



SSHRC EXCHANGE GRANTS Terms of Reference

Aim: The main goal of the SSHRC Exchange Grant is to support researchers in the flow and exchange of social science and humanities knowledge within and beyond academia to encourage dissemination of results and meaningful collaborations. SSHRC Exchange Grants:

- 1) support the organization of small-scale knowledge exchange, knowledge creation, knowledge mobilization activities, and knowledge synthesis. These activities should fall within the scope of *eligible activities under SSHRC's [Connection](#) or Knowledge Synthesis programs.
- 2) allow researchers to attend or present their research at scholarly conferences and other dissemination venues that align with SSHRC's mandate to advance their careers and encourage the exchange of ideas and research results at the national and international level.

***Eligible Activities**

SSHRC Exchange Grants support activities that involve local, national, and international research collaborations and scholarly exchanges with researchers, students, and non-academic partners. Eligible activities include community engagement events, small workshops, seminars, forums, policy briefs, knowledge synthesis, and artistic exhibits or performances for the purpose of the following:

- a) intersectoral exchanges of knowledge or knowledge creation activities between the applicant and research partners or participants, namely Indigenous communities, other local community or not-for-profit organizations, private sector, government departments and agencies
- b) exchanges of knowledge or knowledge creation activities between the applicant and academic co-applicants, when such co-applicants are *not* located at TRU

The SSHRC Exchange Grant is a Tri-Agency grant administered at the university level. The SSHRC Exchange Grant is financed from an annual grant ([SSHRC Institutional Grant](#)) made to TRU by SSHRC in general support of research and scholarly work in the social sciences, humanities, and fine arts.

SSHRC Exchange Grant provides an important foundation for faculty members to better position their research at the national scale. SSHRC Exchange Grant recipients are **strongly encouraged** to consider applying to SSHRC's national competitions.

SSHRC Exchange Grants are committed to the principles of Equity, Diversity, and Inclusion (EDI), principles which strengthen our communities and the quality, social relevance, and impact of research. Sound equity, diversity and inclusion practices increase access to the largest pool of qualified potential participants, enhance the integrity of a program's application and selection processes, strengthen the research outputs, and increase the overall excellence of research. TRU's programs and peer review system are intended to ensure fair treatment of all applicants. TRU is committed to implementing policies, processes, and initiatives to identify and mitigate barriers and biases that may exist within its own programs and systems, and to work collaboratively with other stakeholders, when appropriate, to do the same. Continuing with our commitment to EDI, we will be working with the guidance of the University's EDI Action Plan on developing processes for the collection of self-identification data from all applicants and co-applicants.

Funding: Up to \$3,000 is available for use toward knowledge mobilization and exchange activities.

Deadline: April 1 (if the deadline falls on a weekend or on a Canadian public holiday, application portal will be open till the following day until 4 p.m.).

Results: Applicants will be notified, and funds will be available for use starting **May 1**. If research requires human ethics review and approval, the fund will not be established until such approvals are in place.

Duration: Funds must be spent within 12-months. Unspent funds will be returned to the Office of Research and Graduate Studies.

Applicant Eligibility: Full-time faculty (with ongoing or tenure-track appointments or term-certain appointments of more than one year and not be in the final year of these appointments). An applicant who has previously received any internal research grants must have submitted a final report on that grant to be

eligible for this competition.

Eligible and Ineligible Expenses

Expenses must be specific and justified and must comply with the SSHRC expenses eligibility guidelines: please refer to the [Tri-Agency Financial Administration Guide](#).

- a) Eligible expenses:
- Cost of holding knowledge mobilization activities:
 - salaries/benefits for highly qualified personnel /research assistants
 - fee for website hosting or software cost
 - any travel costs for such activities
 - equipment and venue rentals
 - printing costs
 - professional fee such as graphic design
 - hosting costs
 - communications costs or other costs associated with these activities
 - honoraria for guest lectures
 - Conference travel:
 - transportation. Request actual fare for economy air or mileage at approved rate per kilometer but not to exceed economy air plus necessary ground transportation
 - accommodation. Claim actual single rate charges incurred in a reasonably priced hotel
 - meals
 - conference registration fees

Please refer to [Finance Travel Handbook](#) for more information
- b) Ineligible expenses:
- collection or preparation of material primarily intended for personal classroom needs or teaching purposes
 - purchase of equipment
 - direct cost of research
 - book launches or similar report dissemination
 - annual general meetings or any other activity directly related to an association's business meetings
 - receptions for association members

Application Process: Applications are accepted in [Romeo](#) (click on Apply New, followed by SSHRC Exchange Grant Application Form, fill all the tabs). Prepare your application using the Template Application Form provided in Romeo and attach it along with 2-page CVs of applicant and co-applicants (no CVs required for collaborators) highlighting publications, highly qualified personnel training experience, and list of current and previous internal and external grants under 'Attachments' tab.

