



Social Sciences and Humanities
Research Council of Canada

Conseil de recherches en
sciences humaines du Canada

Canada 

SSHRC Exchange Application Form

2024-2025

BE READY.





THIS DOCUMENT IS FOR REFERENCE ONLY. THE WEBFORM VERSION MUST BE USED FOR ALL SUBMISSIONS

Instructions

- Applicants should carefully read the [SSHRC Exchange and SSHRC Explore Guidelines](#) before starting. ***The application must be prepared in accordance with these guidelines.***
- Only applications that have been approved through the **Letter of Intent (LOI)** process are eligible for submission.
- Final reports for previously supported projects must be approved and received by the [Centre for Applied Research, Innovation and Entrepreneurship \(CARIE\)](#) **PRIOR** to the submission of any new SSHRC applications. If you did not complete the project, you must still submit a Final Report.
- The completed application must be received by CARIE by **4:00 PM on the first Wednesday following Reading Week**. Deadline extensions are not possible due to adjudication timelines.

FOR REFERENCE ONLY

Applicant information

Name of Applicant	
Centre or Department	
School	
SSHRC <u>Defined Discipline(s)</u> (also include the numerical code)	

Have you previously submitted a SSHRC application?	YES	NO
In which YEAR did you submit your previous application?		
What was the PROJECT TITLE of your previous application?		
Was your previous application awarded SSHRC funding?	YES	NO

Does this application include a co-applicant? If <i>YES</i> , please complete the following:	YES	NO
Name of Co-Applicant		
Centre or Department		
School or Unit		
Rationale for submitting a joint application (200 words)		

Project information

Project Title	
Start Date	
End Date	
<p>Describe and state the status of any existing or recent requests for funding (internal and external) for the proposed project.</p>	

Project Overview: *Using lay terms, please describe your project. This will be used for communication purposes such as Lethbridge College publications, media releases, and the webpage..*

<p>Are you planning to coordinate this project with an application to CARIF?</p>	<input type="radio"/> YES	<input type="radio"/> NO
---	---------------------------	--------------------------

Does this application include an external collaborator? If YES, please complete the following:		YES	NO
Name of Collaborator			
Institution or Organization			
Please indicate the type of collaborator involved in the proposed project:			
Indigenous Communities/Agencies		Not-for-profit Organizations	
Private Sector Organizations		Government or Public Agencies	
Other Academic Institutions		Other	

Does this application involve external partners? If YES, please complete the following:		YES	NO
Please indicate the type(s) of external partners involved in the proposed project:			
Indigenous Communities/Agencies		Not-for-profit Organizations	
Private Sector Organizations		Government or Public Agencies	
Other Academic Institutions		Other	
Please specify the names of all partner agencies and/or organizations			

Main proposal

Use the Selection Criteria found in the [SSHRC Exchange and SSHRC Explore Guidelines](#) as the guide. **Attach a detailed description of the proposed project using the subheadings below as the template.**

Do not exceed 2 pages. A 3rd page is permitted for references only. Charts, graphics, illustrations, and photos are allowed inside the main text. No other attachments are permitted. Please adhere to the style guidelines of: 12pt Arial font, minimum 6 lines of type per inch, and a minimum margin of ¼” or 1.87cm.

1. **Background and context** – Describe the background of the project and explain the context and need for the proposed project or activities.
2. **Objectives** – List the purpose and/or objectives of the proposed project.
3. **Originality, significance, and expected outcomes** – Describe the originality of the proposed research, its significance to your discipline, and potential scholarly and societal outcomes and benefits. If applicable, include outcomes and benefits to partners.
4. **Work plan** –Detail the milestones, activities, and timeline needed to complete the project (a chart or table is recommended).
5. **Data management plan** (*if applicable*) – Detail the collection, use, storage, security, and dissemination of all data as per [Appendix A: Applied Research and Scholarship Procedures in the Applied Research and Scholarship Policy](#).
6. **College Alignment** – Describe how the proposed research contributes toward a long-term vision and plan for research. How does the project align with your Centre’s goals and strategies? Explain how actionable strategies for Equity, Diversity, and Inclusion (EDI) will be considered and incorporated?
7. **Alignment with CARIF** (*if applicable*) – If coordinating with a CARIF application, describe how CARIF funds will be used for a SEPARATE and DISTINCT part of the project and include a contingency plan should the CARIF not be awarded. Please note that your SSHRC Exchange application will be shared with the CARIF Review Panel to ensure proper alignment and to assist in the adjudication process. *Duplicate CARIF and SSHRC Exchange applications will not be approved.*

Ethics and hazards

Will this proposed project involve human subjects?	<input type="radio"/> YES	<input type="radio"/> NO
Will animals be used in the proposed project?	<input type="radio"/> YES	<input type="radio"/> NO
Will animals be used in the proposed project at any other location?	<input type="radio"/> YES	<input type="radio"/> NO
Will radioactive, biological, hazardous material or lasers be used?	<input type="radio"/> YES	<input type="radio"/> NO

FOR REFERENCE ONLY

Budget

Please use the [SSHRC Exchange and SSHRC Explore Guidelines](#) as a guide for creating your budget. The budget must be approved by a Business Analyst to reflect actual costs of the project.

Category	Budget Item(s)	Object Code	Cost (Tax-inclusive)
Salaries* (Student & Professional) <i>*course release is NOT eligible</i>			
Materials & Supplies			
Equipment			
Travel (Collaboration & Dissemination)			
Others (Please Specify)			
TOTAL			\$ 0.00

Budget Justification & Explanation: *Provide a detailed justification for each budget item and relate it to the objectives and requirements of the proposed applied research project.*

FOR REFERENCE ONLY

Applicant acknowledgement

- I hereby accept the terms and conditions as outlined in the [SSHRC Exchange and SSHRC Explore Guidelines](#).

Applicant #1:	Co-Applicant:
Date:	Date:
Signature:	Signature:

Approvals

Applicant's Associate Dean	Co-Applicant's Associate Dean
Date:	Date:
Name:	Name:
Signature	Signature

Applicant's Centre Dean	Co-Applicant's Centre Dean
Date:	Date:
Name:	Name:
Signature	Signature

Applicant's Financial Analyst	Co-Applicant's Financial Analyst
Date:	Date:
Name:	Name:
Signature	Signature