

Office of Research Research Grant Workshop SSHRC Insight Development Grants

Tuesday, November 24, 2020
1 p.m. – 3 p.m.
Zoom

Agenda

- **IDG Program Overview**
 - Eligibility
 - Financial support
 - Particular scopes of research/research-creation
- **Evaluation and Adjudication**
 - Inside Scoop
- **Technical Information and Submission Process**
 - Internal deadlines
 - Contact information
- **Grantsmanship and Other Info (slides for reference)**
 - IDG-related specific tips
 - Equity, Diversity and Inclusion (EDI)
 - Ethics and compliance

Program Overview



SSHRC Insight Grants

Next competition: **October 2021**

Funding: Stream A: \$7,000 to \$100,000

Stream B: \$100,001 to \$400,000

Both established and emerging scholars eligible; individually or in teams

Objectives:

- Support new approaches to research/research-creation on complex and important topics;
- Provide high-quality student research training;
- Fund research expertise relating to societal challenges;
- Mobilize research knowledge to/from academic and non-academic audiences, with potential to lead to social and other benefit and impact.



SSHRC Insight Development Grants

Agency deadline: **Tuesday, February 2, 2021**

Internal deadline: **Tuesday, January 26, 2021**

Funding: **\$ 7K to \$ 75K over one to two years**

Separate funding envelope for new scholars (minimum 50%)

International co-applicants allowed (must provide rationale)

Objectives:

- Support research /research-creation in its initial stages;
- Enable development of new research/research-creation questions, experiment with new methods, theoretical approaches and/or ideas.

Established (regular) scholars please note: Proposed research/research-creation must be **new and distinct** from your past and ongoing research/research-creation work.



What the IDG is:

A bit more detail... IDGs:

- Support **early-stage** research/research-creation. Enable the **development of new research/research-creation questions, experimentation** with new methods, theoretical approaches and/or ideas.
- Support research/research-creation activities such as: **case studies; pilot initiatives; and critical analyses** of existing research/research-creation.
- May involve **national and international research collaboration**, the exploration of new ways of producing, structuring and **mobilizing knowledge** within and across disciplines and sectors.

Not intended to support large-scale initiatives.

http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/insight_development_grants-subventions_de_developpement_savoir-eng.aspx



Should I apply to IG or IDG ?

Consider:

- Established vs. emerging researcher – research/research-creation record for your career stage.
- Scope and nature of project – Stage of development, timeline, funding needs, type of research/research-creation activities.
- Established (regular) scholars: Proposed research must be **new and distinct** from your past and ongoing research/research-creation work.



Applying to IDG or IG

You may submit an IG application as PI, if you are the PI on an unfunded IDG.

IDG Feb 2021 + IG Oct 2021 = ✓

Different objectives for each. The IDG must entail development/pilot/seed research/research-creation..

IG Oct 2020 + IDG Feb 2021 = ✓

The projects must be significantly different – a variation of the IG cannot be submitted as an IDG.

- No limit to the number of applications as a Co-applicant or Collaborator;
- Grant holders may re-apply to the same funding opportunity in the final year of funding;
- Automatic one-year extension for all grants.

http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/multiple_apps-demandes_multiples-eng.aspx



IDG: Emerging Scholars

Emerging Scholars

Must demonstrate that you have not applied successfully, as Principal Investigator or Project Director, for a grant offered through SSHRC, the Natural Sciences and Engineering Research Council, or the Canadian Institutes of Health Research. However, you may have held or currently hold knowledge mobilization grants and/or SSHRC Partnership Engage Grants.

In addition you must meet **one** of the following criteria:

- Completed highest degree no more than **six years** before competition deadline. SSHRC considers only the date of completion of the first doctorate; **or**
- Held a tenured or tenure-track university appointment for less than **six years**; **or**
- Held a university appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions); **or**
- Had career significantly interrupted or delayed for family reasons. within the past six years.



IDG: Established Scholars

Established Scholars:

- IDG does not support your ongoing research/research-creation.
- Novelty of research/research-creation critical. Clearly demonstrate how proposed research/research-creation is distinct from previous work, i.e., a reorientation not just an extension of it.
- Can conduct work in new areas, in new ways (pilot studies, etc.) without being penalized for lack of experience in the new area.
- Targeted dissemination – conferences, journals – will likely differ from your CV/publication record

How new is new? No magic formula -discuss with ARD/P.O.



