

# 2025 SSHRC Explore Competition

**Virtual Information Session**

**Thursday, January 23, 2025**

11:00 a.m. – 12:00 p.m.

**Toronto  
Metropolitan  
University**

**Office of the  
Vice-President,  
Research & Innovation**



# Welcome



Please have your microphone muted if you are not speaking

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If you have headphones, please use them as they will reduce echo / feedback

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If you would like to speak - please indicate in the chat or use the raise hand function

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This meeting is being recorded

**Toronto is in the 'Dish With One Spoon Territory'.** The Dish With One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land.

Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship and respect.





# Agenda

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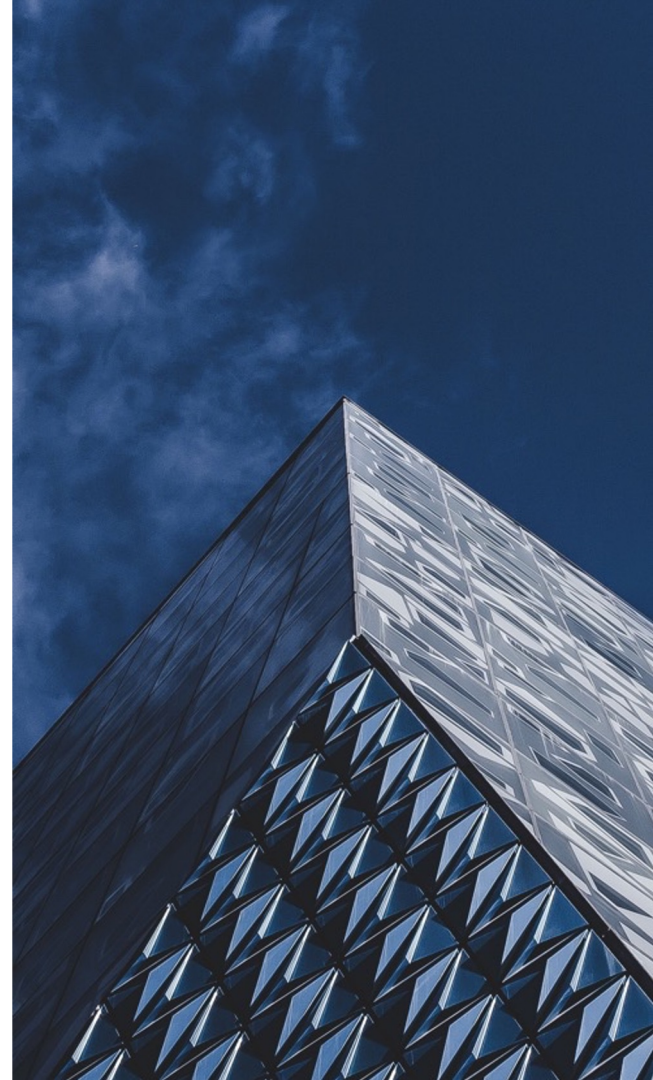
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# Competition Overview

# Purpose

## SSHRC Explore Grants:

- Support social sciences and humanities researchers/scholars with modest research project funding requirements
- Provide funding to undertake a stand-alone research project or to conduct pilot work towards a larger SSHRC application
- Enable researchers to hire students at any level to participate in their research projects
- Offer a maximum\* of \$10,000 per award

**Equity, diversity, inclusion and access (EDIA) are essential to our integrated approach to SRC activity. Learn more about [EDIA at TMU](#).**

*\*You will not be penalized if your budget request is less than the maximum amount.*

# Applicant Eligibility

- **Tenured or tenure track professors** proposing to conduct SSHRC-eligible SRC activities **are eligible** to apply
  - Priority will be given to:
    - Emerging researchers/scholars\*
    - Researchers/scholars who are moving in a new SRC direction
- Applicants can apply as the PI for only one SRC proposal per competition

**\*Emerging Researcher/Scholar:** To identify as an emerging researcher/scholar, the applicant must meet at least one of the following criteria:

- Have completed their highest terminal degree **no more than seven years** before the competition deadline.
- Have held a tenured or tenure track academic appointment for **less than seven years** total at any institution.

# Applicant Eligibility

- You are **not eligible** for this competition if you:
  - Were awarded a SSHRC Explore Grant within the last **two** calendar years (2023 or 2024)
  - Are holding SSHRC Explore funds in an extension year
  - Have any internal or external funding for any SRC activities proposed for funding in the SSHRC Explore proposal
- Co-applicants on the same project cannot each apply for, or receive, separate SSHRC Explore funding



# Expense Eligibility

All expenses **must** conform to the **university's guidelines** regarding [eligible research expenses](#).

