



Social Sciences and Humanities  
Research Council of Canada

Conseil de recherches en  
sciences humaines du Canada

Canada 

# SSHRC Exchange and SSHRC Explore

## Guidelines 2024-2025



**BE READY.**

  
**Lethbridge**  
College

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## Additional document details



The caution symbol is used to draw your attention to important details.



The stop symbol is used to indicate a detail or process that requires your immediate attention and/or understanding before proceeding.

## Purpose

Through its SSHRC Institutional Grants (SIG) funding opportunity, the [Social Sciences and Humanities Research Council \(SSHRC\)](#) provides annual block grants to help eligible Canadian postsecondary institutions fund, through their own merit review processes, small-scale research and research-related activities by their faculty and students in the social sciences and humanities. SIG funds are intended to help Canadian postsecondary institutions strengthen research excellence in the social sciences and humanities.

In 2018, Lethbridge College received its first SIG funding from SSHRC. This funding provided \$45,000 over three years to support small-scale research and related activities to strengthen research excellence among faculty and foster the professional development of students. In 2022, another three years of SIG funding was awarded to Lethbridge College.

Specifically, SIG funds are utilized to

- ✓ fund small-scale innovation and experimentation activities in the social sciences and humanities.
- ✓ hire students to participate in research projects.
- ✓ enable researchers to participate in and disseminate research results at external conferences.
- ✓ conduct internal workshops / seminars for knowledge mobilization and dissemination.

The [Centre for Applied Research, Innovation and Entrepreneurship \(CARIE\)](#) provides administrative oversight for SIG funds. It assists faculty members with the development of their SSHRC Explore and SSHRC Exchange grants, coordinates grant submissions to the Selection Committee, and manages the grants once approved.

CARIE ensures compliance with SSHRC guidelines and oversees the set-up of grant funds, monitors budgets and compliance, and works with faculty members to ensure their projects are completed on time.

## The FITS Framework



SSHRC Explore and SSHRC Exchange grants along with CARIF are core components of **Foster, Identify, Target, and Sustain (FITS)**, CARIE's strategic framework for developing applied research capacity. FITS begins by **fostering** applied research capacity through small projects funded by CARIF and SSHRC. The next stage involves **identifying** research clusters (in consultation with Centre Deans) that emerge based on these projects. These clusters of expertise are then aligned with Centre and industry needs to ensure viability. If there is alignment, the next stage upscales the clusters by **targeting** external funding to secure dedicated capacity along with equipment and facilities. This stage also includes the development of 3 to 5-year research plans in collaboration with industry. The final stage focuses on creating **sustainability** for the program through active business development and continued growth. The entire FITS process may take several years to mature, or it may happen more rapidly. Regardless, internal funding such as CARIF and SSHRC are integral to the growth of applied research at Lethbridge College.

Past project examples. Further examples are available on the [CARIE Website](#).

SSHRC Explore 2019-2020	SSHRC Exchange 2020-2021
<b>Dr. Jeanine Webber</b> (Centre for Justice and Human Services) and <b>Ibrahim Turay</b> (Centre for Justice & Human Services)	<b>Dr. Amy Hodgson-Bright</b> (Centre for Business, Applied Arts and Sciences)
<i>Why are Women Under-Represented within Leadership positions in Corrections?</i>	<i>Sparking Interest in Literacy - Author Visits as a Tool to Enhance Learning, Motivation, and Connection</i>
<p>We are exploring why women are under-represented in leadership roles within the Alberta Correctional Services Division despite the Division's commitment to diversity and inclusion.</p> <p>We hope to accomplish the following objectives with this study. Firstly, we seek to identify the barriers/perceived barriers, preventing women from ascending to leadership positions. Secondly, we seek to identify the key resources women require to support their leadership aspirations in the Division. Thirdly, we seek to identify the pathways that have proven effective for women to become involved in leadership experiences. Finally, we seek to document the experiences of women who are in leadership positions within the Division. The results of this study will provide direction and insights to the Division as they work to enhance the leadership opportunities for women.</p>	<p>One or more Canadian authors of children and young adult literature will be invited to Lethbridge College to 1) speak to student writers in ENG1185 Writing for Children and Young Adults, and 2) provide a public talk to the Lethbridge College community or provide a writing workshop for interested members of the College community. Not only will this enhance students' experiences as readers and writers, but it will also mobilize the wider Lethbridge College community to construct knowledge around literary practices.</p>

## Eligibility

All **continuing full- and part-time faculty members** within the SSHRC [defined disciplines](#) are eligible. Individuals may not hold more than one SIG-funded grant at a time for the same activity. The subject matter of the project or activity must be consistent with SSHRC's mandate. **Before proceeding, please review SSHRC's [Subject Matter Eligibility](#) particularly, if your project is related to health and/or psychology.**



Co-applicants must be continuing faculty members from Lethbridge College. Collaborators on a SSHRC Exchange may be from another post-secondary institution or community organization. However, SSHRC funding does not cover expenses that collaborators incur.

