

SSHRC EXCHANGE GRANTS – GUIDELINES

Deadline: February 1st, 4:30pm (AST)

Value maximum:

- (a) Knowledge mobilization activities—up to \$5,000; OR**
- (b) Conference travel/registration fees—up to \$2,000**

Award duration: 1 year

If the deadline falls on a holiday or weekend, it is extended to 4:30pm (AST) on the next business day. Late applications will not be accepted.

SSHRC Exchange Grants support activities that develop, increase, or strengthen research excellence in the social sciences and humanities at Dalhousie University.

Exchange Grants can be used to:

- a) organize small-scale knowledge mobilization activities, such as workshops and seminars, to encourage collaboration and the dissemination of research results within and beyond the academic community; OR**
- b) travel/register for scholarly conferences and other dissemination venues that align with SSHRC's mandate to present research results and exchange ideas at the national and international level.**

Exchange Grants are funded by the SSHRC Institutional Grant (SIG) and administered by Dalhousie University, which reports the competition results to SSHRC.

ELIGIBILITY

You are eligible to apply if you:

- A. hold a full-time faculty appointment or postdoctoral affiliation at Dalhousie University and the appointment does not end within 12 months from the date of application;
 - i. If you hold a limited-term appointment or are a postdoctoral fellow, you must maintain your affiliation for the duration of the grant period. Please note that while postdoctoral researchers may apply, their supervisor must be listed as a co-applicant, and funds will be held in their supervisor's name.
 - ii. Graduate students cannot be co-applicants.
- B. conduct research in a discipline supported by SSHRC;
- C. do not hold an active Exchange grant as of the date of application, and have held at most 2 Explore/Exchange grants in the last 3 years.

Proposed activities must:

- A. meet SSHRC [subject matter criteria](#);
- B. fall within SSHRC's definition of [knowledge mobilization](#);
- C. take place within 12 months of the start date indicated on the notice of award; funds must be spent by March 31. Carry over of funds will be permitted on an exception basis only;
- D. not have been previously supported by an Exchange grant or external funding; and
- E. help seed new external grant applications in the social sciences and humanities or disseminate the results of SSHRC-funded research.

HOW TO APPLY

1. Complete all sections of the application form.
2. Check the application form for details on all required supporting documents.
3. Submit your application and supporting documents to ORS via [Dalhousie's ROMEO Portal](#) to obtain approvals from your Departmental and Faculty signatories.

Important reminders:

- i. Researchers are responsible for ensuring their application materials arrive to ORS before the deadline.
- ii. ROMEO is a sequential process. ROMEO files only come to ORS after they have been approved by your Departmental and Faculty signatories.

TERMS AND CONDITIONS OF THE AWARD

1. You will be notified of the competition results by email.
2. If you are awarded a grant, Financial Services will open a new account in your name for 1 year for the period of April 1st – March 31st
 - i. Any remaining balance will be returned to the Exchange fund.
 - ii. If you leave the employment of Dalhousie University during the term of the grant, any remaining balance will be returned to the Exchange fund.
3. You must [acknowledge SSHRC](#) support for your research, if awarded.
4. You must submit a final activity report by email to GrantsandContracts@dal.ca by May 1st describing:
 - i. Research products resulting from this grant (this may include traditional academic outputs such as peer-reviewed articles, books, conference presentations, etc., as well as other knowledge mobilization activities).
 - ii. The number of undergraduate students, Masters students, Doctoral students, postdoctoral researchers, and other (e.g. research technicians) supported by this grant.
 - iii. Whether this grant led to, or supported, an application for an external grant in the social sciences and humanities.

You will be contacted by ORS during the first week of April with the reporting form.

