



1. Planning your research project

- Confirm eligibility to apply for and hold research.
 - **Quick Tip:** If you are faculty, you are **eligible**, If you are not, check your contract and confirm with your Department Chair/Faculty ADR.
- Check Internal Departmental and Faculty deadlines with your Research Department Chair and/or/Faculty ADR
- Register and create a forthcoming application in the SSHRC portal. See the [Partnership Engage Grants](#) for instructions. Prepare your CV- SSHRC [online CV](#)
- Craft your proposal. Contact your [Research Partners](#) for personalised support. Research Partners can provide [resources](#) for [proposal development](#), such as examples of previous successful grants.
 - **Invite your Partner Organization - [See instructions](#)**
 - **Quick tip.** The PEG Research Partner can review your application and provide you with feedback.
 - **Quick tip:** Create a budget. To access budget assistance, contact your Research Partners, who will connect you with the CSSH [Office of Research](#) and the Grant Assistant. See also this [research services page](#) on creating a budget.

2. Internal administrative approvals

IMPORTANT: This process must be completed *at least five 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, following the [step-by-step process](#). If you need help 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 UAlberta co-applicants (skip this step if you do not have co-applicants).
- When the application is complete in the portal, attach a complete single PDF document of the application (download the “Preview/PDF” in the SSHRC portal).
- Click on Submit. Your application will automatically move through your Departmental and Faculty approval chain. You can see the progress in the [Researcher Homepage](#).
- Wait for RAS to complete the review.
 - The RAS reviewer will email you directly with feedback.
 - The RAS reviewer will email you to let you know the application has been institutionally approved.

3. Submitting your application to SSHRC

When the RAS review is done and the application approval is confirmed:

- Submit application **yourself** on the SSHRC portal by clicking the SUBMIT button
- RAS will forward your submitted application to SSHRC
- Wait for results. Keep your fingers tightly crossed :-)
- - Results are usually announced at the end of each funding cycle.