

Canada (SSHRC and FRQSC) – English version

SSHRC and FRQSC Eligibility Requirements for T-AP applicants based in Canada

Note: This addendum to the Trans-Atlantic Platform Social Innovation (T-AP SI) Call for Proposals contains funding agency-specific information for candidates applying for Canadian funding. Please see the [Trans-Atlantic Platform](#) website for links to the main Call for Proposals.

Introduction

This addendum is organized in the following sections:

- Overview of T-AP Social Innovation Call
- Overview of the Canadian Funding Mechanism for Applicants from eligible Canadian institutions.
- Appendix 1: Social Sciences and Humanities Research Council (SSHRC)
- Appendix 2: Fonds de recherche du Québec—Société et culture (FRQSC)

Overview of T-AP Social Innovation Call

In recognition of the common challenges and strategic priority areas for collaboration around the research topic of social innovation, the T-AP Social Innovation call brings together international research teams to advance research and to share their results openly, so that others may learn from these results.

The T-AP Social Innovation Call is an international competition sponsored by 10 leading funders from 8 countries.

As noted in the T-AP Social Innovation Call, this competition is **open only to international research projects** that:

- comprise at least three eligible research partners requiring financial support from funders located in different T-AP SI participating countries; and
- include teams from both sides of the Atlantic.

Overview of the Canadian Funding Mechanism for Canadian Applicants

a. Value and Duration

When a project is selected for funding, each of the teams will receive a grant from its respective country and funder(s). For Canadian teams, projects will be funded based on the funding request submitted by the team, via the itemized budgets and one-page justifications.

Canadian applicants can request up to a maximum of \$175,000 in funding:

- \$100,000 from SSHRC

Quebec applicants eligible to apply for SSHRC funding may also apply for a supplement from the FRQSC:

- \$50,000 - \$75,000 (+ indirect costs)

b. Submission

To apply for the SSHRC funding component of the larger T-AP Social Innovation Call, the Principal Investigator must be affiliated with an [eligible Canadian institution](#). In addition to the required documents for the larger T-AP proposal, the Principal Investigator must submit a separate [SSHRC](#)

[budget form](#)* and one-page justification along with the other required documentation to SSHRC as described below on or before the application deadline.

To apply to FRQSC funding components of the larger T-AP Social Innovation Call, an eligible Quebec Principal Investigator (under FRQ Common General Rules) must submit a budget application in accordance with FRQSC budget rules. Note that only projects that are selected by SSHRC are then eligible to be considered for the Quebec funding supplement.

Examples:

- A T-AP Social Innovation Call project proposal is submitted by the overall Lead Principal Investigator from the United Kingdom. Within this project there are participants from Canada. A Canadian budget form for SSHRC has been submitted totaling \$100,000. If the application is successful, SSHRC will fund the proposal according to its policies and regulations, via the identified eligible Principal Investigator of the budget request.
- A T-AP Social Innovation Call project proposal is submitted by the overall project lead researcher from Canada. Within this project there is a budget for SSHRC (\$100,000) and a budget to be presented to the FRQSC (\$75,000). If the application is successful, SSHRC and FRQSC will fund the proposal according to their respective policies and regulations, via the identified eligible Principal Investigators for each budget request.

*Please note that the larger T-AP Social Innovation Call requires that a Summary budget overview be submitted as part of the proposal in order to help provide a global overview of the full budget for the international project. However, the budget submitted separately for SSHRC funds must be presented in Canadian dollars, using the [SSHRC budget form](#) and [Tri-Agency Financial Administration Guide](#) categories in the justification. Section 7.7 in the T-AP Social Innovation Call outlines the requirements for the Summary budget overview.

See APPENDIX 2 for FRQSC regarding their budget requirements.

c. Funding Rules

One eligible Principal Investigator will need to be associated with each budget request and accountable to the funder for the management of funds and the research portion of the larger T-AP Social Innovation Call project if it is funded. This individual must be identified to the agencies in the supplementary T-AP Social Innovation Call Terms and Conditions for Applying form(s), and must sign the related documents requested by the relevant Canadian funders.

For successful applicants, funding agencies will fund the proposal according to their respective policies and regulations, via the identified eligible Principal Investigator for each budget request. SSHRC budgets must conform to the regulations outlined in the [Tri-agency Financial Administration Guide and FRQSC budgets must conform to the regulations found in the Common General Rules document](#).

SSHRC or FRQSC will communicate directly with the Principal Investigator funded for the component of the successful project proposal. The Principal Investigator will also be responsible for reporting to that funding agency, according to its rules.

Please note that, as mentioned in the T-AP Social Innovation Call for Proposals, “if the project is requesting funds from more than one funding organization within the same country, only one Principal Investigator may be designated as the lead for that country.”

