Partnership Development Grants

LA&PS Information Session
Wednesday, May 22, 2024

Presented by
Shana Shubs, Research Facilitator

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Land Acknowledgement

This meeting is virtual, and because of that we are not all actually gathered in the same space. York's land acknowledgement might not represent the territory that you are currently on, and I would ask if that is the case, that you each take the responsibility to acknowledge the traditional territory that you are on and its current treaty holders.

As a member of the York University community, I recognize that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, the Huron-Wendat, and the Métis. It is now home to many Indigenous Peoples. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region.

Truth and Reconciliation Commission
Call to Action 47

We call upon federal, provincial, territorial, and municipal governments to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and *terra nullius*, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts.

See Truth and Reconciliation Commission of Canada: Calls to Action and the Indigenous Watchdog updates on Call to Action #47

Faculty Panelists

Dr. Carolyn Podruchny, University Professor, History

Member of PDG Selection Committee

PDG recipient in 2011 and 2018

Dr. Miguel González, Assistant Professor, Social Science

PDG recipient

- Transformational Emancipatory Knowledge(s) for Indigenous and Afro-descendant Self-determination in Central America

Program Overview

Program Overview

- **Partnership Development Grants** are expected to respond to the objectives of the Insight and/or the Connection program.

- PDGs are expected to:
  - develop research and related activities by fostering new partnerships with existing and/or potential partners; or
  - design and test new partnership approaches

- Funding of $75,000 to $200,000 is available for 1- to 3-year projects.
  - Average award in 2023 was $199,770.
  - Average national success rate over last 5 competitions was 58% (York's was 67%).
  - See this interactive dashboard for more competition statistics.

- Anticipated submission deadline: November 15, 2024 (application opens June 5)
  - Earlier Faculty and ORS internal deadlines.
  - All applications require an **ORS Checklist** and **mandatory review by ORS**. ORS then forwards the applications to SSHRC.

Program Overview

SSHRC welcomes applications involving **research-creation**.

- **The creation process is situated within the research activity** and produces critically informed work in a variety of media (art forms).
- Research-creation applications include an additional 1-page attachment where you can include links to illustrate the qualifications of the team and/or the nature of the proposed research-creation.

SSHRC welcomes applications involving **Indigenous research**.

