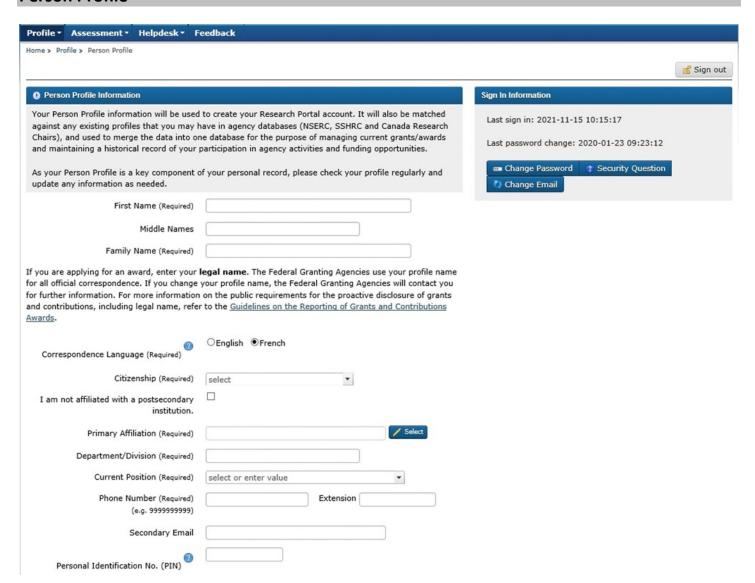


# 2022 Insight Development Grants Application Instructions

#### **Person Profile**



#### Help bubbles:

<u>Correspondence Language:</u> The language in which you wish to receive your correspondence. <u>Personal Identification No. (PIN)</u>: Enter your PIN (NSERC Only). If unknown, leave blank.

## **Hyperlink:**

**Guidelines on the Reporting of Grants and Contributions Awards** 

## **Self Identification**

#### Why we are asking you to self-identify

Equity, diversity and inclusivity (EDI) strengthen research communities and the quality, social relevance and impact of research. For more information, see <u>Frequently Asked Questions about the Self-identification</u>

Questionnaire.

The questions are primarily based on the current standard used by Statistics Canada in the Census, and wording from the <u>Employment Equity Act</u>. If you have comments or suggestions regarding this data collection, please send to the relevant agency at:

NSERC: Meequity-equitesng@nserc-crsnq.qc.ca

SSHRC: equity-equite@sshrc-crsh.qc.ca

CIHR: support@cihr-irsc.qc.ca

Note that this self-identification questionnaire was revised in 2021. For more information consult the <u>FAQs</u>.

Applicants and co-applicants, as well as collaborators on SSHRC grants, are required to complete this form. If you are not an applicant, co-applicant or SSHRC collaborator, please select:

This does not apply to me  $\Box$ 

#### **Hyperlinks:**

<u>Frequently Asked Questions about the Self-identification Questionnaire</u> <u>Employment Equity Act</u>

• NSERC: <u>nseequity-equitesng@nserc-crsng.gc.ca</u>

• SSHRC: <a href="mailto:equity-equite@sshrc-crsh.gc.ca">equity-equite@sshrc-crsh.gc.ca</a>

• CIHR: <a href="mailto:support@cihr-irsc.gc.ca">support@cihr-irsc.gc.ca</a>

**FAQs** 

#### **Privacy Notice**

The Research Portal supports the delivery of certain programs of the federal funding agencies. The information you provide in the self-identification section is collected under the respective authority of either the <u>Natural Sciences and Engineering Research Council (NSERC) Act</u>, <u>Social Sciences and Humanities Research Council (SSHRC) Act</u>, or <u>Canadian Institutes of Health Research (CIHR) Act</u>, depending on the program.

The collection, use, disclosure, retention and disposal of your personal information are in accordance with the <u>Access to Information Act</u> and the <u>Privacy Act</u>. Your information will be managed in accordance with Treasury Board Secretariat policies, directives and guidelines on <u>information management</u> and <u>protection of personal information</u>, and with the agencies' retention and disposition schedules.

Self-identification information is collected on a **voluntary basis**. This information will be stored electronically in your Person Profile and access is limited to agency staff on a need to know basis. Your Person Profile self-identification information is **not** part of your application, and is neither accessible to, nor shared with, external reviewers and/or selection committee members in an identifiable form.

Choosing not to self-identify for these purposes will have no consequences for your application. In funding opportunities where an agency may offer special consideration for members of a designated equity group, applicants will be asked to provide their consent separately to use their self-identification information for that purpose.

Your data will be used for the purposes of program operations (including the recruitment of external individuals for merit review processes, where applicable) and planning, performance measurement and monitoring, evaluation and audits, and may be used in aggregate to report to government or to the public. Self-identification information will be reported in a form (e.g., aggregate) to ensure protection of the identity of any individual. Please also see the relevant agency's Personal Information Banks:

NSERC: PSU 941 and PSU 942 described in NSERC's Info Source.

SSHRC: PSU 941, PSU 942, and PPU 055 described in SSHRC's Info Source.

CIHR: PSU 941, PSU 942 as described in CIHR's Info Source.

If you believe your personal information has been mishandled or have concerns about agency privacy practices, you have the right to file a complaint with the Office of the Privacy Commissioner. For more information about your rights under the Privacy Act, about our privacy practices or to access or correct your personal information, please contact the relevant agency's ATIP office:

- · NSERC's ATIP Coordinator.
- SSHRC's ATIP Coordinator.
- CIHR's <u>ATIP Coordinator</u>.

By voluntarily submitting your self-identification information, you are confirming that you have read and understood this Privacy Notice Statement and agree to provide your personal information in accordance with it.

