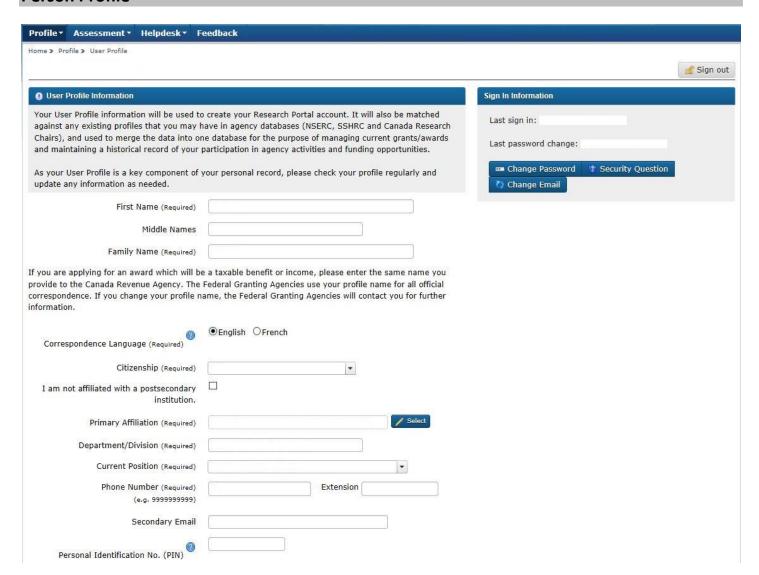


2023 Insight Development Grants Application Instructions

Person Profile



Help bubbles:

<u>Correspondence Language:</u> The language in which you wish to receive your correspondence. <u>Personal Identification No. (PIN):</u> Enter your PIN (NSERC Only). If unknown or not applicable, leave blank.

Self Identification

Why we are asking you to self-identify

Equity, diversity and inclusivity (EDI) strengthen research communities and the quality, social relevance and impact of research. For more information, see <u>Frequently Asked Questions about the Self-identification</u> Questionnaire.

The questions are primarily based on the current standard used by Statistics Canada in the Census, and wording from the <u>Employment Equity Act</u>. If you have comments or suggestions regarding this data collection, please send to the relevant agency at:

NSERC: Maseguity-equitesng@nserc-crsnq.qc.ca

SSHRC: <u>equity-equite@sshrc-crsh.qc.ca</u>

CIHR: Support@cihr-irsc.gc.ca

Note that this self-identification questionnaire was revised in 2021. For more information consult the <u>FAQs</u>.

Applicants and co-applicants, as well as collaborators on SSHRC grants, are required to complete this form. If you are not an applicant, co-applicant or SSHRC collaborator, please select:

This does not apply to me \Box

Privacy Notice

The Research Portal supports the delivery of certain programs of the federal funding agencies. The information you provide in the self-identification section is collected under the respective authority of either the <u>Natural Sciences and Engineering Research Council (NSERC) Act</u>, <u>Social Sciences and Humanities Research Council (SSHRC) Act</u>, or <u>Canadian Institutes of Health Research (CIHR) Act</u>, depending on the program.

The collection, use, disclosure, retention and disposal of your personal information are in accordance with the <u>Access to Information Act</u> and the <u>Privacy Act</u>. Your information will be managed in accordance with Treasury Board Secretariat policies, directives and guidelines on <u>information management</u> and <u>protection of personal information</u>, and with the agencies' retention and disposition schedules.

Self-identification information is collected on a **voluntary basis**. This information will be stored electronically in your Person Profile and access is limited to agency staff on a need to know basis. Your Person Profile self-identification information is **not** part of your application, and is neither accessible to, nor shared with, external reviewers and/or selection committee members in an identifiable form.

Choosing not to self-identify for these purposes will have no consequences for your application. In funding opportunities where an agency may offer special consideration for members of a designated equity group, applicants will be asked to provide their consent separately to use their self-identification information for that purpose.

Your data will be used for the purposes of program operations (including the recruitment of external individuals for merit review processes, where applicable) and planning, performance measurement and monitoring, evaluation and audits, and may be used in aggregate to report to government or to the public. Self-identification information will be reported in a form (e.g., aggregate) to ensure protection of the identity of any individual. Please also see the relevant agency's Personal Information Banks:

NSERC: PSU 941 and PSU 942 described in NSERC's Info Source.

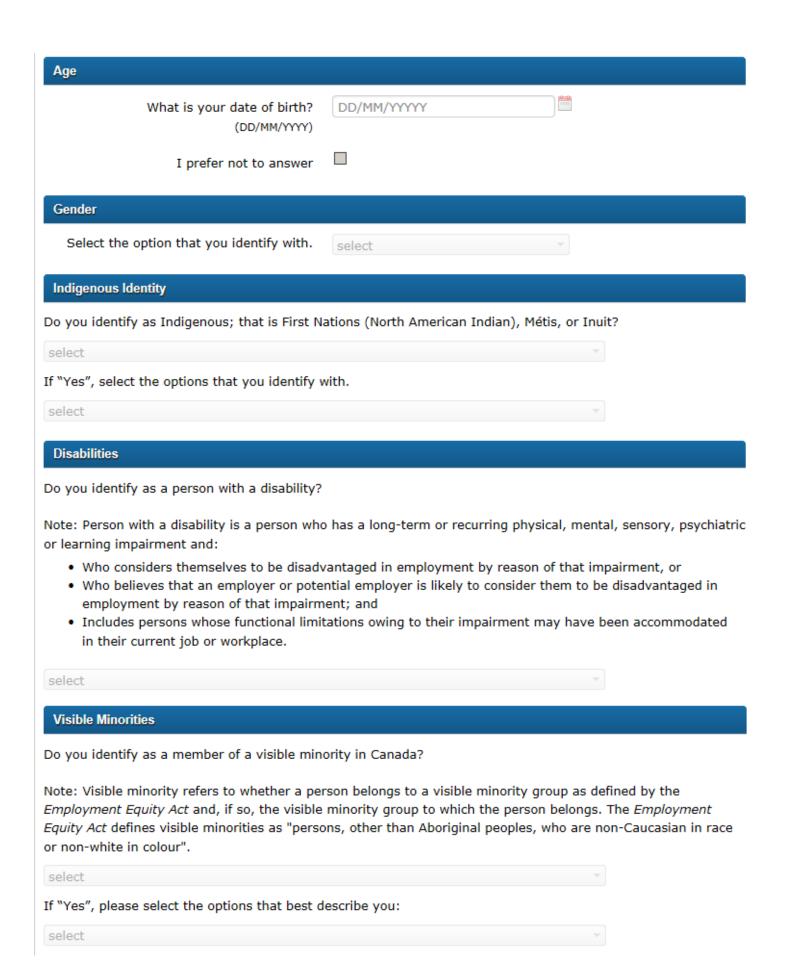
SSHRC: PSU 941, PSU 942, and PPU 055 described in SSHRC's Info Source.

