

**BROCK UNIVERSITY
OFFICE OF RESEARCH SERVICES**

**Brock SSHRC Institutional Grant (BSIG)
Program Guidelines**

Revised January 2013

The Social Sciences and Humanities Research Council (SSHRC) provides Brock University with annual block grants under the SSHRC Institutional Grants (SIG) program, which helps the University fund small-scale research activities in the disciplines supported by SSHRC. The purpose of the BSIG program is to assist the University to:

- develop, increase or strengthen research excellence in the social sciences and humanities;
- assist researchers embarking on their research career to become competitive in grant competitions at the national level;
- assist established researchers with modest funding requirements or those wishing to reorient and strengthen their research programs;
- support national and international dissemination and collaboration.

The purpose of the Brock SSHRC Institutional Grant (BSIG) program is to provide seed funding to researchers for small-scale research project or pilot projects. Applicants must demonstrate that the funding of the preliminary or seed research project will lead to an external SSHRC grant application. BSIG also provides funding for small one-time scholarly conferences/workshops hosted at Brock University.

Competition Dates

Two competitions will be held annually. Application deadline dates are **March 20th** and **November 20th**. If the deadline falls on a weekend, the next business day will apply.

Eligibility Criteria

- Only tenure or tenure-track Brock University faculty members are eligible to apply. Limited term appointment (LTA) faculty members, in special circumstances may be eligible. Sessional instructors, professors emeriti, research associates, post doctoral fellows, adjunct professors and students are **not** eligible.
- An individual may hold one BSIG Research Seed Grant as principal applicant, and one conference/workshop grant within a three-year period (**calculated from date awarded**). It is possible to hold both concurrently.

Award Information

- The maximum value of a BSIG research seed grant is \$5000.
- The maximum value of a BSIG Subvention for Small Scholarly Conferences/workshops grant is \$5000.
- Duration of each award is twelve months. The award will commence July 1st following the March 20th competition and January 1st following the November 20th competition. All activities

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must take place after these dates and terminate within one year. Any remaining or unused funds will return to the central BSIG account to be used for future competitions.

- Receipt of funds is subject to animal and/or human ethics approval, if applicable.
- As appropriate, awardees are required to acknowledge financial support received from the Brock SSHRC Institutional Grant.

Eligible Expenditures

As a general rule, expenses for the **BSIG Research Seed Grant** adhere to the budget guidelines as set out by the Tri-Council Agencies. See “Use of Grant Funds” at: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp

Adjudication Committee

An adjudication committee, selected in consultation with the Vice-President Research and the relevant Faculty Deans, will review and assess applications. The committee will include at least one representative from each faculty. The decision of this committee is final.

BSIG APPLICATION COMPONENTS

1. BSIG - Research Seed Grant

Award value: up to \$5000

The BSIG Research Seed Grant is designed to assist faculty members develop a program of research that is innovative and worthy of funding by SSHRC and promotes the research agenda of individual researchers and research teams. Applicants must provide the following details in their Research Seed Grant submission:

- describe how they will use the funds to advance their research project;
- explain how the funding of the preliminary or seed research project will contribute to an external SSHRC grant application.

Please note that the adjudication committee will closely review each budget request and may reduce awards to include only essential research costs. In particular, equipment purchases, preliminary literature reviews, and travel to conferences to disseminate results may not be considered essential/priority items, unless fully explained and justified.

2. BSIG - Subvention for Small Scholarly Conferences/workshops – to be held at Brock

Award value: up to \$5000

Only scholarly conferences and workshops hosted by Brock as a *one-time* opportunity are eligible. BSIG does not support recurrent internal conferences or workshops hosted by Brock. The fund will support the costs of scholarly workshops intended to bring together leading scholars or working groups that will lead to a peer reviewed publication and/or a major research grant application. Conferences are expected to be self-financing. Funding can be used to support travel and accommodation costs associated with special guest speakers and/or to subsidize the attendance of Brock students (excluding meals); travel costs must be listed at excursion rates.

The fund will **not** support the cost of conference peripherals such as conference bags, etc. Release time for the conference organizer is not an eligible cost.