**IGNITE & SSHRC INSTITUTIONAL GRANT**

**FUNDS APPLICATION GUIDELINES**

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| The Research & Innovation Team is available to support you throughout the process of completing your application form. We are here to help at any stage. Please contact us if you have any questions about your project suitability, funding eligibility, and how to apply at [research@georgebrown.ca](mailto:research@georgebrown.ca). |

# Overview

The **Ignite Fund** provides support for George Brown College (GBC)’s researchers to engage in original research and innovation activities, build research skills and capacity, and ultimately pursue external funding opportunities. All applications will undergo a robust and rigorous review process to ensure projects meet the eligibility and selection criteria. Preference will be given to first-time or early career researchers. Projects that receive Ignite funding should facilitate the creation and implementation of immediate solutions for challenges within GBC’s broader community. Proposed activities must fall within at least one of three distinct categories:

* **Applied research:** original investigation undertaken to acquire new knowledge, directed primarily towards a specific practical aim or objective
* **Experimental development:** application of existing knowledge to produce or improve new materials, products, devices, processes, systems and/or services
* **Scholarship of Teaching and Learning (SoTL):** systematic inquiry into student learning which advances the practice of teaching in higher education by making inquiry findings public

Those applying for the Scholarship of Teaching and Learning (SoTL)or the Experimental development Ignite streams, may also apply for funding from Social Sciences & Humanities Research Council (SSHRC) Institutional Grants (SIG). It is also possible for applicants to submit for SIG funds independently, that is without applying for Ignite Funding.

There are two SIG funding streams available:

**SSHRC Explore Award at GBC**

Available for SSHRC-eligible researchers at any stage of their careers to explore early-stage research and pilot innovative research ideas; to enable researchers to hire students to participate in their research projects thereby contributing to their professional development; and to lead to the development of high-quality SSHRC funded proposals. This award is intended to help strengthen research excellence in the field of social science and humanities at GBC through encouraging innovation, talent development and capacity building. The maximum total award will be up to $2000.

**SSHRC Exchange Award at GBC**

A SSHRC Exchange award which will be provided to SSHRC-eligible researchers at any stage of their careers to conduct knowledge mobilization activities, including workshops or seminars, encourage collaboration, or to support conference attendance. This award provides researchers in the social science and humanities the opportunity to disseminate, promote, and develop their own research and facilitate collaboration and knowledge exchange with researchers outside of GBC. Researchers applying for domestic opportunities will be awarded $1,000, and those applying for international opportunities will be awarded $1,500.

For additional information about the Ignite Fund, contact Alexandra Hernandez, Program Manager at [alexandra.hernandez@georgebrown.ca](mailto:eva.aboagye@georgebrown.ca).

**2023-2024 Spring Competition**

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| --- | --- |
| **Application Deadline** | Monday, February 13, 2023 |
| **Available Ignite Funding** | Up to $15,000 per project |
| **Available SIG Funding** (in this academic year) | **Explore:** 2 awards of up to a maximum of $2000 each  **Exchange:** 1 award of $1000 each for domestic or $1500 for International opportunities |
| **Funding Decision** | Friday, March 3, 2023 (for spring competition) |
| **Release of Funds** | Monday, May 1, 2023 (for spring competition) |
| **Funding Period** | Up to one year |
| **Ignite Application Package** | * Ignite Application Form * Mandatory Attachments * Project Description * Timeline * Proposed Budget and Justification * Principal Investigator’s CV   To complete the IGNITE application package, please view page 11-15 for templates and instructions. |
| **SIG Application Package** | **Explore:**   * Explore Application Form * Mandatory Attachments   + Project Description   + Timeline   + Proposed Budget and Justification   + Principal Investigator’s CV (Note - you do not need to include here if you are also applying for Ignite funding)   To complete the Explore application, please view page 15-19 for templates and instructions.  **Exchange:**   * Exchange Application Form * Mandatory Attachments   + Principal Investigator’s CV (Note - you do not need to include here if you are also applying for Ignite funding)   To complete the Exchange application, please view page 19-20 for templates and instructions. |

## Ignite Eligibility

1. The applicant must be a GBC employee. This includes all full- and part-time faculty members, support staff and administrators.
2. The applicant must be a first-time researcher or an established researcher who will explore new research questions and/or approaches that are distinct from their previous/ongoing research. Preference will be given to first-time or early career researchers.
3. An applicant may only be listed as Principal Investigator on one Ignite project at a time. Provided that the applicant is eligible, another Ignite Fund application can be submitted only after the successful completion of the previous Ignite project.
4. Eligible co-investigators include other GBC employees who are directly involved with the project. Individuals external to the GBC community should be listed as external collaborators or partners.
5. An applicant may be listed as a co-investigator on multiple applications at a time. If an applicant is listed as co-investigator on multiple projects, they should be prepared to justify how they will manage the time commitments of the proposed projects in addition to their primary responsibilities as a GBC employee. Involvement in multiple projects during the same funding period must be specifically approved in writing by the applicant’s Chair or manager.
6. All projects must provide meaningful, paid opportunities for GBC students.
7. Research activities for academic credit and/or academic credentials (i.e. Masters or PhD thesis research) are not eligible for Ignite funding.
8. Applicants who have received other Research & Innovation funding but have not submitted project completion requirements by the deadline specified in their award letter are not eligible to apply for additional funding until the outstanding requirements have been submitted.
9. Applications recommended for funding must receive final approval from the applicant’s Chair or manager and the Associate Vice President (AVP), Research & Innovation prior to any funds being released.
10. For-profit partners must actively participate in the proposed activities and provide in-kind and/or cash contributions totalling a minimum of at least half of the amount requested from the Ignite Fund, of which at least 20% must be in cash. For example, for an application requesting $15,000 from the Ignite Fund the partner must provide contributions valued at a minimum of $7500, of which at least $1500 must be cash. Not-for-profit partners must actively participate and provide in-kind and/or cash contribution totalling a minimum of at least half of the amount requested from the Ignite Fund.