1. What is your date of birth? (YYYY-MM-DD)
☐ I prefer not to answer
2. Select the option that best describes your current gender identity
O Gender-fluid
O Man
Ononbinary
O Trans man
O Trans woman
O Two-Spirit
O Woman
O I don't identify with any option provided.
O I prefer not to answer
3. Select the sexual orientation that best describes how you currently think of yourself
○ Asexual
O Bisexual
○ Gay
O Heterosexual
O Lesbian
O Pansexual
O Queer O Two-Spirit
O I don't identify with any option provided.
O I prefer not to answer
4a. Do you identify as Indigenous, that is, First Nation (North American Indian), Métis or Inuk (Inuit)?
○ Yes
○ No
O I prefer not to answer

The <u>Employment Equity Act</u> defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour."

5. Do you identify as a member of a visible minority in Canada?
○ Yes
○ No
O I prefer not to answer
<b>Note:</b> if you answered "Yes" to question 4a (i.e., you are an Indigenous person), select "Population group not listed above" for this question. You can also select from the list any other population group that applies to you.
6. Select the population groups you identify with
□ Arab
□ Black
☐ Chinese
☐ Filipino
☐ Japanese
☐ Korean
☐ Latin American
☐ South Asian (e.g., East Indian, Pakistani, Sri Lankan, etc.)
☐ Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai, etc.)
☐ West Asian (e.g., Iranian, Afghan, etc.)
☐ White
☐ Population group not listed above
☐ I prefer not to answer
The Accessible Canada Act defines disability as "any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society."
7a. Do you identify as a person with a disability as described in the Act?
○ Yes
○ No
O I prefer not to answer

8a. What language(s) did you first learn at home in childhood and still understand? (Select all that appl
☐ English
☐ French
☐ Another language
☐ I prefer not to answer
8b. What language(s) do you speak most often at home? (Select all that apply)
☐ English
French
☐ Another language
☐ I prefer not to answer
Comments or suggestions about the self-identification questionnaire Maximum character count: 1500

## **Hyperlinks:**

Natural Sciences and Engineering Research Council (NSERC) Act

Social Sciences and Humanities Research Council (SSHRC) Act

Canadian Institutes of Health Research (CIHR) Act

Access to Information Act

**Privacy Act** 

<u>Information management</u>

**Protection of personal information** 

NSERC's Info Source

SSHRC's Info Source

CIHR's Info Source

File a complaint

Office of the Privacy Commissioner

- NSERC's <u>ATIP Coordinator</u>
- SSHRC's <u>ATIP Coordinator</u>
- CIHR's <u>ATIP Coordinator</u>

**Employment Equity Act** 

**Accessible Canada Act** 

## **Eligibility Profile**

Profile \* Assessment \* Helpdesk \* Feedback

Home > Eligibility Profile

## Eligibility Profile



1. Did you, in 2021, apply for an Insight Grant?

If yes: The objectives described in your current proposal must be substantially different from those in your Insight Grants proposal (see multiple applications regulations).

2. Do you currently hold an Insight Development Grant?

If yes: A current grant holder can only submit a new application for the same type of grant if doing so in the year in which they receive the final installment of their existing grant (see <u>multiple applications regulations</u>).

3. Are you currently a doctoral student?

If yes:

- a. Will you have met all requirements for the PhD before the grant is awarded (i.e., before June 1, 2022), including all course work and successful defense of your dissertation?
- b. Will you have established a formal affiliation with an <u>eligible Canadian postsecondary institution</u> within three months of the grant start date (i.e., by September 2022)?
- c. Will the affiliation be maintained for the duration of the grant?

If no

- a. Note: Students enrolled in a program of study are not eligible to apply for an Insight Development Grant.
- 4. Are you currently a postdoctoral fellow/researcher?

If yes

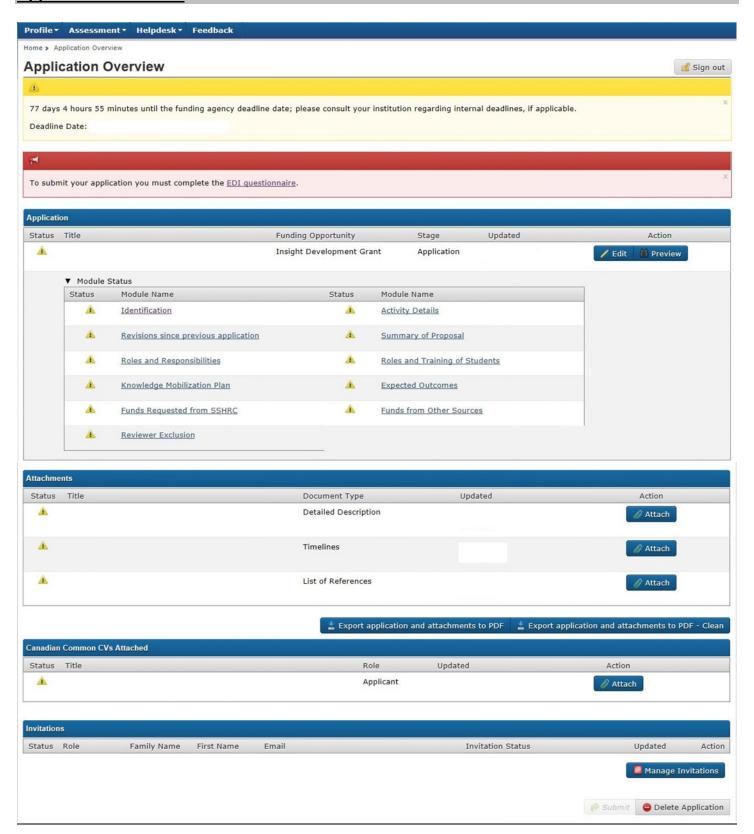
- a. Will you have formally established an affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by September 2022)?
- b. Will the affiliation be maintained for the duration of the grant?

