UNIVERSITY OF ALBERTA

SSHRC Insight Development Grant - Step by Step process/Checklist

Planning your research project

- Confirm eligibility to apply for and hold research
    - Quick Tip: if you are faculty, you are eligible, if not, check your contract and confirm with your Department Chair /Faculty ADR
- Check Internal Departmental and Faculty deadlines Research Department Chair/Faculty ADR
- Register/Create forthcoming application in SSHRC portal. See Insight Development Grant page for instructions. Prepare your CCV- online CCV
- Craft your proposal: Contact your Research partners for personalised support- get help with resources for proposal development such as past successful grants.
    - Quick tip: Register in workshops and bootcamps, College Peer review
    - Quick tip: Create a budget. To get help with budget, contact your Research Partners who will connect you with CSSH Office of Research and the Grant Assistant; See research services page on creating budget.

Internal administrative approvals

*The application must be received by RAS during core business hours *at least* **5 business days** prior to the SSHRC deadline* Consult your Department and Faculty for their earlier deadlines

- Create a "New Proposal Request" (RES#) on UAlberta's Researcher Homepage - See step by step process - Contact your Research Admin Specialist or Faculty/Department Research Coordinator
- Fill in the requested information - See Request for New Application step by step process
- Invite any UofA co-applicants (Skip this step if you do not have co-applicants)
- When the application is complete in the sponsor portal, attach a complete single pdf of the application (downloaded preview/pdf from sponsor portal)
- Click on Submit (your application will automatically move through your departmental or faculty approval chain. You can see the progress in the Researcher Homepage).
- Wait for RAS to complete the review.
    - RAS reviewer will contact you directly with feedback
    - RAS reviewer will email you to let you know the application has been institutionally approved

Submitting your application to SSHRC

When RAS review is done and application approval is confirmed:

- You must submit the application yourself on the SSHRC portal by clicking the SUBMIT button - explicit submission instructions will be included in your RAS application review report
- RAS will forward your submitted application to SSHRC and you will receive a confirmation email from SSHRC
- Wait for results, keep your fingers tightly crossed :-)
    - Results usually announced end of May/beginning of June

https://www.ualberta.ca/research/services/contact/research-partner-network.html