**SIG Eligibility**

1. Applicants must be faculty in Social Sciences. The applicant must be a faculty member conducting research in a discipline supported by SSHRC.
2. Researchers can hold only one Explore or one Exchange grant per academic year. Individuals may not hold more than one SIG-funded grant at a time.
3. Applicants may not apply for a subsequent SSHRC Explore or Exchange Grant until a fully complete expense claim and final report have been submitted for the previous grant.
4. If awarded an Explore Grant, the applicant must commit to submitting a SSHRC grant application (e.g., Insight; Insight Development; Partner Engage; and Partnership Development Grant) within 2 years of the expiration date of their grant.
5. Grant recipients must acknowledge SSHRC support for their research or activity.

Effective Dates for Awards

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| --- | --- | --- | --- |
| **Competition** | **Application Deadline** | **Announcement** | **Funding Period (maximum)** |
| Spring 2023/2024 | Monday, February 13, 2023 | Friday, March 3, 2023 | May 2023 to April 2024 |

## Application Process

Applicants are encouraged to discuss their research ideas with Alexandra Hernandez, Program Manager ([alexandra.hernandez@georgebrown.ca](mailto:eva.aboagye@georgebrown.ca)) prior to initiating the application process.

Deadlines are fixed and will not be extended upon request. The completed application, including all required approvals and attachments, must be submitted as one PDF document to qualify for review. Submit one PDF for each funding application by email to research@georgebrown.ca. Incomplete applications will not be accepted. **An application is considered incomplete until approval has been granted by the applicant’s Chair or Manager.** **Applicants are strongly encouraged to plan accordingly to ensure that they have enough time to get Chair/Manager approval prior to the application deadline.**

The application and review processes are designed to be transparent and equitable. To qualify for review, all applications must meet the eligibility requirements. Provided that they are eligible, all applications go through a competitive review process.

The demand for funds usually exceeds the total budget allocation for the Ignite Fund. As a result, all applications that meet the requirements for submission are not guaranteed funding. All applicants will receive feedback on their application, regardless of whether the application is successful.

## Ignite Evaluation and Scoring Criteria

**Potential applicants are encouraged to discuss their application ideas with their Chair or manager and a Research & Innovation staff member prior to starting an application**. All applications will be ranked by a review panel. Final funding decisions will be approved by the Associate Vice President, Research & Innovation and relevant program Chairs/managers. Funds are awarded based on the merit of the application relative to the funding criteria, the number of applications received in a funding period, and the total annual Ignite Fund budget. Applications for each stream are evaluated based on the following criteria.

***Applied Research Stream***

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| **Potential impact of anticipated outcomes** | Proposals should be focused around a clearly defined innovation or research problem and define a measurable outcome. Applications must demonstrate the value of the anticipated results of the project, highlighting the potential impact of the outcomes. Applications should have metrics that could be used to evaluate the project impact at completion, six months post-completion, and beyond six months. A knowledge mobilization plan should be clearly defined to demonstrate how project findings will be disseminated at the college level and to external communities. | 30% |
| **Expertise** | The applicant must have the expertise and experience to successfully accomplish the proposed objectives. It is expected that the proposed project is related to the applicant’s area of expertise and/or will improve their reputation within their academic and/or professional field. | 15% |
| **Student Involvement** | Applications should clearly demonstrate the nature of student involvement in the proposed project and the ways in which students will both contribute to and benefit from the proposed project as paid members of the project team. All applications should clearly describe the responsibilities of the students and the skillsets that they should possess and will gain as a result of their participation in the project. | 15% |
| **External Funding** | Applicants should demonstrate willingness to apply for external funding (including additional partner cash contributions), identify at least one funding opportunity that they plan to pursue following completion of the Ignite project and include a feasible plan to pursue such opportunity. | 15% |
| **Interdisciplinary Collaboration** | Proposals should leverage the breadth of expertise within and external to the GBC community with a goal of building and sustaining strong, interdisciplinary, collaborative research programs. The collaborators should provide complimentary skills and/or resources that are essential to the project success, which should be clearly demonstrated in the application. | 10% |
| **Quality of partnership(s)** | Partners external to GBC must both contribute to and benefit from the proposed project, and contributions must meet the minimum criteria set out in the eligibility section. They must be actively engaged in the project and have a demonstrated need for the anticipated project outcomes. Include a description of partner capability to implement and/or use the anticipated project results, leading to impact within their organization and near-term social and/or economic benefits. Elements of partner engagement and need should be specific and measurable. | 15% |

