## SSHRC Insight Development Grant Writing Workshop 2015

### Insight Development Grant Deadlines

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<th>Program</th>
<th>Internal Application Deadline to Colleges</th>
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<th>External Application Deadline to SSHRC</th>
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<tr>
<td><strong>2015 Insight Development Grant Competition</strong>&lt;sup&gt;**&lt;/sup&gt;</td>
<td>For CSAHS, OAC, COA, CBE</td>
<td>January 25, 2016 (based on deadline for 2015 competition)</td>
<td>February 1, 2016 (based on deadline for 2015 competition)</td>
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<tr>
<td><strong>Information about the 2016 competition has not yet been made available online. For reference, please refer to the <a href="#">2015 Insight Grant Competition information</a></strong></td>
<td>January 18, 2016</td>
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*Information about the 2016 competition has not yet been made available online. For reference, please refer to the [2015 Insight Grant Competition information](#) for more details.*
SSHRC Insight Development Grant Writing Workshop 2015
Important Tips from Office of Research Services

1. **Plan ahead and review deadlines.** Aim to have your application well-developed with sufficient lead time for revisions and improvements well ahead of the internal deadlines set by your college and/or the Office of Research Services (ORS).

2. **SSHRC has made some key changes to the Insight Development Grant (IDG) application and process for the 2015 competition:**
   - (i) CCVs will not be required for collaborators;
   - (ii) IDGs use a 6-pt scale evaluation grid that was introduced in the 2015 competition

3. **Start preparing your CCV as early as possible.** While the University of Guelph’s eCV project hopes to have functionality which will reduce the burden of data entry into Tri-Agencies’ CV modules, it is not yet available.

4. **Read the competition guidelines (when 2016 information is confirmed by SSHRC).** Important information i.e. Evaluation Criteria and Scoring - states the criteria and scoring theme that the reviewers will be using to evaluate your application; Application for a Grant, Insight Development Grant Instructions - applications submitted to SSHRC that do not contain all of the necessary information as described within the guidelines and corresponding application instructions could be withdrawn from the competition process.

5. **Eligibility:** IDG applications may be submitted by an individual researcher or by a team of researchers (consisting of one applicant and one or more co-applicants and/or collaborators). All team members must meet the eligibility criteria specific to their category (see below).

   Eligibility under the [emerging scholar](#) definition is determined solely by the status of the applicant.

   Applicants and co applicants (except postdoctoral fellows/researchers and PhD students) must be affiliated with an eligible Canadian postsecondary institution at the time of application.

   **Researchers &/or co applicants** who maintain an affiliation with a Canadian postsecondary institution, **but whose primary affiliation is with a non-Canadian postsecondary institution**, are **not eligible** for applicant status within the Insight Grants funding opportunity.

   **Postdoctoral fellows/researchers** are eligible to be applicants for an Insight Development Grant. However, in order for SSHRC to release grant funds, successful applicants must formally establish an affiliation with an eligible Canadian postsecondary institution **within three months** of the grant start date (i.e., by September 2016 for the upcoming competition), and maintain such an affiliation for the duration of the grant period.
Collaborators do not need to be affiliated with an eligible Canadian postsecondary institution.

6. **SSHRC grants use an electronic submission process (Research Portal).** This means that when the applicant hits ‘submit’ on or before the ORS internal deadline, their online application will be electronically directed to the Research Institution for review and approval. The electronic submission process allows Administrators at a Research Institution to review and electronically approve applications for which the applicant has identified their Administering Organization. Once the applications are reviewed and approved by the Research Institution, they will submit the applications electronically to SSHRC on behalf of the applicant; thus the institutional signature is implied. Note: Postdoctoral fellows/researchers do not submit via the Office of Research; these applicants apply directly to SSHRC indicating Current Position as “Postdoctoral research/fellow” and Primary Affiliation as “Post-doctoral researcher/fellow”.

7. **Student stipends (for graduate students and postdoctoral fellows)** must be justified in terms of the research project objectives – the work performed by the stipend recipients should be an integral part of the PI’s proposed research. Travel funds must be distinguished between research purposes or for communication purposes i.e. Conference travel.

8. **Budget justification.** Fully justify all budget costs in terms of the needs of the project. Please keep in mind that the appropriateness of the requested budget and justification of the proposed costs are a sub-criterion within the ‘Feasibility’ criterion. Adjudication committees may consider failing a project on the feasibility criteria if they deem that 30% or more of the overall budget request is not sufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project. Do not assume that reviewers will flip back through your proposal to find justification of requested costs. Justify all costs in your budget justification. Ensure your budget justifications match the budget. Budgets should be realistic, and not “inflated”. Additional [budget tips are available from the Office of Research Services](#).

9. **Seek out mentorship and feedback.** ORS encourages researchers to explore supports available for feedback and mentorship. Be in touch with Associate Deans Research, College Research Managers; coordinate reviews from peers, colleagues and fellow faculty members; and seek advice from members of adjudication committees and SSHRC staff when preparing your application. Take advantage of these resources offered to strengthen your application to the fullest extent possible.

**Application Resources:**

- [Canadian Common CV (CCV)](#) – to create CV required for IDG application
- [Research Portal](#) – to create IDG application
- [Insight Development Grant Competition*](#)
- [SSHRC Manual for Adjudication Committee Members 2014-15*](#)
- [Evaluation and Adjudication](#)
**FAQS about Insight Development Grants and Insight Grants**

*These items are subject to change with the launch of the 2015 competition.*
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Contact Information

College-level contacts

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**Leigh West**, Manager, Research and Graduate Operations, Ontario Agricultural College (OAC)
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Office of Research Services contacts (located in University Centre, room 437)

**Patti Minakis**, Process Clerk
- Monitors all incoming OR-5 Forms and grant applications, awards, research agreements; then re-directs to other ORS personnel
- Follows up with researchers on incomplete and/or late submissions
- Checks the research.services@uoguelph.ca e-mail address *to be used for incoming OR-5 Forms, applications, proposals, budgets, agreements, contracts, grant awards, amendments, etc.* only
- May be reached at pminakis@uoguelph.ca *all other inquiries or ext. 56943

**Ornella McCarron**, Grants Officer
- Reviews all SSHRC grant applications, provides feedback to applicants (based on Office of Research Review and Minimum Processing Times), submits applications to SSHRC (electronic submission process)
- Reviews applications as indicated in Office of Research Review & Minimum Processing Times, and SSHRC guidelines
- May be reached at omccarro@uoguelph.ca or ext. 52832

**Katie Meyer-Beck**, Contracts Manager
- Manager for grants team, including all Tri-Agency grants
- Provides leadership and support to Grants Officers
- Reviews grant applications involving a “partnership” component, which might include agreements with industry or other partners
- May be reached at kmeyerbe@uoguelph.ca or ext. 54059

**Laura Beaupre**, Director, Research Support Services
- Provides leadership and support to grants and contracts teams responsible for reviewing all applications and agreements (excluding programs under the U of G-OMAFRA Partnership)
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