

# Insight Development Grant

LA&PS Information Session  
Tuesday, October 15, 2024

Presented by  
Shana Shubs, Research Facilitator

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liberal arts &  
professional studies | **YORK U**



# 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 First Nation, Inuit and Métis communities.

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 54

We call upon the Government of Canada to provide multi-year funding for the National Council for Reconciliation to ensure that it has the financial, human, and technical resources required to conduct its work, including the endowment of a National Reconciliation Trust to advance the cause of reconciliation.

Status: IN PROGRESS

See [Truth and Reconciliation Commission of Canada: Calls to Action](#) and the [Indigenous Watchdog update on Call to Action 54](#).

# Faculty Panelists

## **Dr. Katarina O’Briain, Assistant Professor (English)**

2024 IDG recipient

- Manila in the transoceanic archive: The poetics of colonial occupation, 1762–1764

## **Dr. Saskia Van Viegen, Associate Professor (Languages, Literatures and Linguistics)**

2023 and 2024 member of review committee

## **Dr. Shamette Hepburn, Associate Professor (Social Work)**

2024 IDG recipient

- Retirement time (in)equality in Canada



# Program Overview

# Program Overview

## › **Application Deadline:** Monday, February 3, 2025

- LA&PS internal deadline for full review: Tuesday, January 7, 2025

## › **Value:** \$7,000 to \$75,000

## › **Project Duration:** 1 to 2 years

## › **To Apply:**

- Consult description, evaluation criteria and application instructions [here](#)
- Create [Canadian Common CV](#)
- Create/submit application via the [Research Portal](#)
- All applications require an **ORS Checklist** and **mandatory review by ORS**. ORS then forwards the applications to SSHRC.

# Program Overview

- Insight Development Grants enable the development of new research questions as well as experimentation with new methods, theoretical approaches and/or ideas.
- IDGs foster research in its early stages. They are not intended to support large-scale initiatives.
- Proposed projects can involve, but are not limited to, the following types of research activities:
  - case studies
  - pilot initiatives
  - critical analyses of existing research

# Program Overview

IDG funding is available for two distinct categories of scholars:

Emerging scholars who will develop new research questions and/or approaches. Such projects may build on and further the applicant's (or team's) graduate work and/or represent a continuation of their overall research trajectory.

Established scholars who will explore new research questions and/or approaches that are **distinct from their previous/ongoing research**. Insight Development Grant funding is not intended to support ongoing research for established scholars.

- Emerging and established scholars are ranked and discussed separately.
- At least 50 percent of the IDG funding envelope is reserved for applications from emerging scholars.



# Emerging Scholars

An emerging scholar is someone who has not yet had the opportunity to establish an extensive record of research achievement but is in the process of building one.

Applicants identifying themselves as an emerging scholar must demonstrate that they have not applied successfully, as principal investigator or project director, for a grant offered through SSHRC, NSERC, or CIHR.

Exception: Emerging scholars may have previously held or currently hold Connection or Partnership Engage Grants.

In addition, they must meet **at least one** of the following criteria:

- have completed their highest degree no more than six years before the competition deadline (SSHRC considers only the date of completion of the first doctorate)
- have held a tenured or tenure-track postsecondary appointment for less than six years
- have held a postsecondary appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions)
- have had their careers significantly interrupted or delayed for health or family reasons within the past six years

# Established Scholars

An established scholar is someone who has established—or who has had the opportunity to establish—a record of research achievement.

The 3800-character explanation of how the proposed research is distinct from previous/ongoing research is **crucial to the eligibility and success of applications from established researchers.**

Proposed projects should be clearly delimited and in the early stages of the research process.

New directions can be framed in thematic and/or methodological terms. This is normally an entirely new topic or methodological direction, involving, for example:

- different methods
- new target audiences
- different journals

Projects involving the ongoing research of established scholars are better suited to the [Insight Grant](#) competition.