***Experimental Development Stream***

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| **Potential impact of anticipated outcomes** | Proposals should be focused around a clearly defined innovation or research problem and define a measurable outcome. Applications must demonstrate the value of the anticipated results of the project, highlighting any relevance to college community. Applications should have metrics that could be used to evaluate the project impact at completion, six months post-completion, and beyond six months. A knowledge mobilization plan should be clearly defined to demonstrate how project findings will be disseminated at the college level and to external communities. | 30% |
| **Expertise** | The applicant must have the expertise and experience to successfully accomplish the proposed objectives. It is expected that the proposed project is related to the applicant’s area of expertise and/or will improve their reputation within their academic and/or professional field. | 15% |
| **Student Involvement** | Applications should clearly demonstrate the nature of student involvement in the proposed project and the ways in which students will both contribute to and benefit from the proposed project as paid members of the project team. All applications should clearly describe the responsibilities of the students and the skillsets that they should possess and will gain as a result of their participation in the project. | 15% |
| **External Funding** | Applicants should demonstrate willingness to apply for external funding (including additional partner cash contributions), identify at least one funding opportunity that they plan to pursue following completion of the Ignite project and include a feasible plan to pursue such opportunity. | 10% |
| **Interdisciplinary Collaboration** | Proposals should leverage the breadth of expertise within and external to the GBC community with a goal of building and sustaining strong, interdisciplinary, collaborative research programs. The collaborators should provide complimentary skillsets and/or resources that are essential to the project success, which should be clearly demonstrated in the application. | 15% |
| **Quality of partnership(s)** | Partners external to GBC must both contribute to and benefit from the proposed project, and contributions must meet the minimum criteria set out in the eligibility section. They must be actively engaged in the project and have a demonstrated need for the anticipated project outcomes. Include a description of partner capability to implement and/or use the anticipated project results, leading to impact within their organization and near-term social and/or economic benefits. Elements of partner engagement and need should be specific and measurable. | 15% |

***Scholarship of Teaching and Learning (SoTL) Stream***

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| **Potential impact of anticipated outcomes** | Proposals should be focused around a clearly defined innovation or research problem and define a measurable outcome. Applications must demonstrate the value of the anticipated results of the project, highlighting any relevance to student success, student engagement, and student retention. Applications should have metrics that could be used to evaluate the project impact at completion, six months post-completion, and beyond six months. A knowledge mobilization plan should be clearly defined to demonstrate how project findings will be disseminated at the college level and to external communities. | 30% |
| **Expertise** | The applicant must have the expertise and experience to successfully accomplish the proposed objectives. It is expected that the proposed project is related to the applicant’s area of expertise and/or will improve their reputation within their academic and/or professional field. | 25% |
| **Student Involvement** | Applications should clearly demonstrate the nature of student involvement in the proposed project and the ways in which students will both contribute to and benefit from the proposed project as paid members of the project team. All applications should clearly describe the responsibilities of the students and the skillsets that they should possess and will gain as a result of their participation in the project. | 25% |
| **External Funding** | Applicants should demonstrate willingness to apply for external funding and identify a funding opportunity and a feasible plan to pursue such opportunity. | 5% |
| **Interdisciplinary Collaboration** | Where possible, proposals should leverage the breadth of expertise between different GBC program areas and departments to contribute towards building and sustaining strong, interdisciplinary, collaborative research programs. The collaborators should provide complimentary skillsets and/or resources that are essential to the project success, which should be clearly demonstrated in the application. | 15% |

**NOTE: An individual cannot play the role of both applicant and partner.** If an individual stands to personally benefit from the potential outcome of a project, they cannot be the applicant. Personal benefit may arise from interpersonal relationships, financial partnerships, other economic interests, academic interests, or any other incentive that may compromise the integrity of the project. A description of any relationship or partnership that could possibly result in personal benefit must be disclosed within the application.

## SIG Funds Evaluation and Scoring Criterion

To ensure a rigorous and fair selection process, a clear review guideline is provided below.

***SSHRC Explore Grant***

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| **Potential impact of anticipated outcomes** | Proposals should be focused around a clearly defined innovation or research problem and define a measurable outcome. Applications must demonstrate the value of the anticipated results of the project, highlighting any relevance to student success, student engagement, and student retention. Applications should have metrics that could be used to evaluate the project impact at completion, six months post-completion, and beyond six months. A knowledge mobilization plan should be clearly defined to demonstrate how project findings will be disseminated at the college level and to external communities. | 25% |
| **Feasibility** | The project can be successfully completed. Project plan is well organized. The appropriate resources are available to execute the project. The proposed budget is credible and appropriately linked to a methodology. Have all costs appropriately accounted for and aligned clearly with project plan. The project itself has significant intellectual rigour and vigour. There is clarity of process, project plan and relevance. Timeline is appropriate. | 20% |
| **Expertise** | The applicant must have the expertise and experience to successfully accomplish the proposed objectives. It is expected that the proposed project is related to the applicant’s area of expertise and/or will improve their reputation within their academic and/or professional field. | 20% |
| **Student Engagement** | Applications should clearly demonstrate the nature of student involvement in the proposed project and the ways in which students will both contribute to and benefit from the proposed project as paid members of the project team. All applications should clearly describe the responsibilities of the students and the skillsets that they should possess and will gain as a result of their participation in the project. | 20% |
| **External Funding** | Applicants should demonstrate willingness to apply for SSHRC funding and a feasible plan to pursue such opportunity. | 15% |

***SSHRC Exchange Grant***

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| **Impact of Proposed Activity on Research Area** | Applications must demonstrate the value and impacts of the anticipated dissemination / knowledge mobilization activity to their research field. Evidence of the quality and significance of the research to be disseminated. Appropriateness of the knowledge mobilization activity. Evidence of the quality and significance of the event, its scope and potential contribution to impact the research field and applicant’s professional career. Timeline of activities are appropriate. All costs have been appropriately accounted for and align with proposed activity. | 60% |
| **Impact of Proposed Activity on Researcher’s Career** | How will the knowledge mobilization activities proposed improve the applicant’s reputation within their academic and/or professional career? Is the activity related to the applicant’s area of expertise or current area of research interest? Has the applicant connected the activities with their next steps in terms of their research program. What is the likelihood of success of achieving the proposed impact on the applicant’s career? Will a research gap be filled by developing expertise of the applicant. | 40% |

## Appeals of Funding Decisions

**Ignite and SIG Funds:** The Office of Research & Innovation strives to provide equitable and consistent handling and review of applications in accordance with program objectives, selection criteria and available budget. The appeal process provides applicants with the opportunity to seek reconsideration of a funding decision where evidence suggests that a procedural error occurred during the review of the application. An appeal of a funding decision must be based on a compelling demonstration of a procedural error in the review of the application. An appeal process does not entail a re-assessment of an application. Decisions made by the Associate Vice President, Research & Innovation on appeals are final.

