Research Workshop
Faculty of Management
Dalhousie University

Dominika Wranik
Assistant Dean (Research)

Susan Haydt
Research Facilitator

Sara Lavender
Research Services
1. Research Supports at Dalhousie University

- Administrative Structure
- Units involved in research
- FoM internal grant review process

2. Grant Writing Tips

- SSHRC Insight Development Grant (Feb 2015)
- Dalhousie RDF (May 1, 2015)
- Rowe Grant (June 1, 2015)
Navigating the research support structure

1. Getting your grant
   - You
   - Susan Haydt and Dominika Wranik
   - Research Services

2. Managing your grant
   - Research Services
   - Financial Services
   - Human Resources
   - Research Ethics
A. Obtaining a Grant
   i. Role of research services
   ii. Research Services deadlines, signatures, checklist

B. Once you have a Grant
   i. Obtaining ethics approval
   ii. Setting up your grant account
   iii. Hiring research staff
   iv. Spending and tracking your funds
Research Facilitator

• Susan Haydt
  • susan.haydt@dal.ca, Room 2029

• Experience
  • Grant coordinator, Dentistry and Health Professions
  • Grant holder as PhD student (CIHR, NSHRF)
  • Friends/colleagues on review panels

• Role
  • Review Grant Applications
  • Provide Support
    • Answer questions/find answers to questions about grants or research
    • Meet to discuss research application plans
FoM Internal Review Process

• A Work in Progress
• Pilot a system of Reviews and Internal Deadlines
• Reviews: Two levels of review, based on proximity to Dal Research Services Deadlines
  • Thorough Review (further away from DRS Deadline)
  • Technical Review (closer to DRS Deadline)
• Level of Review may be also affected by volume/demand
FoM Internal Review Process

• Thorough Review:
  • Ensure eligibility rules followed; all necessary parts/information present; adheres to technical specifications

• Check for clarity/thoroughness of:
  • Literature review, description of the issue/object of study, how it fits into the broader context
  • Description of method and theory; reasons for these are apparent/logical
  • Budget justification; ensure rules are followed
  • Timelines; seem reasonable and well described

• Ensure written as strategically as possible
  • Structure follows the instructions/prescribed guidelines of the competition
  • Addresses the Evaluation Criteria; clear connections to Grant Objectives, Agency’s mandate
  • Suggest ways to emphasize the originality, importance, potential impact of project
FoM Internal Review Process

• Technical Review:
  • Ensure eligibility rules followed; all necessary parts/information present; adheres to technical specifications
  • Time allowing: other aspects
Proposed FoM Internal Review Process

1. Announcement of Internal Notification of Intent Deadline
   • Researchers tell Sue of their intent to apply

2. Sue Plans and Announces FoM Internal Deadlines:
   • For Thorough Review
   • For Technical Review

3. Sue Receives and Reviews Applications
   • Feedback with sufficient time for adjustment

4. Researchers submit to DRS (by DRS internal deadline)
Example: SSHRC Insight Development Grant

Sue announces Internal NOI of December 17
- Researchers tell Sue of their intent to apply

Sue Plans and Announces FoM Internal Deadlines:
- For Thorough Review
  - January 2
- For Technical Review
  - January 12

Sue Receives and Reviews Applications
- Feedback with sufficient time for adjustment
  - Thorough Reviews by January 9
  - Technical Reviews by January 15

Researchers submit to DRS (by DRS internal deadline of January 19)
Questions/Comments?
Importance of applying for funding

1. Building a research culture
   - University
   - Faculty

2. Mentoring and training
   - Thesis programs
   - Development of talent

3. Getting your research done
   - Managing public funds
   - Shaping knowledge
Upcoming Grant Opportunities

• Rowe Business School Grant (June 30)
• Dalhousie Research Development Grant (May 1 and Sept. 1)
• SSHRC Insight Development Grant (February 1)
• SSHRC Insight Grant (~August 15 NOI, Oct. 15 Full Application)
• SSHRC Knowledge Synthesis Grant (late Feb. 2015)
  • Watch SSHRC Website early January for formal announcement
• SSHRC Partnership Development Grant (~November 30)
• SSHRC Partnership Grant (February 15; by invite only)
SSHRC Insight Development Grant (IDG)