CIHR: PSU 941, PSU 942 as described in CIHR's Info Source.

If you believe your personal information has been mishandled or have concerns about agency privacy practices, you have the right to file a complaint with the Office of the Privacy Commissioner. For more information about your rights under the Privacy Act, about our privacy practices or to access or correct your personal information, please contact the relevant agency's ATIP office:

- NSERC's <u>ATIP Coordinator</u>.
- · SSHRC's ATIP Coordinator.
- · CIHR's ATIP Coordinator.

By voluntarily submitting your self-identification information, you are confirming that you have read and understood this Privacy Notice Statement and agree to provide your personal information in accordance with it.



Hyperlinks:

Open letter to the research community

Employment Equity Act

nseequity-equitesng@nserc-crsng.gc.ca

equity-equite@sshrc-crsh.gc.ca

support@cihr-irsc.gc.ca

NSERC Act

SSHRC Act

CIHR Act

Access to information Act

Privacy Act

Service and digital information management

Protection of personal information related to access to information and privacy

NSERC's Info Source

SSHRC's Info Source

CIHR's Info Source

File a complaint

Office of the Privacy Commissioner

NSERC's ATIP Office

SSHRC's ATIP Office

CIHR's ATIP Office

Eligibility Profile

Profile • Feedback

Home ➤ Eligibility Profile

Eligibility Profile



1. Did you, in 2022, apply for an Insight Grant?

If yes: The objectives described in your current proposal must be substantially different from those in your Insight Grants proposal (see multiple applications regulations).

2. Do you currently hold an Insight Development Grant?

If yes: A current grant holder can submit a new application for the same type of grant only if doing so in the year in which they receive the final instalment of their existing grant (see multiple applications regulations).

3. Are you currently a doctoral student?

If yes

- a. Will you have met all requirements for the PhD before the grant is awarded (i.e., before June 1, 2023), including all course work and successful defence of your dissertation?
- b. Will you have established a formal affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by September 2023)?
- c. Will the affiliation be maintained for the duration of the grant?

If no:

- a. Note: Students enrolled in a program of study are not eligible to apply for an <u>Insight Development Grant</u>.
- 4. Are you currently a postdoctoral fellow?

If yes:

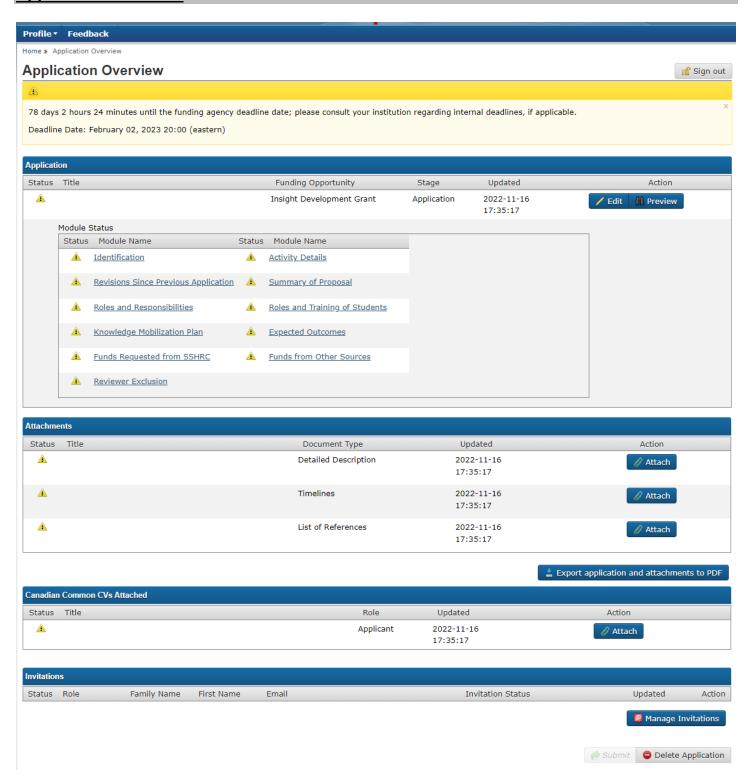
- a. Will you have formally established an affiliation with an eligible Canadian postsecondary institution within three months of the grant start date (i.e., by September 2023)?
- b. Will the affiliation be maintained for the duration of the grant?

I have read the information on eligibility

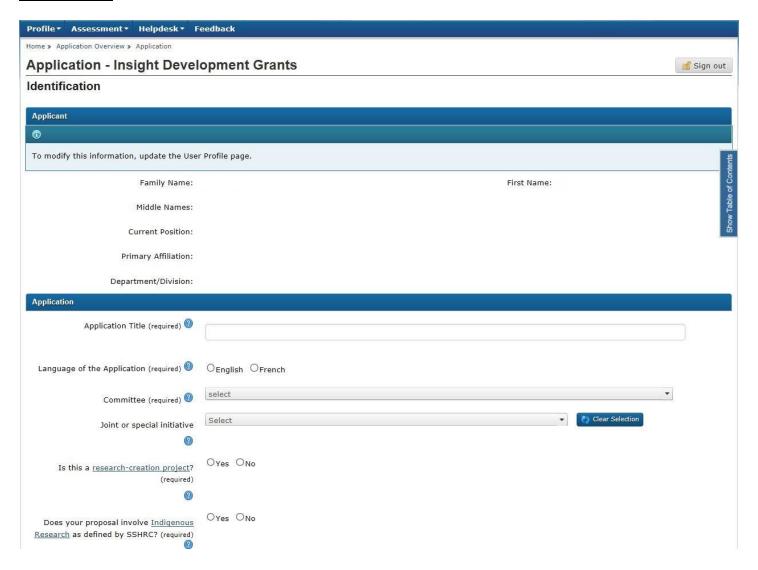
Hyperlinks:

Multiple applications regulations
Eligible Canadian postsecondary institution
Insight Development Grant

Application Overview



Identification



Help bubbles:

<u>Application title</u>: Provide a short and descriptive title for your proposal in non-technical terms. This title might be used for publication purposes. Restrict use of acronyms (e.g., UN, NATO, etc.). Use uppercase for only the first word of the title, proper nouns and acronyms.