Co-applicants and Collaborators

For IDG only:

Co-applicants

An individual is eligible if formally affiliated with any of the following:

- **Canadian:** Eligible postsecondary institution.
- **International:** Postsecondary institution.
- For international co-applicants, the rationale for international collaboration must be clearly outlined in the application.

Postdoctoral Fellows and PhD candidates eligible to be co-applicants under the same conditions as above. However, as team members they cannot be remunerated with funds from the grant.

Collaborators Any individual who makes a significant contribution to the project. They do not submit a CCV.



IDG Competition Statistics

Year	2020	2019	2018	2017	2016	2015	2014	2013	2012	2011
Eligible Applications (% emerging scholars)	1,256	1,128 (66%)	1,139 (70%)	1,236 (69%)	1,211 (66%)	1,237 (65%)	1,128 (68%)	1,028 (68%)	936 (67%)	630 (54%)
Competition Budget (% allocated to emerging scholars)	\$32.3 M	\$31.7 M (66%)	\$38.0 M (70%)	\$21.9 M (70%)	\$30.6 M (67%)	\$17.2 M (66%)	\$17.4 M (69%)	\$18.3 M (69%)	\$16.6 M (67%)	\$13.1 M (55%)
National Success Rate	45%	50%	59%	34%	45%	23%	25%	30%	35%	39%
Concordia Success Rate (SSHRC data)	55% 16/29	53% 8/34	56% 14/25	42.3% 11/26	65.6% 21/32	29% 11/38	25% 7/28	25% 4/16	28% 11/40	33% 13/40

2016 & 2018: Top-up of budget due to additional government funds.

Source for 2011-19: <http://www.sshrc-crsh.gc.ca/results-resultats/stats-statistiques/index-eng.aspx>



Particular Scopes of Research/Research-Creation



Health-related research

2009 Guidelines: "The use of SSH theories, methodologies and hypotheses is, in and of itself, not sufficient to make a proposal eligible to compete at SSHRC."

Eligible:

- General well-being and work-life balance related topics
- Health policy and management
- Health ethics
- Social construction of health and health behaviour

Ineligible:

- Clinical education
- Clinical research and therapy
- Kinesiology and epidemiology

http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/selecting_agency-choisir_organisme_subventionnaire-eng.aspx#af3

We recommend that you submit a one-page summary for review prior to applying, as there is no appeal on subject matter eligibility.



Research-Creation

SSHRC Definition of Research-creation

“An approach to research that combines creative and academic research practices, and supports the development of knowledge and innovation through artistic expression, scholarly investigation, and experimentation. The creation process is situated within the research activity and produces critically informed work in a variety of media (art forms). Research-creation cannot be limited to the interpretation or analysis of a creator’s work, conventional works of technological development, or work that focuses on the creation of curricula. The research-creation process and the resulting artistic work are judged according to SSHRC’s established merit review criteria.”

- **Research-Creation Fields** include, but are not limited to: Architecture, design, creative writing, visual arts (e.g., painting, drawing, sculpture, ceramics, textiles), performing arts (e.g., dance, music, theatre), film, video, performance art, interdisciplinary arts, media and electronic arts, and new artistic practices.

http://www.sshrc-crsh.gc.ca/funding-financement/policies-politiques/research_creation-recherche_creation-eng.aspx



Complementary research initiatives

Joint initiatives:

https://www.sshrc-crsh.gc.ca/funding-financement/search_tool-outil_de_recherche-eng.aspx?tID=3&pID=2

For IDG:

- Belmont Forum
- Department of National Defense
- Societal Implications in Genomic Research



A note re COVID Delays – Contingency planning

- No separate section to specifically explain how the pandemic might delay your research /research-creation program.
- You are encouraged to address this in your proposal (from the online directions):

“Contingency plans related to the potential impact of the COVID-19 pandemic on your project may be described in this section, if appropriate. This is not mandatory, but it may assist the merit review committee in assessing the feasibility of your proposal if your research/research-creation plans are significantly disrupted, e.g., if international travel is not possible.”



The Insider Scoop

**Successful Applicants /
Committee Members**



The Insider Scoop

Dr. Mireille Paquet, Associate Professor,
Concordia University Research Chair on the Politics of
Immigration
Department of Political Science, Faculty of Arts and Science
Successful applicant and IDG Committee Member



Evaluation and Adjudication



Evaluation and Adjudication - I

Two components:

External assessments and Committee evaluation.