I have read the information on eligibility

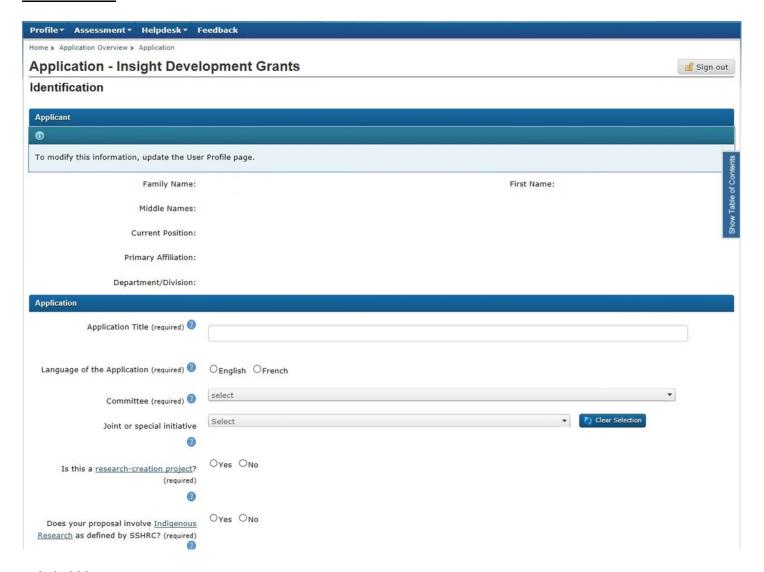
#### **Hyperlinks:**

Multiple applications regulations
Eligible Canadian postsecondary institution
Insight Development Grant

# **Application Overview**



## Identification



#### **Help bubbles:**

<u>Application title</u>: Provide a short and descriptive title for your proposal in non-technical terms. This title may be used for publication purposes. Restrict use of acronyms (e.g., DNA, NATO, etc.). Use uppercase for only the first word of the title, proper nouns and acronyms.

<u>Language of the Application</u>: Select the language of the application.

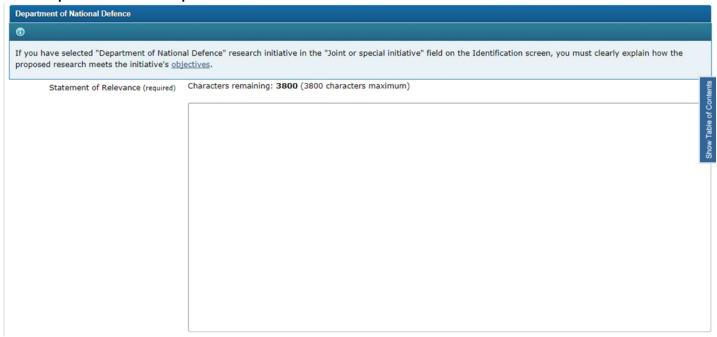
<u>Committee</u>: Select the committee representing the research field most appropriate to the subject and discipline of your proposal.

<u>Joint or special initiative</u>: If you want your project to be considered for any of the initiatives listed, select the appropriate option. For more information, see the <u>funding search tool</u>.

<u>Is this a research-creation project</u>? SSHRC strongly suggests that before you select "Yes," you refer to the definition of <u>research-creation</u> for more information and examples of fields involving research-creation. If you select "Yes," please refer to <u>SSHRC's Resource Centre</u> for information helpful in preparing research-creation-related applications. You must also select the Fine Arts, Research-creation committee from the "Committee" drop-down list and complete the Research-Creation Support Material module.

<u>Does your proposal involve Indigenous research as defined by SSHRC?</u> Select "yes" if you wish to signal the adjudication committee that your application should be reviewed in the context of SSHRC's definition of Indigenous research and its Guidelines for the Merit Review of Indigenous Research.

## Joint or special initiative – Department of National Defence



## **Scholar Type**

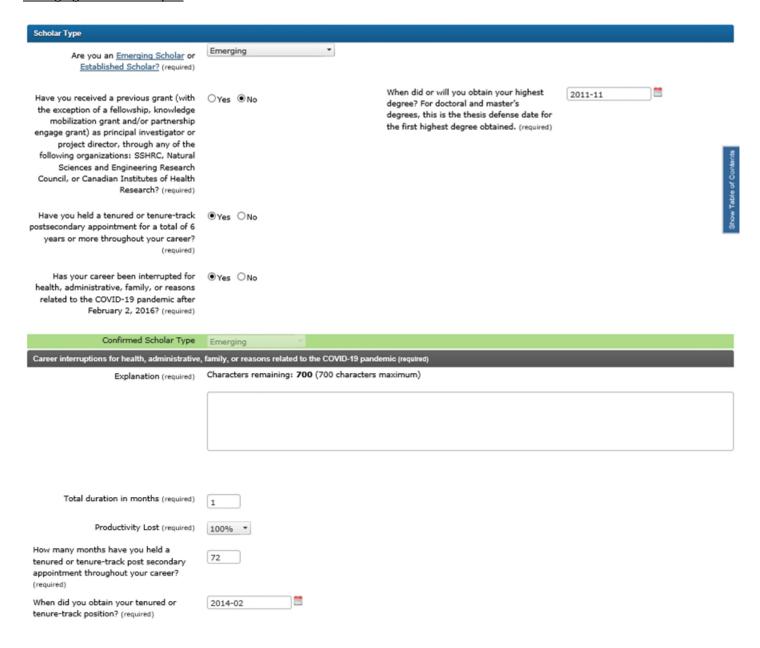


## **Hyperlinks:**

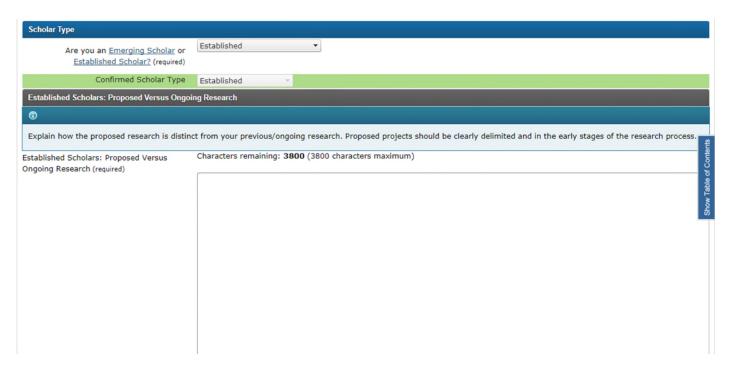
Initiative's objectives Emerging Scholar Established Scholar