<u>Language of the Application</u> (required): Indicate the language in which the application will be submitted. The main body of the application must be written in either English or French, rather than in a mix of both official languages.

<u>Committee</u>: Select the committee representing the research field most appropriate to the subject and discipline of your proposal.

If you select "24 – Tri-Agency Interdisciplinary Peer Review Committee," you must also upload a one-page Request for Tri-Agency Interdisciplinary Review. Please note, the Tri-Agency Interdisciplinary Peer Review Committee (Committee 24) uses a harmonized peer review process, including evaluation criteria, that differs from the usual Insight Development Grants process. More information is available on the committee landing page.

<u>Joint or Special Initiative</u>: If you want your project to be considered for any of the initiatives listed, select the appropriate option. For more information, see the <u>funding search tool</u>.

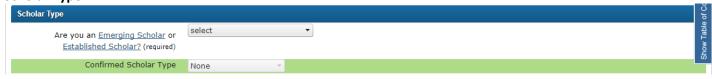
<u>Is this a research-creation project?</u> SSHRC strongly suggests that before you select "Yes," you refer to the definition of <u>research-creation</u> for more information and examples of fields involving research-creation. If you select "Yes," please refer to SSHRC's guidance on <u>preparing an application involving research-creation</u>, as well as the <u>guidelines for research-creation support materials</u> and complete the Research-Creation Support Material module.

<u>Does your proposal involve Indigenous research as defined by SSHRC?</u> Select "Yes" if you wish to signal the merit review committee that your application should be reviewed in the context of SSHRC's definition of Indigenous research and its Guidelines for the Merit Review of Indigenous Research.

Joint or special initiative – Department of National Defence



Scholar Type

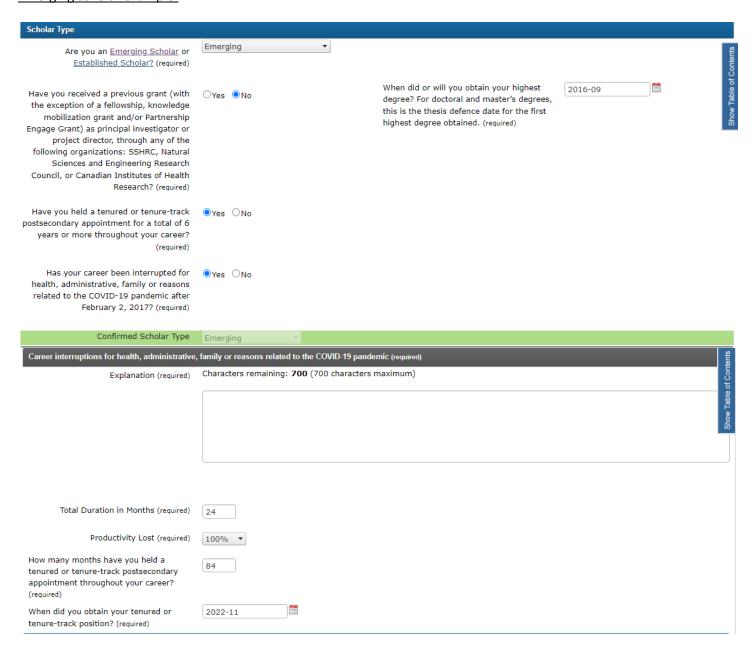


Hyperlinks:

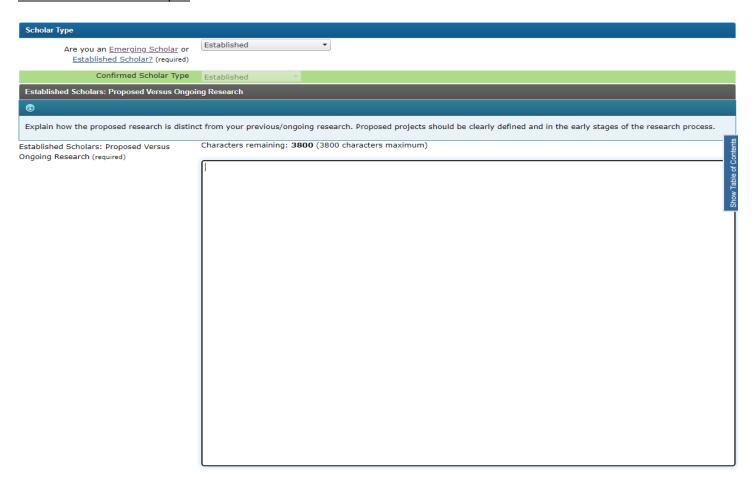
Initiative's objectives Emerging Scholar Established Scholar

Note: The form will confirm if the applicant meets the criteria to be considered an emerging scholar.

Emerging scholar example:



Established scholar example:



Administering Organization



Help bubbles:

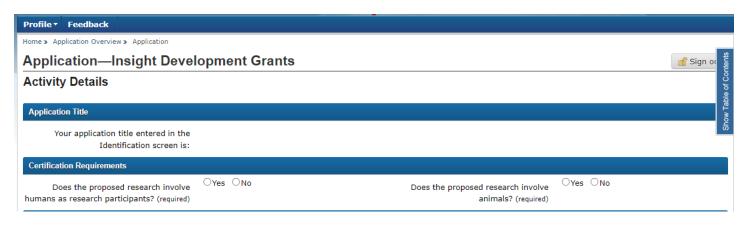
Organization:

<u>Department/Division</u>: Select one option from the drop-down list. Postdoctoral fellows and doctoral students can leave this field blank.

