2021-2022 SSHRC Explore Grant
Terms of Reference and Instructions

The **SSHRC Explore Grant** distributes funds provided to the Faculty of Education from UBC's SSHRC Institutional Grant. The primary goal of the Explore Grant is to support high-quality Faculty of Education research by providing small funds to support early stage research activities that will maintain or strengthen research capacity and research excellence in the social sciences and humanities.

Terms of Reference

- Members of the Faculty of Education professoriate are eligible for this competition (Assistant Professors, Associate Professors and Professors, and their counterparts in the Educational Leadership stream).
- Principle investigators may submit one SSHRC Explore Grant application.
- Only one SSHRC Explore Grant will be awarded per research project.
- Funds are open to both newer and more established faculty.
- Applicants with active SSHRC Explore Grants and those who have been previously funded but who have not submitted final reports by the application deadline 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.
- 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 Tri-Council or other currently funded projects or duplicate support for projects awaiting funding decisions from other sources.
- Successful applicants must submit a final report to ORE within one month of the end of the term of the award describing how they used the funds.

Application Deadline
Please email your complete application package to the Office of Research in Education at educ.ore@ubc.ca by **12 Noon**, **Monday April 19, 2021.**

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 and rationale of how each expense relates to, and helps fulfill, the objectives 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 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; and

    d. 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. The Applicant (PI) must attach a **6-year publication history** and **6-year research grants history.** We do not require the submission of full UBC CVs and please do not submit Co-Applicant CVs.

5. A completed UBC Research Project Information Form (RPIF). Note that for signatures, only those of the applicant and unit head are required at the application stage.

*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.

For sections A, B, D, and E of the RPIF please use the following information:

- For Original Funding Source: List "SSHRC Explore Grant"
- For Primary Funding Source: Check "Same as Original Funding Source" button.
- For Funding Program: List "SSHRC Explore Grant"
- For Budget: Check "UBC (internally funded)"
- For Total Cash: Indicate your budget request (max $7,000)
- Be sure to complete the ethics section (D)
- For Section E click the "Yes" button

Budget

Budget items must be fully explained and justified in terms of the proposed activities. SSHRC research expense eligibility guidelines apply. For guidelines on the Financial Administration of this award, please see the UBC current policy on Tri-Agency Grants. The following document provides a condensed version of the UBC Expenditure Guidelines during the revamping of the Tri Agency Financial Administration Guide. 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 early stage research activities that will lead to high quality research in the humanities and social sciences.
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/rationale of how each item is required to meet the objectives 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.

For more information, please contact:

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