SSHRC Partnership Development Grants: Proposal Development Workshop

July 28, 2023 @ 9:30 am – 11:30 am

SSHRC PARTNERSHIP PROGRAM SERIES

SSHRC Partnership Development Grants:
Proposal Development Workshop
July 28, 2023 | 9:30 am - 11:30 am
https://cris.utoronto.ca/rdf/programs/

- Thank you for joining us, the session will begin shortly

- You are currently placed on mute, please make sure your video is turned off

- A reminder that this session will be recorded and transcribed

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- **Elspeth Brown**, Associate Vice Principal Research & Professor, Department of Historical Studies, UTM

- **Mark Bold**, Research Funding Manager, Social Sciences & Humanities, Research Services Office

- **Emma Doran**, Editorial and Proposal Development Officer, Research Services Office

Turn captions on and off

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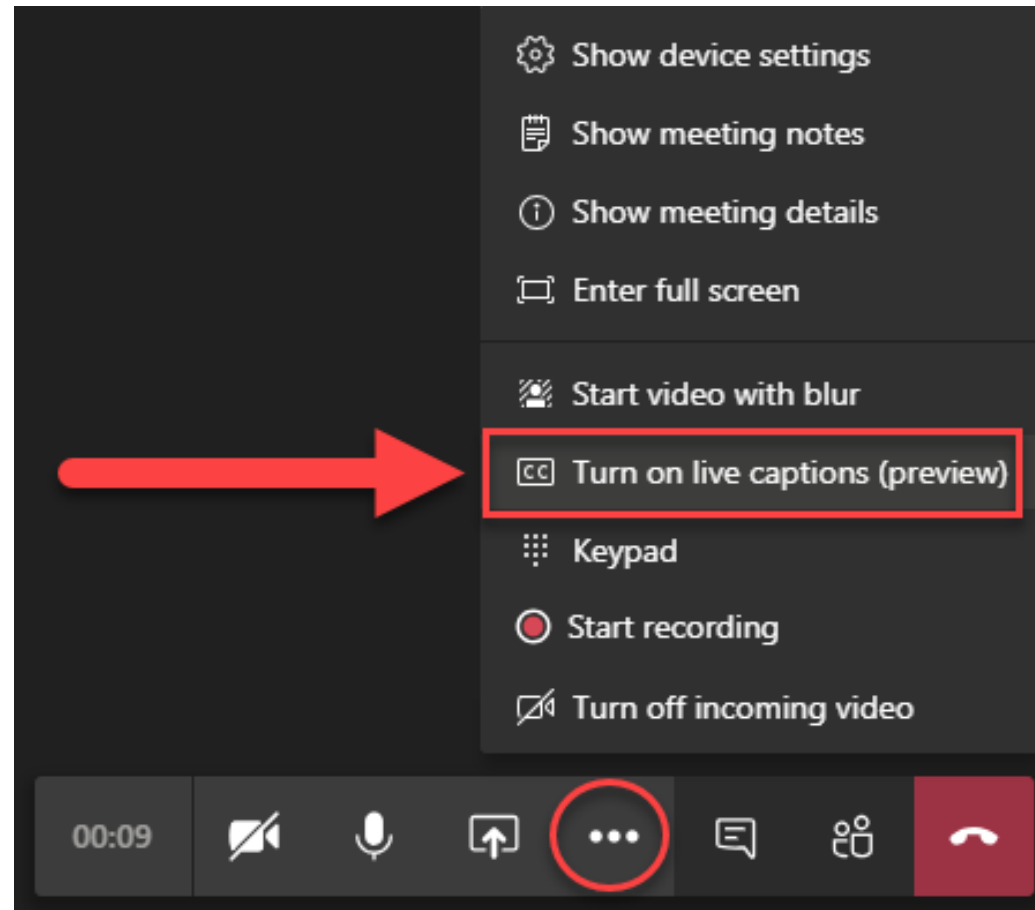
LAND ACKNOWLEDGEMENT

We wish to acknowledge this land on which the University of Toronto operates.

For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit.

Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land.