Thus, if requests are made to more than one Canadian agency, one researcher will still need to be designated the overall “Principal Investigator” for Canada for the purposes of submission of the overall proposal to the Netherlands Organisation for Scientific Research (NWO).

d. Privacy Notices

SSHRC and NSERC Privacy Notice

All applications must be submitted to the NWO and are subject to the privacy policies of the European Union. The NWO will share application information with other funding agencies involved in this call, including SSHRC. The personal information contained in the full grant proposal will be disclosed to, and may be viewed by, any or all of the participating granting agencies.

SSHRC is responsible for complying with the [Access to Information Act](#) and the [Privacy Act](#), and this legislation applies to all information within SSHRC’s respective custody and control. The personal information that you provide for the purpose of applying to this funding competition is collected by SSHRC under the authority of the *Social Sciences and Humanities Research Council Act*. Personal information provided to SSHRC is stored in the personal information bank PPU 055, as described in SSHRC’s [Info Source](#) chapter. Only the information needed to deliver, administer and promote the T-AP Social Innovation competition and awards is collected by SSHRC indirectly via the NWO. Failure to provide the personal information required in the application may result in the application being declared ineligible.

SSHRC is committed to the protection of the personal information under its control, and does not take responsibility for the privacy practices of any other T-AP Social Innovation Call partner organizations, including Canadian partner organizations. SSHRC will share personal information with the agencies named in this addendum only as required for administrative purposes with respect to the T-AP Social Innovation Call. Information may also be disclosed for the purposes of program evaluation or reporting. SSHRC will not disclose personal information to third parties for purposes beyond those listed above. In addition to protecting your personal information, the *Privacy Act* gives you the right to request access to and correction of your personal information.

For more information about these rights, or about SSHRC privacy practices, please contact the access to information and privacy coordinator (613-947-8639 or ATIP-AIPRP@sshrc-crsh.gc.ca). You also have the right to file a complaint with the Privacy Commissioner of Canada if you think your personal information has been handled improperly.

FRQSC and Privacy Notice

The FRQSC is responsible for complying with the *Loi sur l'accès à l'information et la protection des renseignements personnels* (RLRQ c. A-2.1). The personal information that you provide for the purpose of applying to this funding competition is collected by the FRQSC under the authority of the Fonds de recherche du Québec—Société et culture. Information collected is managed and kept in accordance with the agency’s privacy policy as described in the Commitment Report applicants must sign. This information will be used for the purposes of selecting applications and managing grants once selected.

The FRQSC are committed to the protection of the personal information under their control, and do not take responsibility for the privacy practices of any other T-AP Social Innovation Call partner organizations, including Canadian partner organizations. The FRQSC will share personal information with the agencies named in this addendum only as required for administrative purposes with respect to the T-AP Social Innovation Call. Information may also be disclosed for the purposes of program evaluation or reporting. The FRQSC will not disclose personal information to third parties for purposes beyond those listed above. In addition to protecting your personal information, the *Loi sur l'accès à*

l'information et la protection des renseignements personnels (RLRQ c. A-2.1) gives you the right to request access to and correction of your personal information.

For more information about these rights, or about FRQSC privacy practice, please contact the person in charge of access to information requests, at responsableacces.sc@frq.gouv.qc.ca

e. Specific Requirements from Each Canadian Funding Agency

Each funding agency has specific rules and regulations applying to all steps of the competition and the overall funding of projects. These rules can be found in the following appendixes:

Appendix 1: Social Sciences and Humanities Research Council of Canada

Appendix 2: Fonds de recherche du Québec—Société et culture (FRQSC)

Contact:

Social Sciences and Humanities Research Council of Canada:

Anna Torgerson

Senior Program Officer, Research Grants and Partnerships Division

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Social Sciences and Humanities Research Council of Canada

350 Albert Street

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Ottawa, ON K1P 6G4

Fonds de recherche du Québec—Société et culture:

Bernard Vandal

Program Officer

Email: bernard.vandal@frq.gouv.qc.ca

Tel.: (418) 643-7582 poste 3192

Fonds de recherche du Québec—Société et culture

140, Grande Allée Est, suite 470

Québec (Québec) G1R 5M8

APPENDIX 1: Social Sciences and Humanities Research Council of Canada

Important Note: Researchers applying for SSHRC funds **must** submit a signed [Terms and Conditions for Applying](#) form and the other required documentation listed below on or prior to the T-AP Social Innovation Call deadline.