IF YOU HAVE QUESTIONS, PLEASE CONTACT GrantsandContracts@dal.ca

EVALUATION CRITERIA AND ADJUDICATION PROCESS

Applications will be reviewed by the Dalhousie Explore & Exchange Review Committee, which comprises Associate Deans Research (ADRs) from SSHRC-supported faculties. Your application will be evaluated by 2 ADRs external to your Faculty. All committee decisions are subject to the approval of the Vice-President, Research & Innovation or their designate. There is no process to appeal the SSHRC Exchange Grants competition results.

The review committee will assess applications based on the following criteria:

- clarity and originality of plan to disseminate research results or plan to seed new external grants with priority given to SSHRC grants;
- scholarly and, if applicable, non-academic significance of the knowledge mobilization activities or conference;
- appropriateness of the proposed timeline and probability that the objectives will be met;
- appropriateness of the requested budget and justification of proposed expenses;

Preference will be given to:

- activities that include funds for student training
- knowledge mobilization activities hosted by Dalhousie University

USE OF GRANT FUNDS

Exchange is governed by SSHRC guidelines and certain limitations apply. You can find further details in the [Tri-Agency Guide on Financial Administration](#). All Dalhousie [financial policies](#) for spending research funds apply (e.g. travel expense claim forms).

Retroactive applications or applications for the payment of outstanding expenses will not be considered.

Requests for funds in each eligible expense category must be fully explained and justified in the Exchange Grants application.

SSHRC EXCHANGE GRANTS – APPLICATION

DEADLINE: FEBRUARY 1ST, 4:30PM (AST)
 INCOMPLETE APPLICATIONS WILL NOT BE EVALUATED.

1. PRINCIPAL APPLICANT INFORMATION			
NAME:			
EMPLOYEE NUMBER:		TELEPHONE:	
DEPARTMENT/SCHOOL:		FACULTY:	
POSITION:		E-MAIL:	
<input type="checkbox"/> TENURED <input type="checkbox"/> TENURE-TRACK <input type="checkbox"/> POST-DOC <input type="checkbox"/> TERM		IF APPLICABLE, DATE OF TERM COMPLETION:	
CO-APPLICANT INFORMATION (IF APPLICABLE):			
If you are organizing a knowledge mobilization activity, you can include 1 co-applicant. All applicants must meet the eligibility criteria.			
NAME:			
EMPLOYEE NUMBER:		TELEPHONE:	
DEPARTMENT/SCHOOL:		FACULTY:	
POSITION:		E-MAIL:	
<input type="checkbox"/> TENURED <input type="checkbox"/> TENURE-TRACK <input type="checkbox"/> POST-DOC <input type="checkbox"/> TERM		IF APPLICABLE, DATE OF TERM COMPLETION:	
2. TITLE OF PROJECT OR CONFERENCE PAPER:			
3. SUPPORT FROM EXPLORE AND EXCHANGE IN THE LAST 3 YEARS:			
You cannot hold more than 2 awards in a 3 year period.			
YEAR	TITLE OF PROJECT	AMOUNT	
4. REQUIRED INFORMATION FOR SSHRC:			
Select the project's primary field (choose only 1).			
<input type="checkbox"/> HUMANITIES	<input type="checkbox"/> SOCIAL SCIENCE	<input type="checkbox"/> MULTI-DISCIPLINARY	
Enter the Research Discipline that pertains to this project (choose only 1 from the Appendix I: Research Disciplines)			
RESEARCH DISCIPLINE:			
PRIMARY ACTIVITY:			
Select the primary activity to be funded (choose only 1).			
<input type="checkbox"/> CONFERENCE TRAVEL		<input type="checkbox"/> OTHER KNOWLEDGE MOBILIZATION ACTIVITY	

5. DALHOUSIE SIGNATURE RESEARCH THEMES & CLUSTERS

Select the Signature Research Cluster or theme that best aligns with your research. More than 1 may apply.