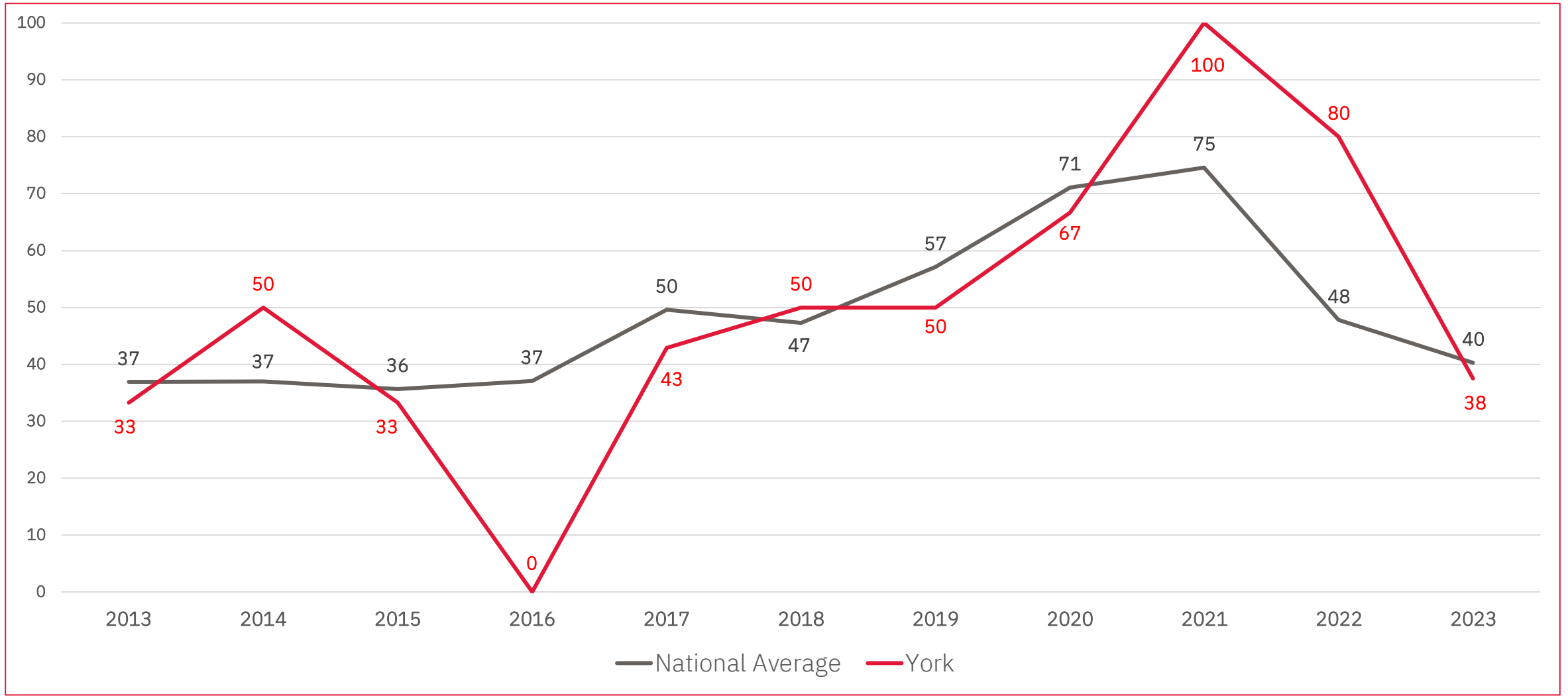
- Committees will apply SSHRC's Guidelines for the Merit Review of Indigenous Research to applications identified as involving Indigenous research. (See SSHRC's Indigenous Research Statement of Principles.)

  The Guidelines outline key considerations, including **detailed evaluation criteria.**

  Key concepts for merit review of Indigenous research:

  - Indigenous or traditional knowledge
  - Reciprocity
  - Community
  - Respect, relevance, and contributions

Annual PDG Success Rates (%) – 2013 to 2023



2023 PDG Competition Statistics

	York University	Overall Competition
Number of eligible applications	8	186
Number of awards	3	75
Success rate	37.5%	40.3%
Total amount requested	$1,564,500	$36,059,361
Total amount awarded	$599,310	$14,688,305
Average request	$195,563	$193,868
Average grant	$199,770	$195,844

See this interactive dashboard and links to full competition statistics.

Partnerships and Partner Organizations

- Partnership arrangements may involve multiple partners and can be bilateral or multilateral.
- A partnership may be new or existing.
  - If the partnership builds on work or relationships developed through previous SSHRC-funded projects, there is an additional 1-page application component to describe this previous work.
- Partner organizations can include Canadian and foreign postsecondary institutions, government departments (federal, provincial, territorial, municipal), for-profit and not-for-profit organizations, and foundations.
- Partner organizations will need to sign an MOU and provide a letter of engagement.
  - Foreign and non-academic partners may require substantial assistance with the SSHRC Portal.
  - “An individual who will act as a contact person” must enter organizational information and upload the letter of engagement to the SSHRC portal, but they can also forward the invitation email to the PI or an assistant who can complete these steps on their behalf.

Demonstrating Partner Involvement

- Your application should demonstrate how all partners are meaningfully involved in the **governance and intellectual leadership** of the project, how **partners will benefit** from their involvement and how the partnership **integrates the expertise** of all the partners in carrying out project activities.
- A **letter of engagement** is required from each invited partner and uploaded via the “Accept Invitation” link.
  - Your partners may need assistance drafting a letter that meets SSHRC’s requirements and strengthens your proposal.
- A similar York **letter of support** is completed and uploaded by the SIRI office.
  - Your research officer can provide you with the request form. Submit letter requests at least **10 business days** before the deadline.
- For the Evidence of Formal Partnership component, a standard York **Memorandum of Understanding** (MOU) is signed by all partners and uploaded by the applicant.
  - Your research officer can provide you with the MOU template.
  - The MOU must be signed by all partners by October 29.

