SSHRC Insight Grant Information Session

May 15, 2024 | 11 -12:30am

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YORK UNIVERSITY

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, and the Huron-Wendat. 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.

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Program Overview

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Insight Program: Objectives

- **build knowledge** and understanding from disciplinary, interdisciplinary and/or cross-sector perspectives through **support for the best researchers**.

- support **new approaches to research** on complex and important topics, including those that transcend the capacity of any one scholar, institution or discipline.

- **provide a high-quality research training experience for students**.

- fund research expertise that relates to **societal challenges and opportunities**.

- **mobilize research knowledge**, to and from academic and non-academic audiences, with the potential to **lead to** intellectual, cultural, social and economic influence, **benefit and impact**.

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Insight Grants: Overview

> **Insight Grant Goal**
Research excellence in the social sciences and humanities, about complex issues about individuals or society

> **Value**
>> Stream A: $7,000 - $100,000
>> Stream B: $100,001 - $400,000

> **Project Duration**
>> 2 to 5 years

> **Applicants:** Individuals or Teams

> **Contributions –** not required (optional)

> **Due Dates**
> • **SSHRC Deadline:** Tuesday, October 1, 8:00 PM SSHRC (York's ORS deadline is 10am)
> • **Mandatory LA&PS Research Office's Internal Deadline**: 9:00 AM, Wednesday, September 25, 2024
> (*other Faculty Research Offices may have other **earlier deadlines** – contact your Research Office to confirm)
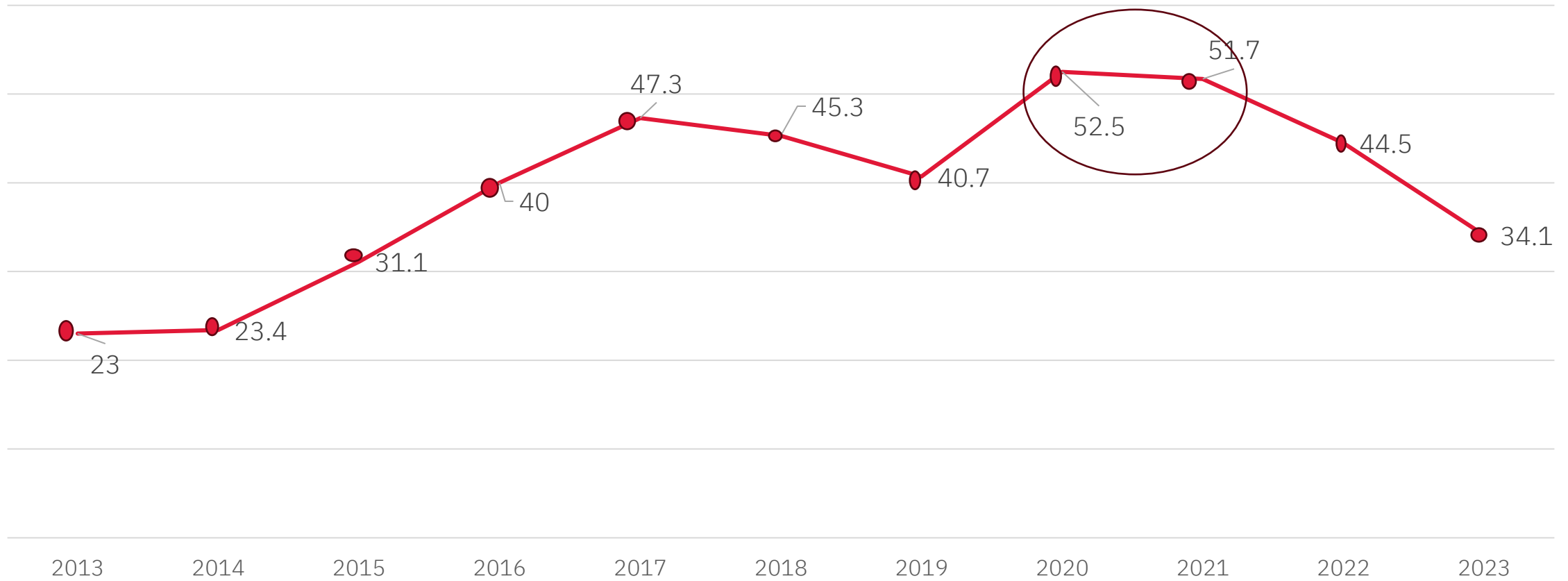
> **Results Announced:** April 2025