Housekeeping

- This webinar is being recorded & transcribed

- Please mute your audio and turn off your video

- A link to the recording will be sent to all participants after the session

- Presenter slides and chat will also be shared

- We will hold questions until the end

- Please put questions into the chat box

SESSION AGENDA

SSHRC Partnership Development Grant

Proposal Development Workshop

28 July 2023

9:30 – 9:35		**Welcome**
9:35 – 10: 20	**Part I**	
		Faculty advice on proposal evaluation and Q&A
		Prof. Elspeth Brown
		RSO advice on composing a strong budget and partner letters and Q&A
		Mark Bold, Research Funding Manager, Social Sciences & Humanities, Research Services Office
10:25 – 10:30		***5-minute Break***
10:30 – 11:25		**Part II**
		Strategies for preparing the written sections of the PDG application and Q&A
		Emma Doran, Editorial and Proposal Development Officer, Research Services Office
11:25 – 11:30		**Closing Remarks**

Faculty Panelist

Elspeth Brown

Associate Vice Principal
Research & Professor,
Department of Historical
Studies, UTM

SSHRC Partnership Development Grants (PDG): Proposal Development Workshop 2023

Elspeth Brown, Associate Vice Principal Research & Professor, Department of Historical Studies, UTM

SSHRC Partnership Suite Grants

SSHRC Partnership Engage Grant (PEG)

SSHRC Partnership Development Grant (PDG)

SSHRC Partnership Grant (PG)

SSHRC Partnership Development Grant (PDG)

Partnership Development Grants provide support to:

1. Develop research and related activities in the social sciences and humanities, including knowledge mobilization and the meaningful involvement of students and new scholars, by **fostering new research partnership activities involving existing and/or potential partners;**

2. **Design and test new partnership approaches for research and/or related activities** that may result in best practices or models that either can be adapted by others or have the potential to be scaled up at a regional, national or international level.

Value: $75,000 - $200,000 over 1-3 years

Who might be well-positioned to apply for a PDG?

1. Scholars working with, or would like to work with, non-profit groups, municipalities, museums, for-profit enterprises, universities, etc. [NB: partners are the organizations, not the people]

2. Scholars who wish to work with others to form or further develop research networks and collaborations.

3. Scholars who would like to initiate a multi-sector or multi-disciplinary pilot project, who who may wish to develop a potential bigger partnership down the road. [Reminder: this is a *development* grant.]

4. Scholars who are aiming to apply for a Partnership Grant (not required, though. Neither is the PEG as pre-requisite).

What's a Partner?

Always an Organization, not a person.
Here is a non-exhaustive list of examples….

a) Municipal
City of Mississauga

b) NGOs/Non-Profits
Dixie Bloor Neighbourhood Centre
Green Infrastructure Ontario

c) Arts and Culture
Soulpepper Theatre
Canadian Centre for Architecture

d) Universities and Colleges
University of California Davis
Lethbridge College
University of the Western Cape, etc.

e) Private Business Enterprise
Taylor Newberry Consulting Inc, Guelph

e) Research Organizations
Centre for Technology Adoption for Aging in the North, Prince George BC

f) 'Aboriginal' Organization
Indigenous Knowledge Keepers and Elders Society, Surrey BC

g) Associations
Palestinian Youth Movement. Montreal

h) Hospitals
BC Children's Hospital, Vancouver

i) Provincial/Territorial/Government
Ontario Trillium Foundation

The PDG Application: Elements

SSHRC Partnership Development Grant Checklist

Sections	Requirements
Previous SSHRC Funding	(✓)
List of Potential Partner Organizations and Other Contributors (2 pages)	✓ (2 pages)
Summary	✓
Knowledge Mobilization Plan	✓ (2 pages)
Expected Outcomes Summary	✓
Goal and Project Description	✓ (5 pages)
Description of Formal Partnerships	✓ (4 pages)
Contributions Plan	✓
Participants Involvement	✓ (2 pages)
Training and Mentoring	✓
Research-Creation Support Material	(✓)

Budget	
Funds Requested from SSHRC	✓
Funds from Other Sources	(✓)
Budget Justification	✓ (2 pages)
Exclusion of Potential Reviewers	(✓)
List of References	✓ (max 10 pages)
Evidence of Formal Partnership	✓ (max 15 pages)
Invited Partners	
Partner Organization Form	✓
Letters of Engagement	✓

Adjudication Criteria: Challenge (50%)

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

- originality, significance and expected contribution to knowledge;

- appropriateness of the literature review;

- appropriateness of the theoretical approach or framework;

- appropriateness of the methods/approach (including the co-creation of knowledge);

- quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute;

- potential influence and impact within and/or beyond the social sciences and humanities research community; and

- potential for long-term viability and identification of progress indicators.

Adjudication Criteria: Feasibility (20%)

Feasibility—The plan to achieve excellence (20%)

- probability of effective and **timely attainment** of the proposal's objectives;

- **quality and genuineness of the formal partnership** and associated management and governance arrangements and leadership, including involvement of partners and others in the design and conduct of the research and/or related activities;

- appropriateness of the requested **budget** and justification of proposed costs;

- indications of **other planned resources**, including leveraging of cash and in-kind support from the host institution and/or from partners;

- quality of the **knowledge mobilization plans**, including effective dissemination and exchange, and plans to engage within and/or beyond the research community; and **[see later slide]**

Adjudication Criteria: Capability (30%)

Capability—The expertise to succeed (30%)

- quality, quantity and significance of **past experience and published and/or creative outputs** of the applicant and/or team members relative to their roles in the partnership and to their respective stages of career;

- **evidence of contributions** such as commissioned reports, professional practice, public discourses, public policies, products and services, experience in collaboration, etc.;

- evidence of contributions to the **development of talent**;

- **experience in formal partnerships**; and

- **potential** to make future contributions.