Research Team

- **Applicants/Project Directors** must be primarily affiliated with a Canadian post-secondary institution.
- **Co-applicants** make a significant contribution to the project and provide a leadership role. They are formally affiliated with either:
  - a Canadian postsecondary institution, not-for-profit organization, philanthropic foundation, think tank, or municipal, territorial or provincial government; or
  - an international postsecondary institution.
- **Collaborators** make a significant contribution to the project. People formally affiliated with the private sector or federal government can **only** be collaborators. Collaborators **cannot** access research funds.
- **Postdoctoral researchers** can be Applicants/Project Directors or Co-applicants "if they have formally established an affiliation with an eligible institution within five months of the grant start date and maintain such an affiliation for the duration of the grant period."
- **PhD students** are only eligible as Applicants/Co-applicants if they have met all the requirements of their PhD program before the grant is awarded and have similar formal affiliation status as that required for postdoctoral researchers.

Invitations & Verifications

- Invitations are auto-generated when you enter participant or partner contact information in the online application.
  - Ensure family and given names and contact email are correct.
  - Co-applicants must complete the SSHRC CV and “research contributions and relevant experience” attachment.
  - Partners must upload a letter of engagement specifying their support, contributions and expected benefits.
  - Follow up with your partners and team members to offer technical support and reminders.

- Application can only be “verified” when all invited participants and partners have completed and verified their invitations.
  - Any invitations not yet accepted and verified must be removed from the application prior to submission.

- **START EARLY and follow up regularly.** Partners may need at least a summary and draft budget before being able to provide a letter of engagement and specify any appropriate contributions.

Application Components

Application Components – Required Uploads

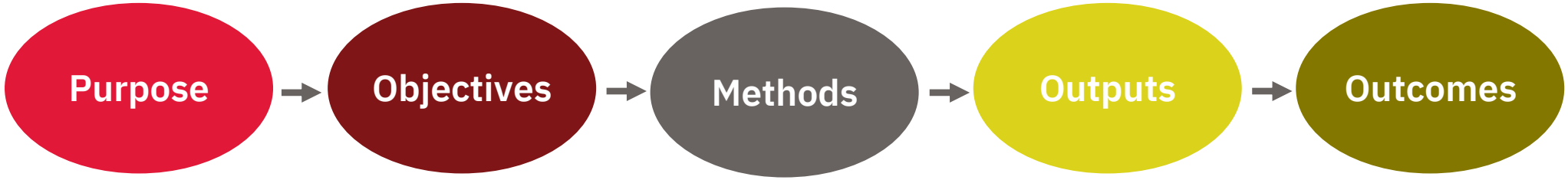
See instructions for each component. Follow requirements for margins and font size and type in pdf attachments.

- Goal & Project Description – 5 pages
- **Description of Formal Partnership – 4 pages**
- **Contributions Plan – 1 page**
- **Evidence of Formal Partnership (MOUs) – 15 pages**
- **List of Potential Partner Organizations & Other Contributors – 2 pages**
- Participants' Involvement – 2 pages
- Training and Mentoring – 1 page
- Knowledge Mobilization Plan – 2 pages
- Budget Justification – 2 pages
- Research Contributions & Relevant Experience – 5 pages
- References – 10 pages

- **Partner letters of engagement** – 2 pages, uploaded by partners

Application Components – Additional Considerations

- Integrate descriptions of the partnership approach, partner contributions, and partner benefits throughout your proposal (without repetition).
- Build a team with the experience and expertise to achieve a strong capability score. Take care to demonstrate their experience and expertise throughout: CVs, contributions and relevant experience, knowledge mobilization, training, methods, references, participants' involvement, description of formal partnership.
- Ensure all activities described throughout your proposal are also contemplated in your timeline and in your budget and well justified in the budget justification.
- Develop a compelling story for the review committee that ties together the following elements, integrating your partnership approach and your KM and training and mentoring plans:



Application Components – Additional Considerations

- Consider how to build decolonization, equity, diversity and inclusion (EDI) principles into your research design and research practice: partnership approach, governance, methods, data management, budget allocations, recruitment, training, references.