You may request exclusion of individuals/organizations for committee review.

There are **no external assessors** for IDG.

Program	Number of Readers	External Assessors
Insight Development Grant	3	No
Insight Grant	2 or 3	Minimum of 2



Evaluation and Adjudication - II

All SSHRC Programs use the three main Evaluation Criteria in different proportions:

Program	Challenge	Feasibility	Capability
Insight Development Grant	50 %	20 %	30 %
Insight Grant	40 %	20 %	40 %


Each criterion is sub-divided into three to five sub-criteria (bullet points):

- Committees evaluate and score each sub-criterion, based on a scale of Unsatisfactory - Satisfactory – Good - Very Good - Excellent.
- Numeric scores are assigned, and an overall weighted numeric score calculated.


Therefore, in your application, it is essential to address every single bullet point listed under the Evaluation Criteria.




Evaluation Criteria	
Challenge – The aim and importance of the endeavour:	<ul style="list-style-type: none"> • originality, significance and expected contribution to knowledge; • appropriateness of the literature review; • appropriateness of the theoretical approach or framework; • appropriateness of the methods/approach; • <u>quality of training and mentoring</u> to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; • potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community.



Evaluation Criteria	
Feasibility – The plan to achieve excellence:	<ul style="list-style-type: none"> • probability that the objectives will be met within the timeline proposed; • appropriateness of the requested budget and justification of proposed costs; • indications of financial and in-kind contributions from other sources, where appropriate; • quality and appropriateness of knowledge mobilization plans, including effective dissemination, exchange, and engagement with stakeholders within and/or beyond the research community, where applicable; • appropriateness of the strategies for conducting the activity/activities proposed.



Evaluation Criteria	
<p>Capability – The expertise to succeed:</p>	<ul style="list-style-type: none"> • quality, quantity and significance of past experience and published and/or creative outputs of the applicant and any co-applicants, relative to their roles in the project and their respective stages of career; • evidence of contributions of other knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration/other interactions with stakeholders, contributions to public debate and media), and of impacts on public practice, social services and policies, etc.; • evidence of contributions to the development of talent • potential to make future contributions.



Evaluation and Adjudication - III

Applicants are asked to select the committee they consider most appropriate for review of their proposal. There are four types, and SSHRC revised some of the groupings for 2020:

- **Discipline-based**
- **Groups of disciplines**
- **Multidisciplinary** (one humanities-focused, and one social sciences-focused)


Relevant expertise may also be sought from within the larger pool of Insight Grants committee membership.

- **Thematic**

e.g., Indigenous research proposals may involve a more tailored adjudication. If a sufficient number of applications are received, SSHRC may establish a distinct adjudication committee.

[Guidelines for merit review of Indigenous Research](#)

You may [contact SSHRC](#) to discuss committee selection.



Evaluation and Adjudication - IV

IDG 2021 Committees (slightly different from IG Committees)

- 1- Philosophy, medieval studies, classics, religious studies
- 2- History 3- Fine Arts, Research-Creation 4- Literature
- 7- Economics 8- Sociology, demography and related fields
- 9- Geography, urban planning and related fields
- 10- Psychology, **linguistics, and translation**
- 11- Political science and public administration
- 12- Education and social work
- 13- Anthropology and archaeology, ~~linguistics and translation~~
- 14- Business, management and related fields
- 16- Communications, media studies, gender studies, library and information science, related fields
- 17- Law and criminology 21- Indigenous research*
- 22- Multidisciplinary or interdisciplinary Humanities 23- Multidisciplinary or interdisciplinary Social Sciences

* Indigenous - [Guidelines for the Merit Review of Indigenous Research](#)



Evaluation and Adjudication – V

REMINDER:

Whichever committee you select, your proposal will be reviewed and discussed by scholars who have a variety of disciplinary perspectives and methodological approaches – a ‘generalist’ approach is essential.

The 4 “C”s:

Be **concise, clear, coherent** and **compelling** throughout your proposal and application.

A 4-year committee member’s perspective: “The increased funding rate is due in part because committees are scrutinizing budgets more closely and eliminating items (e.g. extra laptops, high open-access fees). Emerging scholars: Avoid overpromising the quantity, or type, of publication outcomes compared with your CV, or the quantity of students you will hire.”