## Funding Administration and Disbursement

**Ignite Awards:** The Office of Research & Innovation is responsible for the administration of funds. Release of funds is conditional on a fully executed Project Plan; continued employment at GBC; Research Ethics Board approval (if applicable); and/or the approval of any other regulatory bodies or organizations (if necessary).

## Reporting Requirements

**Ignite Grant:** Successful applicants will complete and sign a Project Plan that defines the scope, critical path, regular progress updates, and deliverables for the project. The Project Plan must be signed by all parties before funding can be released and the project can begin.

If an applicant misses scheduled project updates in a row they will be prompted with a reminder. If an applicant misses three deliverables in a row, they will be required to meet with their Chair or manager, the Associate Vice President, Research & Innovation and their Research & Innovation Program Manager to discuss and revise the Project Plan.

Upon completion of the project, the applicant will be required to submit a short final report and complete an online survey about their project experience. Final reports must be submitted prior to the date specified in the award letter. Online surveys must be completed within 30 days of project completion.

Applicants are required to participate in the annual Ignite Research Symposium or another annual event organized by Research and Innovation office to disseminate the research findings.

Applicants who have received any Research & Innovation funding of any type but have not submitted project completion requirements by the deadline specified in their award letter or Project Plans are not eligible to apply for additional funding as Principal Investigator or co-investigator until the outstanding requirements have been submitted.

**Explore Grant:** *Final Report:* A fully complete expense claim including all receipts and 1-page Final Activity Report must be submitted within 30 days of the end of the 12-month grant term (as specified in the award letter). The report should describe the impacts of the use of funds and outcomes of the research and indicate the next steps.

**Exchange Grant:** *Final Report:* A fully complete expense claim including all receipts and 1-page Final Activity Report must be submitted within 30 days of the completion of the dissemination activity / travel. The report should describe the impacts of the use of funds, for example, conferences and/or workshops attended and outcomes, and outcomes.

# IGNITE APPLICATION FORM

**Title**

The title should clearly identify the focus of the project and be written in plain language.

**Funding Stream**

Identify the types of activities to be undertaken during the project. Choose at least one of the three eligible categories. Applied research is original investigation undertaken to acquire new knowledge, directed primarily towards a specific practical aim or objective. Experimental development is the application of existing knowledge to produce or improve new materials, products, devices, processes, systems and/or services. Scholarship of Teaching and Learning (SoTL) is systematic inquiry into student learning which advances the practice of teaching in higher education by making inquiry findings public.

**Proposed Budget Summary**

These numbers should match the total in the proposed budget attachment.

**Principal Investigator Information**

This is the GBC employee responsible for all aspects of the study, including providing guidance to Student Researchers, completing reports and managing study-related expenses. All correspondence from the Office of Research & Innovation will be directed to the Principal Investigator. By submitting an Ignite Fund application, the Principal Investigator agrees to share project results with the college community.

An individual cannot play the role of both Principal Investigator and partner. If an individual stands to personally benefit from the potential outcome of a project, they cannot be the Principal Investigator. Personal benefit may arise from interpersonal relationships, financial partnerships, other economic interests, academic interests, or any other incentive that may compromise the integrity of the project. A description of any relationship or partnership that could possibly result in personal benefit must be disclosed within the application.

**Project Team Information**

The project team may include other GBC employees and/or external collaborators who are directly involved with the project. List each of these people below, including their name, title, email address, organization, division/department, and employment status.

Provide a brief highlight (max. 150 words) on how the proposed project will engage in interdisciplinary collaboration. Demonstrate how each participant and/or partner contribute unique expertise and/or resources that are essential to the project success.

**Partner Information**

For each partner, include the organization or company name and contact name, position and email address. Also provide a brief description of the organization or company and the ways in which the partner will contribute to and benefit from the project.

A partner could be any individual or organization external to the GBC community that will both contribute to and benefit from the proposed project. For applications to the teaching and learning stream, this can be an internal partner. Depending on the nature of the project, partners might be required to sign a Memorandum of Understanding before the project begins.

**Research Ethics Board (REB) Approval**

If any research involves human participants, REB approval is required. REB application forms and guidelines are available on the GBC [REB website](mailto:REB%20website). Questions about the REB process can be directed to [researchethics@georgebrown.ca](mailto:researchethics@georgebrown.ca). Applications may be submitted prior to receiving REB approval. However, funding will not be released until REB approval has been granted.

**Additional Funding**

Provide information about any funds that have been received or requested in addition to the requested Ignite funds. Indicate at least one funding opportunity to be pursued within two years of project completion; this is optional for SoTL stream applications.

**Relevance to the GBC Community**

Identify the thematic research areas for the proposed project and the GBC academic centres, divisions or departments that may be interested in or benefit from the results of the proposed project. At least one of these should align with GBC’s Research & Innovation Exchanges which serve as a catalyst for innovation, bringing together education, partnerships, entrepreneurship, and investment. These include: Built Environment Exchange (BEx), Fashion Exchange (Fx), Food & Beverage Exchange (FBx), Health & Wellness Exchange (HWx), Interactive Design Exchange (IDx), Product Development Exchange (PDx), Social Innovation Exchange (SIx), and Teaching & Learning Exchange (TLx). For example, a project developing or evaluating a mobile health care app may relate to work being done in the Centre for Arts, Design and Information Technology, the Centre for Health Sciences, the Health & Wellness Exchange and the Interactive Design Exchange.