Previous awardees who were non-compliant with the SSHRC guidelines are barred from submitting new applications. The submission of a previously awarded application is also not permitted. **Final reports from a previous SSHRC Explore or SSHRC Exchange must be approved and submitted prior to starting a new application.**

SSHRC expects that all SIG-funded research will incorporate appropriate dimensions of the [Guidelines for Ethical Research Training](#).

For description of SSHRC terms, see [Definition of Terms](#).

## Grant categories

### SSHRC Explore Grants

- ☐ Exist to seed new social science or humanities projects or to leverage extramural funding rather than to provide ongoing support through successive awards. Applicants are advised that the overall amount of funding requested in each competition normally exceeds the total amount available.
- ☐ Encourage applicants to engage in humanities and social science activities. This will help develop and build internal capacity by providing funding for (a) student stipends and (b) associated project costs. **NOTE: SSHRC does not allow SIG funding to be used for course release.**
- ☐ May involve co-applicants.
- ☐ *Up to \$6000*

## SSHRC Exchange Grants

- ❑ Encourage applicants to organize small-scale *knowledge mobilization activities*, such as workshops and seminars, in order to encourage collaboration and the dissemination of research results both within and beyond the academic community.
- ❑ Encourage applicants to present at scholarly conferences and other dissemination venues that align with SSHRC's mandate in order to advance their careers and encourage the exchange of ideas and research results at the national and international level.
- ❑ May involve co-applicants or collaborators.
- ❑ *Up to \$6000.*

## Intake Cycle and Project Duration



A [Letter of Intent \(LOI\)](#) is the first stage of the submission process. The fixed deadline for submission is the **second Monday in January (regardless of statutory holidays)**.

A fixed submission date for applications occurs on the **Wednesday following Reading Week** with approved projects running from July 1st to June 30th in alignment with the College's fiscal year.

All LOIs and applications are due by 4pm on the submission date.

Projects are one year in duration and must be completed by June 30th. For example, a successful application submitted on February 28<sup>th</sup>, 2024 would begin on July 1st of that same year and end by June 30<sup>th</sup>, 2025. The final report for the project would be due on or before July 31<sup>st</sup>, 2025.

## Coordinating with a CARIF Grant



To allow eligible applicants to coordinate SSHRC funding, a call for SSHRC Explore and SSHRC Exchange proposals will take place alongside of the CARIF call.

Applicants should also be aware that the application and selection process for SSHRC grants are separate from CARIF. Receiving a SSHRC does not guarantee CARIF funding. Therefore, please ensure that SSHRC applications include a detailed contingency plan should CARIF funding not be awarded.



**Applicants must note that when coordinated with a CARIF, SSHRC grants must be used for a SEPARATE and DISTINCT component of the project. A SSHRC application must not be a duplicate of the CARIF application and must describe the component as its own project with its own unique title.**

To ensure proper alignment and to assist in the adjudication process, SSHRC Explore and SSHRC Exchange applications that indicate coordination with a CARIF, will also be shared with members of the **CARIF Review Panel**. Proposals that are not separate and distinct will not be approved by the SSHRC Selection Committee.

For more information, please visit CARIE's [Institutional Funding Page](#).

## Application Process



A [SSHRC Exchange or SSHRC Explore LOI Form](#) is the first stage of the application process. The purpose is to streamline approvals prior to the start of an application; to assist Deans and Associate Deans with planning; and to alert CARIE to the number of expected applications and budget requests.

If approved, a unique link to either the online [SSHRC Explore Application Form](#) or the [SSHRC Exchange Application Form](#) will be generated and sent to the applicant.

The LOI requires applicants to provide

- a brief project description.
- an estimated budget request
- identification of any potential ethics or hazard requirements.

The full application requires applicants to provide

- a clear project overview.
- project objective(s).
- a detailed work plan.
- evidence of the authentic integration of EDI.
- a data management plan.
- an appropriate budget and budget justification to complete the work.

It is STRONGLY recommended that all applicants consult the [Applied Research and Scholarship Policy](#) and the [Copyright Policy](#) before preparing an application.

## Approvals



**For an application to be considered by the SSHRC Selection Committee, it must first be approved as an LOI and then as a full application. An approved LOI does not guarantee an approved application.** These approvals must come from a:

Centre Dean and Associate Dean

The Centre Dean and Associate Dean will ensure that the project aligns with Centre plans and priorities. For co-applicants, the approval process is identical, however, only a single

application will be considered for assessment.

#### Financial Analyst (FA) or equivalent

The FA or equivalent will ensure that costs of each budget line item, along with budget justification, are accurate. The total budget is expected to reflect the actual costs of the project vs utilizing the entire amount available regardless of what project costs are.

## Additional Considerations



If your project involves humans, animals, biohazards and/or radioactive materials, prior approvals may be required. CARIE should be consulted early in the process to determine if there are additional requirements such as Animal Care or Research Ethics Board protocols to be considered. *No research activity can begin until all required approvals are in place.*

### Research Ethics

#### Animal use:

If your project involves the use of animals, **you must contact the Animal Committee Coordinator prior to beginning your application.** Information on animal care at Lethbridge College can be found on the [Animal Care Committee website](#).

