

## 2024 SSHRC EXPLORE COMPETITION OVERVIEW

<b>Available Funding</b>	Maximum \$7,000 per award.
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• Support social sciences and humanities researchers/scholars with modest research project funding requirements.</li> <li>• Allow for small-scale innovation and experimentation by providing funding to undertake a stand-alone research project or to conduct pilot work towards a larger SSHRC grant application.</li> <li>• Enable researchers to hire students at any level to participate in their research, thereby contributing to their professional development.</li> </ul>
<b>Submission Deadline</b>	Monday, February 26, 2024 at 12:00 p.m. (noon) EST. Late or incomplete applications will not be accepted.
<b>Eligible</b>	<p>Tenured or tenure track professors across all faculties are eligible to apply. The subject matter of the project or activity must be consistent with SSHRC's mandate. Funds may be used to seed a major SSHRC grant application or to support a new small independent project. Priority will be given to:</p> <ul style="list-style-type: none"> <li>• Emerging researchers/scholars.*</li> <li>• Researchers/scholars who are moving in a new SRC direction.</li> </ul>
<b>Not Eligible</b>	<p>You are not eligible to apply for this competition if you:</p> <ul style="list-style-type: none"> <li>• Were awarded a SSHRC Explore Grant within the last two calendar years (2022 or 2023) or are holding SSHRC Explore funds in an extension year.</li> <li>• Have any internal or external funding for an SRC project that is or may be related to your proposal.</li> </ul> <p>Please note that co-applicants on the same project cannot each apply for or receive separate SSHRC Explore funding.</p>
<b>Review Process</b>	The 2024 SSHRC Explore Review Committee will assess the submitted applications and recommend a ranked list to the Vice President, Research & Innovation (VPRI) for final approval and dissemination of funds.
<b>How to Apply</b>	Download and complete the <a href="#">Application Package</a> . Please see the Application Guidelines below for full details. Submission for funding grants is online via the university's <a href="#">Research Information System (RIS)</a> .
<b>Info Session</b>	Tuesday, January 30, 2024 from 1:30 p.m. – 2:30 p.m. EST. This session will review the application process and requirements. <a href="#">Sign up for the information session to receive the Zoom link.</a>
<b>OVPRI Contact</b>	Laura Zeno, Program Assistant, Internal SRC Funding & Awards Email: <a href="mailto:srcfunding@torontomu.ca">srcfunding@torontomu.ca</a>   Phone: 416-979-5000 ext. 553553

# 2024 SSHRC EXPLORE COMPETITION APPLICATION GUIDELINES

## SUBMISSION DEADLINE

Monday, February 26, 2024 at 12:00 p.m. (noon) EST.

Applications submitted to RIS after this deadline will be considered late and will not be accepted.

## FUNDING AVAILABLE

The maximum amount of funding that will be granted per award is \$7,000. You will not be penalized if your budget request is less than the maximum amount.

## DESCRIPTION

The SSHRC Explore Grant (formerly the SSHRC SIG program) provides external funds to eligible TMU faculty members pursuing research/scholarship in the social sciences and humanities.

The purpose of the SSHRC Explore Grant is to:

- Support social sciences and humanities researchers/scholars with modest project funding requirements.
- Allow for small-scale innovation and experimentation by providing funding to undertake a stand-alone research project or conduct pilot work towards a major SSHRC grant application.
- Enable researchers to hire students to participate in their research projects, thereby contributing to their professional development.

Foundational to SRC activity at the university are the principles of equity, diversity, inclusion and access (EDIA). Together, these principles underscore our commitment to and expression of social justice and are essential to our integrated approach to SRC activity as they cross-cut the university's strategic SRC themes and objectives and contribute to inclusive excellence.

As outlined in [the Tri-Agency statement on equity, diversity and inclusion](#), we are “acting on the evidence that achieving a more equitable, diverse and inclusive Canadian research enterprise is essential to creating the excellent, innovative and impactful research necessary to advance knowledge and understanding and respond to local, national and global challenges.”

Learn more about [equity, diversity, inclusion and access at TMU](#).

