SSHRC Partnership Grants

SSHRC Partnership Grants Program Support Sessions - April 30, 2019

SSHRC PARTNERSHIP GRANTS PROGRAM

Program	Duration	Fund	Cash/In-Kind
Partnership Grant Stage 1	4 – 7 years budget plan	Max $20,000	Not required
Partnership Grant Stage 2	4 – 7 years	Max $2.5 million ($500,000/year)	Min 35% cash &/or in-kind
Partnership Development Grant*	1 – 3 years	$75,000 - $200,000	Encouraged

*Note: Partnership Development Grant will not be discussed for the remainder of the presentation.

CASH AND/ IN-KIND CONTRIBUTIONS

- Applicants are required to demonstrate that they have made progress in securing the 35% minimum eligible cash and/ in-kind contributions

- Applicants are required to indicate how they will secure the remaining resources during the lifespan of the grant.

  - ✓ Resources must be secured from the host institution (e.g., dept/faculty/VPR/internal sponsors/units etc.)

  - ✓ Secured or proposed contributions from other partner institutions or partner organizations (e.g., co-applicant/collaborator or stand alone institutions, government, foundation, not-for profit, industry, etc.)

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CASH AND/ IN-KIND CONTRIBUTIONS

What are eligible cash and/or in-kind contributions?

- SSHRC Guidelines for Cash and/ In-Kind Contributions.

http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/cash_inkind-especes_en_nature-eng.aspx

- Examples of university cash and/in-kind contributions to consider.

Proposed Contributions Plan

- A mandatory 1 page maximum addressing the following:

  a) confirmed contributions of the host institution (should explain any plans the host institution will provide in its support (e.g., infrastructure, cash and/or in-kind support, services, training, etc.);

  b) confirmed or proposed contributions from partner organizations and/or other sources;

  c) plan to continue to seek and to secure contributions during the life of the grant (four to seven years);

  d) how the support will benefit the partnership.

ELIGIBLE AND INELIGIBLE USE OF FUNDS

- Prior to filling out Funds Requested from SSHRC page, see the new Tri-Agency Financial Administration Guide in the use of grant funds.

https://www.ualberta.ca/research/services/receive-manage-funding/manage-funding/renewal-of-the-tri-agency-financial-administration

- University of Alberta has been selected to pilot the new principles-based Guide.

- Use of grant funds are eligible if they meet the four principles.

- Most expenditures that were eligible in the past continue to be eligible under the new Guide.

UNIVERSITY OF ALBERTA RATES & REGULATIONS

- In general, grant funds are to be used in accordance with the policies of the Agencies (SSHRC, NSERC, CIHR), including the harmonized *Tri-Agency Financial Administration Guide* and Agency grants and awards guides.

- In the presence of both Agency and institutional pronouncements, the Agency prevails, recognizing that the grant recipient must also comply with applicable institutional requirements.

- If the Guide is silent on a specific subject, the administering institution's pronouncements will apply.

- In those cases, the University of Alberta's policies and procedures (UAPPOL) can provide budget information to applicants.

UNIVERSITY OF ALBERTA RATES & REGULATIONS

- University of Alberta has standard or recommended rates or can offer budget advice on the following categories:

  - ➢ **Travel Rates (air, accommodation, meals, mileage, ground …), Hospitality, Parking, Conference Fees, Vehicle Rental**

  - o See UAPPOL Travel Expense Procedure and Appendix A: Schedule of Allowable Travel Expenses - Contains allowable rates and reimbursable expenses: e.g. Meals per diem – full day allowances = $60 within North America and $85 Outside NA, mileage $0.50/km, incidental allowance rate max $10/day, etc.

  https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Travel-Processes-and-Expense-Procedure-Appendix-A-Schedule-of-Allowable-Expenses.pdf

  - ➢ **Working Sessions/Committee Meetings**

  https://policiesonline.ualberta.ca/PoliciesProcedures/Procedures/Hospitality-Working-Sessions-Meetings-and-University-Employee-Functions-Procedure.pdf

UNIVERSITY OF ALBERTA RATES & REGULATIONS

➢ **Personnel Rates: UA Graduate Research Assistants / Undergraduate Students / Project Staff / Postdoctoral Fellow and Non-UA personnel**

o See Human Resource Services – Collective Agreements
o See/Ask Postdoctoral Fellow Office – Pay and Benefits Rates and Health Coverage
o Types of personnel hired: Academic Continuing and Temporary Staff, Support Staff, Graduate Students. Undergraduate students, UA Careers provides useful information on rates being paid for technicians, non-student research assistants, project coordinator or manager, etc.

https://cloudfront.ualberta.ca/-/media/hrs/pay-and-tax-information/salary-scales/gsa2017-18.pdf
https://cloudfront.ualberta.ca/-/media/hrs/my-employment/agreements/graduate-student-assistanship-agreement.pdf
https://cloudfront.ualberta.ca/-/media/hrs/pay-and-tax-information/salary-scales/support-2016-17.pdf
https://www.ualberta.ca/research/support/post-doctoral-office/pay-benefits

➢ **Non-UA personnel:** Use rates set by other university institutions or organizations.