#### Human subjects:

If your research involves human subjects, **you must contact the Research Ethics Board Coordinator prior to beginning your application.**

It is required that applicants complete the federal Tri-Council online tutorial TCPS2 CORE-2022 (Course on Research Ethics) BEFORE submission of their application. CORE is an introduction to the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS 2\)](#). It consists of nine modules focusing on the guidance in TCPS 2 that is applicable to all research regardless of discipline or methodology.

It is strongly encouraged, that applicants begin the online CORE tutorial at least 8 weeks prior to submission of a CARIF application. You can register for CORE and find more information on the Government of Canada [CORE Website](#).

More information on Research Ethics at Lethbridge College can be found on the [Research Ethics Webpage](#).

## Intellectual Property

Intellectual Property (IP) means a form of creative effort that can be protected through a trademark, trade secret, patent, Copyright, industrial design, integrated circuit topography, or plant breeders' rights.

As per the [Intellectual Property Policy](#), all IP is owned by Lethbridge College unless it is created by a student, in which case, the student is the sole owner unless it is licensed to the College using a [Student Release Form](#).

IP may be licensed/transferred to industry to enable commercialization through a collaborative research agreement.

## Equity, Diversity and Inclusion (EDI)

Lethbridge College is committed to advancing EDI across the institution and throughout the research enterprise. The College was one of seventeen institutions that participated in the [NSERC Dimensions Pilot Program](#), and in 2021, received an [NSERC EDI Capacity-Building Grant](#) to hire a Strategist to focus on removing barriers and building research capacity among self-identifying underrepresented groups.

It is an expectation of SSHRC that applicants ensure [“that they carry out their grant activities in accordance with the EDI policies and practices of their administering institutions.”](#)

Therefore, applicants are STRONGLY encouraged to consult with the College's EDI Strategist to consider how EDI can enhance a proposed project. Indeed, building diverse research environments positions our research community to utilize heterogeneous perspectives that in turn, lead to innovation. For example, a diverse research team may lead to more robust data. For further reference see the Government of Canada's, [Best Practices for Equity, Diversity and Inclusion in Research](#). Thus, authentic EDI strategies should be incorporated where applicable.

Please note that while Indigenous peoples are included as one of the categories of EDI, acknowledging that reconciliation is distinct from diversity is critical. Therefore, please refer to the following section on Indigenous Peoples and Communities before proceeding.

Before applying, applicants are also STRONGLY encouraged to complete the series of EDI micro-credentials offered through the Centre for Teaching, Learning and Innovation (CTLI).

## Indigenous Peoples and Communities

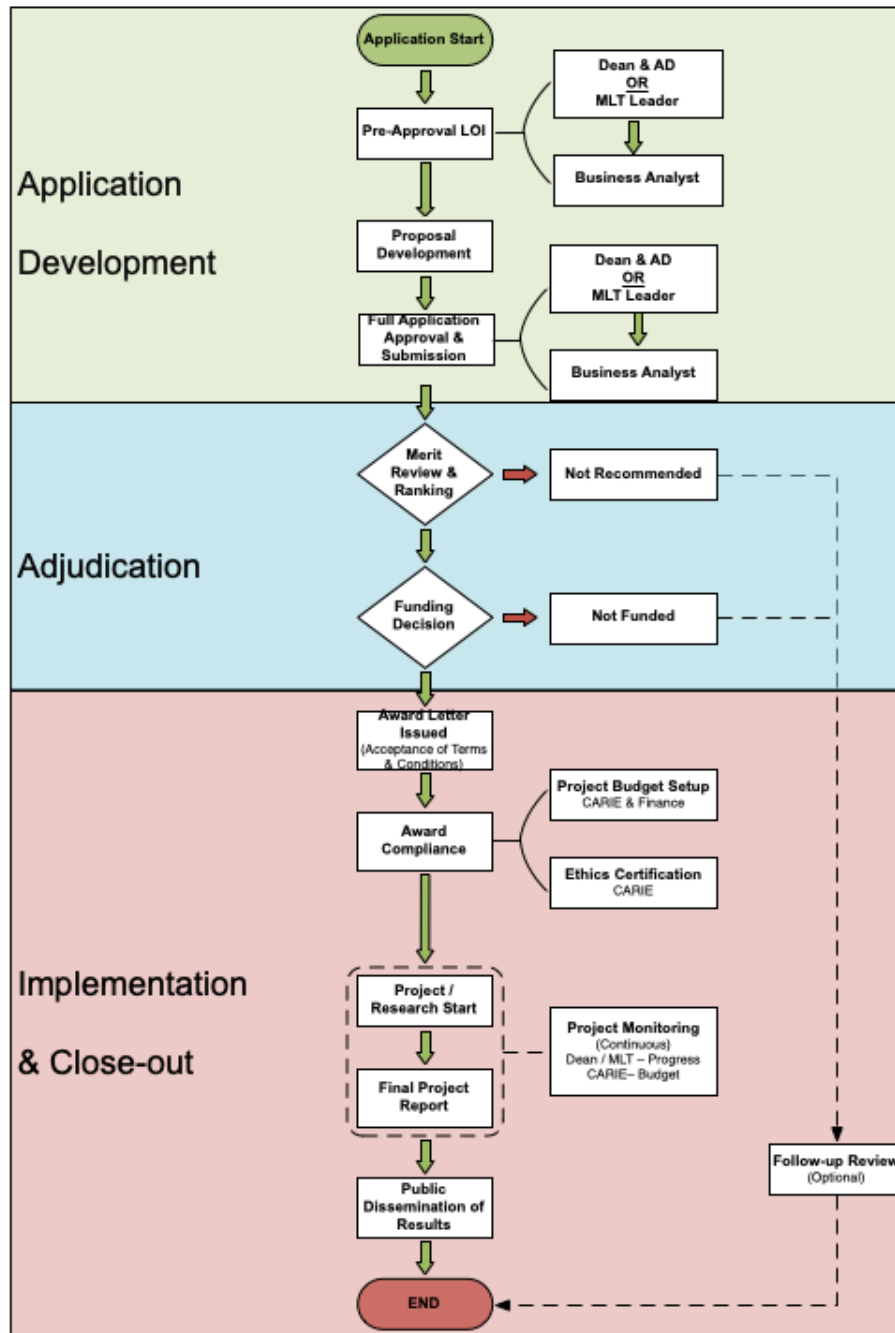
In, [Perspectives on Reconciliation: A Summer Institute CiCan Indigenous Education Best Practices \(Yukon Territory: August 2019\)](#), representatives from 31 universities, colleges, and institutes across Canada concluded that, “reconciliation work must remain distinct from broader equity, diversity and inclusion initiatives, because of the ancestral Indigenous territories on which Canadian post-secondary institutions are located, the context of colonization, the inherent rights of Indigenous people and the responsibilities Canadian institutions hold under the TRC’s Calls to Action. Participants recognized the intersectional nature of equity issues, and supported all work to enhance inclusion, but they called for special consideration and explicit acknowledgement of Indigenous people in the creation of spaces, services, programs, research, policies and programs.”