If the findings of the proposed project are likely to overlap with other initiatives already taking place within the GBC community, include information in the Project Description about how the applicant will work with these other areas to ensure a collaborative, complementary approach.

**Abstract for Public Release**

Provide an overview of the project that aligns with the information provided in the Project Description attachment. The abstract should be written in plain, non-technical language and be suitable for public release (on the GBC Research & Innovation website, annual report, etc.). The abstract should not exceed

250 words in length.

The abstract should include:

* Context – the current knowledge or innovation gap; why does this need exist?
* Innovation/Research Question – what is the specific problem or question(s) to be addressed?
* Methods – what is the research method you will be using, what are the project activities, how will they be accomplished, and what is the role of the students?
* Expected Outcomes – define the project goal and main deliverables; how/why will these outcomes be beneficial (e.g. to the partner, the community, etc.?)

Ensure that the abstract does not include any potentially confidential information and that any partner(s) have approved the abstract prior to submission.

**Signature and Approvals**

The Principal Investigator must sign, along with their Chair or manager to indicate approval. **An application is considered incomplete until approval has been granted by the applicant’s Chair or manager.** Applicants are strongly encouraged to plan accordingly in order to ensure that they have enough time to get Chair/Manager’s approval prior to the application deadline.

# MANDATORY ATTACHMENTS

**PROJECT DESCRIPTION (2 – 5 pages, not including references)**

The project description must clearly identify the knowledge or innovation gap to be examined and describe the methodology that will be used to address the existing situation. Applicants must provide a detailed work plan and relate it to the milestones identified in the timeline section of the application. Applicants must also describe the ways in which students will be involved in the project. Refer to the Evaluation Criteria for each stream to guide the development of the project description.

The description of the proposed project must include the following section headings:

* **Background and Rationale:** Define the current knowledge or innovation gap and explain the need for the proposed project. Include references to published material that supports and validates the proposed project.
* **Project Objectives and Methodologies:** Include information about the question(s) or problem(s) that drive the project; the solutions; detailed methodology that describes how the project will address the knowledge or innovation gap articulated in the Background section; any methods that will be used to collect data; how data will be analyzed; and if the findings of the proposed project are likely to overlap with activities taking place within other areas of the GBC community, the ways in which the applicant will work with these other areas to ensure a collaborative, complementary approach.
* **Team Expertise:** Identify who will be involved in the project and their specific roles (use names, where possible). Include the Principal Investigator, co-applicants (internal to GBC), internal and external project team members, partners (external to GBC except for teaching and learning stream) and students, along with any required technical expertise.
* **Student Involvement:** Describe the nature of the proposed student involvement in the project. This should include information about the Student Researchers’ responsibilities and how they would benefit from the proposed project.
* **Partner involvement:** Describe the nature of the partnership and include information about the ways in which partners will both contribute to and benefit from the proposed project. Where you are developing a solution for a partner, the partner needs to demonstrate the abilities and commitment to implement the solution. Partners must meet the contribution requirements as defined in the Eligibility section on page 2.
* **Outcomes:** Identify tangible, measurable outcomes that demonstrate the broader impact of the project following the SMART\* approach. Applications must demonstrate the value of the anticipated results of the project, highlighting any relevance to the college community. Provide and briefly explain metrics that could be used to evaluate the project impact at completion, six months post-completion, and into the future.
* **External Funding** (optional for SoTL stream): Provide a brief justification on the selection of the external funding and a plan to submit the application within two years of project completion.
* **Knowledge Dissemination and Next Steps:** Provide a plan for the application and dissemination of the project findings at GBC, along with a plan for any dissemination to external audiences (for example, the submission of a conference abstract or poster, a trade show presentation, or a potential publication).
* **References (1-page maximum):** Include a list of references that support and validate the proposed project. References from academic journals must be included.
* **Use SMART Approach:**
* **S**pecific: What will be accomplished? What actions will you take?
* **M**easurable: What data will measure the goal (How much? How many? How well?)
* **A**chievable: Is the goal doable? Do you have the necessary skills and resources?
* **R**elevant: How does the goal align with broader goals? Why is the result important?
* **T**ime-Bound: What is the time frame for accomplishing the goal?

**TIMELINE (1-page maximum)**

Identify the major milestones of the project, the projected dates of completion for each milestone, and a description of associated activities. An example timeline is included below. Please note that more detail would be required in the description of activities to reflect the actual goals of a funded project.

**Sample Timeline**

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| --- | --- | --- | --- |
| **Milestone** | **Description of Activities** | **Start Date** | **Completion Date** |
| Hire students | Recruit 2 students from a specific GBC program | 2019-09-01 | 2019-10-02 |
| Bi-weekly team meetings | All members of the team will meet every two weeks in person to discuss the progress and identify issues | 2019-10-02 | 2020-05-30 |
| Develop social media strategy | A strategy will be developed that will include timelines  and description of target market that identifies the best ways to connect with them | 2019-10-05 | 2019-12-22 |
| Prototype development | Using xx methods, develop the final prototype | 2019-10-05 | 2020-01-15 |
| User testing | Small group of students from a specific course will test the initial product | 2020-01-20 | 2020-02-15 |
| Focus group | Small group of students from a specific course will provide feedback and suggestions in a focus group format | 2020-02-20 | 2020-02-20 |
| Final revisions and testing of prototype | Based on user testing and focus group feedback, revisions to the prototype and a final evaluation with students from a specific class and/or other users that may represent the target market | 2020-02-22 | 2020-05-30 |
| Final report | Prepare and submit final report in collaboration with  student(s) and/or other applicants | 2020-05-15 | 2020-06-15 |

**PROPOSED BUDGET AND JUSTIFICATION**

Use the template provided below to indicate the requested budget items and explain why the resources requested are necessary and sufficient to complete the project.