Technical Information and Submission Process



SSHRC CV vs. Common CV

Agency	Competition	CV	System
SSHRC	IG October 2020 Connection and Partnership Engage/ Development/Grants	SSHRC CV and 4 page "Contributions" attachment (for applicant and co- applicants). Collaborators are not able to submit a CV anymore.	Old SSHRC portal
SSHRC	IDG February 2021	CCV	New SSHRC portal

Old SSHRC portal:

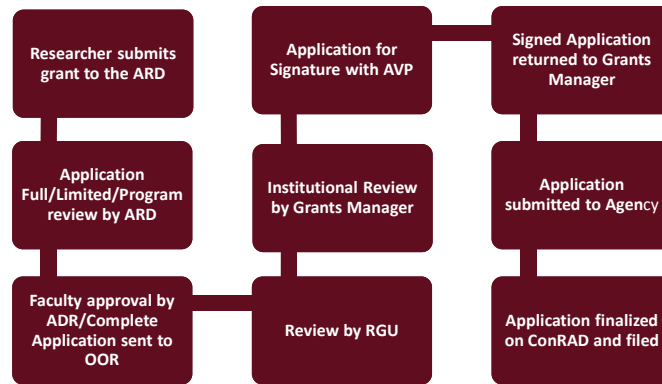
https://webapps.nserc.ca/SSHRC/faces/logon.jsp?lang=en_CA

CCV: <https://ccv-cvc.ca/>

New SSHRC portal: <https://portal-portail.sshrc-crsh.gc.ca/>



Submission Process



Concordia Internal Deadlines

All grant applications are reviewed prior to submission.

The scope of this review varies as follows:

Up until 2 weeks prior to external deadline

(Tuesday, January 19):

Proposal review and consultation

Optional, but highly recommended. Research Advisors can assist you with their extensive knowledge of agency guidelines and requirements and offer a full content review (proposal and other sections).

Minimum 5 business days prior to external deadline

(Tuesday, January 26):

Mandatory Internal Deadline (ConRAD) for administrative review

ARDs and OOR RGU verify any financial or in-kind commitments, that all agency requirements have been met and that the application is complete. At this point **final and complete** grant applications including CVs and all attachments are routed through [ConRAD](#).



Start (or continue) now – A timeline

Stages 1-2: November – mid-December

Prepare, Draft

- Access resources – meet with ARD, look at samples.
- Read program guidelines and instructions, open application online.
- Attend **November 24th OOR session, 1-3 pm - DONE!**
- Prepare proposal outline, estimate budget.
- Invite coapplicants, collaborators.
- Create and prepare Canadian CCV.
- Identify if further reading or research needed, as you begin to draft and refine proposal, budget and other sections.
- **By December 15th** – check in with ARD, feedback from colleagues, share first draft.

Stage 3: December 18 – January 10

Write, Refine

- Continue writing on own.



Timeline (continued)

Stages 4-5: January 2021

Feedback, Upload, Submit

- Return January 11th: 2 weeks to internal deadline, 3 weeks to SSHRC deadline!
- Open the application online if not yet done.
- Finish your CCV, invite/remind co-applicants to do the same.
- Send proposal and other section drafts to ARD for first (second) feedback.
- Second (third) reviews provided if time permits.
- **January 19th** is final day to submit documents for **full content review**. (Jan 12th now recommended).
- Finalize and submit online and in ConRAD before or **by January 26th**.



Submission Process for IDG

As of the OOR deadline of **Tuesday January 26th 2021. 9 a.m.:**

1. SSHRC Portal: Finalize, preview and save application, PI and co-applicant CCVs (team member CCVs in the Participants section).
2. Submit it online in the SSHRC Research Portal (it comes to OOR).
3. ConRAD: Grant Submission Form (GSF) in ConRAD, attach ALL of the above files and submit it immediately following Step 2.

Why? So that we can ensure your application is complete, while you do not have access to make changes.

We can return online access if required to revise and resubmit critical issues before the agency deadline.

If the above process is incomplete your application may not be approved in time for OOR to forward it to SSHRC.



**Program-related
specific tips
for SSHRC Insight
Development Grants,
Info on EDI and Ethics**



Summary

The purpose:

- Appears at the beginning of the application and sets the first impression. Must be a stand-alone document.
- May be the only section that non-readers on the committee read.
- Should be understood by both experts in your discipline as a significant academic contribution and by laypersons in a more general context.

