Overview of the Insight Development Grants Funding Opportunity and Application Process

January 2015
Insight Grants 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 Development Grants (IDG)

Objectives:

- To support research in its initial stages conducted by emerging and/or established scholars
- To enable the development of new research questions, as well as experimentation with new methods, theoretical approaches, and/or ideas
- may include case studies, pilot initiatives, and critical analyses of existing research
IDG: Features

- **Applicant:** Principal investigator alone or with a team
- International co-applicants
- **Duration:** 1 to 2 years
- **Value:** Up to $75,000
- **Funding:** Separate budgetary envelope for Emerging Scholars (minimum 50% of overall envelope)
- **Application process:** One-stage application
Emerging Scholars must demonstrate that they have not applied successfully, as principal investigator or project director, for a grant through any of SSHRC’s funding opportunities.

And they must meet at least one of the following criteria:
- have completed their highest degree no more than five years before the competition deadline (SSHRC considers only the date of completion of the first doctorate); or
- have held a tenured or tenure-track university appointment for less than five years; or
- have held a university appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions); or
- have had their careers significantly interrupted or delayed for family reasons.

Emerging Scholar Research
- grants are developmental in the sense of their offering a chance for emerging scholars to develop their career.
- research can be but need not be wholly new - extension of thesis research is possible.
IDG Applicants: Established Scholars

- **Established Scholars**
  - Have either established or had the time and opportunity to establish a record of research achievement.

- **Established Scholar Research**
  - Novelty of research more significant for established scholars. Must clearly demonstrate how proposed research differs from previous research.
  - Enables them to conduct work in new areas, in new ways, to do pilot studies, etc., without being penalized for lack of experience in the new area.
  - Does not support ongoing research by established scholars.
IDG Evaluation Criteria

**Challenge:**
The aim and importance of the endeavour (50%)

**Feasibility:**
The plan to achieve excellence (20%)

**Capability:**
The expertise to succeed (30%)*

* No weighting of sub-criteria

*Lower weighting of CV compared to Insight Grants
## Scoring Table *(New)*

<table>
<thead>
<tr>
<th>Score</th>
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<tbody>
<tr>
<td>Excellent</td>
</tr>
<tr>
<td>Very good</td>
</tr>
<tr>
<td>Good</td>
</tr>
<tr>
<td>Satisfactory</td>
</tr>
<tr>
<td>Moderate</td>
</tr>
<tr>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>
IDG Adjudication Committees

- Multidisciplinary committees (no committees based on former “priority areas” except for aboriginal research if sufficient applications received).
- Number of committees is based on number of applications received.
- Three Readers, assigned based on expertise and suitability.
- Optional cross-committee evaluation for multidisciplinary applications (1 page justification must be submitted by applicant).
IDG Detailed Description

Guidelines:

- Provide clear and precise questions and objectives: what do you want to do and why? Why is it important?

- Include complete literature review that serves to situate what you will be doing.

- Outline theoretical or conceptual framework.

- Ensure methodology makes sense in terms of objectives and personnel involved.

- Explain all key terms and concepts.

*Important: all committees are multidisciplinary.
Adjudication Process

- Step 1: Eligibility review (SSHRC staff responsibility)
  - Applicant eligibility
  - Subject matter eligibility (see guidelines)
  - Multiple applications (see regulations)
  - Ineligible expenses: if > 30% of requested budget is ineligible (e.g. salaries for team members, funds for curriculum development), the application will be declared ineligible

Eligibility decisions are final and do not constitute grounds for appeal.
Adjudication Process

- calibration exercise
- preliminary scores submitted by readers
- Preliminary ranking established - emerging and established scholars ranked separately
- Flagging process: for applications ranked in bottom 30%
- Committee discussion
- Final ranking
IDG Feedback Provided

- Applicants receive:
  - Result letter
  - Notice of Decision (if successful)
  - Committee Evaluation form (where applicable)
  - Committee statistics.
IDG Deadline

- February 2, 2015 (8 p.m. Eastern)

- Internal university deadline - contact your research office!
Multiple Applications and Re-applications

Applications submitted as an applicant

<table>
<thead>
<tr>
<th>IDG Feb 2015 + IG Oct 2015 =</th>
<th>✗</th>
</tr>
</thead>
<tbody>
<tr>
<td>IG Oct 2014 + IDG Feb 2015 =</td>
<td>✓</td>
</tr>
</tbody>
</table>

- There is no limit to the number of applications as a Co-applicant or Collaborator.

- Grant holders may re-apply to the same funding opportunity in the final year of funding.

- Automatic one-year extension for all grants.
Contacts and Useful information


- **Institutional eligibility:** For postsecondary institutions or not-for-profit organizations that are not yet eligible yet wish to administer SSHRC grants. Contact: secretariat@sshrc-crsh.gc.ca


Insight Development Grants Application Process

SSHRC’s Research Portal and Canadian Common CV
We have listened to your feedback!

