

## SSHRC EXPLORE GRANTS – GUIDELINES

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**Deadline: February 1<sup>st</sup>, 4:30pm (AST)**

**Value maximum: \$5,000**

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

**Explore Grants can be used to:**

- **develop or pilot a research project;**
- **hire students at any level to participate in the research project thereby contributing to the students' professional development; AND**
- **seed new external grant applications in the social sciences and humanities (e.g. SSHRC IG or IDG).**

Explore 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 fellows 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 Explore grant as of the date of application, and have held at most 2 Explore/ Exchange grants in the last 3 years; and

Proposed projects must:

- A. meet SSHRC [subject matter criteria](#);
- B. be scholarly research that clearly seeds new external grant applications in the social sciences and humanities with priority given to SSHRC grants;
- C. take place within 12 months of the start date indicated on the notice of award; funds must be spent by March 31<sup>st</sup> and carry over of funds will be permitted on an exception basis only; and
- D. not have been previously supported by an Explore or external (e.g. SSHRC Insight) grant.

## 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 1<sup>st</sup> – March 31<sup>st</sup>, once you have provided copies of ethics approval and other certifications, as required.
  - i. After 1 year, by March 31<sup>st</sup>, any remaining balance will be returned to the Explore fund.
  - ii. If you leave the employment of Dalhousie University during the term of the grant, any remaining balance will be returned to the Explore fund.
3. You must [acknowledge SSHRC](#) support for your research, if awarded.
4. You must submit a final research report by email to [GrantsandContracts@dal.ca](mailto:GrantsandContracts@dal.ca) by May 1<sup>st</sup> 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 (ex. 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 to receive the reporting form.

**IF YOU HAVE QUESTIONS, PLEASE CONTACT** [GrantsandContracts@dal.ca](mailto:GrantsandContracts@dal.ca)

## EVALUATION CRITERIA & 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 by the Vice-President, Research & Innovation or their designate. There is no process to appeal the SSHRC Explore Grants competition results.

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

- clarity and feasibility of the plan to seed new external grants with priority given to SSHRC grants;
- scholarly and, if applicable, non-academic significance of the proposed research project;
- appropriateness of the proposed timeline and probability that the objectives will be met;
- appropriateness of the requested budget and justification of proposed expenses;

## USE OF GRANT FUNDS

Explore 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).

You must submit your application before expenses are incurred. 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 Explore Grants application.

## SSHRC EXPLORE GRANTS – APPLICATION

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

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): 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:			
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:			
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 projects must help seed new external SSHRC grants. Indicate which external SSHRC grant you will apply for and, if applicable, include recent and currently held SSHRC grants.

(MAX 250 WORDS)

**7. PROJECT DESCRIPTION:**

Attach 1-2 pages to concisely provide supporting information under each applicable heading. Some headings will not be applicable to all types of research. Use plain language. You may attach additional pages for references, questionnaires, and other research instruments, if applicable.

- a) Scope and objectives of the proposed research
- b) Scholarly significance, including potential contribution to knowledge and relation to existing research and literature, and potential non-academic benefits
- c) Research methods and, if applicable, theoretical approach
- d) Student training plan, if applicable
- e) Details on how all activities can be undertaken within the funding period (funds must be spent by March 31.)
- f) Details on how the proposed research 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 EXPLORE RESEARCH GRANT GUIDELINES FOR DETAILS ON ELIGIBLE EXPENSES.

<b>a) Student Training</b> Trainees (e.g., undergraduate, graduate students, postdoctoral fellows) may be hired as research personnel for activities directly related to the proposed research project.	\$
<b>b) Honoraria</b> Limited funds may be awarded for the payment of honoraria to persons whose participation is essential to the research project (e.g. Indigenous Elders and community experts). Co-applicants may not be paid honoraria from Explore funds.	\$
<b>c) Equipment/Software: Attach quotes for purchases &gt; \$1,000.</b> Limited assistance may be provided for the purchase of equipment, including computers, essential to the project.	\$
<b>d) Research Travel: Attach a quote for air fares (only economy airfare permitted).</b> Funds may be awarded to applicants and their students for travel for research purposes (e.g. to consult with subjects of research, to consult with experts, or to obtain access to materials not available locally.) Travel dates must be specified in project description.	\$
<b>e) Accommodation and Per Diem</b> Funds may be awarded for costs associated with research travel (e.g. accommodation, meals, etc.). <a href="#">Dalhousie University Travel Rates</a> apply.	\$
<b>f) Miscellaneous</b> Includes items not covered in the other categories.	\$
<b>TOTAL:</b>	Maximum = \$5,000

## 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