  - Consult these guidelines for EDI in Partnership Grant applications. Your Faculty research office may provide additional resources and guidance.
  - Aim to identify barriers and challenges and outline concrete actions to address them. Consider including targets for each action, where applicable.
  - Ensure respectful and reciprocal approaches to building relationships with partners. Consider aspects such as time, budget, needs, benefits, and full participation in research design as well as research practice.

- Ensure your publication and data management plans comply with the following:
  - Tri-Agency Open Access Policy on Publications
  - Tri-Agency Research Data Management Policy

Application Milestones and Suggested Timeline

SUMMER

- Assemble team and partners
- Determine roles and objectives
- Develop draft and summary
- Invite team and partners on portal
- Determine partner contributions
- Solicit letters of engagement and MOU signatures from partners

SEPTEMBER

- Refine draft
- Develop budget and budget justification
- Request and confirm York contributions (course release much earlier)
- Develop all additional components (training, KM, etc.)

OCTOBER

- Submit full draft to Research Office for review
- Submit letter request form and signed MOUs to VPRI
- Refine all application components

NOVEMBER

- Final revisions
- Submit full draft to Research Office for technical review
- Submit ORS Checklist for signature
- Submit final draft to ORS and through SSHRC Web Portal

Adjudication Process

Evaluation Criteria

- **Challenge (50%) – aim & importance of endeavour (WHAT)**
  - originality, significance, contribution
  - literature review, theoretical approach, methods
  - training plan, expected outcomes and impact

- **Feasibility (20%) – plan to achieve excellence (HOW)**
  - quality and genuineness of partnership
  - timeline
  - team and partner expertise
  - budget, including partner contributions
  - knowledge mobilization plans

- **Capability (30%) – expertise to succeed (WHO)**
  - team composition, CVs, past contributions
  - relevant expertise and experience, including knowledge mobilization, training, and formal partnerships

TIPS:

- Use the detailed breakdown of the evaluation criteria as a checklist and address each evaluation criterion explicitly.
- Write *for* the review committee.
- Address these criteria across multiple components of your application.
- Use the weighting of the criteria to guide your priorities and emphases when drafting your proposal.

Merit Review Process

- There are two multidisciplinary, multisectoral committees, each with a Chair.
    - *Your reviewers might have very little expertise in your area – write for non-specialists!*
- Your application will be read in full by three members.
- Members read all applications assigned to their panel and score applications prior to meeting.
- The full committee then discusses and ranks the applications.
- Committees will also apply SSHRC's Guidelines for the Merit Review of Indigenous Research to applications identified as involving Indigenous research.

TIPS:

Write *for* the review committee.

See HERE for membership on previous committees.

Watch the 2022 PDG Mock Review held by the Research Commons. This video includes a detailed description of the adjudication process and key items that reviewers often focus on.

Budgets

Budgeting

Guiding principle is **minimum essential funding**

- All budget items must be fully justified as necessary to achieve the project goals.
- “Committees may consider failing a project on the Feasibility criterion if they determine that 30 per cent or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.”
- A salary research allowance is only eligible when covering up to 50% of the cost to replace an employee of a Canadian not-for-profit who is listed as a co-applicant.
- Faculty research officers can assist with calculations, examples and eligibility of expenses, budget justification.
- Consult York’s Research Costs Table and the Tri-agency Guide on Financial Administration – Part 2: Use of Grant Funds.

TIP: Consult samples of previous successful applications to help with ideas and structure for the budget and budget justification components.

