

SSHRC SMALL GRANTS PROGRAM

Deadlines: March 31, October 31 (for amounts up to \$4,000)

Note: *Only one award will be made every 2 calendar years, e.g: if you were awarded a small grant in the October 31, 2009 competition, you will be eligible to apply March 31, 2011*

If the deadline date falls on a Saturday, Sunday, or statutory holiday, applications will be accepted on the next working day.

Checklist:

Each application should include:

- A completed budget (see page 3)
- A brief description of project (see page 4)
- ETHICS:**
If Human Participants (interviews, questionnaires, psychological or physiological testing) will be involved in this project, a completed copy of the **HUMAN PARTICIPANTS QUESTIONNAIRE MUST BE SUBMITTED *under separate cover to the Manager, Research Ethics, Fifth Floor, York Research Tower.*** Do not send the questionnaire to ORS.
- A one page summary of recent academic work (see page 8, item 9)
- A travel quote (e.g. Expedia, Travelocity, etc...) for the lowest possible airfare (if travel funding is requested)
- The names of two references, at least one external to York (see page 6)
- Applicant's signature (see page 6)
- A completed Chair Endorsement form (see page 9)

Please note: An **ORIGINAL** plus **SIX** copies of the application and all supporting documents **in double-sided format** are required.

Please address all correspondence to:

Secretary, SSHRC Travel and Small Grants Sub-committee
Office of Research Services, Fifth Floor, York Research Tower

**SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SSHRC)
SMALL GRANTS APPLICATION FORM**

Deadlines: March 31st, October 31st (for amounts up to \$4,000)
***Please refer to committee guidelines appended to this application.**

NAME:	
ACADEMIC RANK:	
DEPT/CENTRE:	
CAMPUS ADDRESS:	
TELEPHONE:	E-MAIL:
YEAR APPOINTED TO YORK FACULTY:	
YEAR PhD COMPLETED (for Postdocs only):	
AMOUNT REQUESTED: \$	

TITLE OF PROJECT:	
START DATE:	COMPLETION DATE:

NAME(S) AND AFFILIATION(S) OF OTHER PRINCIPAL INVESTIGATORS:	
(1)	
(2)	

BUDGET DETAILS

Non-eligible expenses: Computer hardware, Support for secretarial services, Conference travel.

Personnel				
Research Assistants				
Rate per Month	Hours per Month	Number of Employees	Number of Months	Total
\$				\$
\$				\$
			A. Sub-Total:	\$

Travel					
Dates(MM/DD/YY)	Destination	Air	Taxi	Train/Bus/Car	Total
					\$
					\$
					\$
				B. Sub-Total:	\$

Hotel				
Dates(MM/DD/YY)	Destination	Daily Rate	# of Days	Total
		\$		\$
		\$		\$
		\$		\$
			C. Sub-Total:	\$

Per Diem				
Dates(MM/DD/YY)	Destination	# of Days	Per Diem Rate ³	Total
			\$	\$
			\$	\$
			\$	\$
			D. Sub-Total:	\$

E. Supplies, Duplicating and Other Expenses	\$
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Total Requested (A+B+C+D+E)	\$
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NOTES:

1. Please make sure that the purpose of your travel and all expenses are clearly justified in your proposal.
2. It is important when purchasing travel tickets to read the fine print carefully, travel regulations are changing rapidly and the committee cannot accept responsibility for payment of denied insurance claims.
3. Link to Per Diem rates: http://www.yorku.ca/ffares/downloads/per_diem_rates.pdf (Max of \$50/day; \$400/application)

BRIEF DESCRIPTION OF THE PROJECT

Please attach a 2-5 page description of the project covering each of the following points in this sequence:

1. Define scope and major objectives of study - in a short paragraph.
2. Summarize the significance of the project.
3. State briefly the relationship to existing research and literature.
4. Outline research plans and methods including names and roles of participants.
5. Indicate work already completed and in progress.
6. Provide a schedule of work to be done.
7. Justify all budgetary items, in particular, the need for Research Assistants or other personnel. Please provide a **detailed description** of the tasks to be performed, also justify salary levels requested.
8. The Committee encourages applicants to seek other funding and expects that applications for funding this project have been or will be submitted to other programs and agencies (internal and external to York).
9. ***Funding from the SSHRC Small Research Grant (Committee) is intended to provide seed funding to provide a foundation to new research careers.***