# Program Overview

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

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

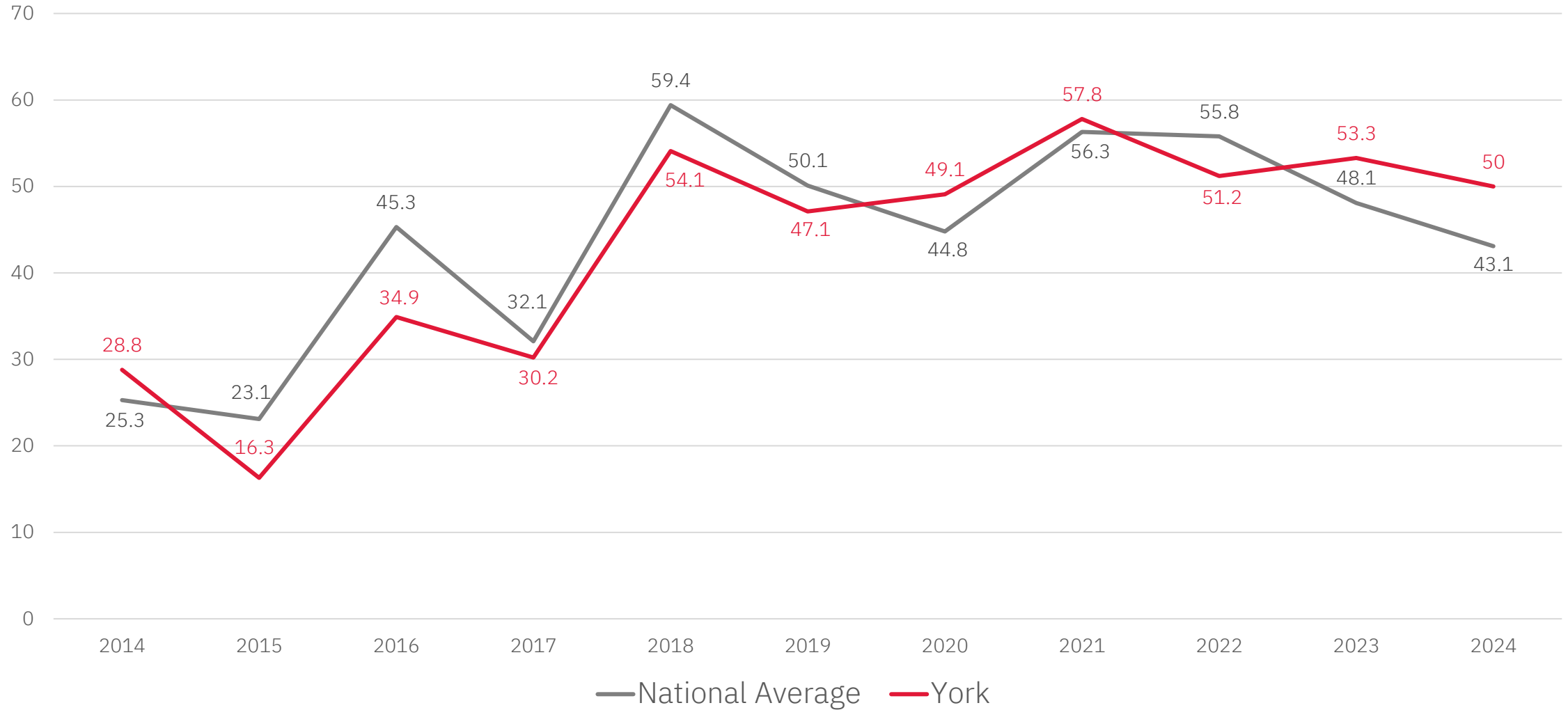
- **The creation process is situated within the research activity** and produces critically informed work in a variety of media (art forms).
- Research-creation applications include an additional 1-page attachment where you can include links to illustrate the qualifications of the team and/or the nature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

# 2024 IDG Competition Statistics

	York University	Overall Competition
Number of eligible applications	44	1369
Number of awards	22	590
Success rate	50%	43.1%
Total amount requested	\$2,979,357	\$89,792,759
Total amount awarded	\$1,346,662	\$36,809,417
Average request (of those awarded)	\$67,713	\$65,590
Average grant	\$61,212	\$62,389

See this [interactive dashboard](#) and [links to full competition statistics](#).