**Note:** The form will confirm if the applicant meets the criteria to be considered an emerging scholar.

#### **Emerging scholar example:**



#### Established scholar example:



## **Administering Organization**



#### Help bubbles:

Organization: Postdoctoral researchers and doctoral students may leave this field blank.

<u>Department/Division</u>: Select one option from the drop-down list. Postdoctoral researchers and doctoral students may leave this field blank.

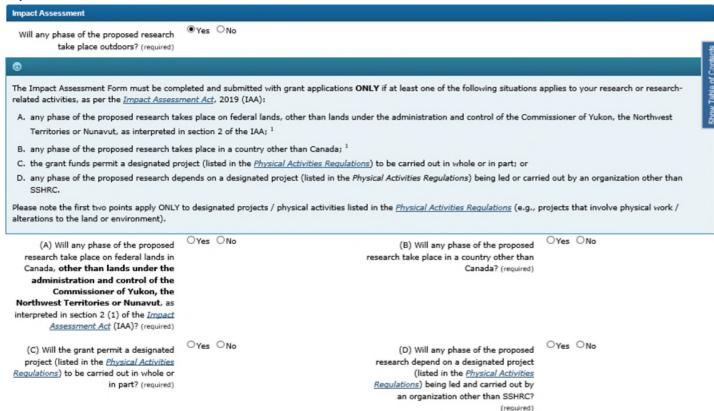
#### **Hyperlinks:**

<u>institutional.eligibility@sshrc-crsh.gc.ca</u> <u>Institutional Eligibility – Guidelines and Requirements</u>

## **Activity Details**



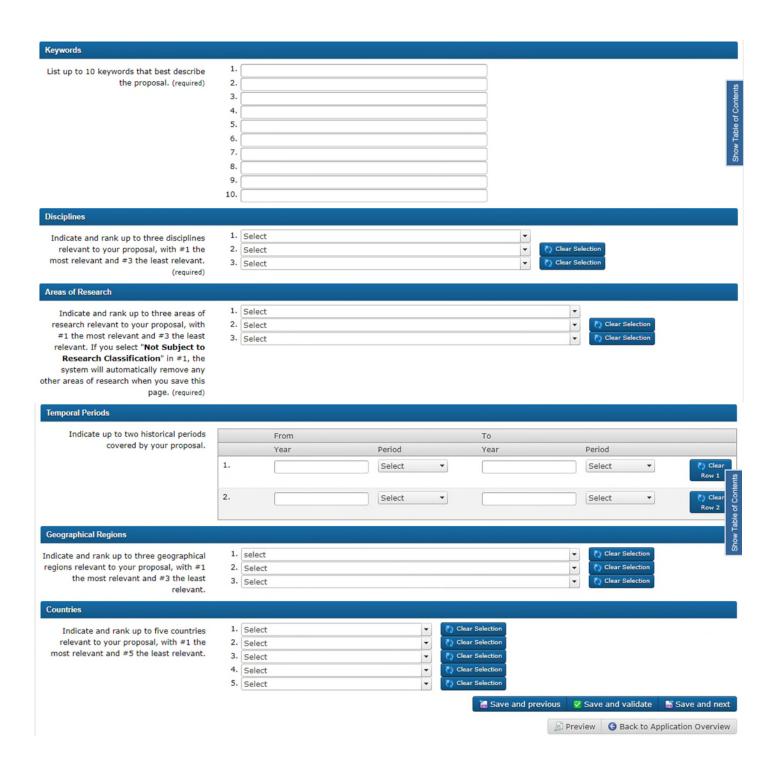
#### **Impact Assessment**



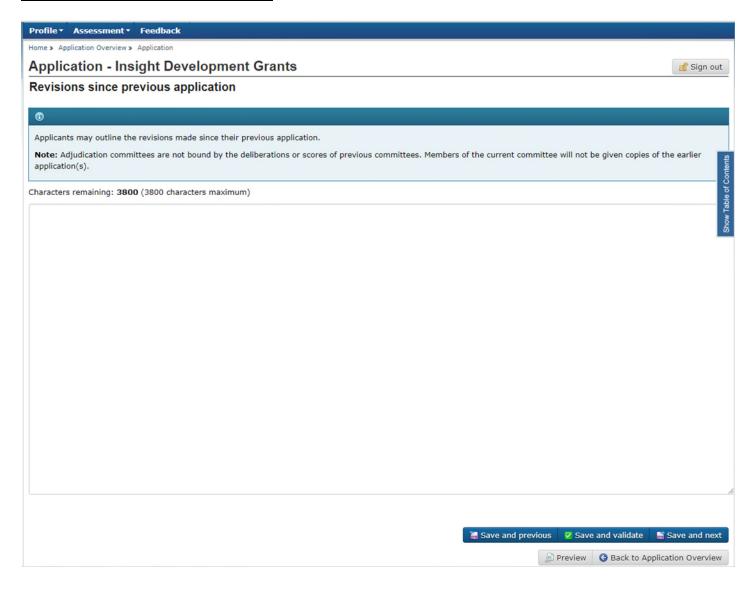
**Note**: The Impact Assessment Form will appear if the applicant answers "yes" to any of the four questions.