Required Signatures: The applicant must sign and date the application in the appropriate box. The applicant's Dean must also sign and date the application.

Applications that are missing required signatures will be considered incomplete.

Evaluation Process: In accord with the [Tri-Agency Statement on Equity, Diversity and Inclusion](#), the adjudication process will apply EDI principles in its pursuit of excellence in research mobilization and training. The adjudication committee will be a multidisciplinary sub-committee of the Senate Research Committee with additional faculty as required to fulfil the requirement of EDI commitment.

Adjudication Criteria:

1. **Challenge:** Aim, importance of, and need for the proposed event/activity (40%):
- relevance of the proposal to the objectives of the SSHRC Exchange Grant
 - expected contribution to the preservation of, access to and/or mobilization of research knowledge
 - quality of the proposed project and appropriateness of the approach

- quality and significance of the research being mobilized
- [quality of training and mentoring](#) to be provided to students, and other highly qualified personnel, and opportunities for them to contribute
- specific actions to support diverse groups of highly qualified personnel, research team and non-academic audience, and
- potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community

2. Feasibility: Plan to achieve excellence (30%)

- appropriateness of the proposed timeline and probability that the objectives will be met
- appropriateness of the requested budget and justification of proposed costs, and
- indications of other planned resources including leveraging of cash and in-kind support from other sources

3. Capability: The expertise to succeed (30%)

- quality, quantity, and significance of experience and published and/or creative outputs of the applicant and any co-applicants relative to their roles in the event or activity and to the stage of their career
- evidence of past knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration / other interactions with stakeholders, contributions to public debate and the media) and of impacts on professional practice, social services, and policies, etc., and
- quality and quantity of past contributions to the [training and mentoring](#) of students, postdoctoral researchers and other highly qualified personnel

Priority will be given to:

- knowledge mobilization activities that engage with an interdisciplinary audience in local, national, and international communities
- activities that allow for the development of meaningful relationships and network building that, in the future, will lead to collaborations
- activities that distribute research knowledge to non-academic communities in an *inclusive, accessible manner*
- preference will be given to Early Career Researchers who are within five years of their appointment
- the nature of the conference, presentation or exhibition and its apparent importance

Acknowledgement: Please acknowledge the support provided through the SSHRC Exchange Grant in any presentation, knowledge mobilization activity, publication, funding application resulting from the grant.

Conditions of the award

- Recipients can be awarded only one SSHRC Exchange Grant per competition
- Recipients can hold only one SSHRC Exchange Grant at a time
- Only events related to research in the Humanities and Social Sciences will be funded. The subject matter of the activity must be consistent with SSHRC's mandate (Please see [Subject Matter Eligibility](#) for more information)
- Grants may only be used for the approved knowledge mobilization activity. Any variance to the approved activity or budget must be approved by the AVP Research and Graduate Studies
- Within two months of the completion of the grant/activity, the applicant agrees to submit a brief final report in Romeo on how the fund aided and contributed to the development of knowledge mobilization and exchange activities. *The report must be submitted to remain eligible for future funding opportunities*
- Expenditures may be made only for those cost elements identified in the application. Minor allocations of funds from one budget category to another are permitted. Major changes or the use of funds for a previously unspecified expense or a new budget item requires prior approval by the AVP Research and Graduate Studies. *All expenses must be in compliance with the [Tri-](#)*



[Agency Financial Administration Guide](#) and TRU policies. Over-expenditures of grants are not permitted. After the completion of the award, any remaining funds will be returned for the Office of Research and Graduate Studies

- The grant recipient must abide by all University policies and procedures including, but not limited to, [Integrity in Research and Scholarship](#) and ethics for human study. Where applicable, ethics review must be completed before the funds are released to the applicant
- An extension of up to three months may be granted *in exceptional circumstances*. The request must be made a minimum of *two months before* the grant end date by contacting the Office of Research and Graduate Studies.