# Annual IDG Success Rates (%) – 2014 to 2024



# Evaluation Criteria: Challenge, Feasibility, Capability

## ➤ **Challenge (50%) – aim & importance of endeavour (WHAT)**

- originality, significance, contribution
- literature review, theoretical approach, methods,
- training plan, expected outcomes

## ➤ **Feasibility (20%) – plan to achieve excellence (HOW)**

- applicant and team expertise
- budget and budget justification
- timeline
- knowledge mobilization plan

## ➤ **Capability (30%) – expertise to succeed (WHO)**

- team composition, CVs, past contributions
- relevant expertise and experience, including training and knowledge mobilization

### **TIPS:**

- Use the [detailed breakdown of the evaluation criteria](#) as a checklist and address each evaluation criterion explicitly.
- 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.

Applications involving Indigenous research will be assessed following SSHRC's [Guidelines for the Merit Review of Indigenous Research](#).

Note: [Different evaluation criteria](#) will be applied if you select the Tri-Agency Interdisciplinary Peer Review Committee.

# Eligibility

## Subject matter

- SSHRC does not support research that is mainly health-related, such as clinical research, therapy-related research, diagnostic tools, rehabilitation, epidemiology, psychomotor research, kinesiology research and clinical education.
- Projects whose primary objective is curriculum development, preparation of teaching materials, program evaluation, organization of a conference or workshop, digitization of a collection or creation of a database are not eligible for funding under this funding opportunity.
- See more about SSHRC [subject matter eligibility](#).

## Multiple applications

- You can only apply for one Insight Development Grant at a time as principal investigator. If your IDG application in February 2025 is unsuccessful, you may apply for an Insight Grant in October 2025.
- If you applied for an Insight Grant in October 2024, you may also apply for an Insight Development Grant in February 2025 as long as the objectives of the research are significantly different. See SSHRC's [regulations regarding multiple applications and holding multiple awards](#) for more information.

# Eligibility: Applicants, Co-Applicants and Collaborators

## > Applicants:

- Must be affiliated with an eligible Canadian postsecondary institution at time of application.

## > Co-Applicants:

- Canadian co-applicants must be affiliated with an eligible postsecondary institution.
- International co-applicants must be affiliated with a postsecondary institution. You must clearly outline the rationale for international collaboration in the application

## > Collaborators:

- Any individual who makes a significant contribution to the project. No affiliation required.

**Note:** SSHRC funds cannot be used to cover collaborators' research costs, but they can be used to cover travel and subsistence expenses related to research planning and research dissemination.



# 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 September 2024 for the current competition)
- 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
- establish a formal affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by September 2024 for the current competition)
- maintain such an affiliation for the duration of the grant period

# Application Components



# Key Application Components

## Key Online Modules

- Summary of Proposal (3800 characters)
- Proposed Versus Ongoing Research (3800 characters, required for established scholars)
- Roles and Training of Students (3800 characters)
- Roles and Responsibilities (7600 characters)
- Knowledge Mobilization Plan (2000 characters)
- Expected Outcomes (1000 characters per outcome field)
- Funds Requested from SSHRC (500 characters per expense category)

## Key Uploads (follow required formatting!)

- Detailed Description (5 pages)
- Timelines (1 page)

## SSHRC Common CV

- Applicant and co-applicants must submit a CCV
- Please allow extra time to check your CCV before attaching it to your application
- [CCV instructions and guidelines](#)

# Summary of Proposal – 3800 characters

- This section provides a synopsis of the whole project. It is the first section that evaluators read. Consider writing or revising it last.
- Use clear, plain, non-technical 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 paragraph 1
  - Paragraph 4: Impact of the proposed research (outcomes, training, planned activities)
  - If you selected the interdisciplinary social sciences or humanities review committee, briefly explain how the project will integrate intellectual resources (theories, methodologies, perspectives, etc.)

**TIP:** Ensure this interdisciplinarity is evident throughout the proposal.
- Do not copy/paste from proposal. Write an original lay summary.
- 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.

# Detailed Description – 5 pages

› Use clear language and avoid jargon and acronyms. Use the following sub-headings:

## › Objectives

- Describe the goal of the project. Why are you conducting this research? Why is it important (now)?
- Present specific objectives – consider using bullet/numbered points.
- Briefly describe measurable outcomes and timelines for achieving objectives/goals.

## › 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 the project is developing new theories/concepts or offers new insights that will improve/advance existing ones.
- **Emerging scholars:** Explain the relationship and relevance of the proposed research to your ongoing research.