Formal Partnership

Description of formal partnership (mandatory) (4 pgs)

Define and fully describe the partnership:
•why a partnership approach is appropriate for the proposed activities, and demonstrate, specifically, how such a partnership adds value beyond what could be achieved through other approaches;

•the partnership's **governance structure**, clearly demonstrating the involvement of key partner organizations in the decision-making process and explaining the conditions, if any, under which they are participating (you may wish to include a diagram to illustrate the governance structure) [see next slide]

•how the partner organizations will **participate in the intellectual leadership** of the partnership;

•the anticipated **challenges** in building the partnership, and how these will be addressed;
•how partner organizations will **benefit** from participating in the partnership; and
•how your application integrates the expertise of all partner organizations in the conduct of the activities.

Partnership Governance Structure

What adjudicators are looking for:

1. **What is the governance structure**? EG: are there committees? Do they relate to the plan of research? Examples include: Steering Committee; Knowledge Mobilization Committee; Executive Committee; Research Committee, etc. Are there periodic full-team/all-hands get-togethers? Monthly reviews of grant progress/deliverables? Perhaps there are committees that report to the Steering Committee and are in charge of specific outcomes, such as the 'Environmental Scan Committee' or the 'Museum Interpretation Committee.'

2. **How often do the various committees meet?** How do they relate to each other? What is each committee's set of responsibilities or terms of reference? Make an infographic if possible. I see a lot of 'monthly' meetings and 'quarterly meetings' and 'annual meetings/workshops' etc.

3. **Are the partner organizations meaningfully involved in the governance structure**? They should be woven in to everything. If they are non-profits, consider compensating staff for their time in this work. This entire plan should be developed in collaboration with the partner organizations, not just by academics. The Formal Partnership narrative should discuss the process.

4. How will the team **resolve conflicts**? Address in relationship to the anticipated challenges.

Knowledge Mobilization Plan (2 pgs)

"The reciprocal and complementary flow and uptake of research knowledge between researchers, knowledge brokers and knowledge users—both within and beyond academia—in such a way that may benefit users and create positive impacts within Canada and/or internationally…." See grant application instructions.

Part of the 'Feasibility' Score. Plan must include: a) methodologies and approaches to engage appropriate target audiences or participants; b) timeframes or a schedule for the intended knowledge mobilization activities; and c) justifications for how these fit within the project objectives.

Examples:
For academic audiences, traditional scholarly outcomes such as peer-reviewed scholarly articles (be specific: which venues, when, co-writing with trainees, etc); collaborative open access syllabi; conferences and workshops; edited collections, etc.

For non-profit, gov't, NGO etc audiences: presentations at partner organizations' professional societies; white papers; policy briefs; short videos with non-profit client audience in mind; websites

For broader publics: exhibitions; podcasts; community talks/workshops; digital archive; performance

Knowledge Mobilization Plan (2 pgs)

What adjudicators are looking for:

1. Is there a timeline for the activities? EG: List the activities/outcomes and put what year/months they will happen in; if you have space, create a Gantt chart or equivalent.

2. Is there evidence of how the knowledge will be disseminated/taken up by audiences? Think about questions of distribution and end-user engagement. Making a short video and putting it on the partner website doesn't speak to how audiences will learn about the videos and/or watch them. Writing and distributing a white paper doesn't mean anyone will actually read it, etc.

3. Are the deliverables specific? Rather than "we will write peer-reviewed journal articles" consider "we will write and submit three peer-reviewed articles in *Journal of SSHRC Methods* and *Episodes in SSHRC Translation* (YR 2) and *SSHRC: Notes and Queries* (YR 3).

4. Are the Right People and Organizations on the Grant? If proposing something new to you, bring in the experts as collaborators or partners. EG: Thinking of a podcast, but you have never made one? Bring in an audio producer with a track record as a collaborator, or partner with a podcast production studio. What about distribution? Consider partnering with a broadcaster [CBC, Gimlet Media, Crooked Media, etc.]