Subject Matter Eligibility

All thematic areas and approaches are eligible for consideration, and proposals are welcome from all subject areas eligible for funding at SSHRC. Please see SSHRC's [Subject Matter Eligibility](#) guidelines for more information. Proposals may also include collaboration and integration across several disciplines, including aspects of natural sciences and engineering, provided that the main focus remains within the social sciences and humanities. Please note: It is the applicant's responsibility to ensure that the proposed project complies with SSHRC's subject matter eligibility. SSHRC reserves the right to declare the SSHRC portion of the project ineligible, which may compromise the project as a whole.

Applicants

Applicants (Principal Investigators) must apply as an international research project partnership. Each project must **be a partnership among a minimum of three country teams**, which represent **participating countries on both sides of the Atlantic**.

While the overall lead for the project will submit all of the project materials via the portal administered by the NWO, a Principal Investigator is required for each funding agency involved in the project. SSHRC Principal Investigators must be affiliated with an [eligible Canadian institution](#) at the time of application. SSHRC Principal Investigators are required to ensure that they comply with all SSHRC regulations and complete the necessary SSHRC-specific documents for submission.

The deadline for receipt of the TAP-SI proposal and additional documentation is **February 14 2019**. Late proposals will **not** be accepted. Details of how to submit the proposal are outlined on the [T-AP Social Innovation Call website](#).

Co-applicants may be individuals from any of the following:

- **Canadian:** Postsecondary institutions; not-for-profit organizations; philanthropic foundations; think tanks; or municipal, territorial or provincial governments.
- **International:** Postsecondary institution.

Any individual who may make a significant contribution to the research or research-related activity may be a **collaborator**. Collaborators do not need to be affiliated with an eligible Canadian postsecondary institution.

Note that individuals from the private sector or federal government may only participate as collaborators.

Salary Research Allowance

Applicants and co-applicants from eligible not-for-profit organizations may request a [salary research allowance](#) to release them from duties to their organization.

Institutions

SSHRC invites applications for grants from social science and humanities researchers affiliated with an eligible Canadian institution. Please see SSHRC's [list of eligible institutions](#). Researchers who are not affiliated with an eligible Canadian institution should contact SSHRC well in advance of the deadline.

Any institution that does not currently have [institutional eligibility](#) and wishes to administer SSHRC grants must [apply for](#) and meet SSHRC's institutional eligibility requirements. Once eligibility is granted, the institution is invited to become a signatory to the [Agreement on the Administration of Agency Grants and Awards by Research Institutions](#), which entails a commitment by the institution to adhere to the high legal, ethical and financial standards set out in the Agreement, and ensures that the institution has the necessary structures and processes in place to achieve this objective. Please note that SSHRC will not release funding to an institution before it becomes a signatory of the Agreement.

For questions related to institutional eligibility, or to receive an institutional eligibility application package, please contact institutional.eligibility@sshrc-crsh.gc.ca.

Multiple Applications

Please refer to SSHRC's regulations regarding [multiple applications](#) for more information.

Applicants who have received a SSHRC grant of any type but have failed to submit a final research report by the deadline specified in their Notice of Award are not eligible to apply for another SSHRC grant until they have submitted the report.

Partner organizations

SSHRC encourages applicants to collaborate with partner organizations from non-academic sectors in formal partnerships within the scope of this funding opportunity.

As noted in Section 7.9: "Letters of commitment" within the T-AP Social Innovation Call for Proposals, project teams are expected to attach letters of commitment, as appropriate:

"A letter of commitment is typically provided written by a person or organisation that is committing something to your project, either in-kind or in-cash. This can be the PI's host institution or a Cooperation Partner. As to the commitment letters of the PI's host institution, please carefully check the relevant Addenda to the Call for Proposals for the (national) eligibility requirements. As to the commitment letters of the Cooperation Partner, please include the Cooperation Partner's own funding for participating in the T-AP SI project."

Exemption

For the T-AP Social Innovation Call, SSHRC's appeals policy will not be applicable due to the international nature of the initiative.

Language of Application

Principal Investigators based in Canada submitting on behalf of a team can submit their applications in English or French. Applicants who wish to apply in French should contact the SSHRC program officer assigned to this funding opportunity (contact info below).

Reporting Requirements

A schedule of report due dates will be included with the award notification documents.

Canadian teams must comply with policies and requirements as outlined in the [Tri-Agency Financial Administration Guide](#).

A white paper will be required at the end of the granting period. This white paper will replace the standard SSHRC Achievement Report. The white paper should document the project's achievements, including lessons learned, so that others can benefit. White papers will be posted on the NWO website. See the T-AP Social Innovation Call for Proposals for more details.

SSHRC Research Data Archiving Policy and Open Access Policy

SSHRC is committed to the principle that the various forms of research data collected with public funds belong in the public domain. Accordingly, SSHRC has a policy to facilitate making data that has been collected with the help of SSHRC funds available to other researchers. Please refer to SSHRC's [Research Data Archiving Policy](#) for further information.

