



## SSHRB SEED RESEARCH GRANT WESTERN STRATEGIC SUPPORT FOR SSHRC SUCCESS

### PROGRAM GUIDELINES

#### 1. OVERVIEW

Supported by the Office of the Vice-President (Research), the SSHRB Seed Research Grant is targeted to eligible Early Career Researchers, who are within three years of the start date of their first eligible academic research appointment at Western (typically a probationary appointment) and who typically have little prior academic or non-academic independent research experience as an Principal Investigator. The researcher must be capable of independently publishing, supervising and applying for funding. The purpose of this funding is to develop new and competitive externally-funded research proposals in accordance with SSHRC expectations.

The merit of each proposal will be assessed on innovation, impact, deliverables (both long- and short-term), proposed methodology, HQP training plan, and proposed budget. Successful applicants **must** submit an external SSHRC grant application within two years of the start of the initial award and are encouraged to also apply for other external support.

Two competitions will be held per year, with submission deadlines on May 15<sup>th</sup> and November 15<sup>th</sup>. If either date falls on a weekend, the deadline will be automatically extended to the next business day. For the May competition, presentations and adjudication will take place in June, with grants commencing August 1<sup>st</sup>. For the November competition, presentations and adjudication will take place in January, with grants starting February 1<sup>st</sup>.

The maximum award value is \$25,000 for one year, with \$12,500 supported by the Office of the Vice-President (Research) and matched 1:1 by the applicant's Faculty\*. *\*In 2013-14, awards may be fully supported by the program.*

#### 2. ELIGIBILITY

A Principal Investigator (PI) must hold an eligible academic appointment with a significant research component at Western University. Should the award recipient cease to be a faculty member of the University during the tenure of the award, the award will be cancelled and all remaining and recoverable monies returned to the common fund. All internally funded grants will be administered only at Western.

#### 3. SUBMISSIONS

Applications should be completed according to the posted instructions. All applications with a ROLA proposal must be submitted to Research Development & Services (RD&S) by 4:30 pm on the deadline date. If a deadline date falls on a weekend or statutory holiday, the deadline will be extended to the next business day. It is the responsibility of the researcher to ensure that all conditions are met and that the application is complete and submitted to RD&S as required. **Late, ineligible or incomplete applications will not be accepted.**

#### 4. ADJUDICATION

Applications will be pre-screened for alignment with the funding priorities outlined in Section 1, and meritorious proposals will be "triaged" to determine which applicants will be asked to provide a 10 minute presentation before the Social Science and Humanities Research Board (SSHRB). Members of this Research Board are appointed to adjudicate all SSHRC related submissions. The Research Board will be composed of:

- VP Research (or delegate)
- Associate VP Research (or delegate)
- Associate Dean Research, Social Sciences
- Associate Dean Research, Arts and Humanities
- Associate Dean Research, Ivey
- Two Faculty members selected from the Faculties of Information and Media Studies, Law, Music, or Education

Adjudication results will be distributed by Research Development & Services, as directed by the Social Science and Humanities Research Board.

#### 5. ETHICS, ANIMAL, & BIOHAZARDS

All research proposals involving ethics (human subjects), animal subjects or biohazardous materials must be approved by the appropriate Western certification review committee. Applicants must indicate whether they require approval for the use of human or animal subjects or biohazardous materials under the *Certifications* tab of their ROLA proposal. If awarded, funds will be encumbered and the work may not commence until appropriate approvals are officially confirmed in ROLA. For more information on the certification approval process, please visit the relevant [Ethics](#), [Animal Use](#) or [Bio Hazard](#) websites.

#### 6. PROJECT TIME PERIOD

All grants will be available for a period of up to one year and will include an automatic terminal year, where there is an unspent balance. Upon completion of the terminal year, the unspent balance will then revert to the original funding source. Extensions may be considered in special circumstances upon written request to RD&S at [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca). Extension requests must disclose the assigned research grant number, an explanation to why funds could not be spent within the grant period, a budget justification on how remaining funds would be used, and the length of extension required (1 year maximum).