If you draft this at the beginning of the process, review it when you are near the end to fine-tune it.

The **title** is equally as important - make it clear and specific.



Summary

The content:

- Clearly identify the **research/research-creation problem/issue**.
- Explain why it is **important** and **relevant**.
- State clearly your **objectives** – short and long-term.
- Give an overview of the **theory** and your **hypotheses**/research questions.
- Outline briefly the **methodology**.
- Identify the expected academic **contribution** and reiterate the potential wider **social benefit** – a large general topic of wide interest (environment, new social technologies, the economy).



The Proposal - Introduction

- Open with a brief statement – what you propose to do, and why (impact/relevance).
- Set the general context.
- Expand on the summary.



The Proposal: Objectives

- Focus on outcomes, not activities.
- Clearly articulate expected contribution to knowledge.
- Begin with a clear, brief statement followed by bullet points to organize sub-items.
- Objectives should fit funding opportunity purpose and structure and not duplicate one another - e.g., your FRQ-SC and SSHRC IDG proposals may complement one another but each must have its specific objectives.



The Proposal: Context

- Expand on the previously stated general context. Explain WHY the objectives are important – demonstrate knowledge of the conceptual framework, literature review, real world need, and outline your past research/research-creation.
- Originality - Identify the knowledge gap that you plan to fill.
- What makes your approach significant and unique?
- General overview of the field, leading into the full literature review.



The Proposal: Literature Review / Theoretical Framework

- Elaborate in more detail about literature directly relevant to your specific objectives.
- Reiterate what makes your approach significant and unique.
- Be sure to address any competing theories and identify why your approach is suited to your topic.
- Bibliography should include recent/up-to-date citations, classic ones, and yours. If the topic hasn't been studied in the past few years – address WHY?



The Proposal: Methodology

- One of the most common areas needing attention.
- Provide specific DETAILS to answer the following -
 - Is your plan feasible? Why have you chosen this specific methodology.
 - Are you likely to achieve your objectives doing it this way?
 - Is it rigorous?
 - Are there any specific challenges/limitations? How will you address these?
- Clearly link methodology to objectives, theory, student training and budget.
- Provide enough detail for a peer in your field to evaluate your expertise and the suitability of the approach.
- COVID-19 contingency plan, if appropriate.



The Proposal: Final Thoughts...

“Package” the content:

- Section headings, paragraphs, bullet points, white space, tables or diagrams if appropriate, font and pagination.
- Follow guideline for length (e.g. 6 pages - and not too far under the limit).



R&R (review and revise):

- Ask at least two people to read draft – one ‘expert’ perspective (e.g. a peer in your discipline or a related one) and one ‘general’ perspective (Advisors, Research Development) far enough ahead of deadline to allow you to incorporate feedback!



Knowledge Mobilization (KM) and Expected Outcomes - I

Knowledge Mobilization - Guidelines for Effective Knowledge Mobilization pertain to all Insight applications.

KM Plan:

- Specific activities and tools that will be used to facilitate the multidirectional flow and exchange of research/research-creation knowledge.

Expected Outcomes:

- Particular concrete outcomes and benefits of the research and related activities, facilitated by the KM plan.



KM and Expected Outcomes - II

- Overall plan to increase accessibility, flow and exchange of knowledge among various audiences or participants (academic and non-academic).
- Be specific - Who are the target audiences? How do you plan to reach and engage appropriate academic and non-academic audiences or participants? e.g., Public/private sectors - which sectors would benefit and how do you plan to effectively reach them? Include online methods (not just your own website).
- Proposed schedule for achieving intended KM activities and elaboration on the purpose of these and/or other goals.



KM and Expected Outcomes - III

Some suggested KM methods:

- Traditional academic dissemination (conferences, workshops, publications, open access, data depositories).
- Target practitioners, future practitioners (i.e. students), professional associations, policy makers, general public (practitioner events or journals, exhibitions, toolkits, training manuals, websites, media).
- Invite feedback from stakeholders using your results (practitioners, industries, cultural organizations, NGOs) to further influence research design and potential outcomes.

SSHRC requires use of **open-access** publications, websites, databases and/or institutional repositories (e.g., [Spectrum](#) at Concordia).

