THE UNIVERSITY OF BRITISH COLUMBIA

Okanagan Campus

Office of the Vice-Principal, Research & Innovation

SSHRC Explore and Exchange Grants – 2024 Program Terms

KEY DATES	
Call for Proposals	May 1, 2024
Application Deadline*	August 31, 2024
Funding Start Date	November 1, 2024

* If the deadline falls on a weekend or holiday, submissions will be accepted until 4pm on the next work day (for the 2024 competition, submissions will be accepted until 4pm on September 3, 2024).

DETAILS

Funding for the SSHRC Explore and Exchange Grant is made available through the annual SSHRC Institutional Grant Fund (SIG). This award is designed to strengthen research excellence in the Social Sciences and Humanities by offsetting costs of research activities that are primarily intended to a) EXPLORE new projects and partnerships, or b) EXCHANGE research outcomes. The award term is one year. Applicants may request up to $7,000.

As per SSHRC guidelines for SIG funding, the goal of the SSHRC Explore and Exchange Grant program is to fund research activities that align with the following activities:

SSHRC Explore Grants

- support social sciences and humanities researchers with modest research funding requirements at any stage of their career;
- allow for small-scale innovation and experimentation by providing funding to develop a research project or to conduct pilot work; and
- enable researchers to hire students at any level to participate in their research projects, thereby contributing to the students' professional development.

SSHRC Exchange Grants

- support the organization of small-scale knowledge mobilization activities, such as workshops and seminars, to encourage collaboration and the dissemination of research results both within and beyond the academic community; and
- allow researchers to attend or present their research at scholarly conferences and other dissemination venues that align with SSHRC's mandate in order to advance their careers and encourage the exchange of ideas and research results at the national and international level.

ELIGIBILITY

- Following UBC Policy LR2 Section 4.1, the Principal Investigator (PI) must be a UBC Person who has one of the following faculty appointments: Professor, Associate Professor, Assistant Professor, and Emerita (including teaching stream). Faculty members on study leave who are returning to UBCO at the conclusion of their leave may also apply.
- The co-applicant must meet the same eligibility requirements as the Principal Investigator.
- Lecturers, Adjuncts, and Postdoctoral Fellows are not eligible to apply.
- The PI may be awarded this grant once every three years.
- The PI must demonstrate a track record of research that falls under SSHRC subject matter eligibility.
- The projects must fall under SSHRC subject matter eligibility.
- The expenses must comply with the Tri-Agency Financial Administration Guide.

SUBMISSION PROCESS

Eligible researchers are invited to submit a proposal that describes how the funding would be effectively deployed towards achieving the program goals. Submissions can be emailed to vprawards.ubco@ubc.ca by 4:00 pm on the deadline. Applicants will receive a reply to confirm receipt.

Submissions will consist of a single PDF document that includes the following (in order):
- Cover Page – use the template found on Internal Programs website
- A signed RPIF
- A free-form proposal that addresses all of the evaluation criteria, maximum of 2-pages
- References, maximum of 1-page
- UBC CV

Proposals must be written using a minimum of 11-point black font, single line spacing, and 1" margins on an 8.5" x 11" page layout. Figures and tables are included in the 2-page proposal limit; however, references can be an extra page.

It is in the applicant's best interest to propose their project/request in clear, plain language, keeping jargon and acronyms to a minimum, or providing adequate explanations for them. Applicants are strongly encouraged to write about the proposed research in non-technical language understandable to researchers in other fields.

EVALUATION CRITERIA

Proposals will be evaluated using the following evaluation criteria and scoring scheme.

- **Challenge – the aim and importance of the endeavor (40%)**
    - Overview, objectives, originality, and significance of the endeavor;
    - Expected contribution to knowledge;
    - Appropriateness of the methods, theoretical approach, framework, or activity; and,
    - Potential for the outcomes to have an influence and impact.
- **Feasibility of Plan – The plan to achieve excellence (30%)**
    - Appropriateness of timeline, and the probability that the objectives will be met;
    - Appropriateness of budget, justification of proposed costs; and,
    - Description of how this will lead to future research projects, partnerships, and/or external funding.
- **Capability – The expertise to success (30%)**
    - Quality, quantity, and significance of past experience and published and creative outputs of the applicant and any co-applicants relative to their role in the proposal and stage of their career; and,
    - Evidence of past knowledge mobilization activities and of impacts on professional practice, social services, policies, as appropriate to career stage and relative to request in proposal.

ADJUDICATION PROCESS

Applications are adjudicated by a multidisciplinary review panel of previous award winners and faculty members from the Faculty of Management, Okanagan School of Education, Irving K. Barber Faculty of Arts and Social Sciences, and the Faculty of Creative and Critical Studies.

Review panel members assign a score out of 6 for each of the criteria based on the following scoring table. Applications must receive a score of 3.0 or higher for each of the three criteria to be recommended for funding.

Score	Descriptor
5-6	Very good to excellent
4-4.9	Good to very good
3-3.9	Satisfactory to good
Below 3	Unsatisfactory

AWARD DETAILS & ADMINISTRATION

Applicants may request up to $7,000. The term of the award is 12 months. Individual research accounts will be established for each grant holder. **Extensions to the award term are not permitted.** Please note at the end of the term, residual funding will be automatically returned to the funding source.

RESEARCH ETHICS

Should the application require ethics approval **and** be recommended for funding, it is the Applicant's responsibility to submit an ethics application in a timely manner at award finalization**.** Please note this opportunity is not eligible for the preliminary release of grant funds prior to ethics approval. SSHRC E&E funds will only be released after ethics approval.

REPORTING PROCESS

Grant holders will be required to complete a grant report within **4 weeks after the completion of the award term**. A template will be provided and is available from the Program Contact.

PROGRAM CONTACT

Questions and comments can be directed to Nicole Bennett, Internal Programs Manager, VPRI Office at nicole.bennett@ubc.ca.