• 2015 Instructions now posted on SSHRC Website
  • SSHRC>Insight>Insight Development Grant

• Electronic Submission
  • via Research Portal
  • Requires your Canadian Common CV to be uploaded
  • Approval and final electronic submission to SSHRC done by Dal Research Services
    • Must include Dal’s Researcher Checklist, available from Dalhousie Research Services Website

• SSHRC Deadline: February 1, 2015 (but a Sunday, so February 2, 8pm ET)
  • BUT: as Dal Research Services does final submission, prior to 8pm.
  • REMEMBER: Dal Research Services must review your application 2 weeks prior to SSHRC deadline (so, by January 19)
Ensure Eligibility

• Of the researcher(s)
  • E.g., For Applicant, no overdue final reports of other SSHRC grants
  • Check Instructions of the IDG

• Of Subject Matter
  • If in doubt, see SSHRC’s Subject Matter Eligibility
    • SSHRC website > How to Apply > Subject Matter Eligibility

• Check Rules re: Multiple Applications (in instructions for IDG)
  • Cannot apply for Insight Development Grant and Insight Grant in same calendar year
  • As an Applicant, you can only hold one IDG at a time
  • Full Regulations: SSHRC Website > How to Apply > Application Regulations > Regulations Governing Grant Applications > Multiple Applications
Scholar Status and IDG

• Emerging vs. Established Scholars
  • Emerging:
    • No previous success with SSHRC Grant (as Principal Investigator or Project Director) AND
    • Completed PhD no more than five years before the competition deadline OR
    • Have held tenured/tenure track position less than 5 years OR
    • Have held a university appointment, but never a tenure-track position OR
    • Have had significant interruption to career in past 6 years
  
  • Established:
    • Previous success with SSHRC as an applicant to a Research Grant, regardless of whether you are less than 5 years since your PhD/hire

• At least 50% of the IDG funds are set aside for Emerging Scholar Applicants (not co-applicants or collaborators) (IDG Instructions >Value and Duration)
Scholar Status: is checked at the door
The Application

• Consists of
  • Modules (10)
  • Attachments (3)
  • Canadian Common CVs of applicant, co-applicants, collaborators
Modules
## Attachments and CCVs

### Attachments

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### Canadian Common CVs Attached

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[Image of a computer screen showing attachments and CCVs details]
Attachment Upload

Detailed Description

General Presentations:
- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 0.5" (1.3 cm)
- Notes: Failure to adhere to the guidelines will lead to your application being declared ineligible.

Your file must meet the following specifications:
- PDF format (.pdf extension); unrotated
- Maximum file size of 10 mb
- 8.5" x 11" (210 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum 5 page(s)

Using the following headings, address the Challenge and Feasibility evaluation criteria of the funding opportunity. Describe the proposed research in enough detail to allow meaningful assessment by committee members, Jura-Jurgen, anonymous and highly technical terms.

Objectives
- Briefly state the explicit objectives of your proposed research.

Context
- Describe the originality, significance and potential contribution to knowledge of the proposed research.
- Evaluate the proposed research in the context of relevant extant literature.
- Describe the uniqueness or novelty of the theoretical approach or framework.
- Explain the potential influence and impact within and beyond the social sciences and humanities research community.
- For emerging scholars only: explain the relationship and relevance of the proposed research to your existing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.

Methodology
- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis, that will be used to achieve the stated objectives.
- Justify the choice of methodology and describe the specific instruments or procedures to be used.
Grant Writing Tips

1. Write to the Instructions
   • Template
   • First bones, then meat

2. Write clearly
   • Explicate what you mean
   • Internal consistency

3. Be concise
   • Word count
   • Do not repeat information

4. Establish relevance
   • To strategic priorities
   • To literature
   • To knowledge user
   • Demonstrate