## BROCK UNIVERSITY OFFICE OF RESEARCH SERVICES

# Brock SSHRC Institutional Grant (BSIG) Program Guidelines

**Revised March 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 20**<sup>th</sup> and **November 20**<sup>th</sup>. 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 applicant is required to commit to apply for SSHRC funding within 18 months of receiving a BSIG Research Seed Grant award.

#### **Award Information**

- Duration of each award is twelve months, except for Subvention for Peer Review Journals, which may be held for three [3] years. The award will commence July 1<sup>st</sup> following the March 20<sup>th</sup> competition and January 1<sup>st</sup> following the November 20<sup>th</sup> competition. All activities 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.

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• 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: <a href="http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\_eng.asp">http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions\_eng.asp</a>

Eligible expenses for each component of the **Special Purpose Grants** are clearly defined below.

### **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.

## 1. Special Purpose Grants

## A. Subvention for Scholarly Conferences and Scholarly 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.

#### B. Subvention for Peer Review Journals - created or edited at Brock

**Award value:** up to \$2000 per year **Duration of award:** up to 3 years

This grant provides editorial support for journals edited at Brock. Release time or payment for editor is **not** an eligible expense. However, expenses for student editorial assistants and manuscript handling costs including mailing, photocopying, etc. are allowed.

### Applicants are required:

- to identify the editorial board members and/or editorial advisory panel members;
- provide information on the editorial policy of the journal;
- subscription information, including the number of volumes and issues published, revenues from subscriptions and subsidies, scholarly associations, other institutions, as well as advertising revenues and sales must be included in the description of the proposal;
- provide information on the number of manuscripts received, acceptance rates, etc.;
- provide two copies of the journal for the Adjudication Committee's assessment.

#### C. Subvention for Scholarly Books

Award value: up to \$1500

Awards will not be made to support trade books or textbooks. Manuscripts must be published by reputable scholarly presses. Submission of Aid to Scholarly Publishing Program (ASPP) peer review reports are a prerequisite for a subvention where the publisher is a Canadian scholarly press. In the case of other submissions, applicants must demonstrate that the peer review process is equivalent to the standards of high quality scholarly presses and ASPP.

Applicants are required to submit arms-length external peer reviews of their manuscript as part of the adjudication process. Applicants who are submitting to Canadian scholarly presses are encouraged to apply, or have their press apply to the ASPP for a subvention.

## **D.** Manuscript Preparation

Award value: up to \$1500

Modest grants are available for publication preparation expenses including typing/word processing, map preparation, photo reproduction, and index preparation. Lengthy chapters contributed to scholarly books, art catalogues and collections for which the applicant is the artist or senior editor are included within this category.

To apply for this grant the applicant must include the following as part of the proposal description:

- an outline description of the manuscript including title and chapter headings;
- confirm whether a publisher has been obtained for the manuscript;
- identify any extraordinary costs, and if so, describe them in detail i.e., articles having a considerably longer than average length; extraordinary publication costs e.g., unusual type

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characters required or expensive photographic plates; or a complete lack of supplementary financial resources to meet extraordinary costs.

## E. Travel to International Scholarly Conferences - outside of North America & Mexico Award value: up to \$1000

To be eligible, individuals must be presenting a refereed paper. Poster presentations are not eligible. Only one presenter per paper will be considered for a Special Purpose Grant. As part of the proposal description, individuals must demonstrate need, that is, lack of research or professional development funds or subsidy from their respective departments/faculties or conference organizers. Support will not be provided for attendance at association or society executive meetings or board meetings.

Provide a copy of the preliminary conference program, copy of the call for papers, or justification for "invitation only".