Western Application Process for SSHRC Insight Grant (IG):

**Western RD&S ROLA proposal + (draft) Application Deadline by/before 5PM, Oct. 7**
- Each applicant must complete a [ROLA proposal](#) with Chair and Associate Dean Research e-approvals
- Submit (draft) application (one PDF file) by email to researchoffice@uwo.ca

**SSHRC Application Deadline – by/before 2PM, Oct. 17* **
- Applications must be ‘submitted’ in the SSHRC Web-based Forms system by/before 2PM EST

*October 15 falls on a Saturday, so the deadline moves to the next business day.

The maximum value of an Insight Grant is $400,000 over 3-5 years. A minimum request of $7,000 is required in at least one of the years. A maximum of $100,000 is available in a single year.

**Application Process: SSHRC web-based forms**

- Applications are *not* sent directly to SSHRC when you click ‘submit’ in the [SSHRC Web-based Forms system](#). They are routed first to RD&S for review and final submission to SSHRC.
- RD&S will not forward an application to SSHRC without a completed [ROLA proposal](#) first being submitted and approved. Please plan accordingly!
- There is no Notice of Intent/Registration phase for Insight Grants.
- Collaborators do not need to submit a CV, but Co-Applicants do.

**Important points when writing a SSHRC Insight Grant**

**Insight Grant Website**

A. Proposed research meets the objectives put forward in the call for proposals for the SSHRC Insight program

B. [Subject matter eligibility for SSHRC](#)

C. Scoring Criteria:
   - Challenge 40%, Feasibility 20% and Capability 40%

D. Correct formatting for attachments. Font = 12 point Times New Roman; Margins 3/4 inches or 1.87 cm; all text single spaced.

E. Adhere to the [guidelines](#) for the IG competition

Questions? researchoffice@uwo.ca
Applicant Eligibility

1. **Applicants** must be affiliated with an eligible Canadian post-secondary institution **at the time of application**, i.e. an independent research-eligible appointment with Western.

2. **Co-applicants** must normally be affiliated with an eligible Canadian postsecondary institution at the time of application. If they are not, they **must contact SSHRC**. Co-applicants on a successful application must be affiliated with an eligible institution before the grant is awarded.

Researchers who maintain an affiliation with a Canadian postsecondary institution, but whose primary affiliation is with a non-Canadian postsecondary institution, **are not eligible** for co-applicant status on an Insight Grant.

3. **Collaborators**: Any individual who will make a significant contribution to the project is eligible to be a collaborator. Collaborators do no need to be affiliated with an eligible Canadian postsecondary institution.

4. **Postdoctoral fellows/researchers** and **PhD students** are eligible to apply to the Insight Grant. However, in order to hold a SSHRC grant (once awarded) they must have an independent research-eligible appointment at Western within 5 months of the grant start date (i.e. September 2017).
   a. Additionally, **PhD students** must have met all requirements for their PhD before the grant is awarded (i.e. April 1, 2017), including all course work and successful defense of their dissertation.

   PDF and PhD student applicants may submit their application directly to SSHRC.

   **There is no limit to the number of SSHRC applications on which a researcher may be listed as a co-applicant or collaborator. If you have any questions about eligibility or whether an investigator should be listed in a particular role – please contact your [Faculty Research Officer](mailto:researchofficer@uwo.ca), or researchoffice@uwo.ca.**

Scholars interested in carrying out **research in its initial stages and requiring short-term support** should first **target the Insight Development Grant competition**. The **Insight Development Grant competition** also typically reserves at least **50% of funds for applications from emerging scholars**.

**Please note: applicants cannot apply to more than one SSHRC Insight competition per calendar year.** If you applied to the Insight Development Grant in February 2016, you are not eligible to apply for the Insight Grant this October 2016. If you decide to apply this Fall, you could still apply to the Insight Development Grant in February 2017, provided that the research objectives are significantly different.

