## 2025 Research/Creative Project Grant (RCPG)  Submission Form

Instructions for RCPG submission  
  
All forms and documents are available on the ORS Internal Grants webpage: <https://www.uvic.ca/research-services/funding/internal-grants/index.php#ipn-research-creative-project-grant>.  
  
1. Read the Research/Creative Project Grant guidelines before completing this application.  
  
2. Fill in this online submission form. You may use the offline working copy to prepare your responses.   
  
3. Complete the Application template.  
  
3. Upload the Application template to Section 3 of this form.  
  
4. Complete the RCPG report in Section 4 of this form if you have held RCPG funding previously.   
  
5. Submit this form. You will receive an email confirming that your application has been submitted.   
  
  
The RCPG submission deadline is **11:45pm PST on March 3, 2025.**  
  
Contact [adrgrants@uvic.ca](mailto:adrgrants@uvic.ca) if you are experiencing any difficulties with submitting this form.   
  
**Survey navigation tips:**

* Use the **Back** and **Next** buttons at the bottom of each page to move between sections. Your responses are automatically saved.
* You may upload a temporary document at Question 22 to move to the next section. Simply replace it with the final application template when you are ready to submit.

## Section 1. General information and eligibility

1.Principal Applicant  Required to answer.

|  |
| --- |
|  |

2.Department or school Required to answer.

|  |
| --- |
|  |

3.Phone Required to answer.

|  |
| --- |
|  |

4.Email  Required to answer.

|  |
| --- |
|  |

5.Select your position title Required to answer.

* Assistant Professor
* Associate Professor
* Professor
* Artist in Residence
* Librarian with eligibility to hold Tri-agency funds

6.Please indicate the year you obtained your terminal degree in your field. Required to answer.

|  |
| --- |
|  |

7.Please indicate the year of first tenure-track appointment at any institution, not just at UVic. Required to answer.

|  |
| --- |
|  |

8.**Will you or do you hold, as Principal Investigator, Co-Investigator, Co-Applicant or Project Director,** **any active external research grant of $50,000 or more during the tenure of the proposed RCPG project?**   
  
Applicants holding a grant of $50,000 or more are *not eligible to apply for RCPG funds unless the official end date of the grant is on or before March 31, 2025.* This exclusion does not apply to those listed as collaborators and is waived for applicants who meet SSHRC’s definition of an emerging scholar. Salary awards held by applicants (for example, Canada Research Chairs) are also exempt from this eligibility criterion. If a pending external research grant application is awarded during the RCPG evaluation process, the RCPG will not be awarded. Required to answer.

* Will not hold
* Application of $50K or more submitted and awaiting results. If awarded, you will not be eligible to receive an RCPG.

9.If you are awaiting results, please specify the funding agency, opportunity, and budget request.

|  |
| --- |
|  |

## Section 2. RCPG project information

10.Title of RCPG project Required to answer.

|  |
| --- |
|  |

11.What is the SSHRC field of study of this application? Required to answer.

* Social Sciences
* Humanities
* Interdisciplinary
* N/A - Creative Project

12.What is the main discipline of this application?  
  
The disciplines listed below are set per SSHRC Institutional Grant reporting requirements. Select the option that is closest to the discipline of your application.  Required to answer.

* Anthropology
* Archaeology
* Archival science
* Classics, classical & dead languages
* Communications and media studies
* Criminology
* Cultural studies
* Demography
* Economics
* Education
* Fine arts
* Folklore
* Gender studies
* History
* Indigenous research
* Industrial relations
* Interdisciplinary studies
* Law
* Library and information science
* Linguistics
* Literature and modern languages
* Management, business, administrative studies
* Mediaeval studies
* Medical sciences
* Multidisiciplinary studies
* Philosophy
* Political science
* Psychology
* Religious studies
* Research-creation
* Social work
* Sociology
* Urban and regional studies, environmental studies
* Women's studies

13.Total amount requested for this RCPG application in $  Required to answer.

|  |
| --- |
|  |

14.Human research ethics Required to answer.

* Obtained
* Pending
* N/A

15.If Human research ethics has been obtained or is pending, enter the protocol ID number. Required to answer.

|  |
| --- |
|  |

16.Does this application require any other regulatory approvals, permissions or permits? For example, animal care ethics, school board approval, Stats Can approval, etc.  Required to answer.

* Yes
* No

17.If additional regulatory approvals, permissions or permits are required, specify which types in the text box below. Required to answer.

|  |
| --- |
|  |

18.Indicate how many students, postdoctoral researchers, technicians or research associates will be paid for their work on this RCPG project (i.e., not on the larger externally-funded project it will inform). If this RCPG project includes none of a specific category, click on 0 for this category. This information is required for SSHRC Institutional Grant reporting purposes. Required to answer.

|  | 0 | 1 | 2 | 3 | 4 |
| --- | --- | --- | --- | --- | --- |
| Undergraduate |  |  |  |  |  |
| Masters |  |  |  |  |  |
| PhD |  |  |  |  |  |
| Postdoctoral |  |  |  |  |  |
| Other (technician, research associate) |  |  |  |  |  |

19.Indicate the number of research outputs that will result from this RCPG project. If an output listed is not planned for at this stage of the project, click on '0' for this output type.