Applicants who are planning to engage with Indigenous communities, **MUST CONSULT** with the Manager of Indigenous Services and the Manager, Applied Research Operations before proceeding. The Centre for Business, Arts and Sciences (CBAS) also requests that its faculty and staff consult with the CBAS Indigenous Coordinator.

It is strongly recommended that these applicants read the [Niitsitapi Strategy](#) and take the [Fundamentals of OCAP Course](#) from the [First Nations Information Governance Centre \(FNIGC\)](#). It is also recommended that applicants take the [Niitsitapi Proficiency Microcredential](#) through the Centre for Teaching, Learning and Innovation (CTLI).

## Application Workflow

The following chart outlines the steps to follow when submitting a SSHRC application.



## Assessment Process

All applications are reviewed by the College's **SSHRC Selection Committee** that functions at arms-length from CARIE using a detailed assessment and adjudication process.

The Committee is comprised of 2 faculty members from the social sciences and 2 faculty members from the humanities. The Committee Chair is the Manager, Applied Research Operations (ex officio) who reports directly to the Vice President of Research & Partnerships. The Committee may call upon experts external to the College to assist with approvals as needed.

Committee members are chosen from faculty volunteers who are nominated by their peers. Committee members may serve two consecutive two-year terms.

The rigour and fairness of the process is monitored by both the Manager, Applied Research Operations and the Vice President of Research & Partnerships. Administrative support to the Committee is provided by CARIE staff.

**Timelines & Assessment:** After applications are received, CARIE reviews each one for completeness before generating individual assessment scorecards. Applications are then sent to Selection Committee members, who use the evaluation criteria described in [Assessment Criteria](#) for adjudication.

CARIE generally requests that the Selection Committee complete their scorecards within 2 weeks, with the formal adjudication meeting occurring 3 weeks after the submission deadline. This allows it to align with the [CARIE](#) adjudication process.

Once decisions are made, applicants are notified within two business days as to the status of their application. Those receiving conditional approval, are given one week to respond to the Panel's requests. This ensures that the entire adjudication process is completed by the last week in March.

**Proposals that are recommended by the Selection Committee, may not be funded.**

Funding decisions are based on the *anticipated* funds available for the upcoming fiscal year and the recommendations and rankings provided by the SSHRC Selection Committee. If budget restrictions are in place, the appropriate decision will be provided to the applicant.