Knowledge Mobilization Examples (2 pgs)

- conference presentations

- peer-reviewed articles

- special issues of journals/books

- workshops

- white papers

- writing in trade/municipal/NGO newsletters

- consultation meetings w/ gov't

- curriculum guides

- lecture series

- resource books/toolkits

- media creation and distribution (videos, podcasts, etc)

- exhibition(s)

- social media strategy + implementation

- op-eds; media stories

- devised/verbatim theatre piece

- website(s)

- digital project(s)

- interactive digital map

- walking tour

- film screenings

- artist residency

- hack-a-thons

- infographics/data viz

- school district-led reports

Training and Mentoring (1 pg)

What adjudicators are looking for:

1. Are you training and mentoring students in thoughtful and measured ways? Examples:
   - the team is training students in various aspects of the project (gathering and analyzing data, for a start)
   - the students are being supervised on a regular basis; maybe they meet together as well
   - students are presenting or co-presenting research as part of the KMb plan
   - co-writing articles, policy papers, etc.
   - students aren't just asked to do these things—they are *trained* to do it.

2. What fields are the students coming from? Consider training students from across the university. People are getting degrees in data management, user experience design, journalism, social work, education, social media strategy, museum studies, theatre, public policy, all sorts of areas that might not be the same department you or your co-applicant(s) are teaching in.

3. Who will support the PI and the grant with the following admin activities? scheduling meetings; responding to emails; organizing partnership-related get togethers; coordinating events (tech, lodging, travel, catering); developing comms materials; maintaining project website….in other words, a lot of admin work. Not always the best fit for a student.

Concluding Suggestions

Connecting with your Partners

If you have not yet convened a meeting with all your partner organizations and the individuals in them, do so asap. Set up a series of meetings now to take you through early November to discuss the grant objectives, the 4 pg description of formal partnership, governance structure, what to include in the documentation that is part of the 'evidence of formal partnership.' Collaborating now will strengthen the application considerably.

Grant Outcomes + Deliverables

This is a partnership *development* grant. Staging a set of conversations IS a deliverable. Be wary of feeling like you have to promise the moon in order to be competitive.

Research Development Officers

Reach out to staff in your divisional research office. They can probably help with work-back schedules, recommended milestones, advice regarding budget, and other supports.

Centre for Research and Innovation Support (CRIS)

Research collaboration is one of CRIS' main foci. Sign up for their newsletter. Check out their 197 resources, which includes toolkits on research facilitation; workshops, and other supports.

Thank you!

Please feel free to reach out:

Elspeth Brown – Elspeth.brown@utoronto.ca OR avpr.utm@utoronto.ca

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Office of the Vice-Principal, Research

Q & A – How to ask questions

Please use the Chat:

- Click on the 🗨 icon in the bottom menu to bring up the Meeting Chat pop-out window.

- Type your question and hit Enter on your keyboard or click the ▷ button to submit.

- *Please note: You may be asked to Unmute to clarify your question.*

Partnership Development Grant

Duration: one to three years

Value: $75k to $200k

Partner contributions:
No minimum contribution

Deadlines*:
Internal (Editorial, MRA and final online submission through SSHRC site): Oct 16, Nov 6, and Nov 10 respectively
Sponsor (RSO forwards to SSHRC): Nov 15

Results:
Available late March, grants start March 22

*For more, please see [RSO's PDG webpage](#)

These grants provide support to teams/partnerships to:

- **develop research and/or related activities** in the social sciences and humanities by fostering new partnerships with existing and/or potential partners; or
- **design and test new partnership approaches for research** and/or related activities that can result in best practices or models—these can be adapted by others or potentially scaled up to a regional, national or international level.

Existing partnerships – to foster new research and/or research-related partnerships - activities must be distinct from the partnership's previous/ongoing partnership activities.

New partnerships foster new research and/or research-related partnership activities that are undertaken by partnerships in their initial stages.

Evaluation criteria and the budget

under **Feasibility (20%):**

- appropriateness of the requested budget and justification of proposed costs;
- indications of other planned resources, including leveraging of cash and in-kind support from the host institution and/or from partner organizations;

under **Challenge (50%):**

- appropriateness of the methods/approach (including the co-creation of knowledge);
- quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute;
- potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community;

➢ budget provides essential details to support all proposal elements
➢ clear presentation and thorough justification suggest sound planning

Partnership Development Grant budget statistics

Year	National PDG apps/success rate	UofT PDG apps/success rate	Avg National PDG grant budget	Avg UofT PDG grant budget
2022	76/159 (47.8%)	5/12 (41.7%)	$195,684	$199,302
2021	85/114 (74.6%)	8/11 (72.7%)	$189,267	$186,077
2020	96/135 (71.1%)	7/10 (70%)	$189,696	$195,337

Partnership Development Grant budget statistics

For more information on PDG stats, visit SSHRC's "Competition Statistics" website at:

https://www.sshrc-crsh.gc.ca/results-resultats/stats-statistiques/index-eng.aspx

Stats are shown from different angles, such as applications by discipline, team size, overall amount of partner contributions and what sector partners that participated in applications are from (e.g., government, industry, not-for-profit, or postsecondary institutions).