## › Methodology

- Describe concepts, processes, and procedures to be used to achieve research goals and objectives.
- Describe knowledge/information/data collection and analysis methods. Be specific.
- Indicate who is doing what, including roles of students.
- Ensure plans correspond with the budget and timeline and are a logical and feasible sequence of activities and outputs.

# Roles and Training of Students – 3800 characters

- Be sure to clearly describe:
  - the roles and responsibilities of students – assign appropriate tasks
  - how the applicant and/or research team will train, mentor, and supervise students
  - potential career opportunities available to students as a result of the project
- Include meaningful opportunities for student participation in your project.
  - Tasks might include project management, fieldwork, desk research, data analysis, conference presentations, co-authoring outputs, knowledge mobilization, and more.
  - Use EDI principles in student recruitment and training. Consult [SSHRC's Guide to Addressing EDI considerations](#).
- SSHRC considers that 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.
- Consult the [SSHRC Guidelines on Effective Research Training](#).

## Roles and Responsibilities – 7600 characters

- **Build a team with the expertise needed to carry out the methodology, supervise students, produce the intended outputs, and reach the project’s target audiences.**
- For sole-investigator projects, describe how your experience and expertise satisfy the Capability evaluation criteria.
- For team projects, describe why a team approach is required. Justify the team members’ inclusion based on the nature of the project, including the rationale for international collaboration.
- Describe team members’ roles and tasks, the % of their research time each will dedicate, and the % of the project each are responsible for.
- If the project involves community participants, describe the support provided by the community and the applicant’s/team’s ties with these communities.
- As collaborators’ CVs will not be included in the application, use this section to describe their capacity to contribute.

# Invitations to Team Members

Invitations are sent through the Research Portal, indicating email address, last name, and role (co-applicant or collaborator). Team members will receive an automatic email from the portal with a link to accept and complete the invitation.

**Co-applicants and collaborators** must:

1. Complete a profile in the research portal
2. Accept and complete the invitation

**Co-applicants** must also create and submit their CCV.

- Co-applicants must be affiliated with a postsecondary institution
- Collaborators' research activities cannot be covered with SSHRC funds

**Invite co-applicants and collaborators as early as possible to allow them to complete these necessary steps well ahead of the deadline.**



# Knowledge Mobilization Plan – 2000 characters

- Ensure your knowledge mobilization plan has clear objectives and targets appropriate audiences.
  - The Challenge and Feasibility criteria evaluate the quality of the KM plan.
  - Consult [SSHRC's Guidelines for Effective Knowledge Mobilization](#) as you develop your KM plan.

## TIPS:

- Describe your KM goal(s), clearly identify your target audiences, and match your KM activities to reach and engage with them.
  - Ensure all KM activities are included in your budget.
  - Include a schedule of KM activities and outputs.
  - Describe how you will measure the success of your KM plans.
- York's [KM Unit](#) can advise on your KM plan and provide KM training and support to your research team as an in-kind contribution. Contact Michael Johnny, KM manager, [mjohnny@yorku.ca](mailto:mjohnny@yorku.ca)

# Expected Outcomes

This section offers the opportunity to describe the **impact** of the **outputs** of your proposal. It includes three content fields (1000 characters each):

- Summary of expected scholarly outcomes
- Summary of expected societal benefits
- Summary of benefits to potential target audiences

The outcomes should be a logical and feasible result of the multiple components of your proposal.



## Timelines – 1 page

- Include details on administrative, research, and knowledge mobilization activities.
- Specify who will be involved in each activity.
- Use graphs/charts – help reviewers understand your overall research and KM plan.
- Demonstrate **feasibility** with appropriate timing and sequencing of activities.

Project activities	Year 1		Year 2	
<i>Examples (replace/revise and add/delete rows as necessary):</i>				
Preparation and project administration				
Ethics application				
Student hiring/training				
Team meetings				
Research activities				
Literature review				
Interviews, focus groups				
Other methods, etc.				
Data cleaning & analysis				
Knowledge mobilization				
Conference presentations				
Peer-reviewed journal articles				
Other outputs (policy briefs, op-eds, blogs, etc.)				