#### **Hyperlinks:**

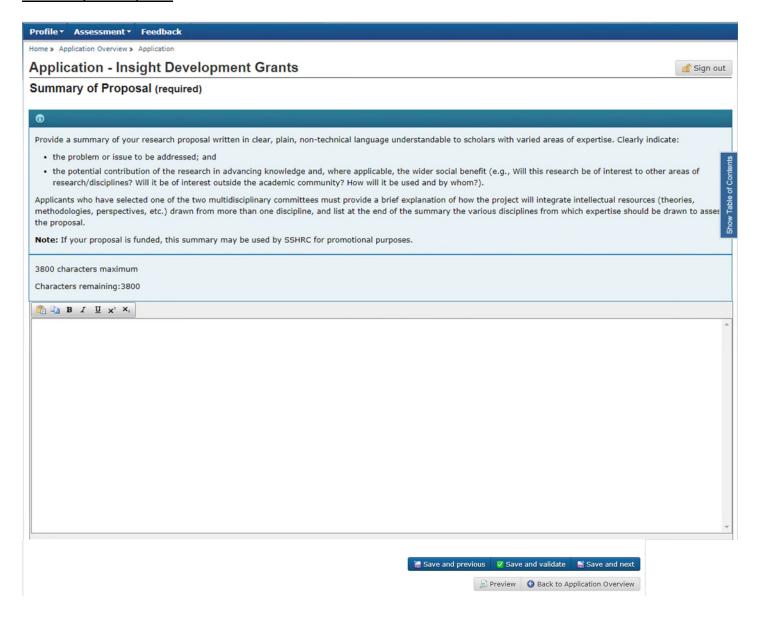
<u>Impact Assessment Act</u> Physical Activities Regulations



## **Revisions since previous application**



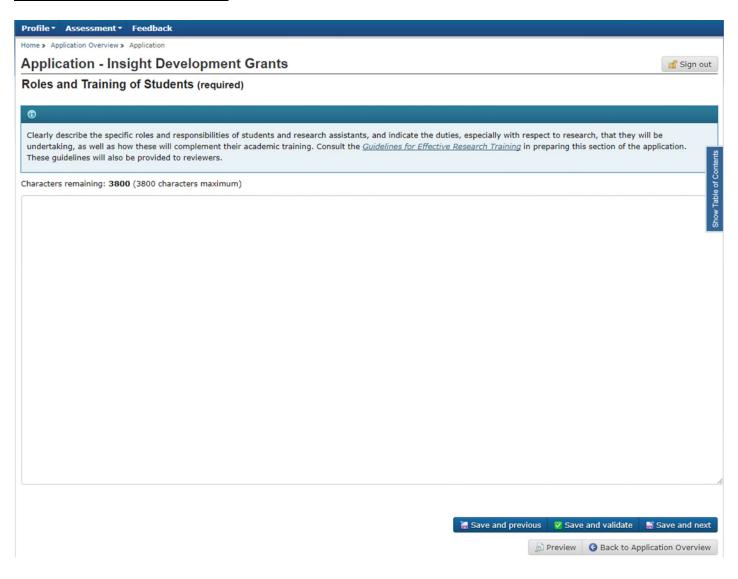
## **Summary of Proposal**



## **Roles and Responsibilities**

# **Application - Insight Development Grants** g Sign out Roles and Responsibilities (required) Describe: 1. the relative roles, responsibilities and contributions of the applicant, and of any co-applicants and collaborators (if applicable, clearly outline the rationale for international 2. for team applications: the relative proportion (in percentage) of each member's contribution to the proposed project; 3. the proportion of time to be spent on this project in relation to any other ongoing research projects or programs (excluding prospective grants); and 4. if the project involves community participants such as knowledge users, the support provided by the community, and the applicant's ties with said communities. Note: For team applications, if the adjudication committee determines that the applicant is not responsible for, or equipped to exercise, the leadership of the research, the Feasibility score may be lowered. Characters remaining: 7600 (7600 characters maximum) Save and previous Save and validate Save and next