How the budget is evaluated

- Review by program officer
- Checks for ineligible expenses, if 30% or more proposal may be
- disqualified

- Adjudication committee process
- Guided by principle of *"minimum essential funding"*
- May consider failing score if 30% or more of the budget is insufficiently justified or not appropriate for the proposed objectives/outcomes
- May recommend minor budget reductions where expenses are inadequately justified or inappropriate, if project objectives won't be jeopardized

From the SSHRC PDG application instructions: "The budget will be reviewed according to the appropriateness of the requested budget, and to the justification of other planned resources (e.g., time, human and financial), including cash and in-kind support already or to be secured from partner organizations"

Budget tips

- Follow SSHRC PDG application instructions
- All costs should be mentioned in the proposal, and all proposal activities should be mentioned in the budget - *no surprises!*
- In the "Budget Justification" document, explain how each cost is calculated and why it is essential for project
- From PDG app instructions for "Budget Justification": "It is also important to indicate how the budget requested from SSHRC and the partners' contributions will complement each other and benefit the objectives of the partnership"
- Avoid red flags such as conference travel very early; justify multiple trips to one place or in-person get-togethers; explain need for student costs, open access fees
- Use UT per diem ($100 international, $80 in Canada; or less if appropriate)
- In budget justification document, be clear and organized (ideally, follow order of expenses that you listed on the "Funds requested from SSHRC" budget table, and you can use table or text). You want to be thorough and fully justify everything, but you also want it to be readable.

Salary research allowance

- For co-applicants who are affiliated with Canadian not-for-profit partner organizations, funds may be requested to help the partner organization offset the cost of releasing the co-applicant to participate in the project. This is in the form of a salary research allowance.
- Amount requested may be up to 50% of the co-applicant's salary and benefits annually.*
- The co-applicant must be contributing time to the project: this contribution must appear in the partner letter of engagement, and the value of the time can be counted as a contribution.
- For more information on salary research allowances: https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/g_stipends-s_indemnite-eng.aspx

*e.g., from the SSHRC site: "if an employee whose annual salary is $100,000 is devoting 10% of their time to a SSHRC-funded research project, the not-for-profit organization can request a salary research allowance of $10,000 toward replacing this employee"

Contributions Plan

Detail in one page your plan to secure cash and/or in-kind contributions. The plan must describe:

- the confirmed contributions of the applicant's institution/organization;
  - ➤ Applies whether your department/division is a partner or not
  - ➤ If your department/division is a partner, you must invite them
- the confirmed or proposed contributions from partner organizations and/or other sources;
  - ➤ You must also list contributions from non-partners in the "Funds from other sources" section of the application
- how you will continue to seek and to secure cash and/or in-kind support during the life of the grant (one to three years); and
- how the support will benefit the partnership.

Cash and In-kind Contributions

- SSHRC has posted guidelines concerning cash and in-kind contributions, so this is a good resource to confirm what SSHRC considers to be eligible contributions: https://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx

- Participants (i.e., formal co-applicants or collaborators) from non-post-secondary partners can count their time as contributions, but the time of faculty members participating on the project may not be counted as eligible contributions (although the actual cost of releasing faculty from teaching duty to enable participation in and administration of the partnership is an eligible contribution).

Evaluation criteria and the partner letter of engagement

From **Feasibility (20%):**

- quality and genuineness of the formal partnership and associated management and governance arrangements and leadership, including involvement of partner organizations and others in the design and conduct of the research and/or related activities;
- expertise of the team and appropriateness of partner organizations in relation to the proposed project;
- indications of other planned resources, including leveraging of cash and in-kind support from the host institution and/or from partner organizations; and
- quality and appropriateness of the knowledge mobilization plans, including effective dissemination, exchange and engagement with stakeholders within and/or beyond the research community, where applicable.

Partners - Letter of engagement

From the PDG application instructions:

"Each letter should be written on official letterhead and include the following:

• the relevance and significance of the project objectives for the partner organization;
• the exact nature of the involvement of the partner organization during the lifespan of the project, including the intellectual leadership and governance of the partnership, where appropriate;
• precise details on the financial and/or in-kind contributions to be provided by the partner; and
• the expected outcomes that the partner organization wishes to achieve."