# Funds Requested from SSHRC

- Key budgeting principle is **minimum essential funding**.
  - All proposed expenses must be justified (500 characters per budget line).
  - Establish clear connections between research methods/objectives and how the funds will be used.
  - Expenses must conform to York University policies and regulations.
- For some common budget items, see York's [Research Costs Table](#) (Excel file, Passport York required).
- Any cash or in-kind contributions from units at York University and other sources should be described in the Funds from Other Sources module and should contribute to the successful execution of the project.

# Budgeting – Students

- Describe what each student will be doing throughout the grant period.
- Graduate students may be hired as [Research Assistants or Graduate Assistants](#):
  - **Research Assistants (RAs)** are paid by monthly stipend (not hourly rates) for work that furthers their program requirements. York has no set rate for RAs. Calculating the stipend based on an hourly rate is a common approach.
  - **Graduate Assistants (GAs)** are members of CUPE Unit 3, and their rates are governed by the CUPE Collective Agreement. GA work is not linked to program requirements, and GA roles must be posted according to fixed dates. See the [cost of a GAship](#) (remember to include estimated yearly increases).
- You can also hire undergraduate students and students at other universities, as appropriate to your project.
  - York has two undergraduate employment programs that offer employers reimbursements of up to 75 or 80%: [Work/Study and Research at York](#)

# Budgeting – Travel

- Costs are presented separately for research-related travel and dissemination-related travel for team members (applicants, co-applicants) and for students.
- 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
- In addition to showing your calculations in the justification window, explain who the travel is for and why it is essential.
- **TIPS:**
  - Save conference travel for Year 2 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
- › **Honoraria:** range from \$10 gift cards to \$500 payments, depending on nature of participation
- › **Supplies:** software licenses (see [York discounted rates](#)), stationery, postage
- › **Equipment:** laptop (with strong justification), 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)
- › **Catering and other event-related expenses:** refreshments for a KM event, venue rental for a community gathering, printing of programs and posters

# Budgeting – Limitations and Exclusions

- IDG funds **cannot** be used for:
  - remuneration of team members
  - remuneration or travel costs of presenters or guest speakers
  - research costs of collaborators
- The budget is a core element of the Feasibility criteria.
  - Committees may recommend **budget reductions** where they determine that the budget is inadequately justified or inappropriate or where they deem that savings can be achieved without jeopardizing the project objectives.
  - If more than **30%** of proposed budget items are ineligible, the application **may be declared ineligible**.
  - **Automatic failure** if **50%** or more of expenses are inadequately justified or deemed inappropriate by the committee.



# Other Application Components

## ➤ Required Modules

- Identification
- Activity details

## ➤ Required Uploads

- List of references – 10 pages max (consider bolding publications by the research team)

## ➤ Optional Modules

- Revisions since previous application – 3800 characters
- Research-creation – 1 page
- Funds from other sources
- Invitations to team members
- Tri-Agency Interdisciplinary Peer Review Committee – 1 page
- Reviewer exclusion

# Adjudication Process



# Adjudication

## › Merit Review Committees

- You select the disciplinary, interdisciplinary, or thematic committee most appropriate for your proposal.
- The single-stage committee review process does not involve external assessments.
- Emerging and established scholars are ranked and discussed separately.
- Three readers review the applications assigned to them and submit their preliminary scores. The full committee then determines the final ranking of the applications.

**Scoring Table**

Descriptor	Score
Excellent	1.83-1.00
Very Good	2.67-1.84
Good	3.50-2.68
Satisfactory	4.33-3.51
Moderate	5.16-4.34
Unsatisfactory	6.00-5.17

# Adjudication

## Merit Review Committees

- 01 – Philosophy, medieval studies, classics, religious studies
- 02 – History
- 03 – Fine arts, research-creation
- 04 – Literature
- 07 – Economics
- 08 – Sociology, demography and related fields
- 09 – Geography, urban planning and related fields
- 10 – Psychology, linguistics and translation
- 11 – Political science and public administration
- 12 – Education and social work
- 13 – Anthropology and archaeology
- 14 – Business, management and related fields
- 16 – Communications, media studies, gender studies, library and information science, related fields
- 17 – Law and criminology
- 21 – Indigenous research
- 22 – Multidisciplinary or interdisciplinary humanities
- 23 – Multidisciplinary or interdisciplinary social sciences
- 24 – Tri-Agency Interdisciplinary Review

### TIPS:

- Check the [membership on previous committees](#) to get a sense of the disciplinary scope and range of expertise.
- Target your writing to your reviewers.
- Help your reviewers advocate for your application to be funded.