In priority:

- Non-tenured faculty (see 2. (b) on page 7) and Post Doctoral Fellows new to a funded research career***
- Tenured faculty new to a funded research career or any faculty re-entering their research career after a career interruption***
- Any faculty with an on-going, established and funded research career***

SSHRC Small Research Grant will not support the research project of any faculty that is already supported by external research funds

Please list grants received in the last five years and outstanding applications from all sources:

Project Title	Funder	Amount Awarded (or "Pending")	Grant Start Date (mm/yy)	Grant End Date (mm/yy)

Please describe the results of the last SSHRC Small research grant received from this Committee:

Date of Award: _____ Amount: \$ _____

Title of Project: _____

Results:

Please supply below the names of two referees knowledgeable in your field - at least one of whom should be external to York

1. Name: _____

Address: _____

Telephone: _____ Email: _____

2. Name: _____

Address: _____

Telephone: _____ Email: _____

Signature of Applicant

Date

SOCIAL SCIENCES AND HUMANITIES RESEARCH COUNCIL (SSHRC)

SMALL GRANTS PROGRAM GUIDELINES

1. The Small Grants Program is designed to consider applications for small research grants as outlined below. Applications will be reviewed twice yearly by an inter-disciplinary committee, which is appointed by the Senate Committee on Research upon nomination by the respective Deans. The Committee will consist of six members as follows:

Two from: Faculty of Liberal Arts and Professional Studies
(with a term of 3 years)

One from each of: Glendon College
(with a term of 3 years) Faculty of Fine Arts

A total of two,
selected in rotation from: Schulich School of Business
(with a term of 2 years) Faculty of Education
Faculty of Environmental Studies
Faculty of Health
Faculty of Law
Libraries

2. Eligibility of Applicants:

Support is provided to

- (a) Full-time faculty and professional librarians holding probationary/tenured continuing appointments
- (b) Full-time faculty and professional librarians holding contractually limited appointments for more than one year providing the research falls within a current appointment period
- (c) Current holders of Postdoctoral Fellowships at York University.

Consideration will also be given to applications from former York full-time faculty who have retired, but who continue to teach at the University.

3. Applicants are required to provide the names of two referees, one of whom should be **external** to York. ORS may obtain statements from referees if required.
4. The deadlines for submission of applications are: **March 31st** and **October 31st**.

5. Awards will be announced within two months after submission to deadline dates.
6. Any awards for projects involving human subjects will be provisional pending the approval of the project by the appropriate human subjects committee.
7. An individual is eligible to receive one research grant every 2 calendar years.
8. It is not possible to provide support for computer hardware, secretarial services and conference travel. Charges incurred prior to the indicated start date and after completion date will not be allowed, unless an extension has been applied for and granted. A small research grant may not be used for dissertation research.
9. Please provide a brief statement summarizing your last five years of publications, conference papers, workshops, etc. **DO NOT INCLUDE A COMPLETE CV.**
10. PLEASE SUBMIT **ONE ORIGINAL PLUS SIX (6) COPIES** OF THE APPLICATION FORM AND ALL SUPPORTING DOCUMENTS (supporting documents may be submitted in French or English). Applications should be submitted to the Office of Research Services, Fifth Floor, York Research Tower.

ENDORSEMENT BY DEPARTMENT CHAIR

After completing the above application, please submit an **original plus six copies** along with supporting documents directly to the Office of Research Services.

In addition, you should submit a copy of your application to the Chair of your department along with this endorsement form. The Chair will forward this endorsement under separate cover to ORS.

NAME OF APPLICANT: _____

I have read this application and my comments are:

Department Chair Signature

Date

** if applicant is Chair, then Dean or Associate Dean's signature is required.

Please address all correspondence to:
Secretary, SSHRC Travel and Small Grants Sub-Committee
c/o Office of Research Services, Fifth Floor, York Research Tower