**Budget Template**

| **Budget Item** | **Ignite Fund**  **Cash** | **GBC**  **Cash** | **GBC**  **In-Kind** | **Partner**  **Cash** | **Partner**  **In-Kind** | **Other Source**  **Please specify:**  **Cash** | **Other Source**  **Please specify:**  **In-Kind** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Salaries and Employer Contribution Costs* |  |  |  |  |  |  |  |  |
| *Professional and Technical Services* |  |  |  |  |  |  |  |  |
| *Operating and Equipment* |  |  |  |  |  |  |  |  |
| *Knowledge Dissemination and Networking* |  |  |  |  |  |  |  |  |
| *Travel* |  |  |  |  |  |  |  |  |
| *Other*  *(specify):* |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |

Typical eligible expenses include:

* Workload hours (usually captured below the line on SWFs) for full-time faculty or hourly stipend for part-time/partial-load faculty
* Student salary – the standard rate for Student Researchers is $15.25 per hour, plus 4% vacation pay, plus 10% employer contribution costs. Any difference in salary will need to be justified in the Budget Justification
* Modest mileage or public transportation expenses required for research purposes (meetings at partner site, etc.)
* Costs associated with knowledge dissemination activities, including posters and conference presentations
* Project-related equipment and/or supplies (cannot exceed 20% of the total budget)

Typical ineligible expenses include:

* Due to COVID, travel costs are not allowed until further notice
* Compensation for project partners
* Consulting fees for experts external to the GBC community; these include, but are not limited to, costs associated with statistical consulting, setting up databases, access to existing databases, data analysis, app development and website development
* Costs associated with projects for academic credit or credentials (Masters or PhD thesis research)
* Costs associated with travel if domestic/international travel restrictions/suspensions remain.

Equipment purchased with Ignite funds is the property of GBC Research & Innovation. Upon project completion, all equipment must be returned to the Office of Research & Innovation and cannot be kept for personal or academic use.

**Budget Justification Template**

Each section below should only be completed if applicable.

**Salaries and Employer Contribution Costs: $XX cash; $XX in kind**

**Principal Investigator – [Name], GBC ($XX cash – [source]; $XX in-kind – [source]; $XX total)**

[Name] will work on the project as Principal Investigator from [month, year] to [month, year].

**For Full-Time Faculty Only**

[Name] is requesting x hours per week to work on project activities during the [session, year] semester. [Name’s] academic school will be reimbursed for the actual costs of their time per hour to a maximum of $7000 per semester.

OR

**For Part-Time Faculty Only**

[Name] will commit approximately XX hours per week for the duration of the project (XX hours total at an in-kind rate of $70 per hour). [Name’s] academic school will provide his/her time spent working on the project as an in-kind contribution.

**For Contract Employees Only**

They will commit approximately XX hours per week for the duration of the project (XX hours total at a rate of $XX per hour). The total cost of [Name]’s salary is $XX.

The Principal Investigator will provide guidance to Student Researchers and work with the Partner to accomplish the milestones identified in the Project Plan.

All employers in Canada are responsible for remitting employment insurance, pension plan and tax payroll deductions to the Canada Revue Agency. This amounts to an additional 16 % of the Principal Investigator salary costs, totaling $XX. Part time employees are entitled to a 4% in lieu of vacation, totalling $XX.

**Student Researchers, GBC ($XX cash – [source]; $XX in-kind – [source]; $XX total)**

Student Researchers will be hired from GBC’s [Program name] program to work on the project from [month, year] to [month, year]. They will work a maximum of XX hours at a rate of $15.50 per hour plus 4% vacation pay and additional benefits, totalling $17.60 per hour and $XX overall. Working with the Partner and Principal Investigator, these Student Researchers will [describe role].

**Partner – [Name], [organization name] ($XX cash – [source]; $XX in-kind – [source]; $XX total)**

[Partner contact name], [title] will work with the project team from [month, year] to [month, year] to accomplish the milestones identified in the Project Plan and will be available for regular meetings and/or consultation. [Name] will commit XX hours per week for the duration of the project (XX hours total) at $XX per hour for a total of $XX.

**Professional and Technical Services: $XX ($XX cash – [source]; $XX in-kind – [source])**

[Describe the nature of the service to be provided and explain why it is required. Include the dollar value and funding source for each service.]

\* Please note that Ignite Fund can be used to cover Professional and Technical Services provided by GBC staff. Professional and Technical Services provided by non-GBC staff is not an eligible expense under the Ignite Fund.

**Operating and Equipment: $XX ($XX cash – [source]; $XX in-kind – [source])**

[This includes materials, supplies and other related expenditures. Describe the item to be purchased and explain why it is required. Include the dollar value and funding source for each item. Operating and equipment expenditures should not exceed 20% of the total budget.]

**Research and Technology Transfer Support Services: $XX ($XX cash – [source]; $XX in-kind – [source])**

[This includes pre-commercialization support services, marketing of technology, IP protection, and other related expenses. Describe the nature of the service to be provided and explain why it is required. Include the dollar value and funding source for each service.]

**Knowledge Dissemination and Networking: $XX ($XX cash – [source]; $XX in-kind – [source])**

[This includes travel\*, meetings, communications activities, workshops, seminars, and other related expenditures. Describe the item or service to be provided and explain why it is required. Include the dollar value and funding source for each item or service.]

\*The approval of travel expenses is subject to the college’s travel policy at the time of the application such as domestic and international travel suspensions due to pandemic restrictions.

**Other: $XX ($XX cash – [source]; $XX in-kind – [source])**

[Describe the nature of the item or service to be provided and explain why it is required. Include the dollar value and funding source for each item or service.]