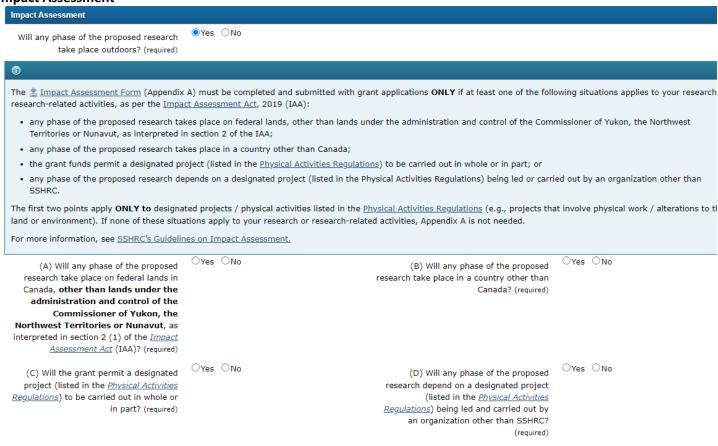
Hyperlinks:

<u>institutional.eligibility@sshrc-crsh.gc.ca</u> <u>Institutional Eligibility—Guidelines and Requirements</u>

Activity Details



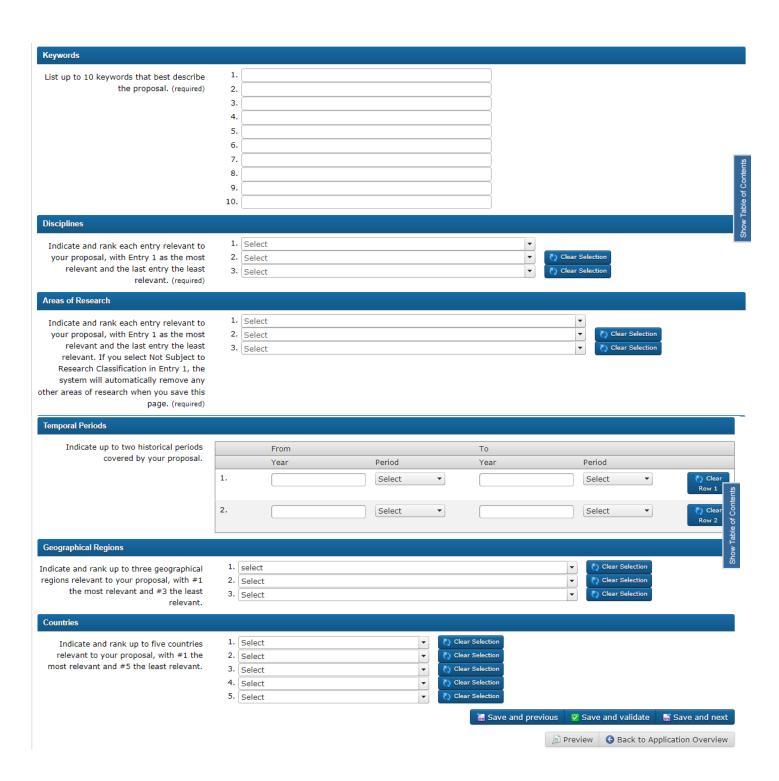
Impact Assessment



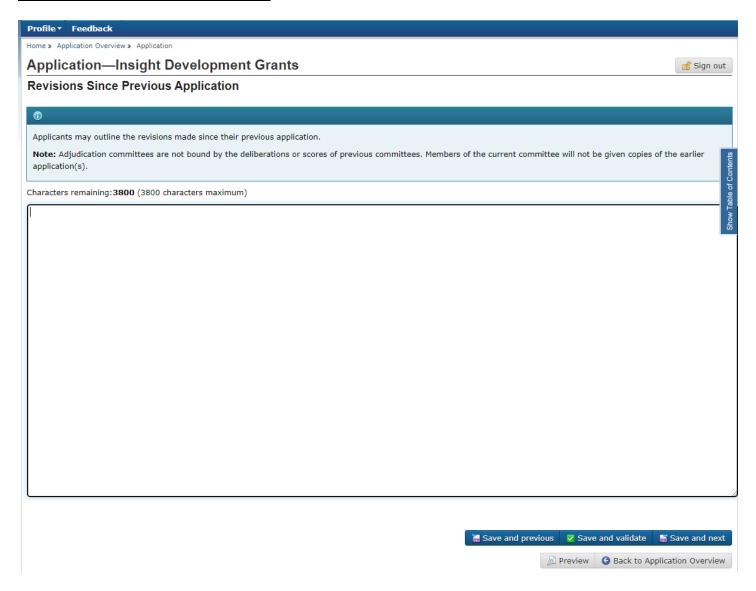
Note: The Impact Assessment Form will appear if you answer "Yes" to any of the four questions.

Hyperlinks:

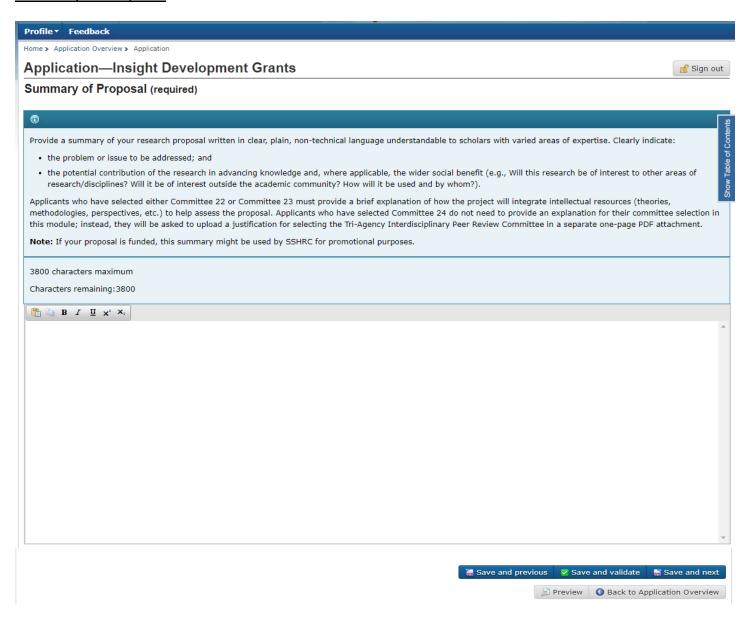
<u>Impact Assessment Act</u> Physical Activities Regulations