**Subject Matter Eligibility**

The guidelines for eligibility of subject matter for SSHRC can be found [online](http://www.eweb.uwo.ca/research). There are specific guidelines for applications related to both **health** and **psychology**.

**General Guidelines for the Eligibility of Subject Matter at SSHRC:**

Applications to SSHRC as the primary source of research or research training support must meet the following two criteria:

- The proposed research or related activities must be primarily in the social sciences and humanities (i.e., aligned with SSHRC’s legislated mandate).
- The intended outcome of the research must primarily be to add to our understanding and knowledge of individuals, groups and societies – what we think, how we live, and how we interact with each other and the world around us.
SSHRC Insight Program Objectives

Applications to the SSHRC Insight Grant competition should align with the SSHRC Insight program objectives:

- build knowledge and understanding from disciplinary, interdisciplinary and/or cross-sector perspectives through support for the best researchers;
- support new approaches to research on complex and important topics, including those that transcend the capacity of any one scholar, institution or discipline;
- provide a high-quality research training experience for students;
- fund research expertise that relates to societal challenges and opportunities; and
- mobilize research knowledge, to and from academic and non-academic audiences, with the potential to lead to intellectual, cultural, social and economic influence, benefit and impact.

Insight Grants support research excellence in the social sciences and humanities. Funding is available to both emerging and established scholars for long-term research initiatives of three to five years.

SSHRC welcomes applications involving Aboriginal research, as well as those involving research-creation, and strongly suggests that you refer to their definitions of these before preparing your application.

SSHRC IG Review

Proposals are peer reviewed by adjudication committees (no longer called Research Groups) made up of Canadian and international scholars. You will need to ensure that your application is directed towards the right reviewers by selecting the appropriate adjudication committee from the dropdown list in the application form and keeping your title, keywords and summary clear and relevant to your proposed research.

Research Tools

If you are submitting a request for support for a tool for research or related activities, consult SSHRC’s Guidelines for Support of Tools for Research and Related Activities. The Guidelines are intended to provide assistance to researchers submitting requests for support for tools distinct from a typical component of a research grant. The Guidelines outline specific content implications for the Budget, Budget Justification and Detailed Description components of your application. If you’re uncertain whether your proposal meets SSHRC’s guidelines, contact SSHRC.

SSHRC provides support for tools in cases where the tools:

- are directly linked to achieving the objectives for which the grant is being awarded;
- include research as an integral component of the development and/or use of the tool;
- have the potential to be used in more than one context and/or by more than one group of researchers; and
- are, typically, relatively small.
# SSHRC IG Evaluation Criteria and Scoring

## Challenge (40%)
- 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; and
- potential for project results to have influence and impact within and/or beyond the social sciences and humanities research community.

## Feasibility (20%)
- probability the objectives will be met within timeline proposed;
- appropriateness of the requested budget and justification of proposed costs;
- indications of financial and in-kind contributions from other sources, where appropriate;
- quality/appropriateness of knowledge mobilization plans, including effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable; and
- appropriateness of strategies for conducting the activity/activities proposed.

## Capability (40%)
- quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants relative to their roles in the project and their respective stages of career;
- evidence of other knowledge mobilization activities (e.g. films, performances, commissioned reports, knowledge syntheses, experience in collaboration/other interactions with stakeholders, contributions to public debate and media), and of impacts on professional practice, social services and policies, etc.;
- evidence of contributions to the development of talent; and
- potential of the applicant/co-applicant to make future contributions.

## Scoring Table:
Adjudication committee members assign a score for each of the three criteria listed above, based on the following scoring table. The appropriate weighting is then applied to arrive at a final score. Applications must receive a score of 3.0 or higher for each of the three criteria in order to be recommended for funding.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5-6</td>
<td>Very Good-Excellent</td>
</tr>
<tr>
<td>4-4.9</td>
<td>Good-Very Good</td>
</tr>
<tr>
<td>3-3.9</td>
<td>Satisfactory-Good</td>
</tr>
<tr>
<td>Below 3</td>
<td>Unsatisfactory</td>
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</tbody>
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