➢ **Honorarium / Participant Incentives:** Currently, no set rates (SSHRC for incentives is "modest")

UNIVERSITY OF ALBERTA RATES & REGULATIONS

➢ **Space Rates** (only eligible per SSHRC regulations to request SSHRC to fund or use as cash or in-kind)

o If UA space: ask Faculty's Space and Facilities staff or University Facilities for a sense of an amount – either as space to request from SSHRC or to include as part of 35% cash/in-kind

o If Outside space: ask the relevant institutions or organizations what space normally cost. If not available, use current market rates as a guide.

➢ **Goods and Services Rates: Supplies / equipment / software & licenses / transcription & other services**

o Ask faculty or university IT units or use the internet for pricing computer and other electronic devices
o See Supply Management Services – SupplyNet (vendors/suppliers), Contract for Service, etc. http://www.sms.ualberta.ca/

➢ **Research Data Management Plan / Open Access-related expenses**

o Ask/Consult UA Libraries' librarians who can assist with RDM and OA needs

FUNDS REQUESTED FROM SSHRC

- SSHRC PG Stage 1 amount – up to $20,000 to develop Stage 2 application can be requested. Mandatory to provide details and justification of the individual costs for the $20,000 in the Budget Justification section page.

- Next, provide estimates for full project from 4 to 7 years at max $500,000/year up to a total of $2.5 million – figures provided need only be estimates of the amounts anticipate will be requested at Stage 2.

- Estimate as accurately as possible, the research, research training and/or research-related costs for SSHRC to fund.

- All budget costs must conform to the rates and regulations of the applicant's institution.

- Amounts are rounded to the nearest dollar and justification is not required at Stage 1. Suggest using a spreadsheet to act as record of how you came up with the estimated costs should you be invited to submit a full application.

Social Sciences and Humanities
Research Council of Canada

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sciences humaines du Canada

Family name, Given name

Funds Requested from SSHRC

For each budget year, estimate as accurately as possible the research costs that you are asking SSHRC to fund through a grant. For each Personnel costs category, enter the number of individuals to be hired and specify the total amount required. For each of the other categories, enter the total amount required.

Personnel costs	Year 1		Year 2		Year 3		Year 4	
	No.	Amount	No.	Amount	No.	Amount	No.	Amount
Student salaries and benefits/Stipends								
Undergraduate								
Masters								
Doctorate								
Non-student salaries and benefits/Stipends								
Postdoctoral								
Other								

Travel and subsistence costs	Year 1	Year 2	Year 3	Year 4
Applicant/Team member(s)				
Canadian travel				
Foreign travel				
Students				
Canadian travel				
Foreign travel				
Other expenses				
Professional/Technical services				
Supplies				
Non-disposable equipment				
Computer hardware				
Other				
Other expenses (specify)				
Total	0	0	0	0

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Family name, Given name

Funds Requested from SSHRC (cont'd)

For each budget year, estimate as accurately as possible the research costs that you are asking SSHRC to fund through a grant. For each Personnel costs category, enter the number of individuals to be hired and specify the total amount required. For each of the other categories, enter the total amount required.

	Year 5		Year 6		Year 7	
Personnel costs	No.	Amount	No.	Amount	No.	Amount
Student salaries and benefits/Stipends						
Undergraduate						
Masters						
Doctorate						
Non-student salaries and benefits/Stipends						
Postdoctoral						
Other						

	Year 5	Year 6	Year 7
Travel and subsistence costs			
Applicant/Team member(s)			
Canadian travel			
Foreign travel			
Students			
Canadian travel			
Foreign travel			
Other expenses			
Professional/Technical services			
Supplies			
Non-disposable equipment			
Computer hardware			
Other			
Other expenses (specify)			
Total	0	0	0

Development Funds

An amount of **$20,000** is available to assist in the research team's planning and presentation of the Formal Application.

Amount _____

FUNDS FROM OTHER SOURCES

- This section is different from the Proposed Contributions Plan section.

- This is for listing the host institution and all partner organizations and other contributors that are providing cash and/or in-kind contributions.

- All cash and/or in-kind contributions must be stated as confirmed or not confirmed and indicated in Canadian currency.

- Include the Source Name (e.g, XYZ Foundation), amount and identify the contribution type (cash/in-kind) – e.g., *XYZ Foundation $2000 per year confirmed and cash, XYZ Foundation $3000 per year not confirmed and cash and then XYZ Foundation $2000 per year confirmed and in-kind (separate cash and in-kind and confirmed and not confirmed).*

- Where contributions are from a single funding source with more than one contribution of the same type (cash/in-kind) and same confirmation status (confirmed/not confirmed), the contributions must be combine into one entry – e.g., two $20,000 cash from University of Alberta becomes $40,000 cash.

Funds from Other Sources

You must list all other sources of funding for the proposed activities. Include amounts (both totally confirmed amounts and anticipated benefits related to the application).

Full organization name / Contribution type	Confirmed	Year 1 / Year 5	Year 2 / Year 6	Year 3 / Year 7	Year 4
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
	☐				
Total funds from other sources		0	0	0	0
		0	0	0	

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Application WEB

Canada

QUESTIONS?

Thank You!

Research Services Office

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