**PRINCIPAL INVESTIGATOR’S CURRICULUM VITAE (CV)**

A copy of the Principal Investigator’s current CV must be included with the application.

Also include Co-Investigator’s CV *if applicable.*

# OPTIONAL ATTACHMENTS

Optional attachments can include:

* Letter(s) of support – Each letter should demonstrate support for the proposed project and clearly identify the ways in which the partner will both contribute to and benefit from the project
* Copies of any quotes or estimates referenced in the budget justification
* Figures and/or tables
* Data collection tools (surveys, focus group questions, etc.)
* Research Ethics Board approval (if applicable)

The application should be considered complete without the optional attachments. Reviewers are not obliged to review supplemental material, though it is often helpful to have copies of the data collection tools and letters of support.

Reviewers may request supplementary information. If the reviewers request information that was not included in the original, complete application, it will not negatively affect the review of the proposal.

# SSHRC Explore FUND APPLICATION

**APPLICANT INFORMATION**

**Principal Investigator Information**

This is the GBC employee responsible for all aspects of the study, including providing guidance to Student Researchers, completing reports and managing study-related expenses. All correspondence from the Office of Research & Innovation will be directed to the Principal Investigator. By submitting an Explore Fund application, the Principal Investigator agrees to share project results with the college community.

If an individual stands to personally benefit from the potential outcome of a project, they cannot be the Principal Investigator. Personal benefit may arise from interpersonal relationships, financial partnerships, other economic interests or any other incentive that may compromise the integrity of the project. A description of any relationship or partnership that could possibly result in personal benefit must be disclosed within the application.

**Co-Investigator Information**

The co-investigator *if applicable* may be a GBC employee and/or external collaborator who is directly involved with the project. Include their name, title, email address, organization, division/school/department.

**PROJECT INFORMATION**

**Title**

The title should clearly identify the focus of the project and be written in plain language.

**Abstract**

*Maximum 250 words*

Provide an overview of the project that aligns with the information provided in the Project Description attachment. The abstract should be written in plain, non-technical language and be suitable for public release (on the GBC Research & Innovation website, annual report, etc.). The abstract should not exceed

250 words in length.

The abstract should include:

• Context – the current knowledge or innovation gap; why does this need exist?

• Innovation/Research Question – what is the specific problem or question(s) to be addressed?

• Methods – what is the research method you will be using, what are the project activities, how will they be accomplished, and what is the role of the students?

• Expected Outcomes – define the project goal and main deliverables; how/why will these outcomes be beneficial.

Ensure that the abstract does not include any potentially confidential information and that any partner(s) have approved the abstract prior to submission.

**Research Ethics Board (REB) Approval**

If any research involves human participants, REB approval is required. REB application forms and guidelines are available on the GBC [REB website](mailto:REB%20website). Questions about the REB process can be directed to [researchethics@georgebrown.ca](mailto:researchethics@georgebrown.ca). Applications may be submitted prior to receiving REB approval. However, funding will not be released until REB approval has been granted.

**External Funding Plan**

Provide a brief description of previous and/or future funds that will be sought for the project.

**Student Involvement**

Describe the nature of the proposed student involvement in the project. This should include information about the Student Researchers’ responsibilities and how they would benefit from the proposed project.

**BUDGET**

Complete the budget table including justification of each expense as it relates to your proposal goals. Be sure the budget table match with the proposed budget template and justification attached with the application form.

**SIGNATURE AND APPROVALS**

The Principal Investigator must sign, along with their Chair or manager to indicate approval. **An application is considered incomplete until approval has been granted by the applicant’s Chair or manager.** Applicants are strongly encouraged to plan accordingly in order to ensure that they have enough time to get Chair/Manager’s approval prior to the application deadline.

**MANDATORY ATTACHMENTS**

**BRIEF PROJECT DESCRIPTION (1-page maximum, not including references, refer to the SIG Evaluation Criteria for the relevant stream)**

The project description must clearly identify the knowledge gap to be examined and describe the methodology that will be used to address the existing situation. Applicants must also describe the ways in which students will be involved in the project.

The description of the proposed project must include the following section headings:

* **Background and Rationale:** Define the current knowledge gap and explain the need for the proposed project. Include references to published material that supports and validates the proposed project or knowledge gap.
* **Project Objectives and Methodologies: I**nclude information about the question(s) or problem(s) that drive the project; the solutions; methodology that describes how the project will address the knowledge or innovation gap articulated in the Background section; any methods that will be used to collect data; how data will be analyzed
* **Outcomes:** Identify tangible, measurable outcomes that demonstrate the broader impact of the project following the SMART\* approach. Applications must demonstrate the value of the anticipated results of the project, highlighting any relevance to the college and external community. Provide and briefly explain metrics that could be used to evaluate the project impact.
* **Next Steps:** What are your next steps in terms of seeking further funding and/or knowledge mobilization or dissemination activities
* **References:** Include a separate list of references, including references from academic journals

**TIMELINE (1 page maximum)**

Applicants must provide a timeline with milestones and work plan. Identify the major milestones of the project, the projected dates of completion for each milestone, and a description of associated activities. An example timeline for Explore applicants is included below. Please note that more detail would be required in the description of activities in order to reflect the actual goals of the project.

| **Milestone** | **Description of Activities** | **Start Date** | **Completion Date** |
| --- | --- | --- | --- |
| Hire student | Recruit 1 students from a specific GBC program | 2019-09-01 | 2019-10-02 |
| Bi-weekly team meetings | All members of the team will meet every two weeks in person to discuss the progress and identify issues | 2019-10-02 | 2020-05-30 |
| Focus group | Recruit participants and conduct focus groups. | 2020-02-20 | 2020-02-20 |
| Analyze Results | Analyze data and disseminate findings. | 2020-02-22 | 2020-05-30 |
| Final report | Prepare and submit final report in collaboration with  student(s) and/or other applicants | 2020-05-15 | 2020-06-15 |

**PROPOSED BUDGET AND JUSTIFICATION (1 page maximum)**

Use the template provided below to indicate the requested budget items and budget justification to explain why the resources requested are necessary and sufficient to complete the project.

