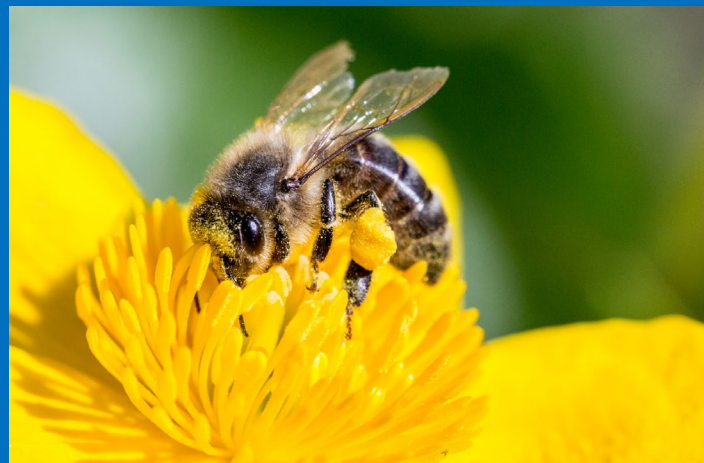


# 2022 Grant Clinic Instruction Manual

SSHRC  
PARTNERSHIP  
DEVELOPMENT  
GRANT  
STREAM

---

YORK 



## Table of Contents

<b><i>The Grant:</i></b> .....	<b>3</b>
<b><i>The Grant Clinic</i></b> .....	<b>5</b>
<b><i>The Grant Clinic Components:</i></b> .....	<b>5</b>
1. Workshops.....	5
2. One-on-One Meetings with Grant Development Instructors: .....	5
3. External Peer Review:.....	6
4. Pilot Study or Preliminary Work/Fieldwork Reimbursement: .....	6
<b><i>The Grant Clinic Milestones:</i></b> .....	<b>7</b>
<b><i>The Grant Clinic MachForm (Working Template):</i></b> .....	<b>8</b>
MachForm Application – SSHRC Partnership Development Grant New Applicant Stream .....	8
MachForm Application – SSHRC Partnership Development Grant Resubmission Stream .....	11

## The Grant:

### **NFRF Partnership Development Grant:**

Partnership Development Grants are expected to respond to the objectives of the Insight and/or the Connection programs.

These grants provide support over one to three years to teams/partnerships, led by a project director, to:

- Develop research and/or related activities in the social sciences and humanities-these can include knowledge mobilization and the meaningful involvement of students and emerging scholars, 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 either be adapted by others or have the potential to be scaled up to a regional, national or international level.

Partnership funding is intended for formal partnerships between postsecondary institutions and/or organizations of various types. For more information, see the definitions for formal partnership and partner organization.

The quality of training, mentoring and employability plans for students and emerging scholars will be evaluated as an important part of the proposed initiative. SSHRC's Guidelines for Effective Research Training explain how students and emerging scholars can meaningfully participate in proposed initiatives.

The intellectual leadership and governance for the creation of a formal partnership can come from the research community and/or from partner organizations from the public, private and not-for-profit sectors. However, only an institution that meets the institutional eligibility requirements can administer the grant funding, once awarded. For more information, see Eligibility.

SSHRC invites applicants and their partner organizations who wish to propose formal disciplinary, interdisciplinary, interinstitutional, international and/or cross-sector partnership arrangements to apply for support through this funding opportunity. Funds are available to support a variety of formal partnership development initiatives in all of the disciplines and themes that meet SSHRC's subject matter eligibility guidelines.

For tools and resources to assist with the planning and implementation of your partnership, see SSHRC's Partnerships Tool-Kit.

Website: [https://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/partnership\\_development\\_grants-subventions\\_partenariat\\_developpement-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/partnership_development_grants-subventions_partenariat_developpement-eng.aspx)

Application: [https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en\\_CA](https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA)

General Application Process: [https://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/partnership\\_development\\_grants-subventions\\_partenariat\\_developpement-eng.aspx#5](https://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/partnership_development_grants-subventions_partenariat_developpement-eng.aspx#5)

Instructions: [https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx?fid=pdg\\_instr](https://www.sshrc-crsh.gc.ca/funding-financement/instructions/index-eng.aspx?fid=pdg_instr)

Contact Info:

Toll Free: 1-855-275-2861

Email: [partnershipdevelopment@sshrc-crsh.gc.ca](mailto:partnershipdevelopment@sshrc-crsh.gc.ca)

## The Grant Clinic

The Grant Clinic is a grant-writing program designed to scaffold a professor's progress towards a 2022 Fall Rush Grant Submission. The program begins with attending two workshops, before working with a Grant Development Instructor (GDI) steadily throughout Spring, Summer, and Fall to polish a proposal that is peer reviewed, by up to two external peer reviewers of your choosing. The GDIs help shape the structure of the grant, while the external peer reviewers help shape the grant content. Faculty Research Officers will continue to provide support throughout the Grant Clinic and will assist in submitting your final proposal.

### The Grant Clinic Components:

#### 1. Workshops

Prior to beginning the Grant Clinic, participants will need to register and attend two workshops. The first is a SSHRC Partnership Development Grant Information Session being held on March 29, 2022 from 10:30 am – 12:00 pm held on Zoom. Link to register for this event, <https://research.apps01.yorku.ca/machform/view.php?id=114246>

This workshop tells you about the components of writing a grant.

The second is a SSHRC Partnership Development Grant Mock Review being held on April 21, 2022 from 10:00-11:30 am and will be held on Zoom. Link to register for this event, <https://research.apps01.yorku.ca/machform/view.php?id=100113>

This workshop takes you into the minds of a SSHRC Partnership Development Grant Reviewer and allows you to hear two colleagues who serve on federal SSHRC Partnership Development panels adjudicate two grants, similar to how they would in Ottawa.

