



2017-2018 Faculty of Education HSS Seed Grant Competition Terms of Reference and Instructions

Important note: Increasingly, SSHRC is asking institutions to provide evidence that projects funded through the SSHRC Institutional Grant (SIG) are making an integral contribution to faculty's research. To meet this objective, SPARC is asking Faculty to align their SIG award program with SPARC's new strategy of research funding streams (i.e. SIG funding leads to Hamptons and/or SSHRC Insight, Insight Development, Connection, Partnership Development and Partnership Grants).

The Faculty of Education HSS Seed Grant distributes funds from UBC's annual SIG to maintain or strengthen research capacity and research excellence in the social sciences and humanities. The primary goal of the Faculty of Education HSS Seed Grant is to support high-quality Faculty of Education humanities and social sciences research by providing **small funds to support early stage research activities that will lead to the development of external research funding applications.**

Terms of Reference

- Members of the Faculty of Education professoriate are eligible for this competition (Assistant Professors, Associate Professors and Professors). **Only one application per principal investigator** is eligible.
- Funds are open to both newer and more established faculty.
- Applicants with open HSS Seed Grants (unspent funds and/or project reports to be submitted) are **not eligible** to apply.
- Preference will be given to proposals that include at least **one** of the following: opportunities for graduate student training/mentorship, collaborations within the Faculty of Education, or collaborations across disciplinary/faculty boundaries.
- Eligible seed activities include (but are not restricted to) pilot research; field/library/archival research; and synthesis or re-analysis of data collected through previously *completed* projects.
- Applicants must make a strong case for how the proposed activities will support the development of future external research grant application(s).
- The maximum value of each award will be **\$7,000**. A total of \$70,000 is available for this competition.
- Grant funds must be spent by March 31st, 2018. No funding extensions are available.
- **Conference travel is not an eligible expense for this funding program.**

- Funds are not intended to complete or supplement Tri-Council or other currently funded projects.
- Only one seed grant per research project will be awarded.
- Successful applicants must submit a report to ORE by July 31st, 2018 describing how they used the funds and how the project has or will lead to future external research funding applications.

Application Deadline

Submit complete applications by email to Heather Frost (heather.frost@ubc.ca) by **3:00 pm, Thursday, June 8th 2017**.

Application Instructions

Applications must include the following:

1. The Faculty of Education HSS Seed Grant **Application Form**. The form includes a budget and budget justification. Applicants must provide a clear explanation of how each expense relates to, and helps fulfill the goals of the project.
2. A **Project/Activities Description** (attachment* – maximum 2 pages). An attachment describing the proposed activities that effectively communicates:
 - a. The research questions (even if preliminary) to be explored through the seed activities;
 - b. Rationale and significance of the seed activities grounded in relevant literature;
 - c. The methodology for the seed activities;
 - d. How the proposed activities will lead to the development of specific external research grant applications; and
 - e. If applicable, how the activities contribute to either graduate student training/mentorship, or involve collaborations within the Faculty of Education and/or across disciplinary/faculty boundaries.
3. **Scholarly References** (attachment* - no page limit)
4. A **UBC Personal Data Form** (for PI only).

NOTE: 6-year publication and grants history must be attached if you are using the Word version of the Personal Data Form available on the ORS web site (see HSS/Faculty Research Grant section): <https://ors.ubc.ca/funding-opportunities/internal-funding-opportunities>

*Attachments must conform to formatting specifications: 12 pt. Times New Roman font; ¾” margins; and single-spaced.

Signatures

A completed [UBC Research Project Information Form \(RPIF\)](#), signed by the Applicant and their Department Head or School Director. Please complete sections A, B, D, E and I.

For Original Funding Source: List Faculty of Education HSS Seed Grant

For Primary Funding Source: Check Same as Original Funding Source

For Funding Program: List Faculty of Education HSS Seed Grant

For Budget: Check UBC (internally funded) | For Total Cash: List amount request (\$7,000 max.)

Budget

Budget items must be fully explained and justified in terms of the proposed activities. SSHRC research expense eligibility guidelines apply. Please see the Tri-Agency Financial Administration Guide available at http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp

Also note that release time from teaching (“teaching buy-out”) is not an eligible expense for this grant.

Adjudication Criteria

Applications will be judged according to the following criteria:

1. Alignment with Faculty of Education HSS Competition goals: Support for high quality research in the humanities and social sciences by providing funds to support early stage research activities that will lead to the development of external research funding applications.
2. Strength of the project description:
 - a. Clarity and quality: The clarity and quality of the research description (e.g. research questions, methodology, anticipated outcomes).
 - b. Significance and impact: The potential significance and impact of the line of research for the applicant’s field of study, community of peers and/or research users.
 - c. Feasibility: The likelihood that the seed grant activities can be carried out within the timeline and with the funds provided by this award.
3. Nature of the proposed activities: Priority will be given to proposals that either contribute to graduate student training/mentorship, or involve collaborations within the Faculty of Education and/or across disciplinary boundaries.
4. Appropriateness of the budget justification: The extent to which applicants provide a strong and appropriate justification of the proposed budget that includes a) an itemized list of eligible expenses; and b) a brief description of how each item is required for the enactment of the seed activities.

Adjudication

A Faculty of Education committee, representing all academic units drawn from the Dean’s Advisory Committee for Research (DACR) or departmental/school designates, and chaired by the Associate Dean for Research, will review the applications and make decisions on funding.