



Social Sciences and Humanities  
Research Council of Canada

Conseil de recherches en  
sciences humaines du Canada

Canada

# SSHRC Exchange and SSHRC Explore

## Letter of Intent (LOI)

**BE READY.**

  
Lethbridge  
College



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

## Instructions

A Letter of Intent (LOI) is now part of the SSHRC Explore and SSHRC Exchange 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.

As you prepare your LOI, please consider the following:

- Applicants should carefully read the [SSHRC Explore and Exchange Guidelines](#) as this LOI must be prepared in accordance.
- The LOI must be approved by the respective: (a) Associate Dean, (b) Centre Dean and (c) Financial Analyst for the Centre.
- Approval of an LOI does not mean the full application will be approved by the SSHRC Selection Committee.
- The completed LOI must be received by CARIE by **4:00 PM on the SECOND Monday in January.**

## Applicant information

<b>Name of Applicant</b>	
<b>School or Unit</b>	

<b>Will the project include a co-applicant?</b> If YES, please complete the following:	<input type="radio"/> YES	<input type="radio"/> NO
<b>Name of Co-Applicant</b>		
<b>School or Unit</b>		

## Project information

<b>Type of SSHRC Grant</b>	<input type="radio"/> Explore	<input type="radio"/> Exchange
<b>Project Title</b>		

**Project Overview:** Provide a brief description of your project including any expected outcomes and deliverables. Briefly state how it aligns with the goals of your Centre and how it contributes to a long-term vision and plan for research.

Are you planning to coordinate this project with a CARIF application?	<input type="radio"/> YES	<input type="radio"/> NO
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Provide a brief description of the project's expected expenses. **Please note that course release is NOT an eligible expense.**

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Total estimated budget request	
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## 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

## 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

### Applicant acknowledgement

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

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