## ELIGIBILITY

### Eligible

Tenured or tenure track professors across all faculties are eligible to apply. The subject matter of the project or activity must be consistent with SSHRC's mandate. Funds may be used to seed a major SSHRC grant application or to support a new small independent project.

Priority will be given to:

1. Emerging researchers/scholars.\*
2. Researchers/scholars who are moving in a new SRC direction.

**\*Emerging Researcher/Scholar:** An emerging researcher/scholar is someone who has not yet had the opportunity to establish an extensive record of SRC achievements but is in the process of building one. To identify themselves as an emerging scholar, the applicant must meet at least one of the following criteria:

- Have completed their highest terminal degree no more than seven years before the competition deadline (TMU considers only the date of completion of the first terminal degree).
- Have held a tenured or tenure track academic appointment for less than seven years total at any institution.

## ETHICS APPROVAL

Toronto Metropolitan University (TMU) research is governed by policies and practices that ensure the protection of research participants, researchers (faculty, students and staff members), the university and the public. These policies and practices cover research involving humans, the use of animals, controlled goods and hazardous materials, among others.

All funded or unfunded research involving humans, animals or controlled goods undertaken at the university's facilities and conducted by university faculty, students and staff is subject to university review and approval prior to the disbursement of any funds.

For more information, please visit the [TMU research ethics website](#).

## TERM OF AWARD

SSHRC Explore Funds will be awarded for a period of one year. Projects must commence within three months of the award of funding.

Extensions will not be permitted except under extraordinary circumstances. Unused funds at the end of the grant period will be automatically returned to the OVPRI.

## ACKNOWLEDGEMENT

Recipients of a SSHRC Explore grant must acknowledge SSHRC support for their research or research-related activities in all outputs. The following wording is suggested:

*“This research [or activity] has been supported by a Social Sciences and Humanities Research Council of Canada Explore Grant.”*

## REPORTING REQUIREMENTS

Recipients of a SSHRC Explore grant must submit a report within three months of completion of the project or one year after the release of funds, whichever comes first. Recipients will receive information about how to complete the online report.

## APPLICATION REQUIREMENTS

1) Please download and complete the [Application Package](#). This package must be completed and uploaded in order to be deemed eligible for review.

This fillable PDF form consists of the following sections:

a) **Cover Page** (maximum 1 page)

b) **Proposal**

i) **Project Description** (maximum 3 pages)

Applications should describe the research/project in enough detail to allow informed assessment by the 2024 SSHRC Explore Review Committee members. Since not all Committee members will have an intimate knowledge of the subject matter of all proposals, the proposal must avoid jargon and highly technical content.

The project description must include:

1. **Objectives** – The specific nature of the SRC activity to be funded.
2. **Context** – A brief literature review to situate the project, its relevance and its potential contributions to the field.
3. **Methodology** – The methodology or theoretical approach to be employed, including data collection and analysis strategies.
4. **Timeline** – The time period within which the work will be undertaken.
5. **Key Words** – Up to five project key words.

ii) **Knowledge Mobilization and Anticipated Outcomes** (maximum 1 page)

There should be a clear indication of the expected outcome(s) of the proposed SRC activity (e.g., publications, presentations, student training, preliminary stage of a large project, etc.), including how the proposed SRC activity will prepare the applicant for future externally funded applications where appropriate.

iii) **List of References** (maximum 1 page)

c) **Budget and Budget Justification** (maximum 1 page)

An itemized budget explaining the relationship of the funds requested to the proposed SRC activity.

Note on eligible expenses: Funds can be used only for research-related costs that are acceptable under SSHRC guidelines and must conform to the university's guidelines regarding pay and benefit rates and allowable expenses. Please refer to the [Financial Services website](#) for guidance.

2) **Updated Common CV (CCV)**

Please submit your updated CCV. If you cannot provide a CV in CCV format, please submit your updated OCGS CV. See "Curriculum Vitae (CV) in the OCGS Format" on the [Faculty Affairs website](#).