Letters should be written from the partner organization's point of view (not an individual), and should be signed by the appropriate official(s) (e.g., Department Chair, Dean, Director, CEO, etc)

Letter of engagement – sample structure

To the SSHRC adjudication committee:

- Who we are
- What we do (who we serve)
- Why this project is important to us (what we need – is there a challenge/opportunity)
- How we will participate (including their contributions to leadership and governance)
- What we will contribute:
  - Itemized list, with $ amounts where possible, for cash and/or in-kind contributions
- What we expect will result from the partnership

Inviting Partners organizations to the PDG application

- You invite formal Partners to the PDG application in the "Invited Partners" section (name and email of contact at Partner organization who will accept the invitation).
- Once added to application, email is sent to Partner contact, with link to a form they need to complete.
- They need to upload a copy of their "Letter of Engagement" to the form, but additionally, they need to complete a "Contributions" section, where they enter the $ figures of the confirmed/unconfirmed cash and/or in-kind contributions they are making.
  - The $ amounts they enter in this "Contributions" section should be consistent with what they include in their letter of engagement (and consistent with any mention you make of their contributions in the body of the application, like in the "Contributions" plan). Inconsistencies can cause issues, such as…

"Contributions from Partner Organizations" summary table

Contributions from Partner Organizations

A partner is an organization that participates actively in a formal partnership and contributes in a meaningful way to the success of the endeavour.

	Cash	In-kind
Confirmed		
Unconfirmed		
Total of all partner organizations' contributions		
A. Total of all partner organizations' contributions (cash + in-kind)		0
B. Total funds from other sources		
C. Total funds requested from SSHRC		
Total cost of project (A + B + C)		0

- Table is automatically populated with numbers entered by Partner contacts when they complete the "Contributions" section of their Partner form.
- Table also includes totals from the "Funds from other sources" and "Funds requested from SSHRC" sections of the application.
- Table gives committee a snapshot of all funds that are contributing to the project. If numbers are entered incorrectly in any of the above sections, then the numbers in this table will be incorrect.

Help Documents from SSHRC

SSHRC has put together two PDF documents related to inviting Partner organizations (these were done for the PG application process, but they apply to the PDG process as well):

- One is aimed at the PI/Project Director, and explains the process of inviting a Partner Organization to the PDG application.
- The other is aimed at Partner Organizations, and explains how they can accept the invitation to the application, upload their letter of engagement, and complete the Partner form online. Project Directors can share this help document with their Partner Organization contacts.

Both help documents are available for download at the UofT PDG webpage at: https://research.utoronto.ca/funding-opportunities/db/partnership-development-grants (under the "SSHRC Resources" heading)

Tri-Agency Guide on Financial Administration
- Principles

UofT Guide to Financial Management
- travel costs on which SSHRC default to institutional rates
- UofT per diem rates

Departmental/divisional business officer
- compensation costs for students and other personnel (may have to refer to HR)
- typical costs of conference travel
- typical costs of supplies

SSHRC resources
- PDG program description
- PDG application instructions
- Cash and in-kind contributions guide
- Salary research allowance
- Partnerships Tool-Kit

UofT resources
- RSO PDG funding opportunity page
  - Sample proposals available upon request
  - Webinar links
- Research Services Office – Mark Bold
- Divisional research supports for proposal development

CORE:
Community for Research Excellence

FAS: Lee Slinger & Gabrielle Sugar

FASE: Myriam Couturier

TFoM: Golnaz Farhat

UTM: Kate Steinmann

UTSC: Jovana Drinjakovic

Law: Kelly Nolan

Music: Ely Lyonblum

OISE: Madeleine Taylor

DLSPH: Caroline Godbout

iSchool: Emina Veletanlic

FIFSW: Vesna Bajic

LDFP: Lia Cardarelli

Nursing: Karin Trajcevski

KPE: Kay Li & Nina Hamou

Rotman: Joanne Pereira

FALD: Shirley Chan

Q & A – How to ask questions

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- Type your question and hit Enter on your keyboard or click the ▷ button to submit.

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5-minute break

Writing Tips for a Strong Partnership Development Grant

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DEFY GRAVITY

General Tips

- Write in a jargon-free style aimed at an educated non-specialist.
  - PDGs are reviewed by a multidisciplinary committee: **"includes relevant expertise from the academic community, as well as research expertise from the public, private and/or not-for-profit sectors."**

- Use persuasive language.
  - Instead of "we aim to…" use "we will…"

- Refer back to the **evaluation criteria** frequently to remind yourself of what evaluators will be looking for.

- Remember that you are describing a research **partnership**.
  - It must be clear how a partnership model will help you achieve your objectives.

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Core Ideas to Convey

PARTNERS

Why are your partners complementary? How will they benefit?

GOAL

What is the overall vision of the partnership?

OBJECTIVES

How will you achieve your overall goal?

IMPACT

How will your project have impact?

