



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.