



Office of Research Services

Grant Type	SSHRC Institutional Grants	Application Deadline	
Print Date			
Application Status		Submit Date	
Proposal ID			

The SSHRC Institutional Grant (SIG) supports Canadian post-secondary institutions in funding small-scale research and research-related activities. SIG funds are intended to help strengthen scholarly excellence in the social sciences and humanities and is administered by MacEwan University through an internal merit review process.

Deadline to Apply: October 1

Eligibility: An individual is eligible to apply for internal research funding if they hold a full-time faculty appointment that contains research within its position duties. Sessional faculty are only eligible to be collaborators on internal grants as part of a research team. This grant is limited to faculty whose proposal is eligible under SSHRC's [Subject Matter Eligibility](#).

To access the User Guide for this system [click here](#). **Before starting this application, review the [Internal Grant Funding Guidelines](#).**

Note: This is a sample application for reference purposes only. Content may not be current. Applications will only be accepted through the Online Grant Application System in PeopleSoft. No other submission formats will be accepted.

Proposal Details

The adjudication panel is comprised of MacEwan faculty members in the social sciences and humanities but may not have expertise in your specific field of study. Ensure all application sections are written in plain language for the adjudicators' comprehension.

To access the User Guide for this system [click here](#). Before starting this application, review the [Internal Grant Funding Guidelines](#).

Applicant / PI Information

Applicant Name	
Faculty	
Department	
Employee Number	
Email Address	
Position	

Proposal Information

Title of Proposal	
Formal Title	
Brief Description	
Activity Type	
Role Type	
Total Amount Requested	Max Grant Amount \$7,000.00
Source of Funding	Internal
Sponsor ID	MacEwan Internal Funding

Are you an Early Career Researcher?	
Does your proposal involve external collaborators?	
Does your proposal have a community-engagement component?	
Does your proposal involve working with Indigenous peoples/communities?	
Does your proposal involve working with marginalized communities?	
Does your proposal involve inter- or multi-disciplinary scholarship?	
Do you intend to hire a MacEwan student as a RA if this proposal is funded?	

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*Have you received an internal grant from the Office of Research Services in the last two years? Do not include awards/grants that were provided by your Faculty/School.	
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If yes provide details below

Proposal Type	Year

Applicants who have not submitted a final report for previously completed internal grants are not eligible to apply for new internal funding. If the final report is not submitted by the application deadline of the new funding opportunity, the application will be denied.

Please provide information about any required approvals / certificates for your proposal. For Dissemination and USRI Dissemination applications indicate if the project being presented has relevant ethics approvals. If you are unsure select 'Yes'. Provide Certificate Numbers and Expiration dates if available.

If your proposal **does not** require Animal Ethics Review or Human Ethics Review, visit macewan.ca/hse for information about required hazard assessments.

Type of Certificate /Approval	Required	Approval Status	Certificate Number	Expiration Dt
Animal Ethics Review				
Human Ethics Review				

Note: You will be able to include any supporting documents as attachments within the "Application Attachments" section of the application.

Project Team / Contributors Information

Please list all Project Team Members/Contributors (if applicable).

Contributors	
Project Role	
Contributor Name	
Organization Name	

Sample

Preliminary Questions

Preliminary Questions

This section is not formally evaluated.

Do you intend to apply for a SSHRC-funded grant this year?

- If you intend to, please enter the name of the grant(s)
- If you do not intend to, please enter "not applicable"

Response Type:
Char 50

Required: Yes

SIG funds, which align with the three SSHRC activity pillars—Talent, Insight, and Connection, are categorized as:

SSHRC Explore Grants, which:

- support social sciences and humanities researchers with modest research funding requirements at any stage of career;
- allow for small-scale innovation and experimentation by providing funding to develop a research project or conduct pilot work; and
- enable researchers to hire students at any level to participate in their research projects thereby contributing to their professional development; and

SSHRC Exchange Grants, which:

- support the organization of small-scale knowledge mobilization activities, such as workshops and seminars, in order to encourage collaboration and the dissemination of research results both within and beyond the academic community; and

- allow researchers to attend or present their research at scholarly conferences and other dissemination venues that align with SSHRC's mandate in order to advance their careers and encourage the exchange of ideas and research results at the national and international level.

Is this application for an Explore grant or for an Exchange grant?