## APPLICATION SUBMISSION

Log in to the University [Research Information System \(RIS\)](#):

1. Under "Grant Authorization Form (GAF)," select "New GAF."
2. Select "Internal OVPRI Programs."
3. From the Internal Program drop down list, select "2024 SSHRC Explore." (Note: If you select the wrong program, your application will not be considered.)
4. Check your appointment status. Only TFAs are eligible to apply.
5. Upload the following application documents as two separate PDF documents:
  - a. Completed [Application Package](#) (1 PDF document).
  - b. Updated Common CV (or OCGS CV) (1 PDF document).
6. When the application is ready to submit, click the "Submit for Approval" button before the deadline.

The completed application must be submitted by 12:00 p.m. (noon) EST on Monday, February 26, 2024. Late or incomplete applications will not be accepted.

## REVIEW PROCEDURES AND SELECTION CRITERIA

### Committee Structure

2024 SSHRC Explore Review Committee will consist of two TFA representatives from each of the faculties. The Associate Vice-President, Research and Innovation will chair the Committee. The recommended ranked list is forwarded to the VPRI for final approval and dissemination of funds.

## Preparation for Review

The SRC Grant Review Committee will be guided by:

- [SSHRC EDI in the research enterprise](#).
- [SSHRC Guide to addressing EDI in applications](#).
- For a project which falls under [SSHRC's definition of Indigenous research](#), the [Guidelines for the Merit Review of Indigenous Research](#) and [Chapter 9 of the TCPS2: Research Involving First Nations, Inuit, and Métis Peoples of Canada](#) (i.e., as required).

## Selection Criteria

Applications will be reviewed using the following criteria:

### 1. Challenge – aim and importance

- Originality, significance and expected contribution to knowledge.
- Appropriateness of the literature review.
- Appropriateness of the theoretical approach or framework.
- Appropriateness of the methods/approach.
- Quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute.
- Potential influence and impact within and/or beyond the social sciences and humanities research community.

Criterion	Emerging Scholar Scoring	Established Scholar Scoring
Challenge – aim and importance	50	40

### 2. Feasibility – the plan to achieve excellence

- Probability of effective and timely attainment of the research objectives.
- Appropriateness of the requested budget and justification of proposed costs.
- Quality of knowledge mobilization plans, including effective knowledge dissemination, knowledge exchange and engagement within and/or beyond the research community.
- Strategies and timelines for the design and conduct of the activity/activities proposed.

Criterion	Emerging Scholar Scoring	Established Scholar Scoring
Feasibility – the plan to achieve excellence	20	20

### 3. Capability – the expertise to succeed

- Quality, quantity and significance of past experience and published and/or other SRC-related outputs of the applicant, relative to the applicant’s respective stage of career (i.e., emerging scholar versus established scholar).
- Consideration of EDI-focused measures in research practice and design.

Criterion	Emerging Scholar Scoring	Established Scholar Scoring
Capability – the expertise to succeed	30	40

## ADDITIONAL GUIDANCE AND RESOURCES

### Applicant Checklist

The following questions are designed to guide applicants toward preparing a successful application. This list is for personal use only and is not included as part of the application package.

- Have you confirmed on the cover page whether or not you are an emerging scholar?
- Have you indicated whether your project has an Indigenous focus?
- Have you indicated whether your SRC activity involves humans, the use of animals, controlled goods or hazardous materials?
- Does your application address EDI considerations in the research process?
- Have you explained how your HQP will benefit from these funds?

### EDI Considerations in the Research Process

Below are some guiding questions for incorporating Equity, Diversity and Inclusion (EDI) considerations into your SRC planning and development. These questions have been drawn from the [NSERC Guide on Integrating Equity, Diversity and Inclusion Considerations in Research](#). More information and examples can be found on their website.

#### Planning

- Is your research team diverse? How do you recruit your team members?
- What proactive measures have been/could be put in place to ensure there is wide diversity in the pool of applicants for your research team?
- Is your research topic relevant to the community/communities that you aim to understand or include?
- Have you/should you meaningfully consult and engage communities and community members?