- Improvement of scholar type module.
- Additional fields added and improved ability to import publications into SSHRC CCV template.
- Clearer instructions for SSHRC CCV and posting of these SSHRC-specific instructions on CCV website.
- Simplified steps to upload SSHRC CCV.
- Cleaner look of PDF application and SSHRC CCV (including bookmarks to facilitate navigation).
- Enhanced search functionality in research portal and SSHRC CCV.
- Test organization available.
Steps to Apply for an IDG

1. Open an account in the Research Portal and create an IDG application.
2. Invite co-applicants and collaborators early (if applicable). They need to complete a SSHRC Canadian Common CV (CCV) and attach it to the application.
3. Create and upload your SSHRC CCV to the application.
4. Complete and validate the application.
5. Submit the application to your research office.
   - Research office vets and forwards application to SSHRC.
   - Check with your RGO for internal deadlines.
Research Portal Home Page - Applications

<table>
<thead>
<tr>
<th>Application Title</th>
<th>Funding Opportunity</th>
<th>Stage</th>
<th>Status</th>
<th>Role</th>
<th>Last Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insight Development Grants</td>
<td>Application</td>
<td></td>
<td>In Progress</td>
<td>Applicant</td>
<td>2013-11-19 11:41:36</td>
<td>Open</td>
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</table>

**In Progress**: Application has been created but not yet completed.

**Returned**: Application has been returned to the applicant by the administrator (e.g., research administrator, student liaison officer, liaison officer) for required changes.

**Received by Administrator**: Application has been completed and submitted by the applicant to the administrator at the university, college, CEGEP or not-for-profit organization.

**Received by Agency**: Application has been received by SSHRC.

**Deleted**: Application has been removed from applicant’s account.
# Research Portal Application Overview - Application

<table>
<thead>
<tr>
<th>Application</th>
<th>Funding Opportunity</th>
<th>Stage</th>
<th>Updated</th>
<th>Action</th>
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## Module Status

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<td>Activity Details</td>
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<td>Revisions since previous application</td>
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<td>Summary of Proposal</td>
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<td>Roles and Training of Students</td>
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<td>![Alert]</td>
<td>Knowledge Mobilization Plan</td>
<td>![Alert]</td>
<td>Expected Outcomes</td>
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<tr>
<td>![Alert]</td>
<td>Funds Requested from SSHRC</td>
<td>![Alert]</td>
<td>Funds from Other Sources</td>
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**Research Portal Application Overview - Attachments**

<table>
<thead>
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- **Click on Attach or Edit to view Instructions for attachments**
- **Clearer instructions**
- You can delete an attachment and upload a new one if you click on Edit

**Export application and attachments to PDF**
Research Portal Application Overview - Canadian Common CVs Attached

Click hyperlink to see SSHRC CCV instructions

Note: To successfully upload your CCV, the first name and family name used to create your CCV site account must be identical to those used to create your Research Portal account. As well, the email address used to create your Research Portal account must be identical to at least one of the emails you listed on the CCV site (i.e., the email used to create your CCV account, or any of the emails you included in the Email section of your CCV).

Research Portal: To change your family name, first name and/or email address, go to User Profile.

CCV: To change your family name, first name and/or email address, log into the CCV and click "Account" in the top menu bar. To change any other email addresses included in your CCV, go to the Email section of the relevant CCV template.
Research Portal Application Overview - Invitations

1. Invitations

<table>
<thead>
<tr>
<th>Status</th>
<th>Role</th>
<th>Family Name</th>
<th>Given Name</th>
<th>Email</th>
<th>Invitation Status</th>
<th>Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔️</td>
<td>Co-applicant</td>
<td></td>
<td></td>
<td></td>
<td>Invitation accepted and completed.</td>
<td>2013-11-14 11:10:33</td>
<td></td>
</tr>
</tbody>
</table>

2. Manage Invitations

- Add Participant
  - Please enter the email address, family name and, if applicable, the role for each participant. When you click Invite, an email will be sent inviting them to participate in the application.

- Invitations
  - Role: Co-applicant
  - Family Name: Pepe
  - First Name: Alan
  - Email: alanepepe@sshrc-crsh.gc.ca
  - Invitation Status: Invitation accepted and completed.
  - Updated: 2013-11-14 11:10:33
SSHRC CCV Instructions

How to Use the Canadian Common CV (CCV)

Step 1—Registering and Logging In
Step 2—Selecting the SSHRC CCV
Step 3—Completing the SSHRC CCV
Step 4—Editing and Adding Entries
Step 5—Submitting the SSHRC CCV
Step 6—Uploading the SSHRC CCV

When applying for or participating on a SSHRC grant requiring a SSHRC CCV, please follow these instructions to complete your SSHRC CCV and upload it to your SSHRC application.

Only contributions from last 6 years will be imported
SSHRC CCV

Your CV has been submitted. Your confirmation number is: 177646

Funding Source: Social Sciences and Humanities Research Council
CV Type: SSHRC

Section | Included/Entries | Last Updated
---|---|---
Personal Information
Identification | 1/1 | 2013-07-18 08:41:25
Language Skills | 2/2 | 2013-11-19 15:29:47
Address | 2/2 | 2013-11-13 10:18:48
Telephone | 1/1 | 2012-07-17 15:00:32
Email | 2/2 | 2013-11-14 09:41:30
Website | 0/0 | No Entry
Education
Degrees | 2/3 | 2013-11-13 09:07:23
Credentials | 1/1 | 2013-05-22 14:02:03
Recognitions | 1/1 | 2013-06-26 10:09:07
User Profile | 1/1 | 2013-01-18 13:08:52
SSHRC CCV

![SSHRC CCV Website Screenshot](image-url)
Help

**Insight Development Grants**
Tel: 613-996-6976
Email: [insightdevelopment@sshrc-crsh.gc.ca](mailto:insightdevelopment@sshrc-crsh.gc.ca)

For Technical Help, Help with Online Forms:
Tel: 613-995-4273
[webgrant@sshrc-crsh.gc.ca](mailto:webgrant@sshrc-crsh.gc.ca)