**Budget Template**

| **Budget Item** | **Ignite Fund**  **Cash** | **GBC**  **Cash** | **GBC**  **In-Kind** | **Partner**  **Cash** | **Partner**  **In-Kind** | **Other Sources**  **Please specify:**  **Cash** | **Other Sources**  **Please specify:**  **In-Kind** | **TOTAL** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Student Salaries (for Explore only)* |  |  |  |  |  |  |  |  |
| *Supplies and Equipment* |  |  |  |  |  |  |  |  |
| *Travel (Mileage)* |  |  |  |  |  |  |  |  |
| *Other* |  |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |  |

Typical SIG eligible expenses include:

* Student salary – the standard rate for Student Researchers is $15.50 per hour, plus 4% vacation pay, plus 10% employer contribution costs. Any difference in salary will need to be justified in the Budget Justification.
* Modest mileage or public transportation expenses required for research purposes (meetings at partner site, etc.).
* Costs associated with knowledge dissemination activities, including posters and conference presentations.
* Equipment may be included, however, costs should not exceed 20% of the total requested budget.

**Budget Justification Template**

* Each section below should only be completed if applicable.
* **Student Researchers Salaries and Employer Contribution Costs, GBC ($XX cash – [source]; $XX in-kind – [source]; $XX total)**
* Student Researchers will be hired from GBC’s [Program name] program to work on the project from [month, year] to [month, year]. They will work a maximum of XX hours at a rate of $15.50 per hour plus 4% vacation pay and additional benefits, totalling $17.60 per hour and $XX overall. Working with the Partner and Principal Investigator, these Student Researchers will [describe role].
* **Equipment and Supplies: $XX ($XX cash – [source]; $XX in-kind – [source])**
* [This includes materials, supplies and other related expenditures. Describe the item to be purchased and explain why it is required. Include the dollar value and funding source for each item. Equipment expenditures should not exceed 20% of the total budget.]
* **Knowledge Dissemination and Networking: $XX ($XX cash – [source]; $XX in-kind – [source])**
* [This includes travel\*, meetings, communications activities, workshops, seminars, and other related expenditures. Describe the item or service to be provided and explain why it is required. Include the dollar value and funding source for each item or service.]
* \*The approval of travel expenses is subject to the college’s travel policy at the time of the application.

**PRINCIPAL INVESTIGATOR’S CURRICULUM VITAE (CV)**

A copy of the Principal Investigator’s current CV must be included with the application.

Also include co-investigator’s CV *if applicable.*

# OPTIONAL ATTACHMENTS

Optional attachments can include:

* Letter(s) of support – Each letter should demonstrate support for the proposed project and clearly identify the ways in which the partner will both contribute to and benefit from the project
* Copies of any quotes or estimates referenced in the budget justification
* Figures and/or tables
* Data collection tools (surveys, focus group questions, etc.)
* Research Ethics Board approval (if applicable)

The application should be considered complete without the optional attachments. Reviewers are not obliged to review supplemental material, though it is often helpful to have copies of the data collection tools and letters of support.

Reviewers may request supplementary information. If the reviewers request information that was not included in the original, complete application, it will not negatively affect the review of the proposal.

**SSHRC EXCHANGE GRANT APPLICATION**

**APPLICANT INFORMATION**

**Principal Investigator Information**

This is the GBC employee responsible for all aspects of the funded knowledge mobilization activities, including completing reports and managing study-related expenses. All correspondence from the Office of Research & Innovation will be directed to the Principal Investigator. By submitting an Exchange Fund application, the Principal Investigator agrees to share project results with the college community.

**PROJECT DESCRIPTION**

**Title**

The title should clearly identify the focus of the project and be written in plain language.

**Conference Travel Description**

Provide details about conference that you will attend *if applicable.*

**Knowledge Mobilization / Dissemination Activities Description**

Provide a description of proposed activities in 250 words maximum. If you have already submitted an abstract for a conference, please include the abstract and acceptance email if available as attachments with the application.

**TIMELINE**

Complete the milestones and timelines table for proposed activities.

**EXTERNAL FUNDING PLAN**

Provide a brief description if you are expecting additional funds from other sources.

**BUDGET**

Complete the budget table including justification of each expense as it relates to your proposal goals.

**SIGNATURE AND APPROVALS**

The Principal Investigator must sign, along with their Chair or manager to indicate approval. **An application is considered incomplete until approval has been granted by the applicant’s Chair or manager.** Applicants are strongly encouraged to plan accordingly in order to ensure that they have enough time to get Chair/Manager’s approval prior to the application deadline.

**MANDATORY ATTACHMENTS**

**PRINCIPAL INVESTIGATOR’S CURRICULUM VITAE (CV)**

A copy of the Principal Investigator’s current CV must be included with the application.

# OPTIONAL ATTACHMENTS

Optional attachments can include:

* Letter(s) of support – Each letter should demonstrate support for the proposed project and clearly identify the ways in which the partner will both contribute to and benefit from the project
* Copies of any quotes or estimates referenced in the budget justification
* Conference abstract
* Conference acceptance email

The application should be considered complete without the optional attachments. Reviewers are not obliged to review supplemental material, though it is often helpful to have copies of the data collection tools and letters of support.

Reviewers may request supplementary information. If the reviewers request information that was not included in the original, complete application, it will not negatively affect the review of the proposal.