Tri-Agency Open Access Policy



KM and Expected Outcomes - IV

Expected Outcomes Summary:

- Elaborate on potential benefits and outcomes that could emerge from proposed research/research-creation and related KM activities.
- Examples - graduate student supervision, enriched public discourse, improved public policies, enhanced business strategies, and innovations in all sectors of society.
- If possible, include direct, specific outcomes of the research/research-creation as well as potential broader impact.



KM and Expected Outcomes - V

Reminder:

- *Both KM and Expected Outcomes are factored into 'Challenge' evaluation criterion.*
- *These sections should form an integral part of your proposal and not be an afterthought.*



Research Team, Previous Output and Student Training

Follow the specified outline as required by SSHRC – Description of the team, its previous and ongoing research/research-creation results, and student training plan.

Tips:

- Explain why a team approach is necessary and why the PI is best suited to lead the team (if applicable).
- Describe past and ongoing research/research-creation and its relevance to the current proposal. Do not simply list your contributions, which already appear in your CV.
- Focus on specific strategies (mentorship, team meetings, co-supervision) that will be used to train students in this project rather than a generic statement.



Timelines

In a one-page attachment, describe the timelines for conducting the proposed project.

- Charts and tables are strongly encouraged as very effective tools for presenting concise details for project components and research activities.
- There must be research/research-creation activity in each year of the grant.
- Conference travel in Year 1 is not generally recommended unless you will have some early results ready for presentation.



Budget Justification - Format

Budget table (summary of amounts/categories)

Budget justification (rationale)

IDG: Justification of each item is incorporated into the "Funds Requested from SSHRC" Table (no separate .pdf).

All budget items must conform to the university's rates and regulations. For each entry, fully justify all budget costs with regard to the project's needs.

Consider - even if it is justifiable to you, will it be judged reasonable by others? ***"Ask for what you need, not what you want"***.



Budget - Personnel

- Verify current rates for RA's, per diems, etc.
Office of Research web page link – Link to benefits rate:
<https://www.concordia.ca/research/for-researchers.html>
- Show your calculations.
- Justify the number of students/hours, and their academic levels, relative to the objectives of the proposed project. Indicate what tasks they will perform. Tasks should be research/research-creation-related (e.g., not “photocopying” and other general administrative tasks not contributing to an academic/training skill).
- Justify the need for non-student salaries.



Budget - Travel

- Distinguish between research/research-creation, communication and dissemination purposes and justify the need. Conference travel in Y1 may not be justified unless you have early results to present.
- Identify who will be travelling and where - applicant, students.
- Provide realistic breakdown of transportation, accommodation, per diem and registration or other fees.
- Conferences organization/remuneration and travel of guest speaker ineligible for IDG.



Budget - Other items

- Professional/technical - e.g. web development, translation, transcription.
- Supplies - used for research/research-creation purposes only.
- Non-disposable equipment: Computer hardware - obtain quotes for specialized equipment. If asking more than typical amount for a laptop, explain why (e.g., high computational needs, data storage, etc.) and justify in context of the short (one-two year) timeline.
- Other expenses (specify and justify).



Budget Justification – a final note...

IMPORTANT: Proposals must receive a passing score in all three criteria - Challenge, Feasibility, Capability.

- Automatic **fail on Feasibility** if **50%** or more of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project. Committees may recommend minor budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate, where they judge that savings could be achieved without jeopardizing the project objectives.



SSHRC CV and Contributions

REMINDER: CVs NOT REQUIRED OR ACCEPTED FOR COLLABORATORS

- **Use the specified headings and subheadings** in the order that they appear in the SSHRC instructions.
- Within the guidelines, use this section to your best advantage. Show committee members your career highlights, mentorship capabilities, special achievements.
- **Explain any particular situations** that will help committee members to have a clear understanding of your output level, such as gaps or a shortfall in productivity. For example: Focusing on a particular project (e.g. a long-term book project which reduced journal publication output).
- **Start early** – do not leave it for the last minute - especially for co-applicants who may not know how to link their CV to your application.



Final thoughts on IDG...

The above is an overview of the critical concepts and criteria for the major sections of the IDG application. It is not all-inclusive of the SSHRC instructions and requirements for content.

Please contact your friendly neighbourhood Advisor, Research Development early in the process for more details and tools:

- Samples of past applications
- Fact sheets
- Proposal review
- A helping hand...



