



**UW/SSHRC Exchange Grant #2
Conference/Workshop Support
APPLICATION FORM**

OFFICE OF RESEARCH
519-888-4567
uwaterloo.ca/research

Applicant Details

Name: _____ Email: _____
 Department/School: _____ Faculty: _____
 Scholar Type: (See [SSHRC definition](#)) Established Researcher Early Career Researcher
 Specify the nature of your appointment: Tenured Tenure-track

Event Title:			
Start Date:		End date:	
Will funds from this award be used for a new or existing project leading to a SSHRC application?			Yes No
Rationale:			
Will funds from this award be used as matching funds on a new or existing SSHRC project?			Yes No
Rationale:			
If applicable, provide the date and funding stream of your <u>last</u> external SSHRC application (e.g. Insight Grant, 2015)			
Was it successful?	Yes	No	
Provide the date and funding stream of your <u>next</u> external SSHRC application (e.g. Insight Grant, 2019)			
Do you currently hold SSHRC or other external funding?			Yes No
If yes, please explain:			

Please fill in the chart below for all **internal** support obtained or applied for in the past 5 years:

Project Title	Sponsor	Award Year	\$ Awarded
TOTAL			



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Please provide a ½ page summary of your proposed event in the space below. It should be written in non-technical terms and be clearly understood by scholars with varied areas of expertise (i.e. minimal academic terminology and reference to methodology). You should clearly indicate:

1. A brief description of the event
2. The objectives and overall goal of the event
3. The wider potential benefit of the event and the benefit to UWaterloo



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Personnel Costs	Undergraduate Students	
	Masters Students	
	Doctoral Students	
	Other Personnel	
	<i>Subtotal</i>	
Travel Expenses	Canadian Travel	
	Foreign Travel	
	<i>Subtotal</i>	
Other Expenses	Professional/technical services	
	Hospitality	
	Supplies	
	Other	
	<i>Subtotal</i>	
(Please round to nearest dollar)	<i>TOTAL funds requested</i>	

Append Detailed Description of Proposal (3 pages maximum) and if applicable, **List of References** (1 page maximum). Combine appended documents with application into one PDF. Applications not submitted as a single PDF will be returned.

In your detailed description, avoid jargon, acronyms, and high technical terms. Using the following headings, describe the activity with enough detail to allow informed assessment by qualified assessors.

1. Objectives
 - Provide a statement regarding the overall goal and specific objectives of the event
2. Context
 - Outline the proposed draft program or agenda
 - Describe the research you will be disseminating, transferring, exchanging, or mobilizing
 - Identify and justify your main audience(s) (e.g. scholars, practitioners, etc.)
3. Methodology
 - Provide details with justification on how all activities can be undertaken within one year

Application Checklist

E-COPY: Submit appended documents with application as one PDF to Secretary, UW/SSHRC Grants Review Committee via uwsshrc@uwaterloo.ca. Applications not submitted in this format will be rejected.

- | | |
|---|-------------------------------------|
| Completed UW/SSHRC application form | SSHRC CV with research contribution |
| Detailed description and reference list (4 pages) | attachments or Canadian Common CV |
| Budget justification (1 page) | |

HARD COPY:

Signed and completed [Office of Research Cover Sheet](#) (sent to UW/SSHRC Secretary, East Campus 5)