Please specify "Explore" or "Exchange" in the box below.

Response Type:
Long Text

Max Char: 9

Required: Yes

Anticipated Start Date of SIG Activity

Response Type:
Date

Required: Yes

Anticipated End Date of SIG Activity

Response Type:
Date

Required: Yes

Provide an overview of the activity to be undertaken, clearly identifying the single issue to be explored or purpose of the exchange activity. The summary should clearly indicate the potential contribution of the activity both in terms of advancement of knowledge and of the wider social benefit.

Response Type:
Long Text

Max Char: 2000

Required: Yes

Merit of the Activity

Detailed Criteria

- Excellence of the aim and importance of the endeavor
- Originality, significance, and expected contribution knowledge
- Clarity of objective
- Appropriateness of the theoretical approach or framework
- Appropriateness of the methods/approach
- Potential influence and impact of the research
- Potential to secure future external funding

Scored out of 40 points.

Projects should be well-defined and focused on one specific objective that can be completed in a short amount of time.

For Explore Grants: Describe the project details, including its objective within the context to your field of research and relevant theories or conceptual frameworks, and method/approach. Demonstrate, using evidence appropriate to your field, a significant need for the proposed activity (e.g., local/global problem, important opportunity to meet with peers). Explain why this activity is important, timely, and/or cutting edge.

For Exchange Grants: If you are organizing an event, describe the specific objectives of the event, its theme(s), target attendees, and proposed agenda or schedule. If you are presenting at an event, describe the event to be attended, the research to be presented, modality of the presentation, and the intended audience. If you are attending an event and not presenting your research, describe specific objectives of your participation.

Attach to the "Application Attachments" section as necessary a list of references to methods, procedures and theory to demonstrate their suitability to the proposed application.

Response Type:
Long Text

Max Char: 11500

Required: Yes

Describe the potential benefits/outcomes (evolution, effects, potential learning, implications, external funding plans) that could emerge from the proposed research and/or other partnership activities. Provide operational definitions of what you aim to evaluate and your expected outcomes.

Explain how this activity will advance your discipline and your research career.

Response Type:
Long Text

Max Char: 3800

Required: Yes

Sample

Feasibility

Detailed Criteria

Proposed timeline:

- Appropriateness of timeline
- Probability that objectives will be met

Faculty member(s)'s capability or expertise to succeed, including:

- Evidence of past knowledge mobilization activities
- Quality and quantity of past contributions to the development of training and mentoring of students, postdoctoral researchers and other highly qualified personnel

Scored out of 20 points.

Describe the project timeline. If possible, include tables and figures to illustrate your plan and timeline to visually capture the flow of the project lifecycle (e.g. flow charts, Gantt charts) as an attachment in the "Applications Attachment" section.

Response Type:
Long Text

Max Char: 5000

Required: Yes

Describe your academic qualifications, experience, and accomplishments in relation to the proposed research project or exchange activity.

If applicable, discuss why you and/or your team members are appropriate to ensure the successful outcome of the proposed activity and why you are well-suited to lead this team. Outline the specific contributions of each team member to the different aspects of the activity and consider the skills that students bring to the team.

Response Type:
Long Text

Max Char: 3800

Required: Yes

Student Development

Detailed Criteria

- Effective research training
- Quality of training and mentoring to be provided to students
- Opportunities for students to contribute
- Influence on teaching and other pedagogical contexts, or if relevant, on professional practice

Scored out of 10 points.

Describe how your project, along with the results/products will benefit MacEwan students.

Will students be actively engaged members of the project team as Highly Qualified Personnel (HQP)? HQP are students and postdoctoral researchers. The training that HQP receive help contribute to the availability of a highly skilled labour force, capable of thinking critically and creating and applying knowledge for the benefit of Canada.

If students are not included in this project, explain why.

How will this project benefit the student experience (curriculum development, teaching, learning)?

Response Type:
Long Text

Max Char: 3800

Required: Yes

Knowledge Mobilization

Detailed Criteria

- Quality, appropriateness, and merit of knowledge mobilization plans
- Effective dissemination, exchange, and engagement with stakeholders
- Consideration for stakeholders within and/or beyond the research community, if applicable
- Identifies reach of dissemination plan (local, regional, international)
- Expected impact of dissemination activity

Scored out of 10 points.

Describe what will be achieved from the project activity. How will your results be used and by whom?

