



2018-2019 SSHRC Explore Grant Competition Terms of Reference and Instructions

Please note: The Faculty of Education HSS Seed Grant has been re-branded as the SSHRC Explore Grant. SSHRC has requested that beginning April 1, 2018, faculty/departamental internal grants funded through the SSHRC Institutional Grant be referred to as either *SSHRC Explore or Exchange Grants*. Explore Grants enable small-scale innovation and experimentation by providing modest funding to support pilot work and research projects. Exchange Grants support small-scale knowledge mobilization activities and dissemination of research results. This re-branding is intended to bring greater visibility to SSHRC.

The SSHRC Explore Grant distributes funds from UBC's annual SSHRC Institutional Grant to maintain or strengthen research capacity and research excellence in the social sciences and humanities. The primary goal of the Explore 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**.
- The term of the grant is 12 months beginning from the date of the award notice. No funding extensions are available.

- **Neither conference travel nor teaching buy-out are eligible expenses for this funding program.**
- Funds are not intended to complete or supplement Tri-Council or other currently funded projects.
- Only one Explore grant per research project will be awarded.
- Successful applicants must submit a report to ORE by September 1st, 2019 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 **4:00 pm, Friday, May 4th 2018.**

Application Instructions

Applications must include the following:

1. The Explore 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 proposed activities;
 - b. Rationale and significance of the proposed activities grounded in relevant literature;
 - c. The methodology for the research 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. **References** (attachment* - no page limit)
4. Applicant's must attach their **6-year publication** history and **6-year research grants history** (Note that we do not require the submission of FULL UBC CVs).

*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: SSHRC Explore Grant

For Primary Funding Source: Check Same as Original Funding Source

For Funding Program: SSHRC Explore Grant

For Budget: Check UBC (internally funded) | For Total Cash: Indicate budget request (\$ max 7,000)

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 Note that neither conference travel nor release time from teaching (“teaching buy-out”) are eligible expenses for this grant.

Adjudication Criteria

Applications will be judged according to the following criteria:

1. Alignment with SSHRC Explore 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.