



2024-2025 SSHRC Explore Grant Instructions and Application Form

PROGRAM OBJECTIVES

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

GRANT VALUE

The maximum value of each award is **\$6,000**.

APPLICATION DEADLINE

Please email your complete application package to Robert Olaj in ORE at robert.olaj@ubc.ca by **March 25, 2024**.

APPLICANT ELIGIBILITY

- Members of the UBC-V Faculty of Education professoriate are eligible for this competition (Assistant Professors, Associate Professors and Professors, and their counterparts in the Educational Leadership stream). UBC-O faculty may access SSHRC Explore and Exchange Grant.
- 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.
- Previously successful applicants must submit a final report to ORE within one month of the end of the term of their award describing how the funds contributed to their program of research and scholarship.

PROJECT ELIGIBILITY

- Principal Investigators may submit one SSHRC Explore Grant per application per cycle.
- Projects must support new research and proposals must make clear how these seed funds will enable future research (e.g., lay foundation for an external research grant).
- Preference will be given to projects which lay the foundation for a (specified) external research grant.
- Only one grant will be awarded per research project.
- Preference will be given to proposals that provide graduate student training/mentorship.
- Research that has previously been funded, in part or in full, is not eligible.
- Eligible seed activities include (but are not restricted to) pilot research; field/library/archival research; case studies; and research projects with community partners.
- The term of the grant is 12 months beginning from the date of the award notice. **It is important to plan your project in a way that allows for completion within this timeframe as no funding extensions to grant accounts will be permitted.**

THE PROPOSAL BUDGET (delineated in the application form budget section)

Budget items must be thoroughly explained and justified in terms of the proposed research activities. [The UBC policy on Tri-Agency Grants](#) applies and should be consulted when assessing eligibility of research expenses.

- Explore funds may not be used to complete or supplement current or completed Tri-Council or other funded projects or duplicate support for projects awaiting funding decisions from other sources.
- Neither conference travel nor teaching buy-out expenses are eligible.
- Explore funding is targeted to support the Applicant's program of research, not graduate student thesis research.
- Applicants are strongly encouraged to be mindful of the ecological impact of their projects as they develop their budgets (for example, eliminating printing costs where possible by going digital).
- Applicants should provide a detailed breakdown of research assistant expenses in the budget section of the application (research activities, hours worked, hourly rate, number of weeks, rationale for rates, etc.).

ADJUDICATION CRITERIA

Applications will be evaluated according to the following criteria:

1. Alignment with SSHRC Explore competition goals: support high-quality Faculty of Education research by providing small seed funds to support **new, early-stage research activities that will maintain or strengthen research capacity** and research excellence in the social sciences and humanities.
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.
 - d. The extent to which the research is sufficiently distinct from previously funded research.
3. Nature of the proposed activities: Priority will be given to proposals that contribute to graduate student training/mentorship.
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 research expenses; and b) a brief description/rationale of how each item is required to meet the objectives of the seed activities. The Committee retains the right to reduce funding if particular budget line items seem excessive or unnecessary.

ADJUDICATION COMMITTEE

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, Research, will review the applications and make decisions on funding.

APPLICATION INSTRUCTIONS

Please email **two separate PDF documents**: 1) a PDF of the application (which includes the form below), and 2) a completed RPIF, to Robert Olaj in ORE at robert.olaj@ubc.ca by **March 25, 2024**.

A) A PDF of the application, consisting of the following documents, in the order noted below. Please use this file naming convention: **lastname_2024_SSHRC_Explore.pdf**

1. **The SSHRC Explore Grant Application Form**

The 2-page application form includes a numeric budget and narrative budget justification section, as well as a section to explain how the proposal is distinct from past research (including past SSHRC Explore projects).

2. **A Project/Activities Description** (maximum 2 pages). A description of 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;
- d. How the seed funds will help advance a new line of research contribute to the applicant's ongoing program of research; and
- e. If applicable, how the activities contribute to graduate student training/mentorship.

3. **References** (no page limit).

4. **6-year publication history and 6-year research grants history** for the Applicant.

Please do not submit full UBC CVs and please do not submit Co-Applicant CVs.

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

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

- For Original Funding Source: List "SSHRC"
- 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 \$6,000)
- Be sure to complete the ethics section (D)
- For Section E click the "Yes" button

For more information, please contact:

Robert Olaj | Director, Research Development | Office of Research in Education
robert.olaj@ubc.ca | 604-822-0580



2024-2025 SSHRC Explore Grant

Application Form

(please see instructions for additional application requirements)

Applicant's name	Academic rank/title	Department/School	Email
Co-Applicant's name	Academic rank/title	Department/School	Email
Project title			
Project abstract (please provide a summary of the proposed research project)			
Other Funding: Describe a) How the project's objectives and budget are <i>distinct from</i> previous or currently funded projects or projects awaiting funding decisions, and b) If you have previously been awarded a SSHRC Explore Grant, briefly describe the outcome(s) of that grant.			
Total funding requested \$			

BUDGET

Provide a budget including a sound justification of each expense as it relates to your proposal goals. Please see [UBC Policy on Tri-Agency Financial Administration](#) for guidelines on for eligible expenses.

Please refer to the budget section of the instructions for guidance on eligible expenses.

Budget Category	Amount	Budget Justification
Salaries and benefits	\$	
Supplies and expenses	\$	
Equipment	\$	
Travel for research	\$	
Accommodation	\$	
Per diem	\$	
Mileage	\$	
Other	\$	
Total Funding Requested (max. \$6000)	\$	

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