For further guidance, visit [Financial Services - Research Accounting](#).

## Examples of Eligible Expenses:

- Research-related costs
- Dissemination of findings
- Recruiting costs, salaries, stipends and benefits for research personnel
- Third-party subcontract costs

## Examples of Ineligible Expenses:

- Non-capital purchases (e.g., access to data)
- Basic computers and related equipment
- Select stationery and office supplies
- Items typically covered by departmental budgets (e.g., printers)
- Indirect costs



# Application Process

# How to Apply

**Deadline:**

**Monday, February 24, 2025 at 12:00 p.m. (noon) EST**

## Application Instructions

- Download and complete the application package (fillable PDF)
- Create your new GAF
- Upload your completed application (PDF) to your new GAF
- Upload your up-to-date abbreviated Common CV or OCGS CV

## RIS can be accessed in two ways:

1. [torontomu.ca/research](https://torontomu.ca/research)
  - OVPRI website, under “Researcher Resources”
2. [my.torontomu.ca](https://my.torontomu.ca)
  - Your TMU portal, under “My Links” then “Research”

# How to Apply - RIS

Research Information System Welcome OVPRI!

HOME

▼ Grant Authorization Form (GAF)

New GAF

Unsubmitted GAFs

Submitted GAFs

Co-Investigator GAFs

Sign Co-Investigator

Review GAFs

Research Account Profiles (RAPs)

RESEARCH PORTAL

PRE-RELEASE PROTOCOLS

► FACULTY GRANTS

Back to Assistant Page

This application form is for external sponsors and OVPRI programs only.  
To apply for Faculty Grants like Travel and Seed Grants, please go to Faculty Grants tab.

External Sponsor  Internal OVPRI Programs

Internal Program:

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**Researcher's Information**

Researcher's Last Name:

Researcher's First Name:

Phone:

Fax:

Email:

Appointment Status:

Faculty of primary appointment:

Department of primary appointment:

Is this project associated with a Faculty based Centre or Institute?

**1** New GAF

**2** Internal OVPRI Programs

**3** Internal Program: 2025 SSHRC Explore

**4** Appointment Status: TFA

**Only TFAs are eligible to apply**



# Application Package

## Cover Page

Proposals **must** be submitted using this fillable application form (PDF).

- [Download the 2025 SSHRC Explore Application Package](#)
- [See the OVPRI Internal Funding Opportunities page for more information](#)

The screenshot shows a PDF application form for the 2025 SSHRC Explore program. At the top left is the Toronto Metropolitan University logo. The title is "2025 SSHRC Explore Application Cover Page" with a deadline of "Monday, February 24, 2025, at 12:00 p.m. (noon) EST". The form contains several sections: "Name of Principal Applicant:", "Department/School:", "Faculty:" (with a dropdown arrow), "Email Address:", "Emerging Researcher/Scholar\*" (with radio buttons for Yes and No), "Title of Proposal:", "Total Amount Requested (up to \$10,000):" (with a dollar sign), "This proposal is for:" (with radio buttons for stand-alone project and pilot towards a future SSHRC application), "Applicants may choose to indicate that their project has an Indigenous focus. Such projects will be reviewed within the context of the Guidelines for the Merit Review of Indigenous Research.", "The research has an Indigenous focus:" (with radio buttons for Yes and No), "Will your SRC activity involve humans, the use of animals, controlled goods or hazardous materials?" (with radio buttons for Yes and No), "If Yes, the project will require ethics review and approval. For further information, see the research ethics website.", "I confirm that the project proposed is new and has not received SRC funding from any sources (internal or external).", "Yes, I confirm.", "I certify that the information provided in this application is true and verifiable.", "Yes, I confirm.", "Date". At the bottom, there is a footnote: "\* For the definition of Emerging Researcher/Scholar, refer to the Indigenous SRC Distinction Fund Competition Guidelines." and a page number "1".

# Application Package

## Project Description

- Describe the research/project in enough detail to allow informed assessment by the SRC Grant Review Committee
- Please avoid jargon and highly technical content

### Description Must Include:

- I. Objectives
- II. Context
- III. Methodology
- IV. Timeline

### Optional:

- I. Appendix

#### Project Description

Proposals should describe the research/project in enough detail to allow informed assessment by the 2025 Indigenous SRC Distinction Fund Review Committee members. Since not all Committee members will have an intimate knowledge of the subject matter of all proposals, the proposal must avoid jargon and highly technical content.

The project description must include:

**Objectives** - The specific nature and objectives of the SRC project to be funded. As preference will be given to a project which has Indigenous community or research partnership(s) and/or addresses issues of significance to Indigenous peoples in an urban context and/or is working with Indigenous undergraduate and/or graduate student(s), please ensure that the project description addresses these preferences, if applicable.