> **To Apply**
>> Create/Submit Application & SSHRC Web CV - HERE
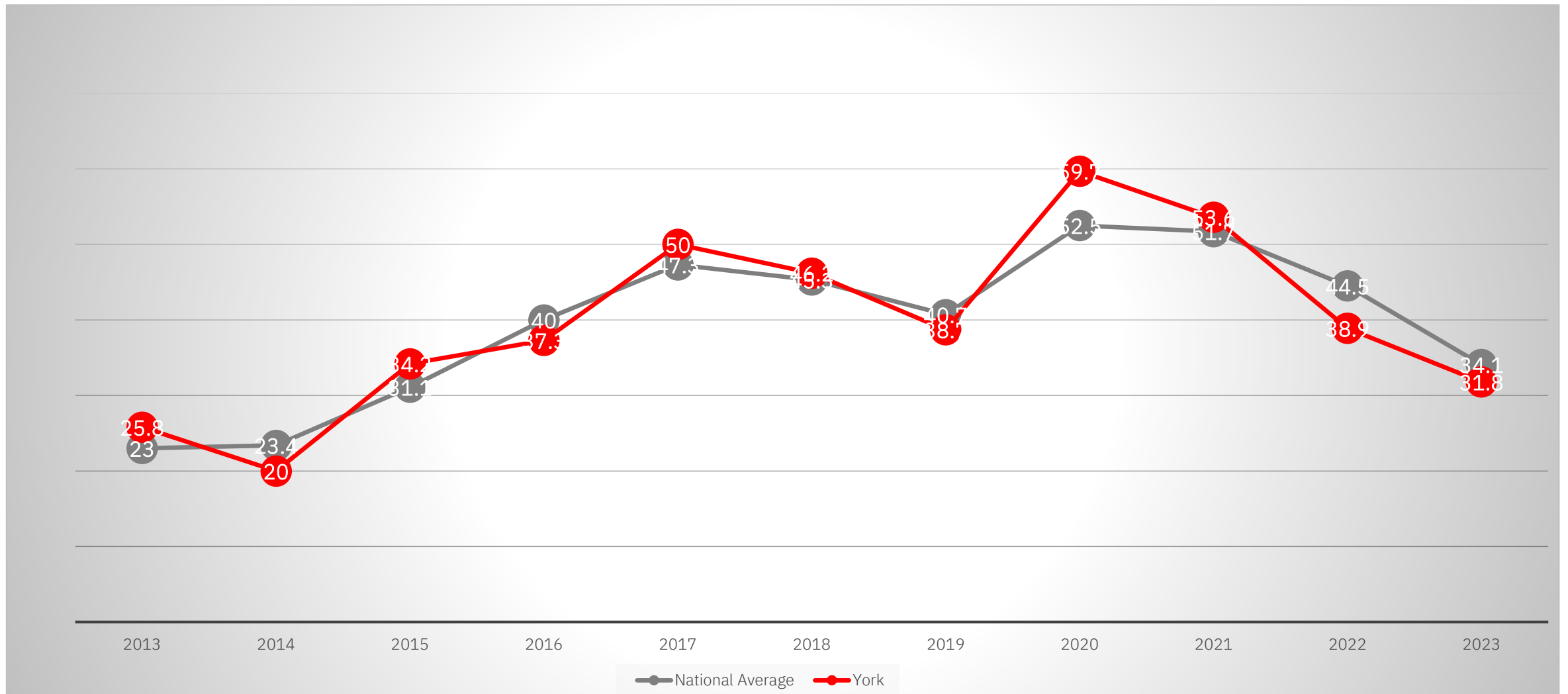>> SSHRC Application Instructions – HERE
>> Insight Grant program overview - HERE