Revisions since previous application



Summary of Proposal

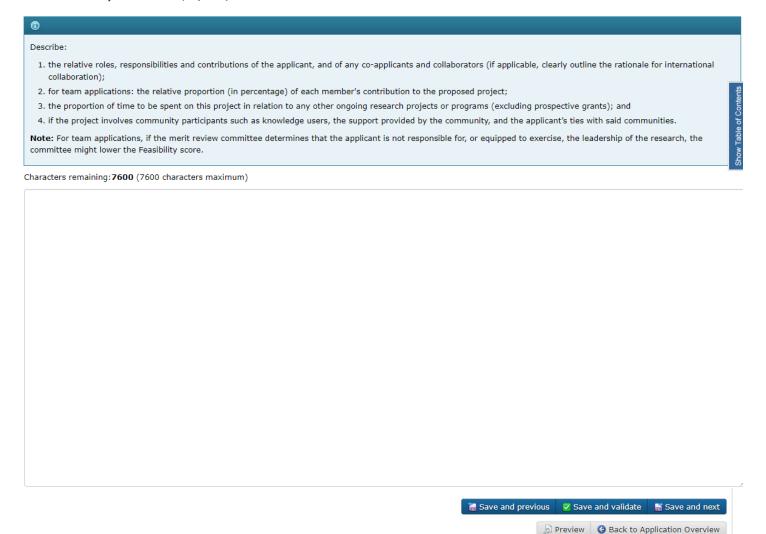


Roles and Responsibilities

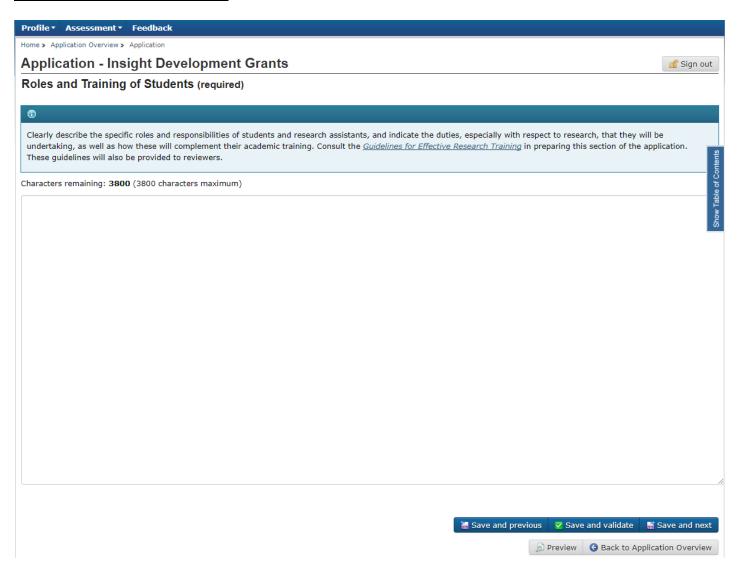
Application—Insight Development Grants



Roles and Responsibilities (required)



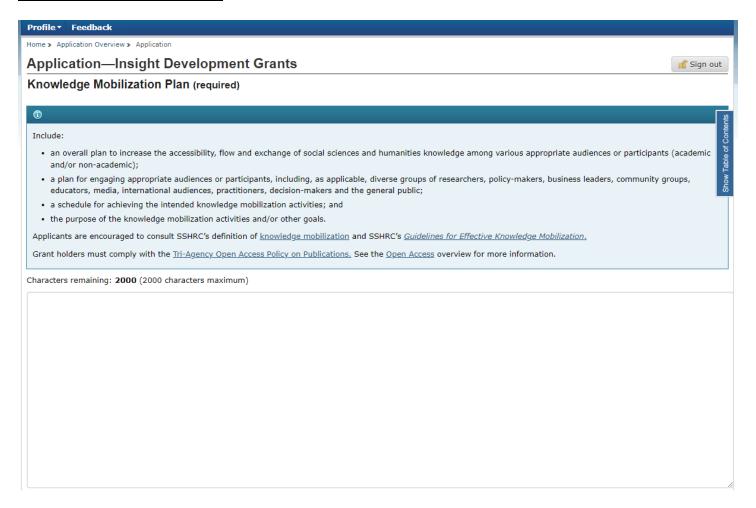
Roles and Training of Students



Hyperlink:

Guidelines for Effective Research Training

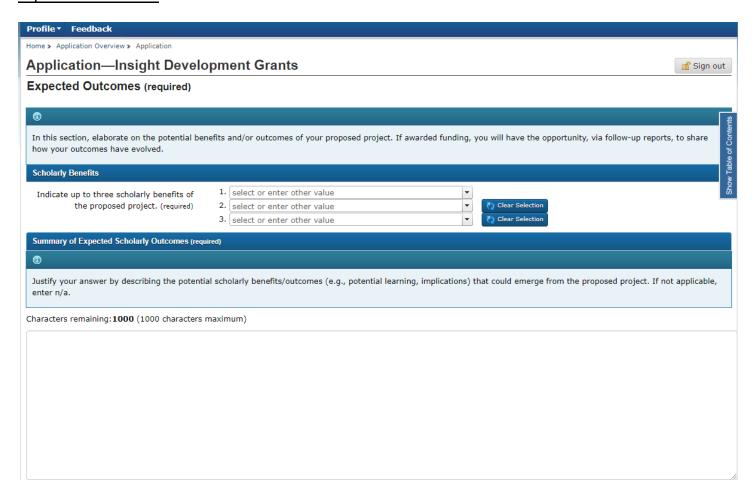
Knowledge Mobilization Plan

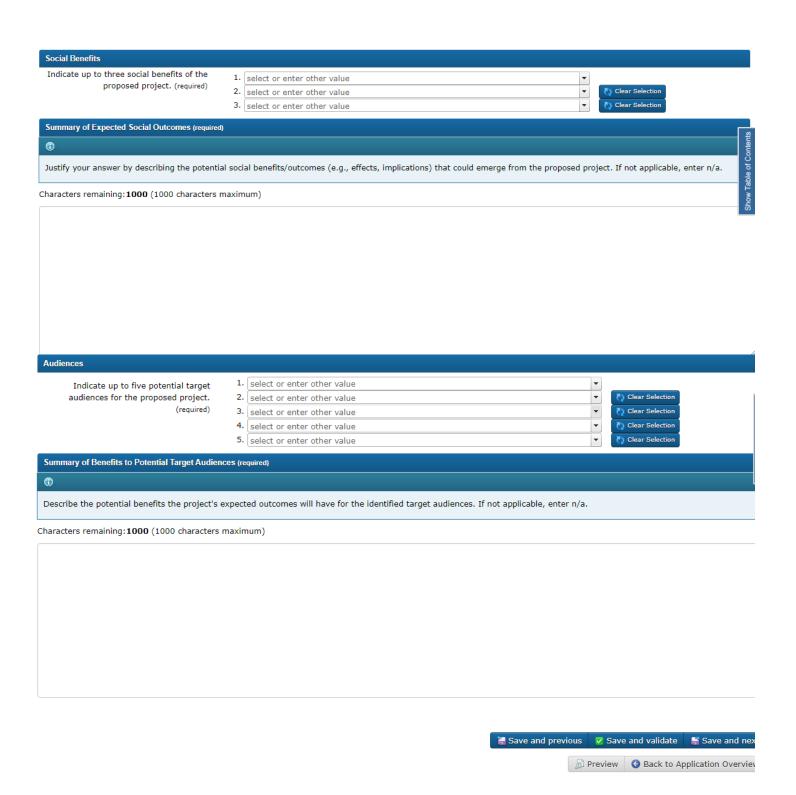


Hyperlinks:

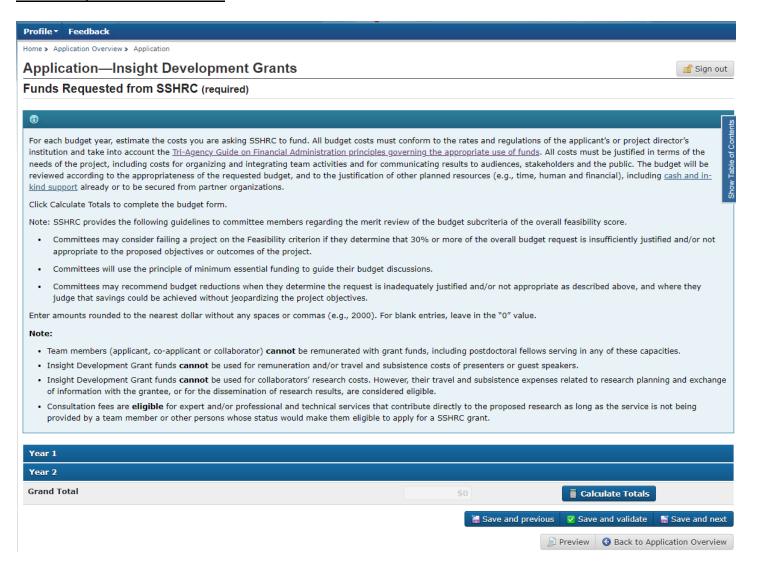
Knowledge Mobilization
Guidelines for effective knowledge mobilization
Tri-Agency Open Access Policy on Publications
Open Access