**Context** - A brief literature review to situate the proposed project and, as appropriate, its theoretical approach. The context should also include the project's relevance, potential impacts and/or contributions to the respective field of study.

**Methods** - The methods to be employed, as well as analysis strategies and data sovereignty considerations, as appropriate.

**Timeline** - The time period within which the work will be undertaken.

**Optional** - Visual items such as timelines and graphs and imagery may be uploaded to your GAF separately as an Appendix (maximum 2 pages).

[Maximum 1500 words.]



# Application Package Cont.

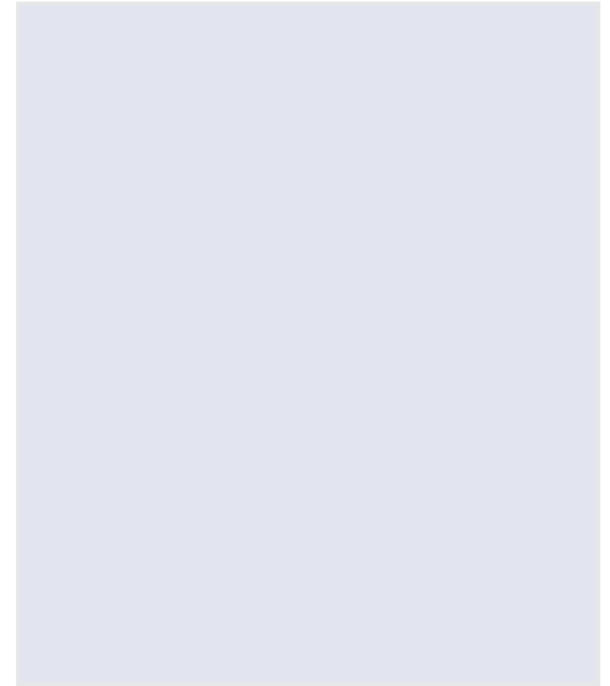
## Knowledge Mobilization and Anticipated Outcomes

- How will the research results be disseminated?
- (e.g., publications, presentations, student training, community engagement, etc.)
- What are the expected outcomes of this research?
- How will this prepare you for future external funding?

**List of References** (max. 1 page)

### Knowledge Mobilization and Anticipated Outcomes

There should be a clear indication of the expected outcome(s) of the proposed SRC project (e.g., publications, presentations, preliminary stage of a large project, community engagement initiatives/outreach, etc.), including any relevant student/HQP training. As appropriate, proposals should indicate how the SRC project will prepare the applicant for future externally funded opportunities.



# Application Package Cont.

## Proposed Budget

- An itemized budget explaining the relationship of the funds requested to the proposed SRC activity

## Budget Justification\*

- Explain the relationship of the proposed items to the proposed SRC activity

\*Please ensure that the calculated total on this page matches the requested amount on the cover page.

### Budget

An itemized budget explaining the relationship of the funds requested to the proposed SRC activity.

**Note on eligible expenses:** Funds can be used only for research-related costs that are acceptable under SSHRC guidelines and must conform to the university's guidelines regarding pay and benefit rates and allowable expenses. Please refer to the Financial Services website for guidance.

| Item Description / Purpose | Cost (CAD) |
|----------------------------|------------|
|                            |            |
| <b>Total</b>               | \$ 0.00    |


### Budget Justification



# Curriculum Vitae

## Separate PDF Upload

- Updated CV in Current Common CV (CCV) or Ontario Council on Graduate Studies (OCGS) format **highlighting** the relevant key contributions related to the proposal

 Toronto Metropolitan University

### OCGS CURRICULUM VITAE

a) NAME:

b) DEGREES:

c) EMPLOYMENT HISTORY:

d) HONOURS: F.R.S., F.R.S.C., Governor Generals Award, honorary degree, etc.

e) SCHOLARLY AND PROFESSIONAL ACADEMIC ACTIVITIES: e.g., executive and editorial positions but not memberships in societies

f) GRADUATE SUPERVISIONS: count of master's, doctoral, postdoctoral – completed / in progress:

Completed: MA, PhD, Postdoctoral  
In progress: MA, PhD, Postdoctoral

NAME OF STUDENTS supervised, title of thesis or project, year of first registration and year of completion:

g) GRADUATE COURSES: by year

Direct Studies:

Graduate courses

h) 1. EXTERNAL RESEARCH FUNDING: by year, indicating source (granting councils, industry, government, foundations, other); amount; principal investigator; purpose (research, travel, publications, operating, equipment, etc.)

| Year | Source | Program | Type* | Amount/Year | PI | Purpose** |
|------|--------|---------|-------|-------------|----|-----------|
|------|--------|---------|-------|-------------|----|-----------|