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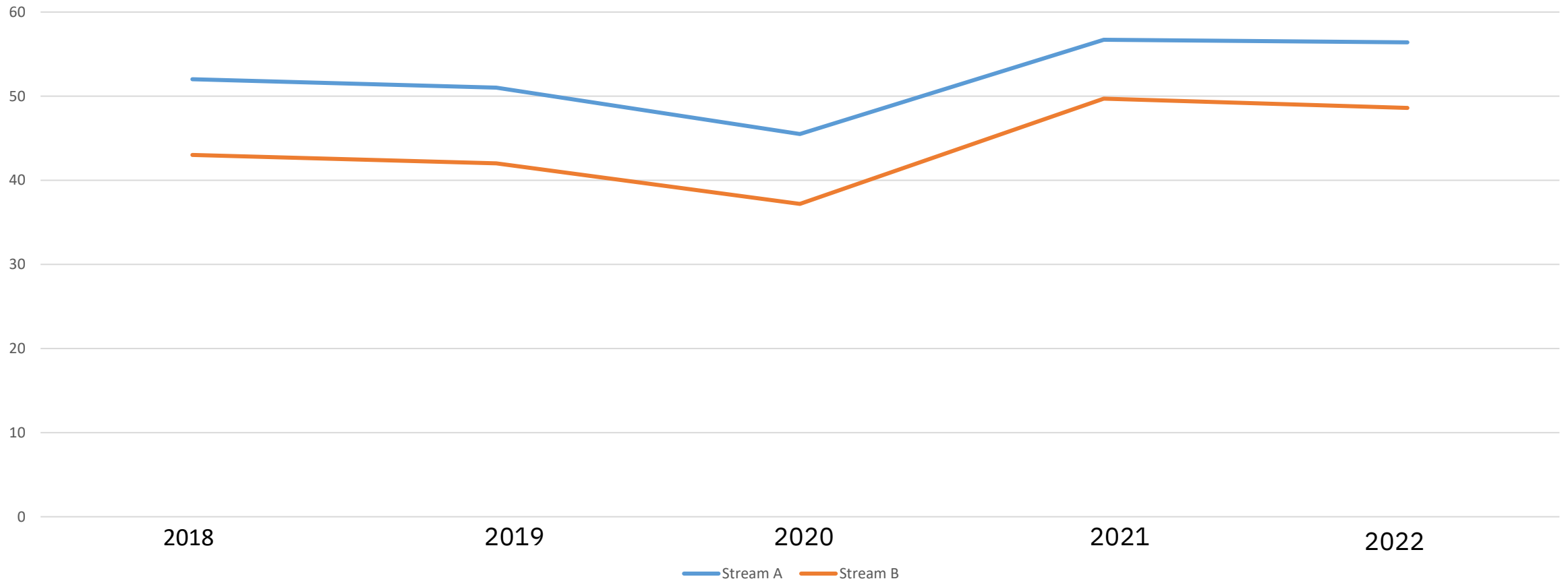# SSHRC Insight Grant Success Rates: 2013-2023

National Averages

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SSHRC Insight Results 2013-2023 (York vs. National Averages)

Line chart comparing National Average (grey) and York (red) SSHRC Insight results from 2013 to 2023.

