COLLEGE of ARTS INSIGHT GRANT CHECKLIST

Faculty members are encouraged to submit their SSHRC Insight grant applications for internal review/mentoring to help produce the best applications possible by providing evaluative feedback. Applicants who go through the mentoring process will be eligible for College of Arts funding should their application receive a 4A. Applicants who choose not to go through the mentoring process will not be eligible for those funds.

1. **Mentored Applications [July and August]**
   a. **Late July**: deadline for proposal and budget only for mentoring. They should be submitted in print to Sandra Sabatini. The proposal and budget should include the following items:
      i. one page summary
      ii. six-page detailed description
      iii. one-page budget
      iv. two-page budget justification
   b. **Late July/ Early August**: draft proposals circulated to mentors
   c. **Late August**: Receive feedback from mentors, and revise application accordingly
2. **All Applications [August and September]**
   a. Online: SSHRC
      i. SSHRC website registration
      ii. **MANDATORY NOTICE OF INTENT AT SSHRC – BY AUGUST 15**
      iii. Complete online application and curriculum vitae
3. **All Applications [OCTOBER]**
   a. *College of Arts* ***[To Be Completed by Oct. 1]***
      i. Complete OR-5 from U of G Office of Research office website
      ii. OR-5 signed by researcher and chair/director
      iii. Submit hard copy of grant package and OR-5 to Sandra Sabatini for final review and for Dean's signature.
      iv. Researcher to pick up grant package and revise finally if necessary
   b. University Office of Research
      i. Researcher delivers application package with signed OR-5 to Office of Research in University Centre on or before the internal deadline of October 8, 2012[**the Office of Research will enforce the internal deadline strictly to allow adequate time to review the applications].**
      ii. Submit application in SSHRC's online system – CLICK "***SUBMIT***" *note – this does not submit the application to Ottawa. This notifies the Research Manager and Grants Officer that the application is ready for review.
   c. The Office of Research will conduct its final review and submit the application to SSHRC electronically. [In spite of this, researchers must also be sure to submit their applications electronically to SSHRC, as outlined above].