

Laurentian University SSHRC Knowledge Dissemination Fund

PROGRAM OBJECTIVE

The goal of the *Laurentian University SSHRC Knowledge Dissemination Fund* is to help researchers with their knowledge dissemination initiatives. This program, which is financed from Laurentian's SSHRC Institutional Grant, aims to increase the output and impact of research at Laurentian by supporting the organization of small-scale knowledge mobilization activities in order to encourage collaboration and the dissemination of research results both within and beyond the academic community.

Knowledge dissemination initiatives can include, but are not limited to, the organization of a conference, workshop or community outreach or training initiative, establishing a community of practice, etc.

Note: Funds cannot be used to attend a conference or event similar in nature. While the initiatives funded through this opportunity may lead to a form of publication, funds cannot be used for publication (publications are funded through the LURF—Publication opportunity).

This is a limited funding program; not all applications are guaranteed to receive funding.

ELIGIBILITY

To be admissible, applicants must:

- be full-time faculty members at Laurentian University conducting research in any SSHRC eligible area of research. For questions related to subject area eligibility, please consult the [General Guidelines for the Eligibility of Subject Matter](#) at SSHRC;
- provide, at the end of the project, a short review of the impact of the grant awarded and an expense report
- not have received funding for the initiative from the *Laurentian University Conference Fund*.

TERMS OF FUNDING

Faculty members may submit one application per year for this funding opportunity and the same research project can only be funded once.

Use of funds:

- Funds must be spent within one year of receipt and cannot be carried forward.
- Funds must be only used for eligible expenses as outlined below in this document.
- Release of funds on any approved proposal will require either REB or ACC Approval, where applicable.

Funding levels:

- Individual faculty members may apply for funding to a maximum of \$3,000 per application.

Reporting Requirements:

- Successful recipients are required to provide the Director of the Office of Research Services (ORS) with a final report within three months of the end of the funding period.

Eligible Expenses:

- Undergraduate/graduate student/research assistant salaries and benefits.
- Travel and subsistence costs related to the project (in accordance with current expense rates for meals and kilometre allowance at Laurentian University).
- Meeting, conference, training and workshop-related expenses (space rental, food, etc.).
- Gifts and honoraria for research participants.
- Materials and services.
- Other well-justified expenses may be accepted.

APPLICATION MATERIALS, FORMAT AND DEADLINE**The application must include:**

1. A project proposal (maximum 4 pages):
 - Name, Department or School and Project Title
 - Executive Summary (250-word maximum)
 - What are the objectives of the knowledge dissemination initiative?
 - What need is the initiative addressing and how does it foster collaboration and/or knowledge dissemination?
 - What are the expected outcomes of the initiative?
 - Describe how this initiative relates to your ongoing and/or intended research program.
- Provide a detailed timeline of planned activities.

2. Provide a budget listing the proposed expenditures and a detailed justification of each expenditure listed in the budget, including calculations or estimates (maximum of 2 pages).

Summary of Proposed Expenditures	Amount (\$)
1. Salaries (including 15% fringe benefits)	
2. Travel and subsistence costs	
3. Materials and services	
4. Meeting, conference, training and workshop-related expenses	
5. Gifts and honoraria for research participants.	
6. Other (specify):	
TOTAL AMOUNT REQUESTED	

3. Indicate if your project requires REB or ACC approval.

4. A list of references (maximum 2 pages).

5. Your CV.

The application format:

a) Text should be typed single line spaced in a font no less than 12 pt. with 1-inch margins all around.

b) Pages must be numbered in Arabic numerals (1, 2, 3, etc.).

c) A full proposal should be submitted to the ORS (research@laurentian.ca), as a single PDF document. Please note that this application does **not** need to be approved in ROMEO.

Deadline to submit an application: August 24, 2020, at 4:00 p.m.

SELECTION CRITERIA AND PROCESS

The ORS is responsible for managing the program. The funding decisions will be made by the Vice-President of Research based on the recommendation from a designated committee, which will include three (3) faculty members that work in SSHRC-eligible fields, Laurentian University's SSHRC Leader, the Director of the ORS and a staff member.

Applicants will be assessed based on the following criteria:

- a) Feasibility of the proposed project and timeline.
- b) Appropriateness of the proposed budget.
- c) Expected outcomes and potential for the project's impact.
- d) Coherence and clarity of the application.

Applicants will be notified in writing by the Director of the ORS stating the conditions attached to the funds in question. The committee's decision is final and not subject to appeal.

For questions, please contact Andrée Noiseux at aj_noiseux@laurentian.ca.