



General Advice

- Start writing early.
- Write for busy people; Committee members are busy; Add white space; Use headers ; timelines and graphics can include color.
- Committees expect that you will have students on your projects and that there will be good plans for student training in the proposals.
- Separate funding envelopes for Emerging Scholars (50%) - Emerging scholars and the Established scholars are evaluated on separate days, and compared against each other, so that emerging scholars are not competing with established scholars and vice versa.
- Write your application while paying attention to the IDG scoring criteria.

Project Summary and Description

- Avoid jargon.
- Be authentic in your project description. Be passionate but also reference relevant literature.
- Write for an educated lay audience, as all the committee members who read your application will not be in your field.
- The challenge section should demonstrate how your research contributes to knowledge in your field and why it is timely and relevant.
- 3 readers(A, B, C) are assigned to an application; One of them will be closer to your field, so make a cogent argument and demonstrate that you are contributing to your field. A reader will pick up on gaps. Again, write for that educated person who is not very conversant with your field.
- Demonstrate your methodology thoroughly. Ensure that your methods are explained clearly—many applicants fail to do this.

Established scholar

- Established scholars must clearly justify how their project differs from their previous work.

Budget

- Avoid padding the budget—SSHRC operates on the principle of minimum essential funding so justify every expense. Expenses not well justified may be cut.
- Committees may cut the budget to fund more projects. Hence, make sure to justify your budgets. The key is justify, justify, justify.
- Committee may cut open access fees; Explain and justify why, if you include that expense.
- Having a smaller budget is not always better. Insufficient budget can cause your application to fail, so include all necessary expenses, without which your project will not be completed.
- Website - there may be institutional support for website design; Committee may question why they have to fund someone to design the website when there are other alternatives like wordpress, google site. Make sure to justify expenses for website hosting.

Student Budget and Training:

- Ensure students are at the right level for their tasks—committees may question expenses if they feel PhDs are hired when MAs or Undergrads could do the work or vice versa. Include students with clearly defined duties. Include undergraduates and MAs meaningfully. There is no standard % of funds expected to be allocated to students but find a way to include undergraduate, MA and PhD students meaningfully in the project. Make sure to explain their roles and how they fit in the project.
- Make doctoral students co-authors when appropriate.
- Don't include a Postdoc in your application unless you already have the profile and have previous experience supervising MA students. Committee members will query the capacity of a brand new Assistant Professor to be able to supervise a Postdoctoral fellow. Committees will think about whether the appropriate expertise is being funded.

Travel

- Justify why specific conferences and travel are necessary.
- No conference in the first year unless well-justified.
- Use economy travel with seat selection and baggage included—no first class.
- If travel costs are too low, it may raise red flags.
- Explain/Justify the location of your travel whether for research or for dissemination.

Feasibility and Capability:

- Detail your project's feasibility using tables of activities and timelines.
- Capability is judged by your publication record.
- Do not forget the importance of preparing your CCV; the Committee wants to see that your CCV includes non-academic publications, such as op-eds or pieces in *The Conversation*, etc. to strengthen your knowledge mobilization (KMB).

Applying for the first time and Resubmission

- Keep applying. It is normal not to be funded the first time.
- Use the revisions section to your advantage for resubmission.
- You may go for laddering from internal funding - this will serve as a stronger case before you apply for the first time.
- If you don't get funded, you may ask for more feedback from the program officer.
- If your IDG is unsuccessful, you may rework and apply for the Insight Grant (IG) in October.