Year	National Average	York
2013	23	25.8
2014	23.4	20
2015	31.5	34.2
2016	40	37
2017	47.4	50
2018	46.2	46.2
2019	40.1	38.5
2020	52.4	59.5
2021	51.4	53.6
2022	44.5	38.9
2023	34.1	31.8

National Average —— York ——

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SSHRC Insight Grants Success Rates 2018-2022 (Stream A vs. Stream B)

Stream A —— Stream B ——

National Averages

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Evaluation: Challenge, Feasibility, Capability

Challenge (40%):
- originality, significance and expected contribution to knowledge;
- appropriateness of the literature review;
- appropriateness of the theoretical approach or framework;
- appropriateness of the methods or approach;
- quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and
- potential for the project results to have an influence and impact within and/or beyond the social sciences and humanities research community.

Feasibility (20%):
- appropriateness of the proposed timeline and probability that the objectives will be met;
- expertise of the applicant or team in relation to the proposed research;
- appropriateness of the requested budget, justification of proposed costs, and, where applicable, other financial and/or in-kind contributions;
- quality and appropriateness of knowledge mobilization plans, including for effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable.

Capability (40%):
- quality, quantity and significance of past experience and published and/or created outputs of the applicant and any co-applicants, relative to their roles in the project and their respective stages of career;
- evidence of other past knowledge mobilization activities (films, performances, commissioned reports, knowledge syntheses, experience in collaboration or other interactions with stakeholders, contributions to public debate and media) and of impacts on professional practices, social services and policies, etc.;
- quality and quantity of past contributions to the training and mentoring of students, postdoctoral fellows and other highly qualified personnel.

TIP – Use this as a checklist as you write the application components

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Insight Grant: Comparison

	Insight Development Grant	Insight Grant	Partnership Development Grant	Partnership Engage Grant
Challenge (proposal)	50%	**40%**	50%	60%
Feasibility (budget, timeline)	20%	**20%**	20%	20%
Capability (CV)	30%	**40%**	30%	20%

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Key Aspects to Consider

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Indigenous Research

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.

All research involving Indigenous peoples must be undertaken in accordance with the second edition of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans, and, in particular, Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada

Key concepts:
Indigenous or traditional knowledge
Reciprocity
Community
Respect, relevance and contributions

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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.

Fields that may involve research-creation may include, but are not limited to: architecture, design, creative writing, visual arts (e.g., painting, drawing, sculpture, ceramics, textiles), performing arts (e.g., dance, music, theatre), film, video, performance art, interdisciplinary arts, media and electronic arts, and new artistic practices.

- Refer to SSHRC's definitions of research-creation and artist-researcher and to SSHRC's Guidelines for Research-Creation Support Materials when preparing this attachment, which must include a website link to provide samples of work that best illustrate the qualifications of the team and/or the nature of the proposed research-creation.

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Decolonization, Equity, Diversity & Inclusion (DEDI)

Research Design (sample selection, data collection, etc.) -
- Cite diverse literature and authors
- Check for bias in research questions
- Collaboration and reciprocity
- Data ownership / transparency

Research Practice (team composition, student training, etc.) -
- recruitment processes
- Mentoring, training, access to development opportunities
- Fair and culturally appropriate compensation

Resources
- Creating an Equitable, Diverse and Inclusive Research Environment: A Best Practices Guide for Recruitment, Hiring and Retention (SSHRC)
- Equity, Diversity and Inclusion Action Plan for 2018-2025 (Tri-Agency)
- The First Nations Principles of Ownership, Control, Access and Possession (First Nations Information Governance Centre)

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Eligibility Criteria

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Multiple Applications

- Individuals can apply, as an <u>applicant</u>, for **only one Insight Grant at a time**.

- Normally, researchers cannot apply **as an applicant** for an <u>Insight Grant</u> and an Insight Development Grant in the same calendar year. However, in 2017, SSHRC approved an exception to this multiple applications regulation that has been extended for the foreseeable future.

- Researchers who applied **unsuccessfully** for an Insight Development Grant in February of a given year can apply for an Insight Grant in October of that same year. Therefore, researchers who applied for an Insight Development Grant in February 2024 (results due in June) and **are not successful** may apply for an Insight Grant in October 2024.