Expected Outcomes





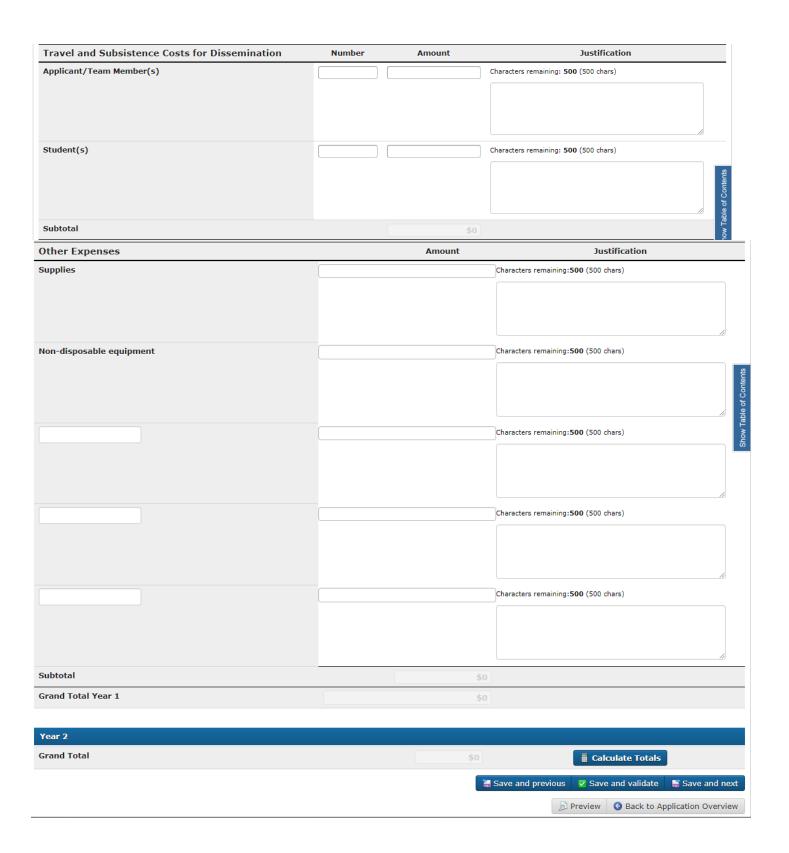
Funds Requested from SSHRC



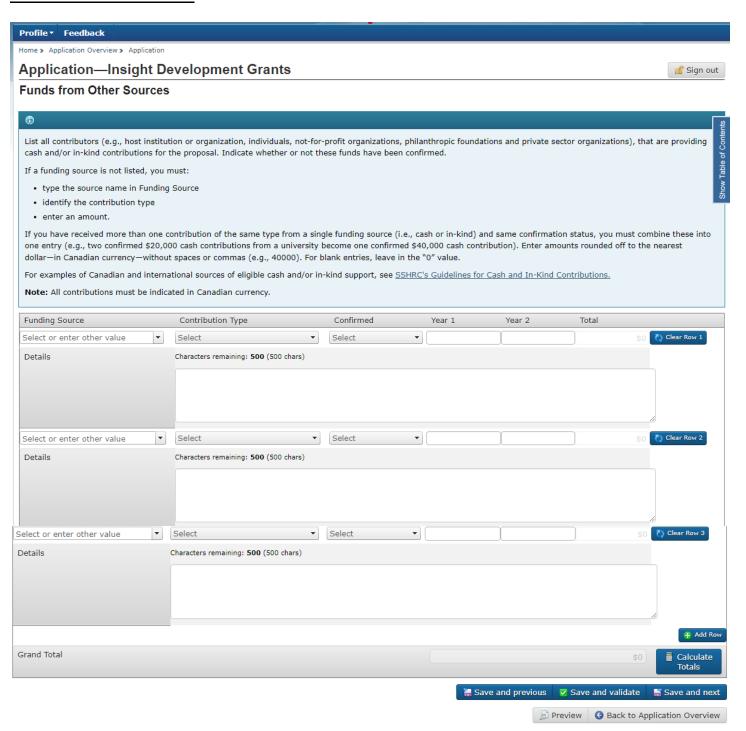
Hyperlink:

Tri-Agency Guide on Financial Administration principles governing the appropriate use of funds

Year 1			
Personnel Costs			
Student Salaries and Benefits / Stipends	Number	Amount	Justification
Undergraduate			Characters remaining: 500 (500 chars)
Masters			Characters remaining: 500 (500 chars)
Doctoral			Characters remaining: 500 (500 chars)
Subtotal		\$0	
Non student salaries	Number	Amount	Justification
Postdoctoral			Characters remaining: 500 (500 chars)
Professional/Technical Services			Characters remaining: 500 (500 chars)
			Characters remaining: 500 (500 chars)
Other			Characters remaining: 500 (500 chars)
Subtotal		\$0	
Travel and Subsistence Costs for Research	Number	Amount	Justification
Applicant/Team Member(s)			Characters remaining: 500 (500 chars)
Student(s)			Characters remaining: 500 (500 chars)
Subtotal		\$0	



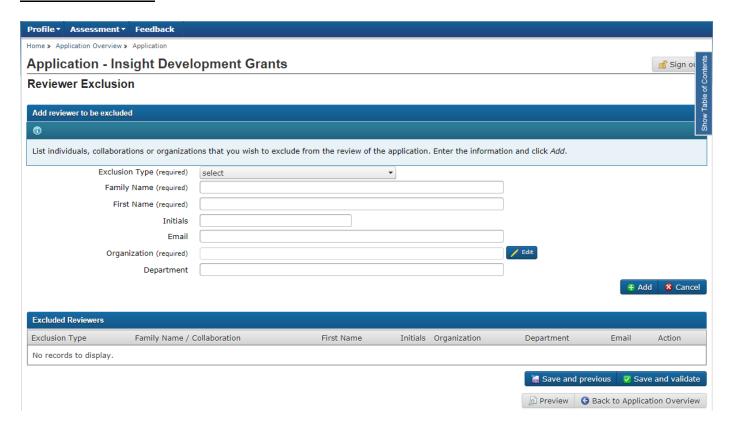
Funds from Other Sources



Hyperlink:

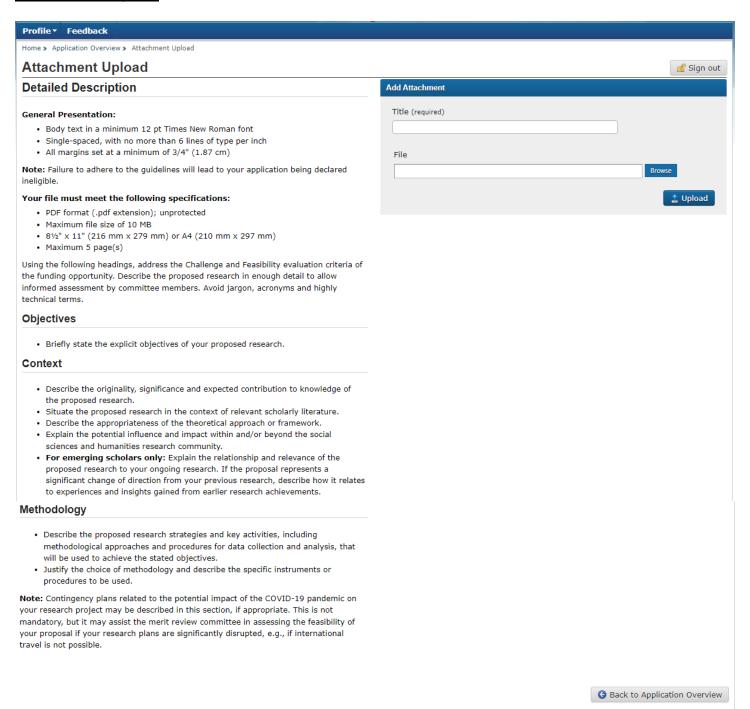
SSHRC's Guidelines for Cash and In-Kind Contributions

