### SSHRC Insight Grant Writing Workshop 2015
#### Insight Grant Deadlines

<table>
<thead>
<tr>
<th>Program</th>
<th>NEW – Internal U of G Notice of Intent (NOI) Deadline to ORS**</th>
<th>Internal Application Deadline for College-level Peer Review</th>
<th>Internal Application Deadline to Colleges</th>
<th>Internal Application Deadline to ORS</th>
<th>External Application Deadline to SSHRC</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2015 Insight Grant Competition</strong>*</td>
<td>May 22, 2015 <strong>Please refer to the ORS website for more information regarding the internal NOI process.</strong></td>
<td>For CSAHS, OAC, COA, CBE</td>
<td>September 2, 2015</td>
<td>For CSAHS, OAC, COA, CBE</td>
<td>TENTATIVE: October 7, 2015 (based on deadline for 2014 competition)</td>
</tr>
</tbody>
</table>

*Information about the 2015 competition has not yet been made available online. For reference, please refer to the 2014 Insight Grant Competition information.*

**Please refer to the ORS website for more information regarding the internal NOI process.**

For CSAHS, OAC, COA, CBE

September 2, 2015

For CSAHS, OAC, COA, CBE

September 28, 2015

TENTATIVE: October 7, 2015 (based on deadline for 2014 competition)
SSHRC Insight 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. UPDATED – June 4, 2015: SSHRC has made some key changes to the Insight Grant (IG) application and process for the 2015 competition. Please refer to the summary of Changes to SSHRC Insight Grants Fall 2015 Application Process.

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 2015 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 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all of the necessary information as described within the guidelines and corresponding application instructions could be withdrawn from the competition process.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: IG 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).

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 Grant. However, in order for SSHRC to release grant funds, successful applicants must formally establish an affiliation with an eligible Canadian postsecondary institution within five months of the grant start date (i.e., by September 2015 for the current 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. This means that when the applicant hits ‘submit’ on or before the ORS internal deadline, their on line 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 institution as the 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.

8. **Budget justification.** Fully justify all budget costs in terms of the needs of the research. 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. 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 internal peer review processes offered to strengthen your application to the fullest extent possible.

**Application Resources:**

**UPDATED – June 4, 2015:**

[SSHRC online forms system](#) (for SSHRC CV, IG application form) *IG will not use CCV/Research Portal for 2016 competition*

[Insight 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.*
SSHRC Insight: Grant Writing Workshop 2015
Contact Information

College-level contacts

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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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Prepared by: Office of Research Services