SSHRC-funded researchers are required to comply with the [Tri-Agency Open Access Policy on Publications](#).

Application Process

T-AP Social Innovation applications must be submitted electronically through the NWO by **February 14, 14:00 Central European Time** by the Lead Principal Investigator. However, in addition, Principal Investigators based in Canada requesting funds from SSHRC must:

- follow the internal approval process in place at their institution as specified by the relevant authorities;
- review, sign and forward the following documents to the research or financial administrator at their institution for review and formal signature:

- 1) the [Terms and Conditions for Applying](#) (SSHRC),
- 2) the formal list of co-applicants and collaborators, as outlined within the Terms and Conditions document, and
- 3) the [SSHRC budget form](#) and a one-page budget justification explaining the need for each budget item, in accordance with the eligibility requirements outlined in the Tri-Agency Financial Administration Guide;

- ensure that the research grant office at the institution scans the signed [Terms and Conditions for Applying](#) (SSHRC) and forwards this along with the other required documents listed above, by email, to the [SSHRC program officer](#), with a cc to the applicant on our before the application deadline.

More Information

Please consult the T-AP Social Innovation Call for Proposals for more details, or contact:

Anna Torgerson
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Social Sciences and Humanities Research Council of Canada
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APPENDIX 2: Fonds de recherche du Québec—Société et culture (FRQSC)

Eligibility Requirements

Within the context of the T-AP Social Innovation Call, the FRQSC may award a Supplement for Québec researchers who:

- are project leads or co-researchers of a Canadian team funded by the SSHRC T-AP Social Innovation Call;
- meet all SSHRC requirements; and
- meet the eligibility requirements for financial support described in the [Common General Rules](#) of the Fonds de recherche du Québec, and whose researcher status is one of the following: university, clinical or college researchers who may act as principal investigators or co-investigators. Retired persons may only act as co-investigators. (for researcher status definitions, refer to Page 5 of the [Common General Rules](#) of the Fonds de recherche du Québec).

Description of the Supplement

Note: Each funded Canadian team may **only receive a single supplement**.

The maximum funding of \$75,000 per team is intended to cover direct research costs. This amount will be increased by 27 per cent to cover indirect research costs, bringing the total maximum funding per team to \$95,250. The indirect research costs amount will be paid directly to the home institution of the project lead. The supplement offered to each team covers the complete duration of the project.

The Supplement is administered by the FRQSC. Given the supplemental nature of this FRQSC funding opportunity, the project funded by SSHRC must be able to be completed regardless of whether the FRQSC Supplement is awarded or not. The supplement's objective is to encourage Québec researchers to work on the development and integration of international social sciences and humanities research projects.

One social sciences and humanities researcher from Québec, who is either a project lead or co-researcher of a Canadian team funded by SSHRC, must be named as the FRQSC project lead. The FRQSC will award the supplement to this Québec researcher, who will be responsible for transferring the amounts intended for the activities of the other Québec social sciences and humanities, arts and literature working as co-researchers on the project. The supplement will be awarded on the basis of the budget and justifications submitted by the project lead. The project ranking provided by the T-AP Social Innovation application evaluation committee will be respected and funding will be allocated until the total budget of the two agencies has been reached.

The FRQSC reserves the prerogative to modify the amounts offered in relation to those requested on the basis of the budget estimates and justification provided and the number of funded projects.

Documents to be Submitted to the FRQSC

In addition to the documents required for the T-AP Social Innovation Call application, Québec researchers applying for the FRQSC supplement must submit the following documents to the FRQSC on or before the T-AP Social Innovation Call application deadline:

- the signed FRQSC Règles et conditions / Terms and Conditions form, including a list of all co-researchers from Québec (form can be obtained from the FRQSC program officer—contact details provided below);

- the [budget form](#), detailing the amounts requested under the FRQSC Supplement and signed by the Québec project lead (budget form available on the [T-AP Social Innovation Call website](#));
- accompanying the budget form, a one-page budget justification explaining the need for each budget item, in accordance with FRQSC expense eligibilities as set out in the [Common General Rules](#) of the Fonds de recherche du Québec (letter format, minimum margins of 1.5 cm);
- the signed commitment report (report available via the program officer); and
- a half-page summary of the international research project, **in French**, specifying the contribution of the Québec researchers.

All of these documents must be sent in PDF format to the program officer at the email address provided below.

Rules and Regulations

All applicants must comply with the [Common General Rules](#), including all aspects related to intellectual property, ethics, and research integrity.

Language of Application

The documents to be submitted to the FRQSC listed above may be written in either French or English, with the exception of the half-page summary which must be written in French.

More Information

For additional information concerning the FRQSC Supplement for Intersectoral Networking, please contact:

Fonds de recherche du Québec—Société et culture

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