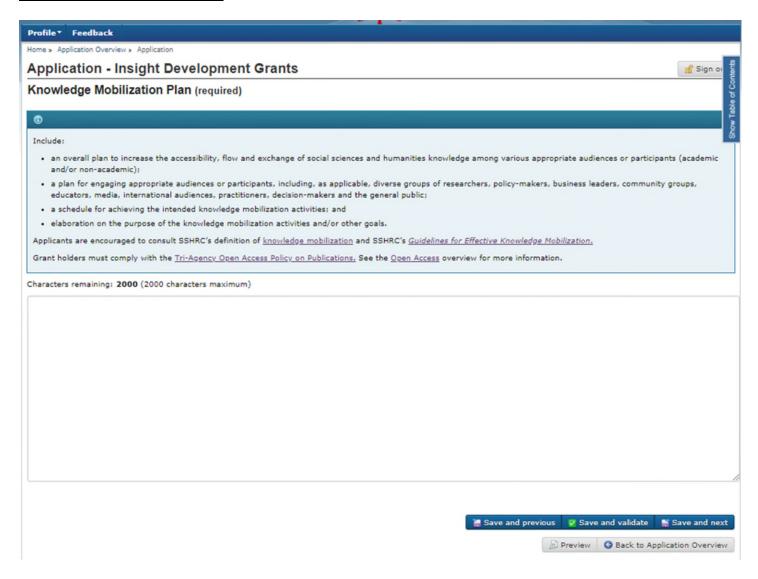
## **Roles and Training of Students**



## Hyperlink:

**Guidelines for Effective Research Training** 

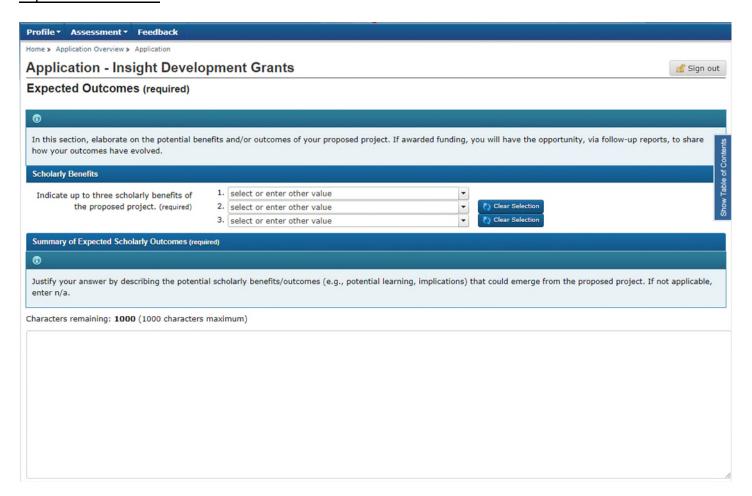
## **Knowledge Mobilization Plan**

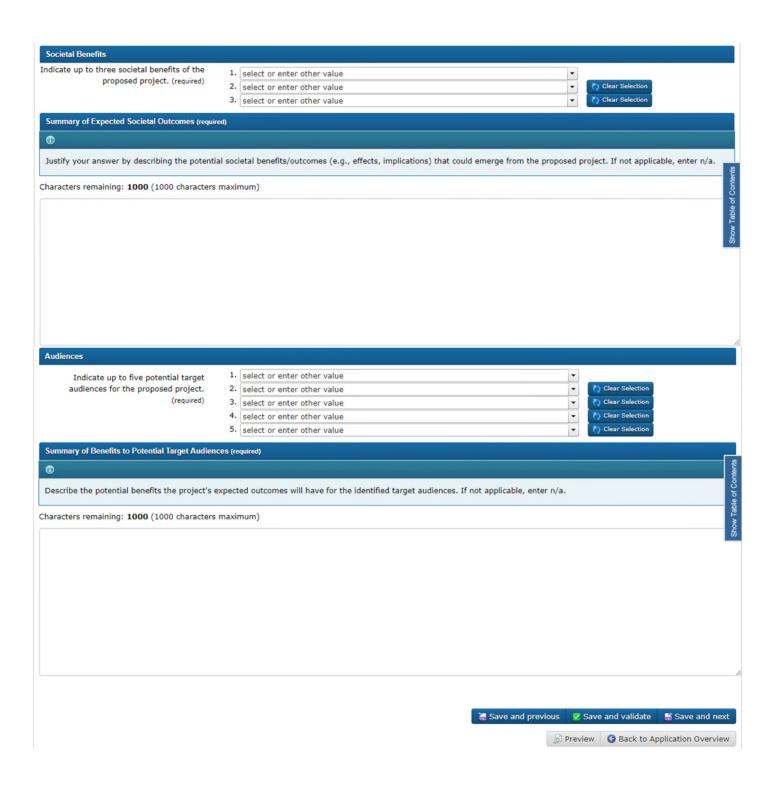


## **Hyperlinks:**

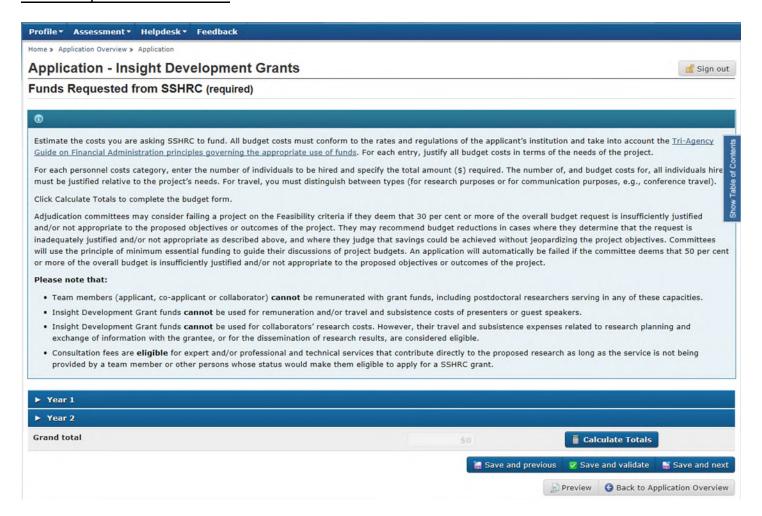
Knowledge Mobilization
Guidelines for effective knowledge mobilization
Tri-Agency Open Access Policy on Publications
Open Access

