



# Insight Grant Bootcamp: Student Training & Funds Requested From SSHRC

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# Insight Grant Bootcamp

- ▶ Student Training Module Overview & Tips (10 mins)
- ▶ Writing Exercise (20 mins)
- ▶ Q&A (10 mins)
- ▶ Budget Modules Overview & Tips (15 mins)
- ▶ Introduction to Budget Template (15 mins)
- ▶ Budget Brainstorm & Writing Time (25 mins)
- ▶ Feedback on Sessions (online survey)
- ▶ Final Q&A and Wrap-Up

# Insight Grant Bootcamp: Module Overview

- Student Training: one section of the “Research team, previous output and student training” module
  - Full module: maximum 4pgs
  - Recommendation: save at least 1pg for your student training plan; if you have a small team, or are applying as a sole PI, you may have more room than this
- “Clearly describe the specific roles and responsibilities of students and RAs, and indicate the duties, especially with respect to research, that they will be undertaking, as well as how these will complement their academic training”



# Insight Grant Bootcamp: Module Overview

- Student Training is a focal point for many review committees – do not gloss over this module!
- Be specific
- Consider: what skills will your students have gained by the end of your project's completion?

# Insight Grant Bootcamp: Module Overview

- Tips from SSHRC's Guidelines:
  - Build both academic (research and teaching) competencies and general professional skills, including KM, that would be transferable to a variety of settings
  - Include international and or/intersectoral opportunities whenever possible and applicable
  - Include specific, effective mentoring and institutional support
- See: [Guidelines for Effective Research Training](#)

# Insight Grant Bootcamp: Criteria

## CRITERIA

*Make sure that you address all the subcriteria in your application: each one will be assigned a score and this will determine if you are funded*

# Insight Grant Bootcamp: Exercise 1

Quality of training and mentoring to be provided to students, emerging scholars, and other highly qualified personnel, and opportunities for them to contribute

- ▶ Consider: how are the student activities you've planned both **essential** for your project objectives and **beneficial** to the students involved?

# Insight Development Grant Bootcamp:

## Exercise 2

**STEP 1: Make a list of all the potential student responsibilities/activities in your project**

**STEP 2: Indicate what level of trainee (e.g. undergrad, master's, PhD, PostDoc) is necessary/appropriate for the listed responsibility/activity**

**Step 3: Describe the benefit to you/your project for each activity**

**Step 4: describe the benefit to the student for each activity**





# Insight Grant Bootcamp: Q&A/Discussion & Wrap-Up

**Questions/Thoughts about Student Training?**

# Insight Grant Bootcamp: Module Overview

- Budget Justification: 2 page PDF upload
  - No determined format
  - Consider: Would a chart be helpful?
- Funds Requested from SSHRC (Budget)
  - Online module (numbers only)
  - Consider using IG Budget Template

# Insight Grant Bootcamp: Module Overview

- Committees may **consider failing a project** on the Feasibility criteria if they deem that **30% or more** of the overall budget request is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.
- An application will **automatically be failed** if the committee deems that **50% or more** of the overall budget is insufficiently justified and/or not appropriate to the proposed objectives or outcomes of the project.

# Insight Grant Bootcamp: Module Overview

- Committees will use the principle of **minimum essential funding** to guide their discussions of project budgets.
- Committees may recommend budget reductions in cases where they determine that the request is inadequately justified and/or not appropriate as described above, and where they judge that savings could be achieved without jeopardizing the project objectives.



# Insight Grant Bootcamp: Module Overview

## Tips:

- Connection between budget allocation and research tasks is important
- Ensure eligibility of budget items
- Do not leave anything up to the imagination!
  - For example, justify the training benefits for student-related costs
  - Be explicit when UBC does not provide a particular funding item (e.g. subscription to a database) so that reviewers cannot assume otherwise

# Insight Grant Bootcamp: Module Overview

A breakdown is not a justification...