- See SSHRC's <u>regulations regarding multiple applications and holding multiple awards</u> for more information.

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Eligibility: Subject Matter

› **SSHRC does not support research** that is mainly health-related, such as clinical research, therapy-related research, diagnostic tools, rehabilitation and epidemiology. Psychomotor research, kinesiology research and clinical education are also ineligible.

› **Projects whose primary objective** is curriculum development, program evaluation, preparation of teaching materials, organization of a conference or workshop, digitization of a collection, or creation of a database are **not eligible** for funding under this funding opportunity.

› Please consult the Subject Matter Eligibility section for more information.

› For advice about eligibility, applicants are invited to forward a summary of the application, including the proposed objectives to the SSHRC Program Officers.

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Eligibility: Applicants, Co-Applicants, Collaborators

> **Applicants**:
  - Must be **affiliated with an eligible Canadian postsecondary institution** at time of application.

> **Co-Applicants**:
  - **Same eligibility as Applicants**. Researchers based at international institutions are not eligible to be co-applicants on Insight Grants.

> **Collaborators**:
  - **Any individual** who makes a significant contribution to the project is eligible to be a <u>collaborator</u>. Collaborators do not need to be affiliated with an eligible Canadian postsecondary institution.

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Eligibility: Postdocs & PhD Students

Postdoctoral researchers are eligible to apply if they:

- formally establish an **affiliation** with an **eligible Canadian postsecondary institution** within three months of the grant start date (i.e., by July 1, 2025 for the current competition); and
- maintain such an affiliation for the duration of the grant period.

PhD candidates are eligible to apply if they:

- will have met all requirements for the **PhD before the grant is awarded**, including all course work and successful defence of their dissertation; and
- establish a **formal affiliation with an eligible Canadian postsecondary institution** within three months of the grant start date (i.e., by July 1, 2025 for the current competition); and
- maintain such an affiliation for the duration of the grant period.
- It is important for any PhD Student thinking of submitting an Insight Grant to **contact their Faculty Research Office** and their Supervisor to discuss the proposed project.

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Key Application Components

Application Components

- Activity details / research activities (mandatory) - online
- Request for multi/interdisciplinary evaluation – 1 page
- Response to previous critiques – 1 page
- Summary of proposal (mandatory) – 1 page
- Detailed description (mandatory) – 6 pages
- Knowledge mobilization plan (mandatory) – 1 page
- List of references or bibliography (mandatory) – 10 pages
- Expected outcomes (mandatory) - online
- Research-creation support material (if applicable) – 1 page

- Research team, previous output and student training (mandatory) – 4 pages
- Funds requested from SSHRC (mandatory)
- Budget justification (mandatory) – 2 pages
- Funds from other sources – online
- Impact assessment—Appendix A
- Joint Initiatives (statement of relevance)
- Suggested reviewers
- Exclusion of potential reviewers (if applicable) – 1 page
- Research contributions (mandatory) – 4 pages
- Career interruptions and special circumstances (if applicable) – 1 page

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Summary of Proposal – 1 page

› This section provides a synopsis of the **whole** project.
› Use clear, complete and **plain language** (may be used by media if funded).

› Effective lay summaries often follow a similar **structure**:
  • Paragraph 1 – Problem Statement
  • Paragraphs 2-3 – Objectives and Methods designed to answer the issues in P.1
  • Paragraph 4 – Impact of the proposed research (outcomes, training, planned activities)

  • Your summary should **include a compelling rationale** for why the proposed research matters and why you are the right person or team to carry it out.

  TIP: **Do not copy-paste** from proposal, write an original lay summary. This section is the first that evaluators read, but should be the last section you write!

