



## UBCO SSHRC Explore and Exchange Grants – 2025 Program Terms

KEY DATES	
Call for Proposals	June 2025
Application Deadline	September 2, 2025
Anticipated Notice of Decision	October 2025
Anticipated Funding Start Date	October 15, 2025
Project Report Due Date	November 15, 2026

### 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.

For the 2025 competition, applicants may request up to \$7,000. The term of the award is one year.

Complementary to, and in line with, SSHRC's three main pillars of activities ([Research Training and Talent Development program](#), [Insight research program](#) and [Research Partnerships program](#)), SIG funds can be used to offer SSHRC Explore Grants and SSHRC Exchange Grants<sup>1</sup>.

- 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 Research Policy LR2, the Principal Investigator (PI) must be a UBC Person who has one of the following faculty appointments: Professor, Associate Professor, Assistant Professor, Professor of Teaching or comparable Emeritus status. 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.

<sup>1</sup> [https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/institutional\\_grants-subventions\\_institutionnelles-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/institutional_grants-subventions_institutionnelles-eng.aspx)



- 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.
- 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. Applications are due by **September 2, 2025, 11:59pm**.

### To submit an application:

1. Log into the UBCO VPRI Apply grant management system (<https://apply.research.ok.ubc.ca>) using your CWL. Find the SSHRC Explore & Exchange Grant Program and start an application.
2. Complete the **Eligibility Check** questionnaire.
3. Complete the **Application Form** with name, email, faculty, department, academic rank, co-investigator details (if applicable), project title, dollar value requested, and project stream (Explore or Exchange). Click MARK AS COMPLETE.
4. Complete the required tasks by uploading supporting documents. When all tasks are MARK(ED) AS COMPLETE, click SUBMIT. A confirmation of the submission will be sent via email.

### Supporting Documents:

- A free-form proposal that addresses the evaluation criteria, maximum of 2-pages
- References, maximum of 1-page
- UBC CV (for PI and co-investigator, if applicable)
- A signed [RPIF](#)

Proposals should be a minimum of 11-point font, single line spacing, 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 on 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.

## 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.

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



CRITERIA & WEIGHT	DESCRIPTION
Challenge (40%)	The aim and importance of the endeavor
Feasibility (30%)	The plan to achieve excellence
Capability (30%)	The expertise to succeed

	SUB-CRITERIA FOR EXPLORE <sup>2</sup>	SUB-CRITERIA FOR EXCHANGE <sup>3</sup>
CHALLENGE	<ul style="list-style-type: none"> <li>- originality, significance and expected contribution to knowledge;</li> <li>- appropriateness of the literature review;</li> <li>- appropriateness of the theoretical approach or framework;</li> <li>- appropriateness of the methods/approach;</li> <li>- quality of training and mentoring to be provided to students (if applicable);</li> <li>- the potential for the project results to have influence and impact within and/or beyond the SSH research community.</li> </ul>	<ul style="list-style-type: none"> <li>- originality, significance and expected contribution to the preservation of, access to and/or mobilization of research knowledge;</li> <li>- quality of the proposed project and appropriateness of the approach;</li> <li>- quality and significance of the research being mobilized;</li> <li>- quality of training and mentoring to be provided to students (if applicable);</li> <li>- the potential for the project results to have influence and impact within and/or beyond the SSH research community.</li> </ul>
FEASIBILITY	<ul style="list-style-type: none"> <li>- appropriateness of the proposed timeline, and probability that the objectives will be met;</li> <li>- expertise of the applicant or team in relation to the proposed research;</li> <li>- appropriateness of the requested budget, justification of proposed costs, and, where applicable, other cash and/or in-kind contributions;</li> <li>- quality and appropriateness of knowledge mobilization plans, where applicable.</li> </ul>	<ul style="list-style-type: none"> <li>- appropriateness of the proposed timeline and probability that the objectives will be met;</li> <li>- appropriateness of the requested budget and justification of proposed costs;</li> <li>- indications of other planned resources including leveraging of cash and in-kind support from other sources.</li> </ul>
CAPABILITY	<ul style="list-style-type: none"> <li>- quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants, relative to their roles in the project and to the stage of their career;</li> <li>- evidence of past knowledge mobilization activities and of impacts on professional practice, social services and policies, etc.;</li> <li>- quality and quantity of past contributions to the development, training and mentoring of students, postdoctoral researchers and other highly qualified personnel (if applicable).</li> </ul>	<ul style="list-style-type: none"> <li>- quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants relative to their roles in the event or activity and the stage of their career;</li> <li>- evidence of past knowledge mobilization activities and of impacts on professional practice, social services and policies, etc.;</li> <li>- quality and quantity of past contributions to the development, training and mentoring of students, postdoctoral researchers and other highly qualified personnel (if applicable).</li> </ul>

<sup>2</sup> [https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/insight\\_grants-subventions\\_savoir-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/insight_grants-subventions_savoir-eng.aspx)

<sup>3</sup> [https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/connection\\_grants-subventions\\_connexion-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/connection_grants-subventions_connexion-eng.aspx)



Review panel members assign a score for each of the criteria based on the following scoring table. Applications must receive a score of 3 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 ADMINISTRATION

A research account will be established for the principal applicant after certification and compliance requirements are met. Should the application require ethics approval, it is the applicant's responsibility to complete the 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.

**Extensions to the award term are not permitted. At the end of the term, residual funding will be returned to the funding source.**

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](mailto:nicole.bennett@ubc.ca).