Common Budget Items

- Research assistants – describe what each student will be doing throughout the grant period.
  - Graduate students (RAs or GAs)
  - Undergraduate students
  - Non-students
- Travel and subsistence – present costs separately for team members (applicants, co-applicants) and for students. Explain who the travel is for and why it is essential.
  - Use a common booking platform (e.g., Expedia, Google Flights, Via Rail) to source lowest cost estimates.
  - Travel costs can be presented in the justification as:
    - $$flight/rail/mileage + $$lodging (*#days)+ $$per diem (*#days) + $$ground transportation
    - See York mileage and per diem rates
    - Include visa fees if applicable
- **TIPS:**
  - Prioritize support and meaningful opportunities for students.
  - Save conference travel for Years 2–3 or for when you are confident you will have research findings to share.
  - Include conference presentation opportunities for graduate students.

Budgeting – Other Common Expenses

- **Professional/Technical Services:** translation, transcription, design, video editing, technical support
- **Supplies:** software licenses (see York discounted rates), stationery, postage
- **Equipment:** laptop (with strong justification, ideally for use by students), recording device, data storage, camera
- **Open access fees**: include strong justification, specify target journals (we recommend no more than ~$3,000 overall)
  - consult the Tri-Agency Open Access Policy on Publications
  - check Sherpa Romeo for different journals' open access policies
  - York has several discounts and agreements
  - consider depositing final, peer-reviewed manuscripts in YorkSpace, York's institutional repository (free)
- **Honoraria:**
  - up to $500 per recipient, commensurate with type of contribution
- **Catering:**
  - Use York's per diem guidelines or catering estimates. See York catering options here.

Partner Contributions

- Contributions are a key method of affirming a formalized partnership. Partner organizations must provide in-kind and/or cash contributions toward the feasibility and success of the partnership. **These must be specified in the letters of engagement**.
- No minimum matching funds requirement.
- Consult the SSHRC Guidelines for Cash and In-Kind Contributions for more information about eligible and non-eligible contributions.
- Common types of in-kind and cash contributions from partner organizations include:
  - office and meeting space
  - a portion of the salary for non-academic staff (e.g., project manager, administrative support) who specifically support the partnership
  - knowledge mobilization (e.g., website design/hosting, translation, article processing charges)
  - access to specialized knowledge, datasets, equipment, laboratories, etc.

LA&PS Contributions

- Course release – LA&PS has a formal process for requesting course release, which includes an early Notice of Intent, peer review, and comprehensive feedback.
  - Notice of Intent for PDG due **July 15**. Full draft due for peer review **August 19**. Full draft due for course release decision **October 3**.

- LA&PS offers the LA&PS Grant Matching Fund to hire graduate students.
  - PDG applicants may receive a cash contribution of up to $10,000.
  - Funding is conditional upon success of application.

- Internal LA&PS and other York grants can be leveraged to cover expenses that would otherwise be requested from SSHRC (e.g., LA&PS Research Events Fund), freeing up more budget space for other expenses.

York Contributions

- York Graduate Fellowships – can count as an in-kind contribution when planning to hire YGF-eligible graduate students. To be counted, the project must compensate a YGF-eligible graduate student from SSHRC grant funds.

- ORUs may offer diverse forms of cash and in-kind support:
  - office, meeting, and event space for research activities
  - coordinator support for research administration and knowledge mobilization
  - website development and maintenance

- Departments/Schools, Knowledge Mobilization Unit, Libraries, eServices/UIT:
  - Event funding
  - KM training and services, event support
  - Data management, data visualization, etc.
  - Website design, research tools, systems design, computing services, etc.