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Detailed Description – Objectives, Context, Methodology – 6 pages

This document must address Challenge and Feasibility evaluation criteria listed under <u>Evaluation and merit review</u> and speak to the following sub-headings:

› **Objectives:**
- **Describe** and **specify** the goals and objectives of the project, i.e., Why are you conducting this research? Why is it important (now)?
- Briefly describe measurable outcomes and timelines for achieving objectives/goals
- Can present specific objectives and goals using bullet/numbered points

› **Context:**
- Describe the **originality, significance and expected contribution to knowledge**
- Situate the proposal within existing literature including recent publications
- Describe and **justify** the theoretical framework/conceptual approach and why this is **appropriate for the project**
- Explain if/why the project is developing new theories/concepts or offers new insights that will improve/advance existing ones

› **Methodology:**
- Describe concepts, processes, and procedures to be used to achieve research goals and objectives
- Describe knowledge/information/data collection and analysis methods and **be specific**
- Indicate who is doing what, including roles of students
- Ensure plans correspond with the **timeline** and are a **logical** and **comprehensible** sequence of activities and outputs
- Ensure methodological activities correspond to budget
- Ensure methodology is **appropriate** for the project

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Research Team, Previous Output, and Training of Students – 4 pgs

Roles and Training of Students

SSHRC considers that, in order to be effective, research training should, when applicable, do the following:

- Build both **academic (research and teaching) competencies and general professional skills**, including knowledge mobilization, that would be **transferable** to a variety of settings.
- Include **international and/or intersectoral opportunities** whenever possible and applicable.
- Include **specific, effective mentoring and institutional support**.

Be sure to clearly describe:

- the **roles and responsibilities** of students – assign appropriate tasks
- how the applicant and/or research team will **train, mentor, supervise** students
- **potential career opportunities** that open to student as a result of the project.
- Integrate **DEDI principles** in your Training plan – recruitment and mentorship

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Knowledge Mobilization Plan – 1 page

Consider the following in developing your KM plan:

1. **Audience** – To whom should research results be communicated? How do they like to access information? How will they be engaged in the research project and support the KM activities?

2. **KM Outcomes and Impact** – What are the short-term **outputs** (e.g., publications, presentations, etc.), anticipated **outcomes** (e.g., how are research finding being used, capacity building, policy change, etc.), and long-term **impacts** (e.g., changes in behaviors, thinking, political and economic effectiveness)?

3. **KM Activities** – How is the process of communicating research findings to audience mapped? What are the different KM techniques for different kinds of audiences (academic, non-academic, government, non-specialist)? Specific tools and resources? Policy briefs or fact sheets? Social media tools? More than a website.

4. **Evaluation and Feasibility** – How will the proposed KM activities advance the research goals? How will interactions be sustained beyond the life of the project? How will you measure the success? Who will do the work? Is it in your budget? Impact metrics (qualitative and quantitative) are now part of many planning tools.

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Response to Previous Critiques – 1 page

Committee members will not be given copies of the earlier application(s) or previous reviewers' comments. This section **can be used effectively to point out improvements to the application** and to highlight the strengths that previous reviewers noted.

We recommend that applicants resubmitting applications take advantage of this extra space and fill out this section. Focus on changes made to the application that address previous concerns. Instead of defensive or negative responses to reviewer comments, discuss how feedback has been addressed and used to strengthen new submission.

TIP: recommended to include this attachment

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Budgeting

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Insight Grant: Budget

Funds requested from SSHRC and budget justification (2 pages maximum, uploaded as a pdf attachment)

Key Budgeting Principle is minimum essential funding –
- Evaluated as part of the feasibility score.
- All proposed expenses must be fully justified as necessary to achieve project goals.
- An application **will be declared ineligible** if it is determined 30% or more of the requested budget has been allocated to ineligible expenses.
- Committees may recommend **budget reductions** if they determine that the budget is inadequately justified or inappropriate, or where they deem that savings can be achieved without jeopardizing the project objectives. Committees may also reduce the feasibility score.

   TIPS:
- 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.

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Budget – Categories of Expenses

Personnel costs
- **Students** (research assistants and graduate assistants)

- **non-student salaries** (post-doctoral visitors; others: research assistants that are not students, professional and technical services, including graphic design, video editor, transcription and translation, etc.)