Reviewer Exclusion

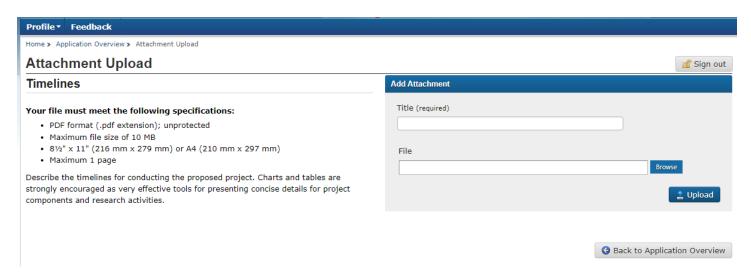


Attachments

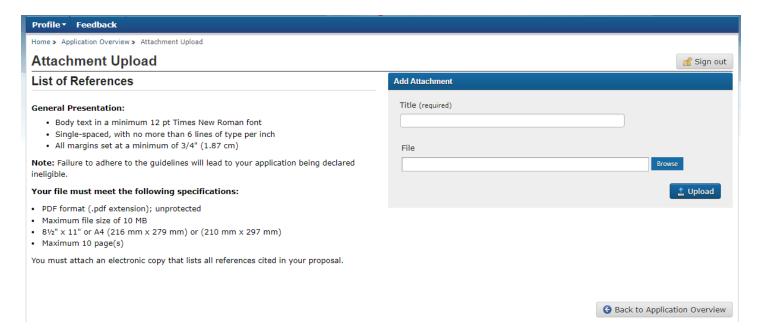
Detailed Description



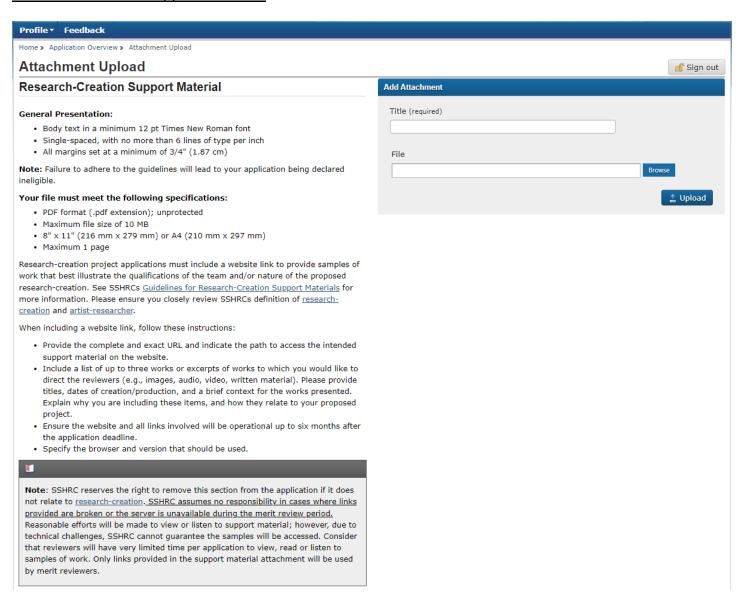
Timelines



List of References



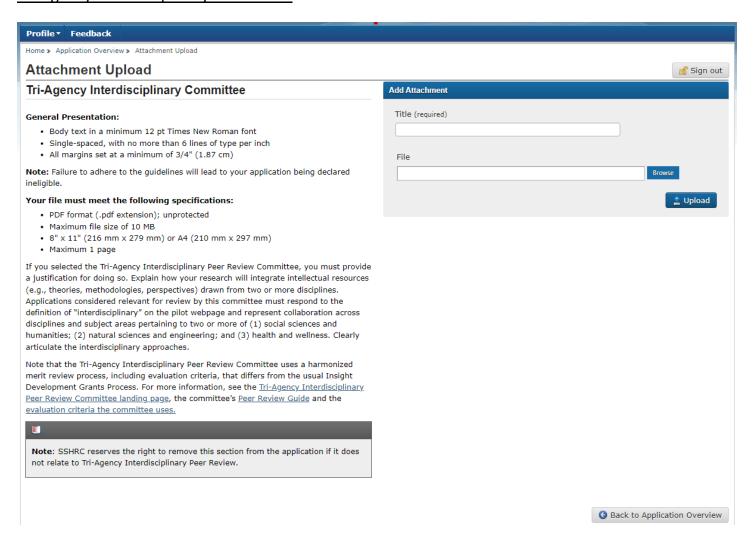
Research-Creation Support Material



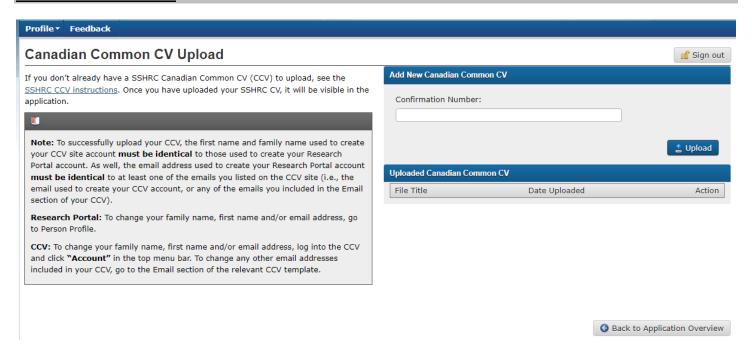
Hyperlinks:

<u>Guidelines for Research-Creation Support Materials</u>
<u>Research-creation</u>
<u>Artist-researcher</u>

Tri-Agency Interdisciplinary Committee



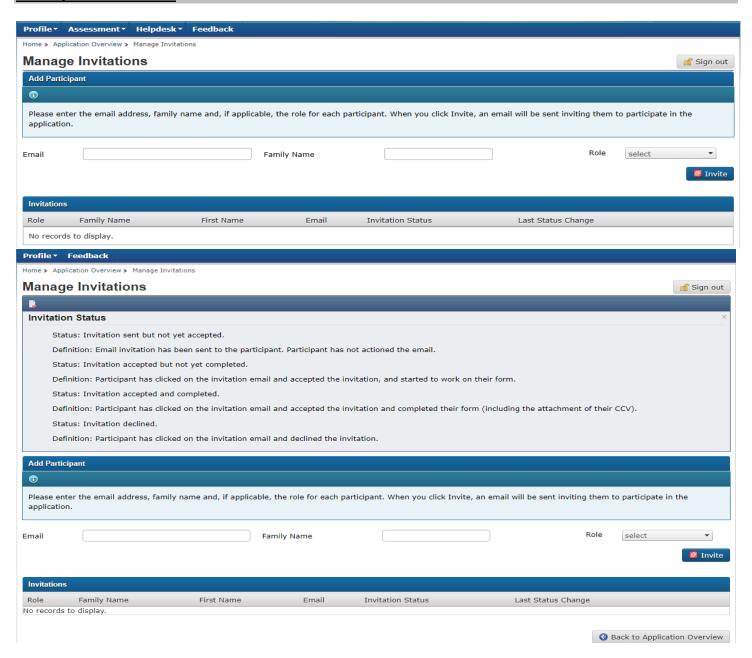
Canadian Common CV



Hyperlink:

Instructions

Participant Invitations



Contact Us

Technical questions SSHRC has reduced the number of employees on site responding to calls. Please expect slower than usual response times for any inquiries made by phone. Communication by email is strongly encouraged.	Tel.: 1-855-275-2861 Email: webgrant@sshrc-crsh.gc.ca
Funding opportunity questions	Email: insightdevelopment@sshrc-crsh.gc.ca