## ***Research Questions***

- Do your research questions reflect EDI principles?
- Does your literature review address relevant EDI considerations?
  - What keywords could be used in your literature review to gain deeper and broader knowledge of who might, or might not, be impacted by, or contribute to, the research?
  - Are certain diversity factors and/or intersections known to affect the phenomenon of interest?
  - What are the relevant knowledge gaps? Have previous studies failed to adequately incorporate relevant diversity factors and/or omitted investigating their intersections?
- How will your research questions and the subsequent findings from your study apply to the needs or experiences of various groups? Who benefits from the findings and/or product developed? Have you considered which populations may experience significant unintended impacts (positive or negative) as a result of the planned research?
- Who should be consulted about the needs and wishes of the group under study (study participants and/or users)?
- What contextual factors are relevant and important, and what may be overlooked without a conscious, intersectional integration of these considerations?
- Have you made assumptions regarding certain diversity factors? Are these based on empirical evidence?

## ***Design of the Study***

- Is a research agreement required to begin your work?
- Who are your research participants? Where and how will you recruit?
- Will members from the population/community of interest be invited to help shape the objectives of the study?
- Which diversity factor(s) could be embedded to strengthen the study? Why would you consider or not consider these factors and their intersections?
- What is your position relative to the context of the research problem or the subjects themselves? What biases related to identities, privileges and power imbalances could impact the study? How will they be mitigated?
- Does the proposed research follow relevant protocols and/or best practices on how, why and by whom research is to be conducted, or with regard to relevant or impacted communities and how knowledge is accessed and shared?
- In projects that involve a First Nations, Inuit or Métis research site or community, have you determined which Indigenous government or community has jurisdiction over or interests at the research site? Have you engaged the community, considered their research priorities and interests in the co-production of knowledge (even if you are from the community)? Are there opportunities for reciprocity in the design of the study such that both the community and the researcher benefit?



## ***Methodology and Data Collection***

- How will you collect data? Are question categories inclusive?
- How will you obtain information for each diversity factor under consideration? How will privacy be protected?
- How will you ensure that the research participants reflect the diversity categories that are included in the research design?
- If the analysis is based on existing data sets, is there potential for bias due to the cultural and/or institutional contexts in which the data were generated?
- For Indigenous-focused research, how will data collection, monitoring, usage, ownership and access be determined? Are you using established guides for/by Indigenous Peoples (including [Chapter 9 of the TCPS](#), [OCAP principles](#), [Guidelines for the Merit Review of Indigenous Research](#), [REB: Guidelines for Research Involving Indigenous Peoples in Canada](#), etc.)?
- How will bias be monitored, mitigated and recorded?
- Do EDI considerations impact relations between those conducting the research and those participating in it in ways that affect data collection? How will this be identified and mitigated?
- Does your proposal consider the different forms of support required (e.g., financial, logistical, cultural, linguistic) to ensure that the individuals or communities involved in the research are able to meaningfully participate in it?
- Have you created a [research data management plan](#)?

## ***Analysis and Interpretation***

- Where appropriate, have you:
  - Presented your data, disaggregated by diversity factors?
  - Evaluated whether diversity factors and/or their intersections have an impact on outcomes?
  - Statistically tested your data to determine whether the magnitude of effects is different for each diversity factor and their intersections?
- If diverse groups are involved in the research, will they have the opportunity to participate in the interpretation of the data and the review of research findings before the completion of the proposed research?
- If the results are inconclusive, will they be reported in a disaggregated format for future studies?
  - Are you applying the findings of your research to the population as a whole when your method and design were in fact limited to certain groups?
  - Did you report the diversity factor(s) used in the study to ensure that experiments are reproducible and findings are not over-generalized? Have you considered including this information in the title, abstract or keywords?
- If relevant diversity factors were not included in the study, did you acknowledge that it is a limitation of the study? Did you discuss the implications of the lack of such analyses on the interpretation of the results?

## ***Dissemination of Results***

- Are you reporting back to communities? In what format(s)?
- What are you giving back to communities and/or individual study participants?
- What means of dissemination will be most effective in reaching those who will use and/or could benefit from the findings?
- How will inclusivity be integrated into dissemination? Will accessible formats be used? Will anyone who took part in the research receive a summary of the research findings and/or be invited to a presentation about the work?
- Does the dissemination plan consider the appropriate language(s) depending on the group(s) identified?
- Does the dissemination material take into account gender-sensitive and inclusive communication (e.g., gender-neutral language or unbiased content)?
- Are the dissemination strategies the product of collaborative efforts with a diversity of input or have they been envisioned in a narrower focus?