Applicants whose proposals are not recommended or are recommended but not funded, will be provided with feedback and comments from the Committee. An optional follow-up meeting with CARIE will also be available. **The decisions of the Committee are final.**

## Assessment Criteria

The following criteria and weightings will be used by the Review Panel to assess the proposal:

### SSHRC EXPLORE

<i>Criteria</i>	<i>Details</i>
<b>Quality of proposal</b> 20%	<ul style="list-style-type: none"> <li>✓ aligns with the research goals</li> <li>✓ clear rationale, objectives, and deliverables</li> <li>✓ proposed budget is fully justified</li> <li>✓ timelines are included and feasible</li> <li>✓ demonstrates effective research training</li> </ul>
<b>College Alignment</b> 15%	<ul style="list-style-type: none"> <li>✓ consistent with Centre goals and strategies</li> <li>✓ importance of the research to the College</li> <li>✓ EDI is actionable and authentically incorporated where applicable</li> </ul>
<b>Methods &amp; Risk Assessment</b> 25%	<ul style="list-style-type: none"> <li>✓ research question(s) is clear</li> <li>✓ appropriate theoretical &amp; methodological approaches are used to investigate the problem</li> <li>✓ methods chosen demonstrate how stated objectives will be met</li> <li>✓ work plan and timetable clearly articulated</li> <li>✓ project can be completed on time and on budget</li> <li>✓ research activities do not pose harm to students/researchers</li> <li>✓ safety precautions clearly articulated</li> <li>✓ data management is clearly articulated</li> </ul>
<b>Student involvement</b> 20%	<ul style="list-style-type: none"> <li>✓ students actively involved as project team members</li> <li>✓ student activities are directly related to their discipline</li> </ul>
<b>Innovation</b> 10%	<ul style="list-style-type: none"> <li>✓ the results contribute to the knowledge base of the discipline</li> <li>✓ builds research capacity and serves as a catalyst for greater impact in the field</li> </ul>
<b>Potential for future research</b> 10%	<ul style="list-style-type: none"> <li>✓ potential to apply for external funding</li> <li>✓ potential to create new opportunities for further research building on data generated</li> <li>✓ potential for expansion of proposed theory (framework or model), targeting new audience capitalizing on proposed research</li> </ul>
<b>TOTAL</b> 100%	

**SSHRC EXCHANGE**

<i>Criteria</i>	<i>Details</i>
<b>Quality of proposal 20%</b>	<ul style="list-style-type: none"> <li>✓ clearly outlined objectives and deliverables</li> <li>✓ importance of the research to the College</li> <li>✓ proposed budget is fully justified</li> </ul>
<b>College Alignment 10%</b>	<ul style="list-style-type: none"> <li>✓ consistent with Centre goals and strategies</li> <li>✓ importance of the research to the College</li> <li>✓ EDI is actionable and authentically incorporated where applicable</li> </ul>
<b>Advancement of knowledge transfer 60%</b>	<ul style="list-style-type: none"> <li>✓ the results will contribute to the knowledge base of the field</li> <li>✓ proposes to build research capacity for greater impact in the field</li> </ul>
<b>Alignment with SSHRC's mandate 10%</b>	<ul style="list-style-type: none"> <li>✓ activity will significantly advance faculty member's career</li> <li>✓ the venue encourages exchange of ideas and research results at a national and/or international level.</li> </ul>
<b>TOTAL 100%</b>	

## Expense Eligibility

For guidance in creating the budget and budget justification, please refer to How to Write a SSHRC Budget and Budget Justification.



**Please note that the eligible and ineligible expenses for SSHRC Explore and Exchange grants differ from CARIF.** All expenditures are based on the [Tri-Agency Financial Administration Guide](#) and Lethbridge College policies and procedures.

Specifically, the Tri-Agency has outlined 4 basic principles that govern the appropriate use of grant funds. SSHRC Explore and SSHRC Exchange grant expenditures must:

- contribute to the [direct costs](#) of the research/activities for which the funds were awarded, with benefits directly attributable to the grant
- not be provided by the administering institution to their [research personnel](#)
- be [effective and economical](#)
- not result in [personal gain](#) for members of the research team

**\*\* Please note that SSHRC does not allow SIG funding to be used for faculty course release \*\***

### Salaries for students

It is strongly encouraged that where possible, projects involve students in the research process.

Detailed tasks and activities, period of employment, hourly rate (with benefits) must be provided in the budget justification section for students and/or professional support (e.g. technologists).

Student labor rates generally fall into two categories:

- Diploma students - \$19 / hour
- Degree students and recent grads - \$22 / hour

If you plan to request a different rate, please explain why in the budget justification.

Moreover, if you have a role for a student research assistant, there may be a possibility to offer [Work Integrated Learning \(WIL\)](#). Consult with your Associate Dean to determine available options to give credit for and to document the WIL experience.

## Materials and supplies

A list, including costs, of materials and supplies needed to complete the project must be provided in the application. SSHRC does not allow costs involved in the preparation of teaching materials to be expensed.

## Equipment

The applicant must first show that no existing equipment can be used to meet the needs of the project. If not, then quotes, including costs associated with shipping, installation, renovations, and training must be provided. All equipment including computers, XR accessories, tablets, phones, specialized instrumentation and sensors, and any other equipment required to conduct research, must be entered into CARIE's asset management system as soon as it arrives on campus. All equipment must be returned to CARIE at the completion of the project.

## Travel

Travel activities must be directly aligned with the objectives of the project. Complete details on the purpose of trip, destination, duration, mode, and cost of travel must be provided and clearly justified. ***If conference travel is requested, it must be for the purposes of presenting rather than simply attending.*** The applicant must also provide the name and link to the conference website and the conference must be held within the period of the project.