# Best Practices

# Best Practices for Grant Success

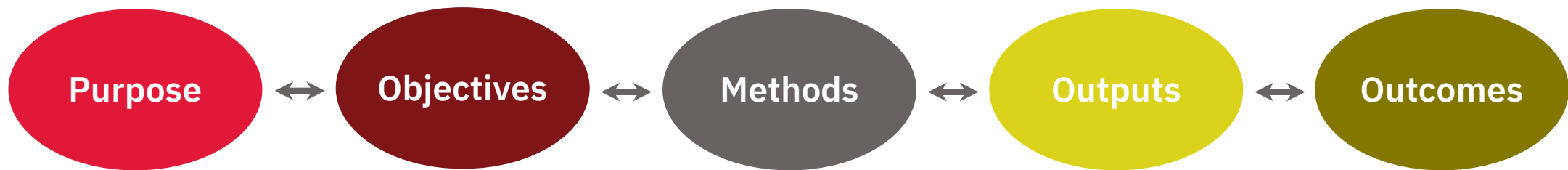
## > Start early!

- Consult samples of previous applications
- Engage team members and partners early to start the invitation process
- Familiarize yourself with the portal early
- Read all instructions

> Ensure your project is well-suited to the funding opportunity you are targeting.

> Build a team with the experience and expertise to execute the project successfully.

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



> Check the evaluation criteria during successive revisions. Address each sub-criterion explicitly.  
**Write for your reviewers.** (See composition of previous SSHRC committees [here](#).)

# Best Practices for Grant Success

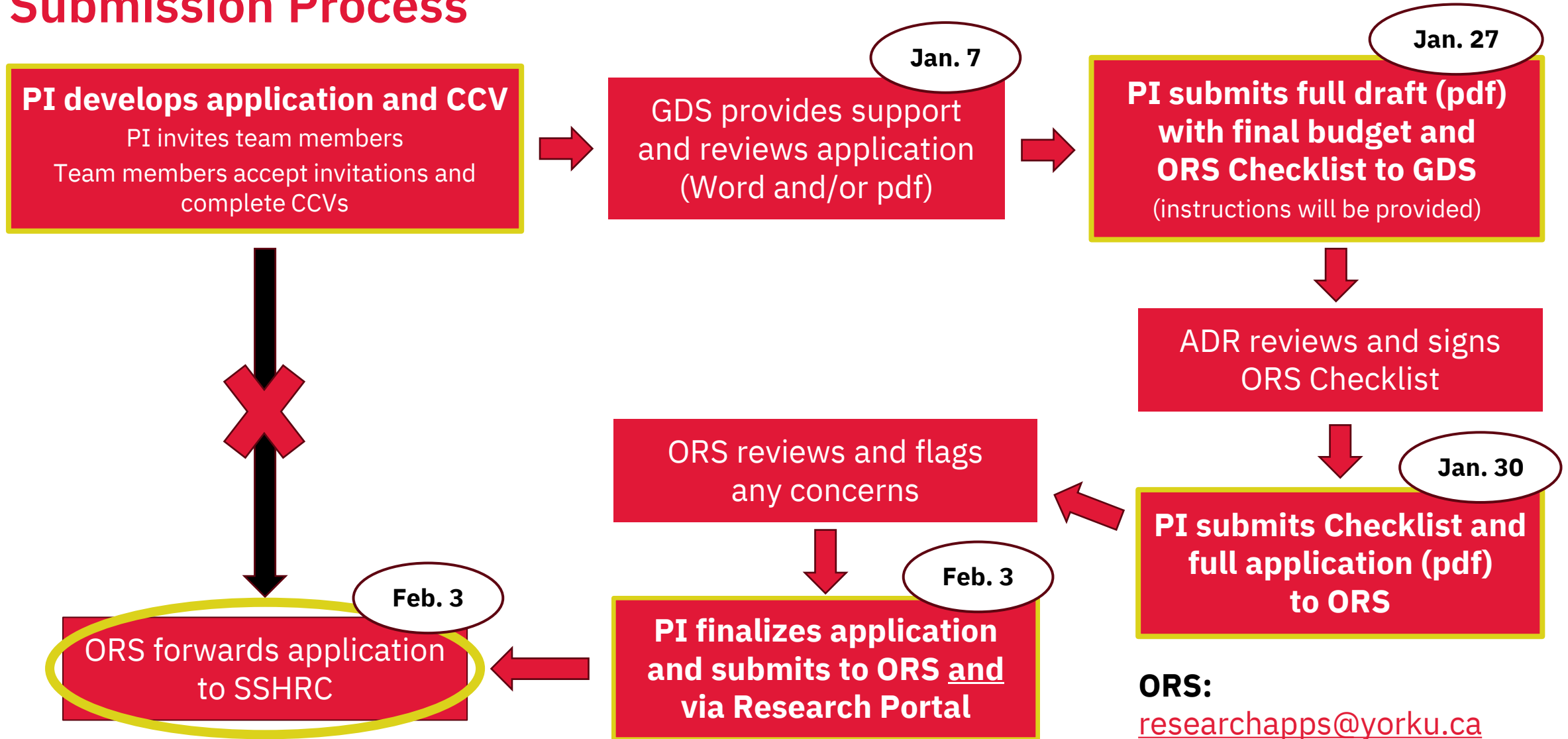
- Build decolonization, equity, diversity and inclusion (DEDI) principles into your research design and research practice.
- Focus on the meaningful participation of students and early career researchers.
- Manage expectations among your team members and other participants.
  - Clarify roles, timelines, eligible and ineligible expenses (e.g., salaries), flow of funds.
- 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.
- Use the funder's terminology and suggested headings.
- Maximize readability: use white space, bolding, infographics, diagrams, tables, and bullet points.