Provide clear plans to disseminate your scholarly work within your discipline and/or the community that extends beyond MacEwan University (e.g., artistic juried exhibition or performance, peer-reviewed publications, conference presentations, workshop development, etc.).

Response Type:
Long Text

Max Char: 3800

Required: Yes

Overall Quality

I acknowledge that each application will be judged on its overall quality, using the following detailed criteria:

- Overall quality of entire application
- Provided required attachments and all supporting documentation
- Completed each required section of the application
- Ease of understanding activity details and objectives

Scored out of 10 points.

Sample

Justifiable Budget

Detailed Criteria

- Appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or in-kind contributions
- Detailed budget

This section, in conjunction with the following Budget Summary section, is scored out of 10 points.

Provide a brief rationale for all activity expenditures, including those to be funded from other internal or external sources - to what extent will this project proceed without this additional funding?

Include rationale for funding of capital equipment over \$1000. Is it essential to the project? Where will it be located and how will it be used after the end of the project?

Include a rationale for unique requests (e.g., out-of-town travel for collaboration vs videoconference).

Response Type:
Long Text

Max Char: 3800

Required: Yes

Budget Summary and Justification

Review [university guidelines and policies](#) regarding eligible expenditures. In particular, be sure to review "Responsible Conduct of Research and Creative Activity."

Provide a detailed description of all project costs to be incurred for this activity. Include costs to be covered by other sources.

For Research Assistant rate of pay, consult the information on the Hiring a Research Assistant document on the [Post-Award Management website](#).

Travel must be directly related to the activity (e.g., field work, archival visits, etc). Estimate additional costs of taxes, booking fees and price fluctuations (up to 10%). Consult expenseservices@macewan.ca for current per diem rates for domestic and international travel.

Itemize ALL sources of funding (internal and external) that has been awarded or will be sought for this activity. Activity costs being borne by other internal/external funders should be listed in the rationale section but may be grouped together in this table. Attach letters of confirmation of support from other sources in the "**Application Attachments**" section.

Budget Summary

Proposal Budget Details			
Budget Category	Description	Attachments Included	Amount

Note: Include any supporting documents as attachments

Other Sources of funding (Describe in Justification)		
Description	Confirmed	Amount

Total of Proposal Budget		\$0.00
Total of Confirmed Sources of Funding		\$0.00
Total Amount Requested		\$7,000.00
Shortfall		(\$7,000.00)

Application Attachments

The following attachment types **must** be uploaded for the application to be submitted:

- Abbreviated CV
- Cited References

The following attachments should be included, if applicable:

- REB/AREB approval
- Letter(s) of confirmed partnerships and collaborations
- Letter(s) of confirmed financial support from internal/external partner organizations
- Budget Items including:
 - Estimated travel costs
 - Estimated quotes for major expenses

Ensure all relevant attachments are included here.

Please combine attachments into a single pdf attachment when possible and appropriate.

You must provide an attachment type and description before attaching the file

Attachment Type	Description	Filename	Datetime
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Declaration

Do you consent to the use of non-identifying portions of your application by the Office of Research Services for training purposes?

I certify that the information provided within this application is true and accurate to the best of my knowledge. I acknowledge that I am aware of and will adhere to all required MacEwan University policies and procedures, as well as conditions set forth in the Letter of Award. I also acknowledge that for internal grants I will be required to submit a final report to the Office of Research Services within 30 days of the completion of the activity. I further confirm to be free of Conflict(s) of Interest and/or Conflict(s) of Commitment as per the [Employee Code of Conduct](#) and the [Responsible Conduct of Research and Creative Activity policy](#), except where explicitly stated within the application.

Finish

Congratulations! You have submitted your grant application.

Your application has been sent to your Department Chair and Dean for review and approval, and then to the Office of Research Services for final review. If your Department Chair and/or Dean have questions, they will send your application back to you for updates. If your application is sent back, you will receive an email notifying you of this, and you will be able to access your application to make changes within "My Grants Applications" in the Research tile.

All changes must be made and approved by the approval deadline. Applications must be approved by your Dean by the faculty approval deadline and by the Office of Research Services to move forward to adjudication.

If you have any questions regarding the status of your application, or feedback to provide on the grant application process, contact research@macewan.ca.

Approval Status

Role	Name	Status Date	Action	Comments
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