All travel must comply with the [Travel, Meal and Hospitality Expenses and Public Disclosure Policy](#), including pre-approval for all travel over 200 km return.

## Publication costs

The costs associated with publishing research results in peer-reviewed and/or industry publications are allowed. Applicants who plan to publish, must comply with the [Tri-Agency Open Access Policy On Publications](#).

## Honoraria and incentives

Incentives for research participation, such as Tim Horton's gift cards for survey participation, are permitted. Small honoraria for Indigenous elders or for external special contributors to the project are allowed, provided a pre-consultation with Indigenous Services takes place beforehand. Detailed documentation must also accompany the request and it must align

with the requirements outlined in the [Tri-Agency Financial Administration Guide](#). All use of incentives must first be approved by the [Research Ethics Board](#).

## Expense Considerations

### Purchasing



All purchases must adhere to Lethbridge College's [Procurement Policy](#) and all workflows must be initiated by the CARIE Administrative Assistant.

## Award Conditions

### Duration

Awardees are expected to complete the research project within one year (by June 30th).

Requests for an extension must be done in consultation with the Manager, Applied Research Operations and the researcher's Associate Dean and Dean. A written justification must be provided including an updated work plan.

### Project Monitoring and Accountability

Awardees must sign either a SSHRC Exchange and SSHRC Explore Award Agreement and a [Researcher Attestation](#) (if they have not previously). Following acceptance of the award, a project budget unit code will be assigned by Financial Services within two months. This code is used to incur and track project expenses.

CARIE is responsible for monitoring the budget and advising the researcher and the Centre Associate Dean and Dean or Management Team Leader. **The project's progress will be monitored by the researcher's Associate Dean and Dean. The Dean is responsible for taking any corrective actions, which may include advising CARIE to terminate the project.**

## Budget revisions and spending

Budget revisions must be done in consultation with the Manager, Applied Research Operations, and the CARIE FA. All revisions and updates must meet the criteria of eligible expenses and must not exceed the project account balance. If acceptable, CARIE will send the researcher a unique link to the online Budget Revision Form.



***All project spending must be completed by May 31<sup>st</sup>!*** For example, if a piece of equipment is needed to complete the project, the requisition must be submitted to CARIE for approval and processing prior to May 31<sup>st</sup> to ensure that it will arrive on campus before the end of the project on June 30<sup>th</sup>. If the equipment is not guaranteed to arrive on campus before June 30<sup>th</sup>, the order will be cancelled. If the researcher is attending a conference to present, the conference must take place before June 30<sup>th</sup>.



***Please submit all hiring workflows to the CARIE Administrative Assistant PRIOR to having any student or research assistant begin work on the project.*** For example, if students are going to be hired for data collection, do not have them begin work before an employment workflow has been completed through CARIE.

*Note that timesheet entry and approval is done through LC's Self-Service app. It is crucial that timesheets are kept up to date and that time entered for the month of December is approved before December 31<sup>st</sup>; otherwise, it will not be reported on the student / research assistant's T4 slip.*

## Reporting

A SSHRC Exchange and / or a SSHRC Explore Final Report must be submitted to both CARIE and the researcher's Centre Associate Dean and Dean within one month after the award end date (by July 31<sup>st</sup>). A unique link to the form will be sent to the researcher approximately one month before the project ends. A Final Report must be completed even if the project does not finish.

## Publicity

The researcher must acknowledge SSHRC Explore or SSHRC Exchange funding in all internal and external publications and presentations. The public project descriptions in both the application and the final report, will be used to promote the project to both internal and external audiences.

## Working with External Partners

If the project involves working with an external partner(s), the applicant must work with CARIE to create a formal agreement. This should be done soon after the Award Agreement is signed, particularly if REB approval will be required and/or if the partner will be providing any funding or in-kind contributions. Please note: *Lethbridge College cannot invoice or receive any funds without an executed agreement in place.*

## Working with Volunteers

If volunteers will be involved in the project, Occupational Health and Safety (OH&S) must be notified and a [Volunteer Agreement Form](#) must be completed. The applicant must track the number of volunteers participating along with the number of volunteer hours.

## Documents and forms

### CARIF

[CARIF Guidelines](#)  
[CARIF Letter of Intent \(LOI\) Webform](#)  
[CARIF Letter of Intent \(LOI\) Form \(Reference Only\)](#)  
[CARIF Application Form \(Reference Only\)](#)  
[CARIF Award Agreement \(Reference Only\)](#)  
[CARIF Final Report Form \(Reference Only\)](#)  
[CARIF Final Poster Template](#)  
[CARIF Budget Revision Form \(Reference Only\)](#)  
[CARIF Project Extension Request Form \(Reference Only\)](#)

### SSHRC

[SSHRC Explore and SSHRC Exchange Letter of Intent \(LOI\) Webform](#)  
[SSHRC Explore and SSHRC Exchange Letter of Intent \(LOI\) Form \(Reference Only\)](#)  
[SSHRC Explore Application Form \(Reference Only\)](#)  
[SSHRC Exchange Application Form \(Reference Only\)](#)  
[SSHRC Exchange and SSHRC Explore Award Agreement \(Reference Only\)](#)  
[SSHRC Exchange and SSHRC Explore Final Report Form \(Reference Only\)](#)  
[SSHRC Exchange and SSHRC Explore Final Poster Template](#)  
[SSHRC Exchange and SSHRC Explore Budget Revision Form \(Reference Only\)](#)  
[SSHRC Exchange and SSHRC Explore Extension Request \(Reference Only\)](#)