Attendance at both workshops is mandatory for New Stream Applicants, and the Mock Review is mandatory for Resubmission Stream Applicants. If you are unable to attend due to a conflicting commitment, a recording will be made available to faculty who have registered using the links above.

If there are any difficulties accessing either video, please email [rescom@yorku.ca](mailto:rescom@yorku.ca).

#### 2. One-on-One Meetings with Grant Development Instructors:

Grant Development Instructors will begin emailing SSHRC Partnership Development Grant stream participants on April 11, 2022 to begin booking meeting times.

Meetings with GDIs will be taking place between April 11, 2022 and ends on September 15, 2022 via Zoom.

New Stream Participants will have nine one-on-one meetings with their GDI. Resubmission Participants will have three one-on-one meetings. The schedule will be set at mutually agreeable dates to ensure Participants meet the overarching deadlines of the Grant Clinic.

### 3. External Peer Review:

The external peer review process will occur between September 15-30, 2022 (subject to change based on external peer reviewers' schedule) for the SSHRC Partnership Development Grant Stream. The Grant Clinic will pay for up to two external peer reviews for per application. Once accepted in the clinic, Participants will be required to provide the names of five potential external reviewers via email to Andrew ([drewcast@yorku.ca](mailto:drewcast@yorku.ca)).

We strongly suggest participants consider Canadian researchers who are familiar with the SSHRC Partnership Development Grant application due to having served on the SSHRC Partnership Development Grant adjudicating committee or winning a SSHRC Partnership Development Grant in the past.

### 4. Pilot Study or Preliminary Work/Fieldwork Reimbursement:

The 2022 Grant Clinic program is providing participants a \$1000 CAD reimbursement for the collection of pilot or preliminary data for their 2022 Fall SSHRC Partnership Development Grant application. These funds are not to support grant preparation or grant writing, but rather to support some type of preliminary or pilot work that may support your grant's feasibility, your grant's theoretical premise, your grant's partnerships, etc. A non-exhaustive list of examples of acceptable reimbursements:

- Data collection for a pilot study
- Funds for a graduate student to conduct a textual analysis to support a theoretical supposition of the grant
- Funds to travel to an archive where the analysis will support a premise of the grant
- Paying for a statistician to analyze archival data to support a new methodology
- Funds to support fieldwork in a community that will support the need for your grant
- Funds to support an in-person meeting with core partners to develop mutually beneficial goals

This reimbursement will only be provided if the participant: 1) submits their application for the Fall 2022 submission deadline, and 2) provides receipts and documentation of spending.

If you have any questions about what costs can be reimbursed, please email [rescom@yorku.ca](mailto:rescom@yorku.ca)

## The Grant Clinic Milestones:

<b>Milestone</b>	<b>Date</b>
SSHRC Partnership Development Grant Information Session	March 29, 2022
SSHRC Partnership Development Grant Mock Review	April 21, 2022
MachForm Opens	February 18, 2022
MachForm Due	March 31, 2022
Grant Clinic Decision Released	April 11, 2022
GDI's Begin Scheduling Meetings	April 11, 2022
Period of One-on-One Meetings	April 11-September 15, 2022
GDI Reviews Full Draft Proposal	August 29-September 9, 2022
Application Out for External Review	September 15-30, 2022
Final Meeting with GDI to Discuss Peer Review	October 15-30, 2022
Faculty-Specific Deadline	Please check with Faculty Research Office in Early September
ORS Deadline	November 11, 2022
Funding Agency Deadline	November 15, 2022

## The Grant Clinic MachForm (Working Template):

The online MachForm application for SSHRC Partnership Development Grant stream will open on February 18, 2022. The online MachForm applications are due by March 31, 2022 for both the New Applicant Stream and the Resubmission Stream.

The templates provided below are for your information. The template below is not the application, all applications must be submitted online by the deadline, March 31, 2022, using the below links.

### MachForm Application – SSHRC Partnership Development Grant New Applicant Stream

Link for New Applicant Stream Application -

<https://research.apps01.yorku.ca/machform/view.php?id=111304>

Name:

Email:

Faculty:

Department:

<p><u>Partner Organization(s) to be invited (150 Words):</u> Who are your partners? What is the relevance and significance of the project objectives for the partner organization.</p>
<p><u>Overall Goal of Partnership (150 Words):</u> What are the specific objectives that the partnership project will address?</p>



<p><u>Originality &amp; Theoretical and Methodological Approaches (250 Words):</u> Describe the originality, significance (economic, social, cultural, and intellectual) and expected contribution to knowledge of the partnership project. Appropriateness of the theoretical and methodological approaches.</p>
<p><u>Knowledge Mobilization Plan (250 Words):</u> Describe the innovative methodologies and approaches to engage appropriate target stakeholders. Justify why these methodologies and approaches are appropriate.</p>
<p><u>Training and Mentoring (250 words):</u> Provide a bullet point list of the training plan highlights.</p>
<p><u>Expected Outcomes (100 Words):</u> Describe the potential long-term benefits and outcomes (e.g., evolution of research methods, community impact, socioeconomic impact, etc.) that could emerge from the proposed research and/or other partnership activities as a result of knowledge mobilization activities.</p>

Please include your CCV, but a recently updated CV will suffice.

## MachForm Application – SSHRC Partnership Development Grant Resubmission Stream

Link for Resubmission Stream Application -

<https://research.apps01.yorku.ca/machform/view.php?id=117017>

Name:

Email:

Faculty:

Department:

1. Please upload your previously submitted, but unfunded SSHRC Partnership Development Grant application.
2. Please upload any reviewer comments you may have received on your application.