# How the LA&PS Research Office Can Help

- Advise on suitable opportunities for a good fit for your research plans
- Provide different levels of review
  - Comprehensive review of full application package – **January 7**
  - Component review of specific application modules and attachments
  - Review of knowledge mobilization plans by knowledge mobilization specialist
  - Technical review to ensure completeness and eligibility – **January 27**
- Provide samples, templates and checklists
- Assist with CCV, budget development, and budget justification
- Facilitate York contributions and institutional support
  - LA&PS offers a course release program for IDG applications, including an internal NOI and peer review.
- Facilitate ORS Checklist



# Submission Process



# Resources



# LA&PS Contacts

Please reach out anytime to Shana Shubs ([shanays@yorku.ca](mailto: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](mailto:bfrancoa@yorku.ca)
- › Emma Paszat | [paszate@yorku.ca](mailto:paszate@yorku.ca)
- › Leeann Bennett | [leeann3@yorku.ca](mailto:leeann3@yorku.ca)
- › Shana Yael Shubs | [shanays@yorku.ca](mailto:shanays@yorku.ca)

## Knowledge mobilization specialist

- › Talveen Saini | [talveen@yorku.ca](mailto:talveen@yorku.ca)

## CCV support

- › Abby Kabui | [abbyk@yorku.ca](mailto:abbyk@yorku.ca)

## Other York Research Offices

[Contact information](#)

# SSHRC Resources

## › Insight Development Grant Application

- [Program Overview](#)
- [Canadian Common CV](#) and [CCV instructions](#)
- [Application form](#) and [instructions](#)

## › SSHRC Resources

- [Definition of Terms](#)
- [Competition Statistics](#)
- [Merit 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](#)
- [Guide to Addressing EDI Considerations](#)
- [Guidelines for Research-Creation Support Materials](#)
- [Tri-Agency Open Access Policy on Publications](#)
- [Tri-Agency Research Data Management Policy](#)

## SSHRC Contacts

Insight Development Grants Research  
Grants and Partnerships Division

☎ 613-996-6976

✉ [insightdevelopment@sshrc-crsh.gc.ca](mailto:insightdevelopment@sshrc-crsh.gc.ca)

Online application form support and  
technical questions Helpdesk

☎ 613-995-4273

✉ [webgrant@sshrc-crsh.gc.ca](mailto:webgrant@sshrc-crsh.gc.ca)



Thank you