Equity, Diversity, and Inclusion (EDI) - I

What is EDI?

“**Equity** is the fair and respectful treatment of all people and involves the **creation of opportunities and reduction of disparities in opportunities** – and thereby of outcomes – for diverse communities. It acknowledges that these disparities are rooted in historical and contemporary injustices and disadvantages.”

“**Diversity** is the **demographic mix** of the university community and involves recognizing and respecting everyone’s unique qualities and attributes, but **focuses particularly on groups that remain underrepresented** at Concordia.”

“**Inclusion** means creating an environment where everyone feels welcome and respected, focusing on groups that remain underrepresented at Concordia. It means **creating the conditions** to have everyone fully participate, with their talents valued and celebrated. **While an inclusive group is by definition diverse, a diverse group is not always inclusive.**”

4 designated groups: Women, Indigenous peoples, members of visible minorities and persons with disabilities.

Adapted from University of Toronto Equity and Diversity in Research & Innovation Working Group Report (2018)



Equity, Diversity, and Inclusion (EDI) - II

EDI – Why and How?

EDI is already embedded in several tri-council grant programs where it is directly included in the evaluation criteria:

e.g. SSHRC New Frontiers in Research Fund, NSERC Discovery Grant.

EDI must typically be considered with regard to student training practices, as well as the research topic itself, if applicable. It should be **specific**, with **concrete** measures to ensure that the objectives are **attained** and **maintained**.

Some resources:

NFRF Evaluation Criteria: <http://www.sshrc-crsh.gc.ca/funding-financement/nfrf-nfrf/exploration/2019/competition-concours-eng.aspx#a7>

NSERC Guide for considering EDI in your application (**this has many useful links to additional resources**): http://www.nserc-crsh.gc.ca/_doc/EDI/Guide_for_Applicants_EN.pdf



Post-submission: Ethics and Compliance

WHAT RESEARCH REQUIRES ETHICS REVIEW?

FAQs <http://www.concordia.ca/research/for-researchers/faq.html#ethics>

BASIC PRINCIPLE: All research/research-creation involving human participants requires ethics review:

1. **Living human participants** - those individuals whose data or responses to interventions, stimuli or questions by the researcher/researcher-creator or biological materials are relevant to answering the research/research-creation question
2. **Human biological materials**, including materials obtained from living and deceased individuals - includes tissues, organs, blood, plasma, serum, DNA, RNA, proteins, cells, skin, hair, nail clippings, urine, saliva, and other bodily fluids.

Also includes: materials related to human reproduction, including embryos, fetuses, fetal tissues, and human reproductive materials, as well as stem cells

SPECIFIC INCLUSIONS:

- **Data linkage:** The merging or analysis of two or more separate data sets (e.g. health information and education information about the same individuals) for research/research-creation purposes
- **Secondary use** of identifiable information, and of and human biological material identifiable as originating from Aboriginal communities or peoples
- **Data linkage** where there is a reasonable prospect that this could generate information identifiable as originating from a specific Aboriginal community or a segment of the Aboriginal community at large



Ethics and Compliance

EXCEPTIONS:

- Individuals who are **authorized to release information** or data in the ordinary course of their employment about organizations, policies, procedures, professional practices or statistical reports are not considered to be participants.
- Research/research-creation based exclusively on **publicly available material** does not require ethics review if the information is: Legally accessible to the public and appropriately protected by law; or Publicly accessible and there is no reasonable expectation of privacy.
- Research involving **observation of people in public places**, does not require ethics review if there is no: a) intervention staged by the researcher or direct interaction, b) reasonable expectation of privacy, and c) potential for identification of specific individuals when the research results are disseminated.
- Research that relies on **secondary use of anonymous information** does not require ethics review so long as it does not generate identifiable information that never had identifiers associated with it (e.g., anonymous surveys) and risk of identification of individuals is low or very low.

Quality assurance and quality improvement studies, program evaluation activities and performance reviews, or testing within normal educational requirements when used exclusively for assessment, management, or improvement purposes do not require review.

Creative practices activities do not require ethics review, unless they use creative practice to elicit responses from participants and answer a research/research-creation question does require review.

ADDITIONAL NOTES:

- The requirement to obtain ethics approval should not be confounded with the requirement to seek informed consent. Please consult with the Ethics Unit if you have any doubts about whether your research/research-creation requires review

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