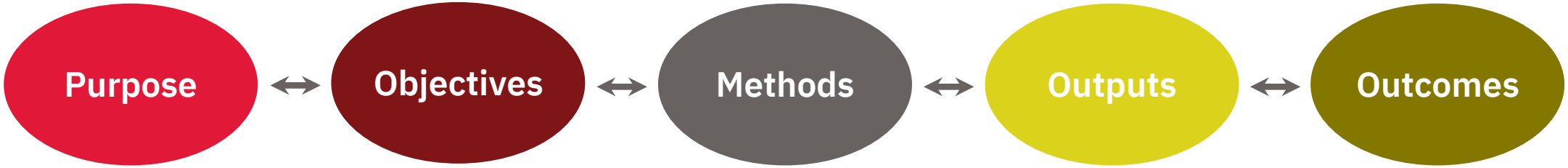
Best Practices

Best Practices for Grant Success

- **Start early!**
  - Consult samples of previous applications
  - Engage team members and partners early to start the invitation process
  - Prepare early drafts of summary, objectives, and budget to share with partners for discussions about letters of support, MOUs, and contributions
- Focus on the strength of the partnership and the meaningful involvement of students and early career researchers.
  - Work these aspects into all application components: partnership-related objectives, letters of engagement, team description, budget justification, governance, training and mentoring, knowledge mobilization, etc.
- Build decolonization, equity, diversity and inclusion (DEDI) principles into your research design and research practice.
- Manage expectations among your partners and team members.
  - Clarify roles, timelines, eligible and ineligible expenses (e.g., salaries), flow of funds

Best Practices for Grant Success

- Develop a compelling story for the review committee that ties together the following elements:



- Ensure all activities described in your proposal are also contemplated in your timeline and budget and well justified in the budget justification.
- Leverage and meaningfully integrate internal and institutional supports and resources.
- Check the evaluation criteria during successive revisions. Address each sub-criterion explicitly. **Write for your reviewers.** (See composition of previous SSHRC committees here.)
- Use SSHRC terminology and suggested headings.
- Maximize readability: use white space, bolding, infographics, diagrams, tables, and bullet points.

How the LA&PS Research Office Can Help

- Provide different levels of review
  - Comprehensive review of full application package
  - Component review of specific application modules and attachments
  - Review of knowledge mobilization plans by knowledge mobilization specialist
  - Technical review to ensure completeness and eligibility
- Provide samples, templates and checklists
- Assist with budget development and budget justification
- Facilitate York contributions and Letter of Support from York
- Facilitate ORS Checklist

Submission Process

PI develops application
PI invites team members and partners
Obtains signed MOUs, York contributions, partner contributions

Oct. 3
GDS provides support and reviews application (Word and/or pdf)

Oct. 29
PI submits draft (pdf) with York contributions, ORS Checklist, MOUs, and Letter Request Form to GDS

ADR signs ORS Checklist, SIRI provides Letter of Support, Innovation York signs MOU

Nov. 13
PI submits Checklist and full application (pdf) to ORS by 10 am

ORS:
researchapps@yorku.ca

ORS reviews and flags any concerns

Nov. 15
PI finalizes application and submits to ORS and via Research Portal

Nov. 15
ORS forwards application to SSHRC

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LA&PS Contacts

Please reach out anytime to Shana Shubs (shanays@yorku.ca), LA&PS research facilitator, to discuss your research plans, request support, and connect with a LA&PS grant development specialist.

Grant development support

- Beatriz Franco Arellano | bfrancoa@yorku.ca
- Emma Paszat | paszate@yorku.ca
- Leeann Bennett | leeann3@yorku.ca
- Shana Yael Shubs | shanays@yorku.ca

Knowledge mobilization specialist

- Talveen Saini | talveen@yorku.ca

Application Support

Faculty Research Office

- Contact your Research Office for assistance with application development and submission procedures.

SSHRC Resources

- Program Overview and Application Instructions
- Partnerships Toolkit
- Definition of Terms
- Competition Statistics
- Review Committees
- Guidelines for Effective Research Training
- Guidelines for Effective Knowledge Mobilization
- Guidelines for Cash and In-Kind Contributions
- Guidelines for the Merit Review of Indigenous Research
- Guidelines for Research-Creation Support Materials
- Guide to Addressing EDI in Partnership Grant Applications

SSHRC Contacts

- Email: partnershipdevelopment@sshrc-crsh.gc.ca; Tel: 1-855-275-2861