### Student / casual employment for projects

[Casual New Hire / Rehire Information Checklist](#)  
[Contractor Employee Status Assessment](#)  
[Copyright Policy Student Release Form](#)  
[Work Integrated Learning \(WIL\)](#)

### Relevant Policies and Procedures

[Applied Research and Scholarship Policy](#)  
[Copyright Policy](#)  
[Health and Safety Policy](#)  
[Intellectual Property Policy](#)  
[Procurement Policy](#)  
[Travel, Meal and Hospitality Expenses and Public Disclosure Policy](#)

## Relevant forms, documents, and websites

### Lethbridge College

[2021 – 2025 Applied Research Strategic Plan](#)  
[Animal Care Committee](#)  
[Centre for Applied Research, Innovation and Entrepreneurship \(CARIE\)](#)  
[Declaration and Disclosure Form](#)  
[Domestic \(+150 km\) Travel Form](#)  
[Driver's Declaration Form](#)  
[EDI Glossary of Terms](#)  
[Flying a Drone SOP – Flight Checklist & Log](#)  
[Flying a Drone SOP – Pilot or Crew Member Declaration](#)  
[Hazard Assessment Overview](#)  
[International Travel Form – Individual](#)  
[International Travel Form – Group](#)  
[Niitsitapi Strategy](#)  
[Object Codes for Budgets](#)  
[Researcher Attestation](#)  
[Research Ethics](#)  
[Volunteer Agreement Form](#)

### External

[Best Practices for Equity, Diversity and Inclusion in Research](#)  
[Canadian Council on Animal Care \(CCAC\)](#)  
[Fundamentals of OCAP Course](#)  
[Gender-Based Analysis plus \(GBA+\)](#)  
[GBA+ Training](#)  
[Guidelines For Ethical Research Training](#)  
[How To Integrate Sex and Gender Into Research](#)  
[Natural Sciences and Engineering Research Council of Canada \(NSERC\)](#)  
[Perspectives on Reconciliation: A Summer Institute CiCan Indigenous Education Best Practices \(Yukon Territory: August 2019\)](#)  
[Social Sciences and Humanities Research Council \(SSHRC\)](#)  
[TCPS2 CORE-2022](#)  
[Unconscious Bias Training for Peer Reviewers](#)

## Contact information

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For **Biosecurity** consultation, please contact:

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[Lowell Yellowhorn](#), Indigenous Cultural and Curriculum Advisor, Indigenous Services (Tel: 403-320-5540)

For Centre for Business, Arts and Sciences (CBAS) faculty and staff, please also contact:

[Marcia Black Water](#), CBAS Indigenous Coordinator (Tel: 403-320-3202 ext. 5731)

For **Equity, Diversity, and Inclusion** consultation, please contact:

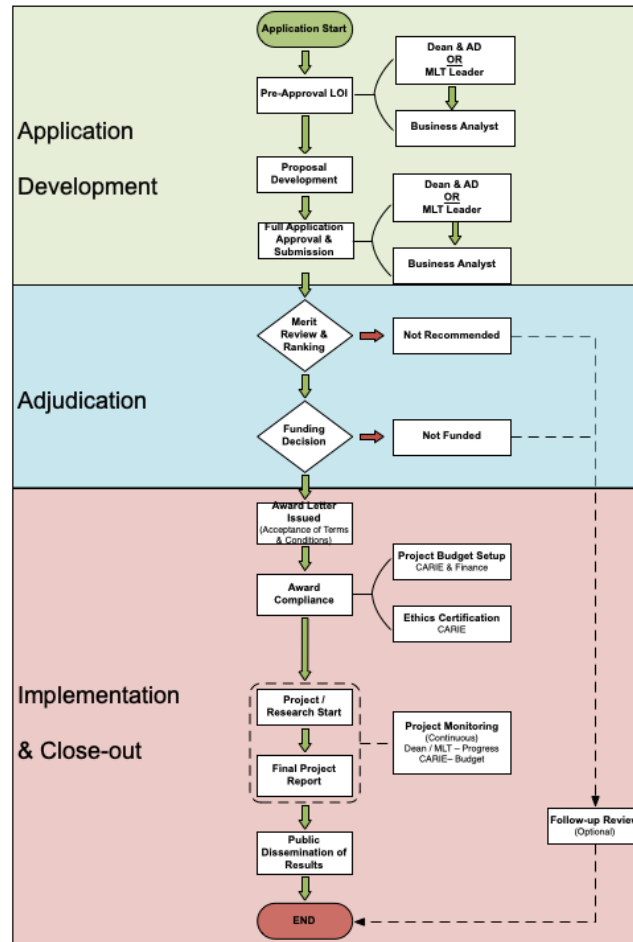
[Kendal Schroeder](#), EDI Strategist (Tel: 403-320-3202 ext. 5830)

For **information on SoTL and the STAR Grant**, please contact:

[The Centre for Teaching, Learning and Innovation \(CTLI\)](#)

## Appendix A: SSHRC research and ethics proposal development workflow

The following chart outlines the steps an applicant should undertake in conjunction with the SSHRC application workflow:



### Ethics Proposal Development Workflow

Securing approval to undertake a research project and developing the research proposal itself is a multi-step process.