<input type="checkbox"/> INNOVATION AND ENTREPRENEURSHIP	<input type="checkbox"/> BIG DATA	<input type="checkbox"/> HEALTHY PEOPLE, HEALTHY COMMUNITIES, HEALTHY POPULATIONS
<input type="checkbox"/> CLEAN TECH, ENERGY, THE ENVIRONMENT	<input type="checkbox"/> CULTURE, SOCIETY, COMMUNITY DEVELOPMENT	<input type="checkbox"/> FOOD SECURITY
<input type="checkbox"/> SUSTAINABLE OCEAN	<input type="checkbox"/> NONE	

6. EXTERNAL FUNDING PLAN:

Clearly situate your proposed activity/research project within your broader research activities in the social sciences or humanities. Proposed activities must help seed new external SSHRC grants or disseminate the results of SSHRC-funded research. Indicate which external SSHRC grant you will apply for and/or which SSHRC grant funded the research being disseminated. Include recent and currently held SSHRC grants. (MAX 250 WORDS)

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7. ACTIVITY DESCRIPTION:

Attach 1-2 pages to concisely provide supporting information under each applicable heading. Some headings will not be applicable to all types of activities. Use plain language. You may attach additional pages for references and draft programs/agendas, if applicable.

- a) Scope and specific objectives of the proposed activity
- b) Significance of the research you will be disseminating, transferring, exchanging or mobilizing
- c) Description of your main audience(s) (e.g., scholars, practitioners, etc.)
- d) Details on how all activities can be undertaken within the funding period (funds must be spent by March 31st).
- e) Student training plan, if applicable
- f) Details on how the proposed activity aligns with your Faculty's research priorities and Dalhousie's [Signature Research Clusters](#).

8. BUDGET:

List the total funds requested per category.

Attach 1 page to (a) itemize requests per category and (b) justify the use of the funds.

PLEASE REFER TO THE EXCHANGE GRANTS GUIDELINES FOR DETAILS ON RELEVANT POLICIES.

a) Event Hosting Funds may awarded for costs associated with hosting a knowledge mobilization event (e.g. catering, tech support, travel costs for presenters, etc.). The funds must be used effectively and economically, and be essential for the activity.	\$
b) Student Training Trainees (e.g., undergraduate, graduate students, postdoctoral fellows) may be hired as research personnel for activities directly related to organizing and hosting a knowledge mobilization activity (e.g. event promotion, scheduling, etc.)	\$
c) Honoraria Limited funds may be awarded for the payment of honoraria to persons whose participation is essential to the knowledge mobilization activity (e.g. keynote speakers). Co-applicants may not be paid honoraria from Exchange funds.	\$
d) Knowledge Mobilization Tools: Attach quotes for purchases > \$1,000. Limited funds may be awarded for tools that facilitate knowledge mobilization (e.g. geographic information systems, video gaming, websites, etc.).	\$
e) Conference Travel: Attach a quote for air fares (only economy airfare permitted). Funds may be awarded to applicants and their students for travel to present at scholarly conferences and other knowledge dissemination events. Travel dates must be specified in activity description.	\$
f) Accommodation and Per Diem Funds may be awarded for costs associated with travel to attend a knowledge dissemination event (e.g. accommodation, meals, etc.). Dalhousie University Travel Rates apply.	\$
g) Miscellaneous Includes items not covered in the other categories.	\$
TOTAL: Maximum = \$2,000 (conference travel) OR \$5,000 (knowledge mobilization)	\$

Appendix I: Research Disciplines

Aboriginal Research
Archival Science
Classics, Classical & Dead Languages
Comminutions and Media
Cultural Studies
Fine Arts
Gender Studies
History
Library and Information Science
Literature, Modern Languages
Mediaeval Studies
Philosophy
Religious Studies
Anthropology
Archaeology
Criminology
Demography
Economics
Education
Urban and Regional Studies, Environmental Studies
Folklore
Geography
Industrial Relations
Law
Linguistics
Management, Business, Administrative Studies
Political Science
Psychology
Research-Creation
Social Work
Sociology
Interdisciplinary Studies
Natural Sciences and Engineering
Multidisciplinary Studies
Medical Sciences
Women's Studies
Other