

SSHRC 2011 – Quick Reference Insight Grant

Program Description – **Insight Grant**

SSHRC Information Session - August 30, 2011, 9:30-12, Montpetit, room 202

Application

General presentation

- Write your proposal in clear, plain language (non-technical terms) and avoid jargon.
- Respect the number of pages and presentation guidelines.

Budget (guidelines for the [acceptable use of grant funds](#))

- Budgets are now included in the evaluation process: be reasonable and substantiate every expense.
- Compensation-Related Expenses (at least 60 % of your total budget)
 - Current [Rates for Research Assistants](#)
- Travel and subsistence costs
 - Consult [Policy 21](#) for admissible expenses.
 - Travel expenses for field work and research conferences for the grantee/students.
- Research equipment and [supplies](#)
 - Paper and ink cartridges used for data collection (questionnaires).
 - Printing of electronic articles relevant to the research project.
- Computers and Electronic Communications
 - Computers for students (justify the need).
 - Software, printer, video camera, digital recorder, etc.
- Dissemination of Research Results
 - Costs associated with the dissemination of findings, including those of publishing in an open access journal.
 - Costs of developing and maintaining a Web site, preparing a research manuscript, translation and holding a workshop or seminar that relates directly to the funded research).

Research Groups

5 research groups instead of the 31 committees.

Indicate which one is the most appropriate for your proposal.

Group 1: History; medieval studies; classics; literature; fine arts; philosophy; religious studies; and related fields.

Group 2: Anthropology; archaeology; linguistics; translation; political science; public administration; law; criminology; geography; urban planning and environmental studies; and related fields.

Group 3: Business and management; economics; and related fields.

Group 4: Sociology; demography; communication studies; journalism; media studies; gender studies; cultural studies; library and information science; and related fields.

Group 5: Education, [psychology](#); social work; and related fields.

Co-applicants and collaborators

Co-applicants and collaborators must register online and submit a SSHRC CV. Please note that you will only be able to visualise their CV once you print the application.

Deadlines 2011

As soon as possible:

Confirm your intention to submit a proposal with Sophie LeTouzé (contact information on bottom of page).

August 30, 2011

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September 16, 2011

Deadline to hand in your draft if you wish to receive feedback.

October 7, 2011

Internal deadline for submitting a hardcopy application to the Office of the Vice-Dean, Research.

Signatures for the RE form are not guaranteed after this date.

October 13, 2011

Final transfer of applications and RE forms to the Research Management Services office.

Submitting your Application October 7, 2011

Office of the Vice-Dean, Research
DMS 3130, before 4pm ([closed 12pm-1pm](#))

Be sure to include:

- A hardcopy of your completed SSHRC application.
- An RE form completed and signed by yourself and the head of your unit (we will obtain the Dean's signature).

Don't forget to verify and electronically submit your online-application from your SSHRC portfolio.

Once your application has been submitted, it cannot be modified.

RE Form – request for funds from an outside agency

Please note: The RE form is mandatory, even if you are a co-applicant on a grant managed by another university. It is found on [Info-Web](#), under *Research and Trust Information System, Forms*. For [instructions](#).

Contact information

Sophie LeTouzé
Research Development Manager
Sophie.Letouze@uottawa.ca
613-562-5800, 2578, DMS 3133

Need more information?

Please consult SSHRC's [Frequently Asked Questions](#), the [Resources for Researchers](#) and the [Procedures Manual for the management of research funds](#).