Travel and subsistence costs
- **Research (e.g. fieldwork)**
  - **applicants**
  - **students**
- **Dissemination (e.g. conferences)**
  - **applicants**
  - **students**

Other Expenses (supplies; non-disposable equipment; open access fees, catering for knowledge dissemination activities, etc.).

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Budgeting - Students

Students may be hired as Research Assistants or Graduate Assistants:

- **Research Assistants (RAs)** are paid for work that furthers their program requirements. York has no set rate for RAs. Compensation approaches vary by department. For the budget, a stipend calculated on an hourly rate (for estimated work) is a common approach.

- **Graduate Assistants (GAs)** are members of CUPE 3903 Unit 3. Their rates are governed by the CUPE Collective Agreement. GA roles must be posted according to dates in the CUPE 3903 Unit 3 CA. Costs for budget purposes can be found <u>HERE</u>.

- Further guidance on these distinctions can be found <u>HERE</u> and <u>HERE</u>.

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Budgeting – Travel

› Travel costs should be as **accurate as possible**. It is recommended that applicants use a **common planning/booking platform** (e.g., Expedia) to source lowest cost estimates.

› Travel costs are distinguished between those budgeted for the **Research** and **Dissemination** expenses of **Team Members** and **Students**.

› **Travel Costs can be presented as**:

$$flight/rail/mileage + $$Lodging + $$ York per diem

(For York mileage rates see the Research Costs Table)

› Be sure to also include brief **text justification** of listed expenses, i.e., 1-2 sentences about why the travel is **essential for research or dissemination purposes**.

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Budgeting: Open Access Fees

> **Open access fees –**

> Grant holders must also **comply** with the **Tri-Agency Open Access Policy on Publications**. See the Open Access overview for more information.

> **Online Repositories (*meets SSHRC requirements)**
>
> • Grant recipients can **deposit** their final, peer-reviewed manuscript into an institutional or disciplinary repository that will make the manuscript freely accessible **within 12 months of publication**.

> **Immediate Open Access (*an eligible expense, requires justification)**
>
> • Grant recipients can publish in a journal that offers **immediate open access** or that offers open access on its website within 12 months. Some journals require authors to pay article processing charges (APCs) to make manuscripts freely available upon publication. The cost of publishing in open access journals is an **eligible expense** under the Use of Grant Funds.

TIP: We advise keeping budgets for Open Access **fees at a maximum of $3,000.**

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Budgeting – Key Principles

> Remember: **Four Principles** govern appropriate use of grant funds. Budget expenses should:
> - be a direct cost of research for which the funds were awarded, with benefits directly attributable to the grant
> - not be provided by the administering institution to their research personnel
> - be effective and economical
> - not result in personal gain for members of the research team
>
> York has a **Research Costs Table** to assist applicants with budgeting and budget justification.

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Specific Rules on Use of Grant Funds

❯ Insight Grant funds **cannot be used** for remuneration, and/or the travel and subsistence costs of presenters or guest speakers.

❯ Insight Grant funds **cannot be used** to remunerate team members (applicant, co-applicant or collaborator). This includes postdoctoral fellows serving in any of these capacities. Teaching release is not an eligible SSHRC cost.

❯ Insight Grant funds **cannot be used** for **Collaborator** research costs. However, their travel and subsistence expenses related to research planning, the exchange of information with the grantee, and for the dissemination of research results are considered eligible.

❯ Consultation fees are eligible for expert and/or professional and technical services that contribute directly to the proposed research as long as **the service is not being provided** by a team member or other persons whose status would make them eligible to apply for a SSHRC grant.

