the Bridge and Seed grants, the program will support half of the award amount and the researcher's \*Faculty will match 1:1 to support the other half. \*For 2013-14, the award may be fully supported by the program.*

Provide estimated costs for eligible expenditures as appropriate for your project. Please provide a short budget justification outlining how the budget expenditure will lead to future SSHRC success. Ensure you have factored in costs such as benefits, taxes, shipping and delivery fees, and ensure all travel is estimated in adherence with University Policies.

### **Eligible Expenditures:**

**Personnel costs:** The names (if known), categories of employment and proposed personnel costs (with explicit indication of the non-discretionary benefits) of students, postdoctoral fellows, and research staff should be provided. The responsibilities for each position should be described briefly and the percentage of time they will be spending on this project over its life span indicated. Salaries of faculty are not to be included in project costs.

**Materials and supplies:** Details should be provided.

**Travel:** The relation between each activity and the proposed research should be described. Travel to field sites for data collection is appropriate when justified and quotes should be provided. Conference travel and travel for collaborative meetings are not eligible expenses.

**Dissemination:** Details of publication costs, user workshops or other activities should be provided.

**Equipment:** A breakdown of the items requested should be provided. Fees to be paid for the use of equipment or a facility should be described (e.g., hours and rate). Quotes should be provided.

**Other expenses:** Provide a brief explanation for major items.

**Proposal Summary:**

On the one page provided, explain: a) Why this project qualifies for internal funding; b) how it supports your long-term research plans; c) feedback received from a SSHRC submission; and d) the external SSHRC competition you plan to seek support from. Include as appropriate:

- Recent progress
- Short- and long-term objectives
- Literature review
- Methodology
- Plans for support and development of HQP
- Anticipated impact of the research

An additional page of references or images may be included at the end of the application.

**Abbreviated CV Summary:**

The CV is to contain only the following information:

- Funding applications (sponsor and amount) pending
- Funds currently holding and recent unsuccessful submissions
- Funding (sponsor and amount) previously held
- Number of graduate students and post-doctoral fellows currently supervised
- Number of total graduate students and post-doctoral fellows supervised in the last 5 years
- A listing of publications over the last 5 years

**Approvals and Certifications (in ROLA):**

All research proposals involving ethics (human subjects), animal subjects or biohazardous materials must be approved by the appropriate Western certification review committee. Applicants must indicate whether they require approval for the use of human or animal subjects or biohazardous materials under the *Certifications* tab of their ROLA proposal. If awarded, funds will be encumbered and the work may not commence until appropriate approvals are officially confirmed in ROLA. For more information on the certification approval process, please visit the relevant [Ethics](#), [Animal Use](#) or [Bio Hazard](#) websites.

**Signatures:**

All application submissions must have signature approval from the applicant, all co-applicants, the department Chair and the Faculty Dean (or Associate Dean).

*ROLA Proposal approval alone would not replace application signature approval.*