MA Student: Sept 2024 - Aug 2025, 50 wks x 8hrs/wk x [rate] hr = \$[RA cost] (UBC rate, including benefits)

...Be sure to also include details on why the cost is required!

MA Student: Sept 2024 - Aug 2025, 50 wks x 8hrs/wk x [rate] hr = \$[RA cost] (UBC rate, including benefits)

The graduate student will access the government reports and data available at [name archives, libraries, etc] and will assist in primary data collection.

# Insight Grant Bootcamp: A note on eligibility

## **If you have a question about eligibility...**

- First check the Insight Grant specific rules found in the “notes” under the “Budget Justification” section of the IG instructions (see next slide)
- Next, consult the “Principles governing the appropriate use of grant funds” section of the [Tri-Agency Guide on Financial Administration](#)
- If you are still unsure, reach out to Brianna or Danica, who will communicate with UBC Research Finance staff on your behalf to get a ruling

# Insight Grant Bootcamp: Module Overview

## From IG Instructions:

- ▶ Insight Grant funds **cannot be used for** remuneration and/or travel and subsistence costs of presenters or guest speakers, **or** for research costs of collaborators.
- ▶ No team members (applicant, co-applicant or collaborator) can be remunerated with grant funds. This includes postdoctoral researchers serving in any of these capacities.
- ▶ Insight Grant funds cannot be used for collaborators' research costs. However, their travel and subsistence expenses related to research planning and exchanging information with the grantee, or for disseminating research results, are considered eligible.
- ▶ Consultation fees are eligible for expert and/or professional and technical services that contribute directly to the proposed research as long as the service is not being provided by a team member or other persons whose status would make them eligible to apply for a SSHRC grant.



# Insight Grant Bootcamp: Criteria

## CRITERIA

*Make sure that you address all the subcriteria in your application: each one will be assigned a score and this will determine if you are funded*

# Insight Grant Bootcamp:

- **Appropriateness of the requested budget and justification of proposed costs**
  - *Consider: is every expense necessary to meet your project goals? Have you researched the cost?*
- **Indications of financial and in-kind contributions from other sources, where appropriate**
  - *Consider: is this relevant in your discipline? If so, are there other institutions / organizations involved who can offer cash or IN-KIND support?*

# Insight Grant Bootcamp

## Using the budget template

# Insight Grant Bootcamp: Writing Time OR Budget Brainstorm

OPTION 1: Join breakout room for budget brainstorming activity

OPTION 2: Estimate costs for each item and enter into a list OR budget template:

- ▶ Flight costs for likely conference / research locations
- ▶ Hotels, per diem, transportation
- ▶ Software: UBC IT, RESEARCH COMPUTING
- ▶ Salaries / Stipends (norms vary by unit)





# Please fill out our survey!

- ▶ [https://ubc.ca1.qualtrics.com/jfe/form/SV\\_00pIU2Mlkw4hYBE](https://ubc.ca1.qualtrics.com/jfe/form/SV_00pIU2Mlkw4hYBE)

# Insight Grant Bootcamp: Discussion and Wrap-Up

**Any final questions/comments about the Budget module?**

**Any final questions/comments about the SSHRC Insight Grant in general?**

**Reminder of upcoming support available from UBCO ORS & SPARC**

Thank you for participating in the Bootcamp, and GOOD LUCK with your application!

# Insight Grant Bootcamp: Further Support

## **UBC Okanagan ORS (Brianna)**

- Guaranteed application Criteria and Editorial Review (by Sept 13)
- Technical Review (by Sept 25)
- Drop-in Hours: Tuesdays in Sept, 1pm-3pm

## **UBC Point Grey SPARC (Danica)**

- Criteria and Editorial Review: Sept 1 – 20

## **Cross Campus**

- One-on-one meetings
- Sample Grant library  
<https://sparc.ubc.ca/cwl/sshrc-resources>
- Internal Peer Review
  - Register by Aug 8
  - Full application due Aug 16
- Full Day Bootcamp: Aug 23, 10am-3pm