## **Expected Outcomes**





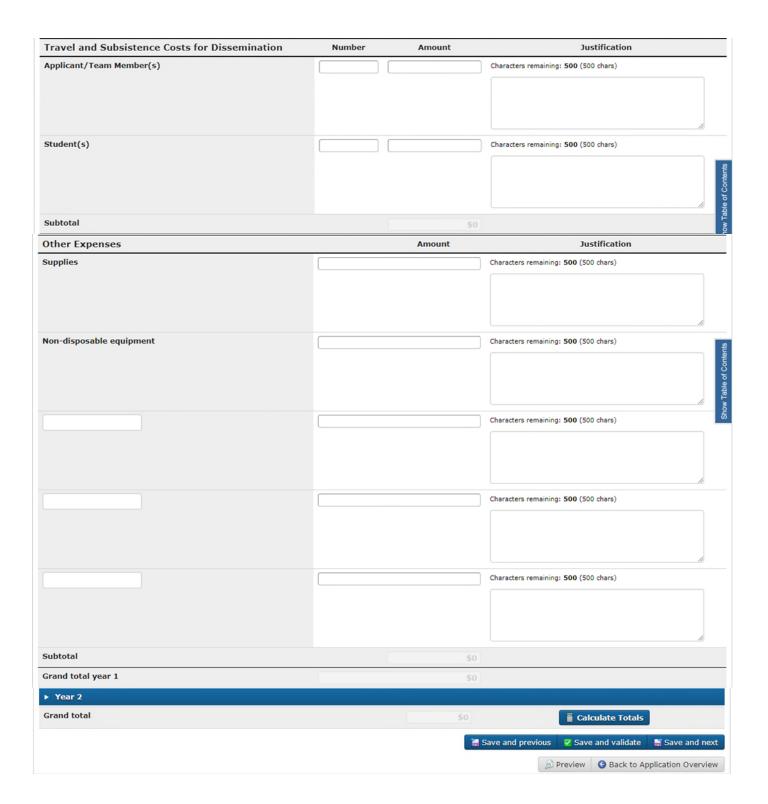
## **Funds Requested from SSHRC**



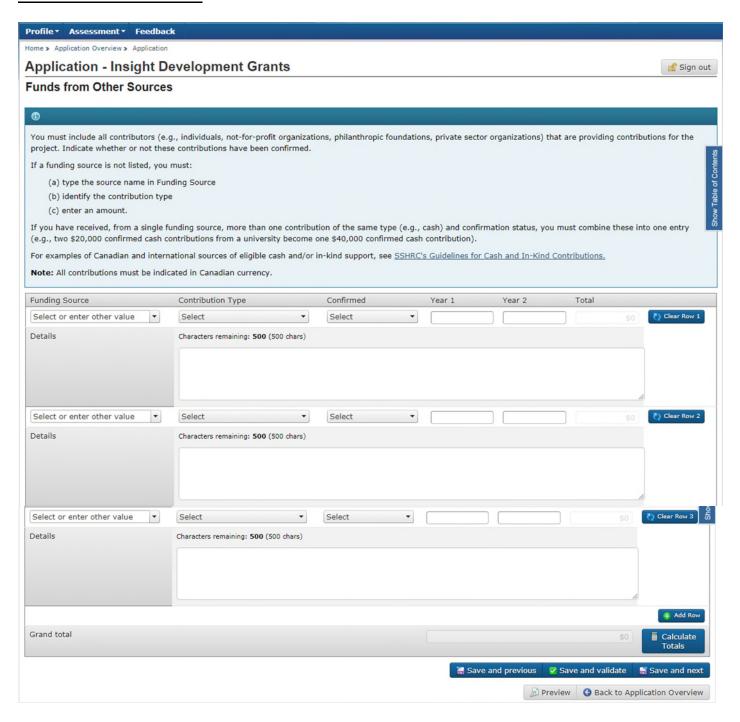
#### **Hyperlink:**

Tri-Agency Guide on Financial Administration principles governing the appropriate use of funds

▼ Year 1			
Personnel costs			
Student salaries and benefits/Stipends	Number	Amount	Justification
Undergraduate			Characters remaining: 500 (500 chars)
Masters			Characters remaining: 500 (500 chars)
Doctoral			Characters remaining: 500 (500 chars)
Subtotal		\$0	
Non student salaries	Number	Amount	Justification
Professional/Technical Services  Other			Characters remaining: 500 (500 chars)  Characters remaining: 500 (500 chars)  Characters remaining: 500 (500 chars)
Subtotal		\$0	
Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)			Characters remaining: 500 (500 chars)
Student(s) Subtotal		ţa.	Characters remaining: 500 (500 chars)
Subtotul		\$0	



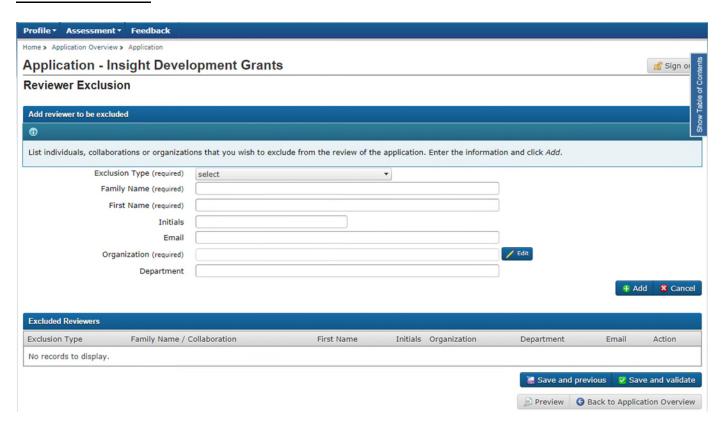
## **Funds from Other Sources**



#### Hyperlink:

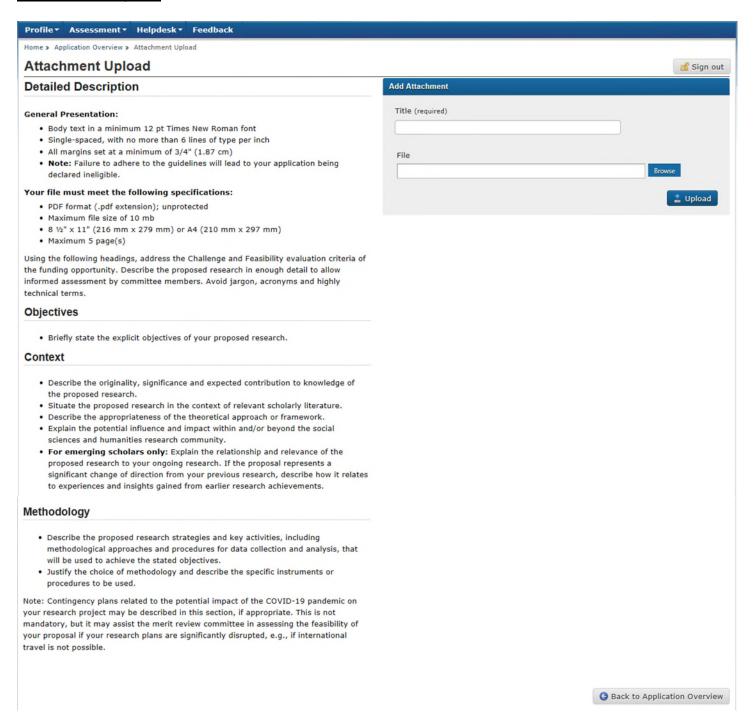
SSHRC's Guidelines for Cash and In-Kind Contributions