❯ Reference: <u>Tri-Agency Guide on Financial Administration, Part 2: Use of Grant Funds</u>

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Adjudication Process

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Adjudication – Review Process

❯ Applications reviewed by **external assessors** (typically 2 per application**)**

❯ Applications reviewed by **IG Merit Review Committees**

- Thematic and or multi-disciplinary and/or disciplinary committees
- Committee reads a cohort of applications + relevant assessments.
- Committee evaluates and ranks proposals in their cohort

❯ Committee is **not bound** by judgments of external assessors

❯ Lowest 35% are not discussed in final stage of merit review

❯ A **budget envelope** allows the committee to see which applications will receive funding and where the cut-off line for funding sits.

❯ All, a portion, or none of the requested funding may be offered.

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Insight Grant: Adjudication Committees

Committee 435-1: Philosophy

Committee 435-2: History

Committee 435-3: Fine arts, research-creation

Committee 435-4: Literature

Committee 435-5: Medieval, classics, religious studies

Committee 435-7: Economics

Committee 435-8: Sociology, demography and related fields

Committee 435-9: Geography, urban planning and related fields

Committee 435-10A: Psychology

Committee 435-10B: Psychology

Committee 435-11: Political science and public administration

Committee 435-12A: Education and social work

Committee 435-12B: Education and social work

Committee 435-12C: Education and social work

Committee 435-13: Anthropology and archaeology

Committee 435-14A: Business, management and related fields

Committee 435-14B: Business, management and related fields

SELECTION COMMITTEES

Committee 435-14C: Business, management and related fields

Committee 435-15: Linguistics and translation

Committee 435-16: Communications, media studies, gender studies, library and information science, related fields

Committee 435-17: Law and criminology

Committee 435-21: Indigenous research

Committee 435-22: Multidisciplinary or interdisciplinary humanities

Committee 435-23A: Multidisciplinary or interdisciplinary social sciences

Committee 435-23B: Multidisciplinary or interdisciplinary social sciences

Committee 435-24: Tri-Agency Interdisciplinary Peer Review Committee

Committee members for previous competition can be viewed HERE

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Insight Grants: Scoring

Descriptor	Score /18 Scores within committee: Challenge (40%): x/ 6 Feasibility (20%): x/ 6 Capability (40%): x/ 6 Total Score (weighted): x/ 18
Very good to excellent	5-6
Good to very good	4-4.9
Satisfactory to good	3-3.9
Unsatisfactory	Below 3

Score of last funded application: examples from three committees	
Stream A	Stream B
14.22 / 18	15.14 / 18
12.45 / 18	13.71 / 18
15.21 / 18	15.76 / 18

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Resources & Deadlines

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Insight Grant: Submission Process

➢ To **apply**, log in to the SSHRC Portal <u>HERE</u>.

➢ **SSHRC IG deadline: October 1, 2024**
• **LA&PS internal deadline** for a required technical review is **September 25, 2024**.
• Note multiple internal Faculty deadlines for full review, course release requests, peer review, and ORS Checklist

➢ Signed ORS Checklists and completed generated pdf applications (verified and submitted in portal) should be sent to **ORS**, researchapps@yorku.ca, **by 10am on SSHRC's deadline, October 1st**.

➢ ORS Checklists can be completed on the <u>DocuSign</u> platform. They must include all cash and in-kind contributions and be accompanied by written confirmations of these Contributions, if applicable.

➢ ORS submits your application to SSHRC via the Portal after verifying completeness.

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SSHRC Resources:

❯ [Upcoming Webinars](#)

❯ [Upcoming Deadlines](#)

❯ [Definition of Terms](#)

❯ [Competition Statistics](#)

❯ [Selection Committees](#)

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Important Contacts

SSHRC Program Office
Phone (Toll-Free): 1-855-275-2861
Email: insightgrants@sshrc-crsh.gc.ca

York Office of Research Services (ORS)
Phone: 416-736-5055
Email: researchapps@yorku.ca

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LA&PS Research Office Contacts

Grant Development Support

> Leeann Bennett, GDS | leeann3@yorku.ca

> Beatriz Franco Arellano, GDS | bfrancoa@yorku.ca

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Happy Writing!