ACTIVITIES

What activities and methods will fulfill your objectives?

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Sections & Attachments Overview

- Summary of proposal (1 page; mandatory)

- Expected outcomes (an online field and 1 page description; mandatory)

- Goal and project description (5 pages; mandatory)

- Description of formal partnership (4 pages; mandatory)

- Participants' involvement (2 pages; mandatory)

- Training and mentoring (1 page; mandatory)

- Knowledge mobilization plan (2 pages; mandatory)

- Research Creation (1 page; include only for applicable projects)

SSHRC ═ CRSH

Identification
Organization Information ↑
Activity Details
Previous Funding ↑
Participants
Invited Partners
Partners/Contributors ↑
→ Summary
→ Expected Outcomes
→ Goal/Project Description ↑
→ Formal Partnership ↑
Contributions Plan
→ Participants Involvement ↑
→ Training and Mentoring ↑
→ Kmb Plan ↑
→ Research-Creation ↑
Partnership Evidence ↑
Funds (SSHRC)
Funds (Other)
Budget Justification ↑
List of References ↑
Environmental Impact ↑
Exclusion (Reviewers) ↑
Research Contributions and Relevant Experience ↑

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Goal and Project Description

- The core description of your research program

- Overall goal and specific objectives

  o Objectives must also be relevant to your partner organizations.

- Originality, significance (economic, social, cultural and intellectual) and expected contribution to knowledge in the social sciences and/or humanities.

- Appropriateness of the theoretical and methodological approaches.

  o Include a concise literature review.

  o If applicable, explain how data arising from the project will be managed.

5 PAGES MAX

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Goal and Project Description (cont.)

First page

- Open with a description of the **challenge** your partnership will address.

  o Explain its importance and/or urgency.

  o Be specific. Include relevant data, if appropriate. For most proposals, the majority of citations will be later in this section.

- State your proposed **solution**: your research + your partnership.

- Emphatically state the roles and importance of the partners.

  o "This partnership brings together five co-applicants with expertise in X field, six collaborators, and three NGO partner organizations, to achieve …"

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Goal and Project Description (cont.)

Overall Goal and Specific Objectives

- A single goal that will be met by successfully achieving multiple objectives.

- Present your objectives in a clear and precise manner—the scope of the partnership/project should be evident.

- Indicate the relevance of objectives to partners.

Be careful to distinguish between:

    research objectives
- Co-develop a research toolkit, including detailed procedures for measuring X.

    deliverables/outputs
- completing an article on X

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Goal and Project Description (cont.)

Theoretical Framework

- Explain the relationship between theory and the selected methods and objectives.

- Be explicit about the importance, originality, and contribution to knowledge.

- Remember your audience:
    o Underlying assumptions should be made explicit and justified.

    o Define all key terms.

- Define key theoretical concepts (for a multidisciplinary audience).

Goal and Project Description (cont.)

Methodology and Methods

- Identify your methodology (i.e., the school of thought by which you conduct research). Explain how your methodology aligns with your stated objectives.

- Describe the research activities and methods (e.g., surveys, performances).

- Describe who will work on which questions/themes.
    - Consider a table or figure linking activities, partners, and objectives.

- State when major activities and milestones will take place.
    - Consider including a Gantt chart.

- If applicable, include a data management plan detailing storage, collection, preservation, sharing.

Exercise

In your breakout room, read and discuss the **sample PDG objectives**.

- o   As written, what do they communicate effectively? In what ways could they be improved?

- o   What information do they provide to reviewers?

- o   How do they frame the research program?

Exercise

Example:

The proposed project will develop a new partnership that includes several researchers, four Canadian municipalities (Mississauga, Montreal, Whitby and York) and three non-governmental organizations (Local Enhancement and Appreciation of Forests, Green Infrastructure Ontario and International Society of Arboriculture-Ontario Chapter). The goal of this partnership project is to generate new knowledge about the social benefits of urban trees by examining how people's experiences change as urban trees are lost over time. We will address a key knowledge gap by advancing our understanding of the ways people's experiences with urban trees mediates the social benefits received, while supporting urban tree management strategies that mitigate the social impact of urban tree loss. To meet our goal, we will complete the following objectives:

1) Co-develop a research program through the co-creation of a research toolkit, which will include detailed procedures for measuring changes in people's experiences due to urban tree removal.
2) Complete an experimental tree-removal study using the toolkit where the researchers will collect and analyze social data from impact and control sites, before and after tree removal.
3) Co-develop outputs to share useful knowledge about the social impact of urban tree loss, the delivery of social benefits from urban trees, and policy and management responses.