## **Reviewer Exclusion**

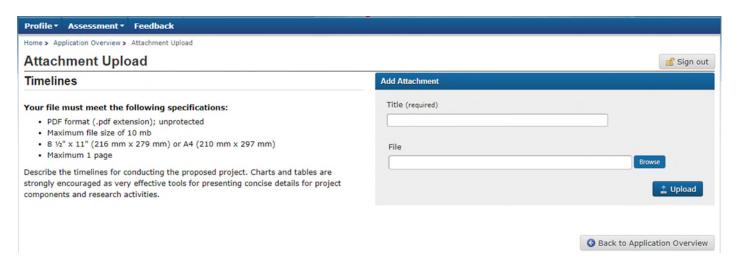


## **Attachments**

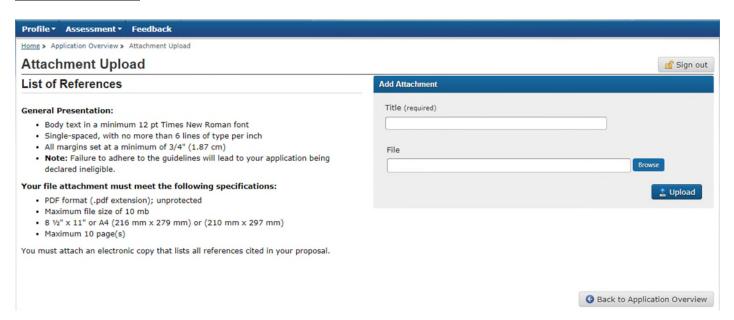
## **Detailed Description**



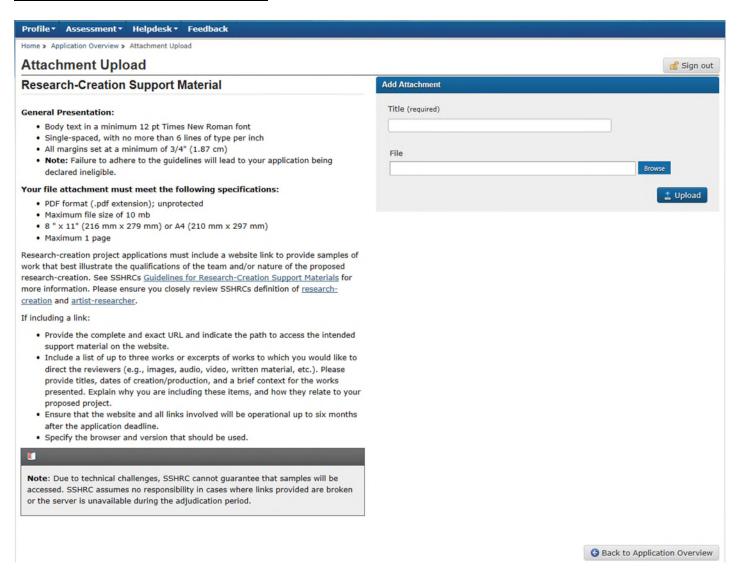
## **Timelines**



## **List of References**



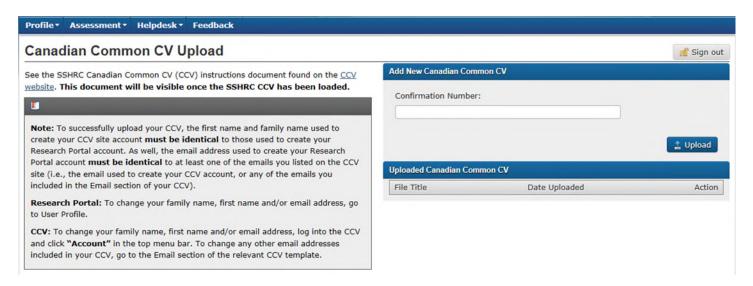
## **Research-Creation Support Material**



#### **Hyperlinks:**

<u>Guidelines for Research-Creation Support Materials</u> <u>Research-creation</u> <u>Artist-researcher</u>

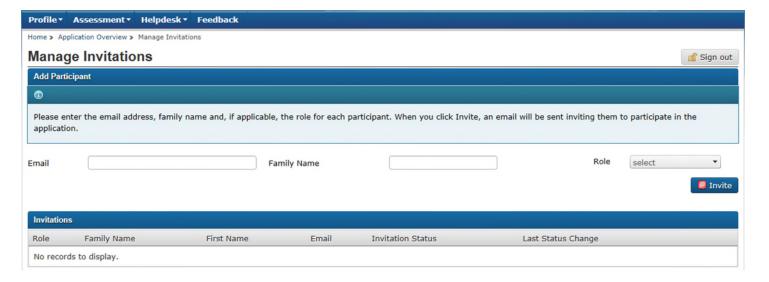
## **Canadian Common CV**



## Hyperlink:

**Instructions** 

## **Participant Invitations**



## **Contact Us**

Technical questions  * SSHRC has reduced the number of employees on site responding to calls. Please expect slower than usual response times for any inquiries made by phone. Communication by email is strongly encouraged.	Tel.: 613-995-4273 Email: webgrant@sshrc-crsh.gc.ca
Funding opportunity questions	Email: insightdevelopment@sshrc-crsh.gc.ca