The eleven steps below, organized into two phases, provides a high level overview of key activities and draws attention to the scope of work required to complete a CARIF Fund application.

#### Phase 1:

1. Identify the problem, issue, or topic you want to research.
2. Find background information by undertaking a preliminary review of the literature pertaining to your topic.
3. Translate the problem/issue/opportunity into a hypothesis and/or research question(s).
4. Develop a research design that will enable you to gather data to address your hypothesis and/or questions.
5. Write your research proposal in accordance with CARIF guidelines.
6. Complete the ethics application
7. Submit your research proposal and associated documentation to CARI.

#### Phase 2:

8. Carry out the research: collect and collate the data
9. Analyze data and interpret the findings.
10. Identify implications of your research.
11. Complete report and disseminate findings.



***BE READY.***



## Appendix B: How to write a SSHRC budget and budget justification

Your budget tells the Review Panel how you plan to spend your grant funds and a well-planned budget is a fundamental part of a quality proposal.

### Step 1: List all research activities

Make a list of everything you plan to do and who is going to do it. What items do you need? How much do they cost? Are they essential to answering the research question? **Use your methodology as a guide.**

For example, if you are going to conduct three focus groups with 6 people in each group – and who will each receive an incentive - write this on your list.

Here are some other points to consider:

- ✓ Do you need a specialized tool to capture data?
- ✓ Do you need to travel once/week for a month to collect data with a collaborator?
- ✓ Are you going to present your findings at a conference?
- ✓ Do you need to employ students? What level of experience will be required for the work required?

Your list of budget items might then start to look like this:

- I will conduct three focus groups with 6 people in each group. I will then need 18 - \$10 Tim Hortons gift cards as an incentive.
- I will employ one Diploma student for data collection. The student will work variable hours/week.
- I will need to buy specialized software to analyze data and compile reports.

## Step 2: Check the rules for expense eligibility

Once you have listed all your activities, check and double check with the [Tri-Council Financial Administration Guide](#) as to what expenses are eligible and check internally as to what already exists on campus for equipment and expertise. Please note that SSHRC does not allow SIG funding to be used for course release. Moreover, if one of your planned activities is not an eligible expense, you will have to find alternate funding for it. For example, SSHRC does not allow costs involved in the preparation of teaching materials to be expensed.

Plan your budget to have your allocated purchases such as equipment and supplies spent before May 31<sup>st</sup> in the eleventh month of your project. Be sure to include associated shipping, renovation, installation, and training costs. This will often require a quote from the vendor. Ensure that all equipment and supplies are on campus before the June 30<sup>th</sup> end date for your project. Likewise, if you are planning to present at a conference, the conference itself must occur prior to June 30<sup>th</sup>.

## Step 3: Format the budget according to the guidelines

SSHRC Explore and SSHRC Exchange grants are limited to a maximum of \$6,000 each, so if the cost of your activities exceeds this amount, you will have to find cheaper alternatives, eliminate some items, and/or scale back the scope of your project.

Use a spreadsheet to plan the costs of all your activities. A sample budget might look like this:

<b>BUDGET ITEMS</b>	<b>Number of items</b>	<b>Cost per item</b>	<b>Total cost</b>	<b>Notes</b>
Incentives for focus group participants	18	\$10/gift card	\$189 (GST included)	Tim Horton's coffee cards
Diploma student salary	4 hrs/week for 5 weeks	\$19/hr	\$380	Data collection
Analysis software	1	\$140	\$147 (GST included)	
<b>TOTAL</b>			<b>\$5966</b>	

#### Step 4: Write the budget justification

Now that you have identified all costs related to the project, you will need to write a DETAILED justification for each item, indicating why the costs are reasonable, rationale and necessary.

Here is sample justification for the above budget:

*“Data Analysis Software - is required to capture qualitative data from the focus groups which is then downloaded onto a secure laptop for analysis. The standard price for the tool is \$180; however, the College’s purchasing department can obtain it through their preferred vendors for \$147, including tax. This is a standard software tool used by my discipline for data analysis and there is not an equivalent available on campus.”*

A good budget justification should follow your project work plan and clearly support all proposed activities.

Provide thorough explanations for your costs so the review committee has no confusion regarding why a particular budget item is necessary.

Do not pad your budget with expensive items because they are ‘nice to have’.

#### Step 5: Transfer the budget and budget justification to the application form

You now need to place your budget and budget justification into the appropriate SSHRC Application Form. Note that object codes identify the type of cost for Finance and must be included. The list of object codes can be found [here](#).

**Congratulations!** You have completed your budget! ([Source](#))