Outputs refers to types of knowledge dissemination that will arise from this project. See SSHRC's definition of knowledge mobilization for additional information: <https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#km-mc>

|  | 0 | 1 | 2 | 3 | 4 |
| --- | --- | --- | --- | --- | --- |
| Scholarly journal article |  |  |  |  |  |
| Scholarly conference presentation |  |  |  |  |  |
| Scholarly book |  |  |  |  |  |
| Scholarly book chapter |  |  |  |  |  |
| Policy paper |  |  |  |  |  |
| Article for a general audience |  |  |  |  |  |
| Website |  |  |  |  |  |
| Database |  |  |  |  |  |
| Podcast |  |  |  |  |  |
| Information pamphlet or infographic |  |  |  |  |  |
| Public presentation |  |  |  |  |  |
| Interactive community workshop or event |  |  |  |  |  |
| Exhibition |  |  |  |  |  |
| Musical performance |  |  |  |  |  |
| Theatrical performance |  |  |  |  |  |
| Creative work |  |  |  |  |  |
| Other |  |  |  |  |  |

20.If Other, explain the output type and intended audience (eg. scholars in your field, scholars in other fields, non-academic audiences etc).

|  |
| --- |
|  |

## Section 3. Upload application template

Fill out the application template (<https://www.uvic.ca/research-services/_assets/docs/research-resources/vpri-rcpg-application-template.docx>) and upload the PDF document below.

21.A complete application template includes all of the sections listed below:Multiple choice.

* Project Summary (maximum 250 words)
* Detailed Description (maximum 2 pages)
* References (maximum 1 page)
* Consistency with RCPG Program (maximum 250 words)
* Budget Details and Justification
* External Research Support
* Scholarly Publications (maximum 3 pages)
* Creative Project Support Materials (maximum 1 page - optional)
* Career interruptions and special circumstances (maximum 1 page - optional)
* Signature section for Applicant, Chair and Dean

22.Upload PDF document of Application template  Required to answer. Upload File.

**Upload file**

File number limit: 2Single file size limit: 100MBAllowed file types: PDF

## Section 4. Report on Last Research/Creative Project Grant

If you've held another (Internal) Research/Creative Project Grant recently and have not yet submitted a final report, please complete your report here. The information requested here is required for UVic to be compliant with SSHRC Institutional Grant reporting requirements. This report will be separated from your application before your application is distributed to review committee members.

23.Do you need to submit a final report for a previous (I)RCPG?

* Yes (please answer the questions below)
* No (please leave the questions below blank)

24.Your name

|  |
| --- |
|  |

25.Previous (I)RCPG Project title and RAIS FN

|  |
| --- |
|  |

26.Start and end dates of previous (I)RCPG

|  |
| --- |
|  |

27.In a few sentences, summarize the activities and outcomes of your interallly-funded project.

|  |
| --- |
|  |

28.Enter the external funding that you applied for as a result of holding this funding. Include the name of the funder, competition and year applied. (If your (I)RCPG funding was for a stand-alone project, please indicate that here.)

|  |
| --- |
|  |

29.Indicate how many students, postdoctoral researchers, technicians or research associates were paid from the internal project funds. If this project included none of a specific category, click on '0' for this category.

|  | 0 | 1 | 2 | 3 | 4 |
| --- | --- | --- | --- | --- | --- |
| Undergraduate |  |  |  |  |  |
| Masters |  |  |  |  |  |
| PhD |  |  |  |  |  |
| Postdoctoral |  |  |  |  |  |
| Other (technician, research associate) |  |  |  |  |  |

30.Indicate the number of research outputs that resulted from this (I)RCPG project. If an output listed was not produced by this project, click on '0' for this output type.

Outputs refers to types of knowledge dissemination that will arise from this project. See SSHRC's definition of knowledge mobilization for additional information: <https://www.sshrc-crsh.gc.ca/funding-financement/programs-programmes/definitions-eng.aspx#km-mc>

|  | 0 | 1 | 2 | 3 | 4 |
| --- | --- | --- | --- | --- | --- |
| Scholarly journal article |  |  |  |  |  |
| Scholarly conference presentation |  |  |  |  |  |
| Scholarly book |  |  |  |  |  |
| Scholarly book chapter |  |  |  |  |  |
| Policy paper |  |  |  |  |  |
| Article for a general audience |  |  |  |  |  |
| Website |  |  |  |  |  |
| Database |  |  |  |  |  |
| Podcast |  |  |  |  |  |
| Information pamphlet or infographic |  |  |  |  |  |
| Public presentation |  |  |  |  |  |
| Interactive community workshop or event |  |  |  |  |  |
| Exhibition |  |  |  |  |  |
| Musical performance |  |  |  |  |  |
| Theatrical performance |  |  |  |  |  |
| Creative work |  |  |  |  |  |
| Other |  |  |  |  |  |

31.If Other, explain the output type and intended audience (eg. scholars in your field, scholars in other fields, non-academic audiences etc).

|  |
| --- |
|  |