SSHRC Connection Grant (CG) Process Checklist

Step 1: Confirm eligibility to apply for and hold grants.

- **Quick Tip**: If you are faculty, you are eligible. If you are not, check your contract and confirm with your Department Chair/Faculty Associate Dean of Research (ADR)/Faculty Vice-Dean of Research (VDR).

Step 2: Please notify your Department Chair (if relevant) and your Faculty ADR/VDR of your intention to apply and if you need help with securing matching funding. **The departmental, faculty, and institutional approval process occurs in the Researcher Homepage**. Check internal Departmental and Faculty deadlines with your Department Chair (if relevant) and Faculty ADR/VDR as these will be **before** the RAS/ institutional approval deadline.

- Department Approval Deadline:_____
- Faculty Approval Deadline:_____
- RAS/Institutional Approval Deadline*:_____(*This can be found in the our SSHRC Calendar)

Step 3: Meet with me, the lead research partner for SSHRC CG (ayantika.mukherjee@ualberta.ca)

- I can provide strategic advice as you develop your proposal
- I can provide feedback on proposal drafts prior to you obtaining departmental/faculty/institutional approval
- *If you are part of the College of Social Sciences and Humanities, I can also refer you to the Grant Assistant who can assist you in filling out the online application, assembling budgets, and proofreading your application.

Step 4: Register and create an application and online CV in the SSHRC Portal.

- If relevant, invite co-applicants and collaborators early so that you have sufficient time to ensure that their supporting documents are attached to your application.

Step 5: Obtain matching letters from each sponsoring institution to demonstrate a total of 50% matching funding.

- See SSHRC Guidelines for Cash and In-Kind Contributions, CG rules for the use of funds, In-Kind Contributions Examples, and Possible Options for Matching Cash Contributions
- See SSHRC CG application instructions for what the letters should include. All dollar amounts should be in Canadian currency.
- Typically the U of A letter should be written and signed by someone with signing authority, which is usually the Faculty ADR/VDR.
- For matching letters from other institutions/organizations, you would need to find out who is the person who is assigned or has the authority to confirm and sign for the contributions.

Step 6: Once you have created a complete PDF of the application (CV, online application, proposal, matching letters) in the SSHRC Portal, **don't hit submit yet**. Click "print preview" and download a PDF copy of the entire application.

Step 7: Create a "New Proposal Request" (RES#) on UAlberta's Researcher Homepage, following this step-by-step process ideally before departmental, faculty, the RAS/institutional approval deadline*. Please note that this needs to be at RAS 5 business days before the SSHRC deadline.

- Invite any UAlberta co-applicants
- Attach a complete single PDF document of the application. Click on Submit.
- Your application will automatically move through your Departmental and Faculty approval chain before it goes to RAS for institutional approval. You can monitor the progress at the bottom of the page of this new proposal request. See sample screenshot:

- Wait for RAS to complete the review. The RAS reviewer will email you directly with feedback.
- *If you are creating a proposal request in the Researcher Homepage for the first time, email the Research Administration Specialists at rsoinfo@ualberta.ca with a single pdf copy of the complete application to create an application for you.

Step 8: When the RAS review is done, the RAS reviewer will also email you to let you know the application has been institutionally approved. Once the application approval is confirmed,

- submit the application **yourself** on the SSHRC Portal by clicking the SUBMIT button by **10am of the SSHRC CG Submission Deadline**.
- RAS will then forward your submitted application to SSHRC.

Then you are done and wait for the results:

SSHRC CG Submission Deadline	Notice of Award
November 1	January
February 1	March/April
May 1	June/July
August 1	September/October

*If a deadline falls on a weekend or a public holiday observed in Ontario, where SSHRC's offices are, the deadline will be extended to the next business day.

Research Partner Network