\*Type: C – Granting Councils; G – Government; F – Foundations; O – Other



# Review, Reporting and Acknowledgement

# Review | Process

## Committee Structure

- 2 TFA representatives from each faculty
- Naomi Adelson, Associate Vice-President, Research and Innovation will chair the committee (non-voting)
- Guided by:
  - [SSHRC EDI in the research enterprise](#)
  - [SSHRC guide to addressing EDI in applications](#)
  - For a project which falls under [SSHRC's definition of Indigenous research](#), the [Guidelines for the Merit Review of Indigenous Research](#) and [Chapter 9 of the TCPS2: Research Involving First Nations, Inuit, and Métis Peoples of Canada](#) (i.e., as required)
- Vice-President, Research and Innovation approval
- Competition results expected in April 2025

# Review | Selection Criteria

| Criterion   | Emerging Scholar Scoring | Established Scholar Scoring |
|---|--------------------------|-----------------------------|
| <b>Challenge</b> – aim and importance               | 50%                      | 40%                         |
| <b>Feasibility</b> – the plan to achieve excellence | 20%                      | 20%                         |
| <b>Capability</b> – the expertise to succeed        | 30%                      | 40%                         |
| <b>Total</b>  | <b>100</b>               | <b>100</b>                  |



# SRC Ethics & Integrity

- Funding for all projects that require Research Ethics Board (REB) and/or other SRC approval will not be released prior to the relevant approval
- If you are unsure of whether your study requires REB review and approval, please refer to the [OVPRI Research Ethics](#) page
- Completion of the [SRC Integrity E-learning Module](#) is highly recommended



# Post-Award

## If awarded, grant holders must:

- Commence projects within **3 months**
- Sign award agreement/terms and conditions
- Submit expenses as they are incurred to your Faculty's RASO
- Submit a report within **3 months** of project completion or **1 year** after release of funds







# FAQs

# FAQs

**Q: Does the deadline date refer to the point when the applicant submits the GAF or when the chair and dean approve the submitted GAF?**

**A:** The deadline refers to the point when the applicant submits the GAF.

# FAQs

**Q: How do I know whether my research requires REB Approval?**

**A:** Most research involving human participants will require ethics approval before recruitment may begin. If you are unsure of whether your study requires Research Ethics Board review and approval, please refer to the [OVPRI Research Ethics page](#).

# FAQs

**Q: I am applying for the fund as part of a team of scholars. How do I indicate this on the application form?**

**A:** Applications can be submitted by either an individual researcher or a team of researchers (consisting of one principal applicant and one or more co-applicants and/or collaborators). Only one can be the principal applicant. The rest of the team may be listed in the “co-applicants” section of the application.

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**Q: Does this mean that each of us can submit the exact same application as a primary applicant and identify the rest as co-applicants?**

**A:** No. Only one application per project is allowed. Please do not submit multiple applications for the same project.



# FAQs

**Q: If I had a one-year leave, can I exclude this from my calculation for the emerging researcher/scholar distinction?**

**A:** Periods of career interruptions due to health or family reasons are not included when calculating the number of years for the emerging researcher/scholar distinction.

# FAQs

**Q: If Person X is a Principal Applicant in one application, may they be a co-applicant in another application?**

**A:** The same person can be on two applications (one as PI and one as co-applicant) as long as the proposals are different.

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**Q: If a Principal Applicant was NOT awarded last year, can they be a co-PI on someone else's application this year?**

**A:** Yes. Any unsuccessful applicant in a given year can apply again in the following year.

# FAQs

**Q: How and when do I reference this award?**

**A:** Recipients of a SSHRC Explore grant are asked to acknowledge the university for their research or research-related activities in all outputs. The following wording is suggested:

*“This research [or activity] has been supported by a Social Sciences and Humanities Research Council Explore Grant.”*

# Helpful Links

- [SSHRC Guidelines for the Merit Review of Indigenous Research](#)
- [TCPS 2 \(2022\) – Chapter 9: Research Involving the First Nations, Inuit, and Métis Peoples of Canada](#)
- [2025 SSHRC Explore Application Package Template](#)
- [2025 SSHRC Explore Competition Guidelines](#)
- [NSERC EDI Considerations](#)
- [OCGS CV Template](#)
- [Research Data Management](#)
- [DMP Assistant](#)
- [Research Ethics Website](#)
- [Research Information System \(RIS\)](#)
- [SRC Integrity E-learning Module](#)
- [Strategic Research Plan 2025-2030](#)
- [Financial Services](#)
- [Tri-Agency Statement on EDI](#)
- [SSHRC Guidelines for Effective Research Training](#)



# Questions?