#### 7. OTHER FUNDING SOURCES

Principal Investigators may apply to more than one funding source for the same research project and budget; however, the other requests for support must be disclosed at the time of application to this program's competition. If awarded from this program prior to the release of the other funding source(s) results, funds will be encumbered until the results from the other funding source(s) are made available. If successful in receiving support from an external or larger internal funding source, then the pending award will be rescinded and the allocated funds will be returned to the program.

#### 8. FINAL REPORTS

Within six months of the termination of the award, awardees must email a [final report](#) to Research Development & Services at [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca). Final report forms are available to download from: <http://www.uwo.ca/research/funding/internal/index.html>. *All final reports must be submitted before new applications will be considered.*

#### 9. BUDGET

##### 9.1 Budget Justification

An adequate budget justification is required in each application. To avoid arbitrary decisions on the appropriate level of funding, detailed explanations of costs must be provided.

##### 9.2 Personnel

Personnel costs to hire Research Assistants and to support HQP development may be requested. Western will be the employer of any personnel hired using project funds; therefore researchers must pay appropriate wages and include benefits at established rates. To find current benefit charge rates, see Source Deduction Rates on the [HR Services webpage](#).

The employment category for "research assistants/associates" has the widest flexibility in pay levels and is the most difficult in which to determine appropriate levels. Colleagues, your department, or Human Resources can be a good source of information.

The budget justification must include a description of the duties of the personnel requested, the required qualifications, and an explanation as to why the position is necessary to the project. Workload should be shown to justify the amount of time the person will be employed on the project.

##### 9.3 Supplies & Services

Whenever appropriate, numbers of units and unit costs should be explained. Quotes from suppliers should be provided for purchased services, e.g., computing or equipment repairs.

##### 9.4 Travel

Projects focused on attending archive repositories should provide an explanation why it is necessary to visit the site directly, rather than utilize current technology (internet searches, digital archives, databases, or interlibrary loans).

Travel must comply with Western policies and regulations and will cover travel and subsistence costs only. For students participating in site visits and traveling, travel and subsistence only may be included (no personnel expenses). Original receipts will be required when travel claims are processed.

##### 9.4.1 *Fieldwork travel*

For fieldwork, average cost per trip and number of trips should be estimated as closely as possible and explained.

#### 9.4.2 Air and train fare & car rental

Applicants are required to provide written quotes for air and train fares and car rental and are expected to use the most economical means of transportation and to take advantage of seat sales and travel discounts whenever possible. Written quotes are not required for travel to Toronto or Ottawa. *Please note that Microsoft Expedia (<http://expedia.ca/>) is a good source for fare information.*

#### 9.4.3 Mileage

Mileage costs must be calculated using established [Western rates](#).

#### 9.4.4 Meals and Accommodation

Under "meals and accommodation" in the budget, applicants should provide their best estimate of the cost of their subsistence for the travel period. The maximum daily rate for subsistence (including meals and accommodation) will be \$125 (Canadian) for a maximum period of 14 days or a total subsistence budget of \$1750. Detailed information as to destination and length of stay are required in the budget. Hotel quotes are not required. *Please note as per University policy, per diems are not permitted.*

### 9.5 Equipment

All equipment purchased with internal grant funds becomes the property of The University of Western Ontario. Written quotes, or advertisements giving prices, must accompany the application.

#### 9.5.1 Computing Equipment & Software

The committees will entertain requests for computers and related equipment and software; however, the request must be necessary for the conduct of the research activity described in the application and not for general word processing. The committee encourages applicants to request support from their Dean or Chair to help offset these costs before they apply to these competitions. Requests to supplement or match departmental or decanal contributions, rather than fully fund the costs, are encouraged.

#### 9.6 Ineligible Expenses:

- Conference registration, travel to conferences or other conference fees;
- Faculty salaries;
- Research Time Stipends (Faculty);
- Honorariums;
- Cost of preparing a paper for presentation; and,
- Travel to collaborative meetings, learned societies or other association meetings.

### 10. QUESTIONS

Internal competitions are administered by Research Development & Services, Room 5150, Support Services Building. (T: 519-661-2111, Ext. 84500, E-mail: [internalgrants@uwo.ca](mailto:internalgrants@uwo.ca)).