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Description of Formal Partnership

4 PAGES MAX

- **Purpose**: Describe the relationship between partner organizations

- **Goal**: Demonstrate that it is a **genuine** partnership. It should be clear how the partner or partners:
    - participate actively
    - contribute in a meaningful way
    - benefit from the partnership
    - share in leadership
    - provide expertise

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Description of Formal Partnership (cont.)

- Describe the organizations briefly.

- State why a partnership is necessary to meet the objectives.

- Describe how all the organizations will work together:

  - How will partners play a role in intellectual leadership?

  - How will their expertise be integrated?

- Describe how the partnership was formed and how the partners have worked together before (if applicable).

- Explain any potential challenges and how will they be mitigated.

- Describe governance structure and decision-making. (Consider including a chart or figure.)

Participants' Involvement

- **Purpose**: Describe the people who will enable the partnership to reach its goals.

- **Goal**: Demonstrate that the team has all the expertise necessary (inside and outside of academia, as applicable).

- Co-applicants: access to grant funds; meet certain eligibility requirements

- Collaborators: no access to funds; anyone who makes a contribution

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Participants' Involvement (cont.)

- Describe the expertise needed to achieve your objectives and indicate who on the team fulfills which need.

- Describe who is on the team (co-applicants and collaborators).

  o What is their role in the project?

  o What will they be responsible for?

  o Why are they essential?

- Clearly provide all the information requested in the instructions for each team member

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Comparison

Description of Formal Partnership

About organizations and institutions

- Why is a partnership necessary? Why do partners want to join the PG?

- History of partnership

- Governance structure

Participants' Involvement

About people

- How will individual expertise help achieve goals?

- Specify roles and responsibilities for each participant.

- Provide all the information requested in the instructions.

Training and Mentoring

Nature of the training:

- How many trainees will there be? (Include number and level.)

- How are trainees linked to the project activities? (Who will supervise whom? What skills will trainees gain?)

- Describe specific roles and responsibilities as they relate to the research in the "Goal and Project Description" and to the budget.

- Briefly describe the team's expertise and experience with training.

1 PAGE

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Training and Mentoring (cont.)

Skills and career development

- Describe the specific skills and opportunities that will be provided.

- Emphasize transferrable skills (cross-disciplinary, beyond academia).

- Highlight unique experiences (career development opportunities, international fieldwork, datasets or equipment).

- Consult SSHRC Guidelines for Effective Research Training.

Knowledge Mobilization

2
PAGES
MAX

- Your plan to increase flow & accessibility of knowledge created through your research.

- Who are the audiences/end-users? How will you ensure your research gets to them? How will they access research results?

- Consider both traditional and innovative approaches.

- Include a realistic schedule for KM activities.

- Consult SSHRC Guidelines for Effective Knowledge Mobilization.

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Summary of Proposal

1 PAGE MAX

Paragraph 1

- Describe the challenges your partnership will address.

- Provide context for its significance and urgency.

Paragraph 2/3

- State your overarching goal and its importance.

- Briefly describe the proposed research, including objectives and activities.

- State why you are the only team who can achieve your objective (including partners).

- Indicate who the partners are and how they will be meaningfully engaged.

Paragraph 4

- Summarize the outcomes of the research and its potential impact.

Revising

Give yourself time

- Make sure the multiple documents to align for consistency in narrative.

- Get a peer review.

- Submit your draft to the Research Services Office (RSO) for review.

- Use instructions **and** evaluation criteria as you write. Reframe statements as questions and answer them.

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Revising (cont.)

Aim for coherence across sections

- Use objectives/activities/themes as common threads to link the sections together.

- Consider which partners contribute to which objectives.

- Relate student activities to the objectives and activities.

- Ensure budget lines directly relate to the project activities.

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Questions

Q & A – How to ask questions

Please use the Chat:

- Click on the [chat icon] icon in the bottom menu to bring up the Meeting Chat pop-out window.

- Type your question and hit Enter on your keyboard or click the [▷] button to submit.

- *Please note: You may be asked to Unmute to clarify your question.*

Upcoming Event:

SSHRC Insight Grant: Strategies for Success

Date: Aug. 08, 2023

1:30 pm - 3:00 pm

SSHRC Insight Grant: *Strategies for Success*

Tuesday, August 8, 2023 @ 1:30 pm - 3:00 pm

with

Christy Anderson,
Professor, Department of Art History

Samuel Ronfard,
Assistant Professor, Department of Psychology

Mark Bold, Research Funding Manager, Social Sciences & Humanities, RSO

Register: cris.utoronto.ca/rdf/programs

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https://cris.utoronto.ca/programs

Thank you!

- A link to the recording, presenter slides, and feedback form will be sent out after the session

- Follow-up questions can be addressed to cris@utoronto.ca