



**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 /AFIW: \_\_\_\_\_  
 Scholar Type: (See [SSHRC definition](#)) Established Researcher Emerging Researcher  
 Specify the nature of your appointment: Tenured Tenure-track Definite Term

<b>Event Title:</b>			
Start Date:		End date:	
<b>How will funds from this award be used for a new or existing project leading to a SSHRC application?</b> Please note that these funds cannot be used as matching on a SSHRC application.			
<b>If applicable, provide the date and funding stream of your <u>last</u> external SSHRC application (e.g. Insight Grant, year)</b>			
Was it successful?	Yes	No	
<b>Provide the date and funding stream of your <u>next</u> external SSHRC application (e.g. Insight Grant, year)</b>			
<b>Do you currently hold SSHRC or other external funding?</b>			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
<b>TOTAL</b>			

All questions regarding the UW/SSHRC Grants competition should be directed to [uwsshrc@uwaterloo.ca](mailto:uwsshrc@uwaterloo.ca)



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

**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**

Submit appended documents with application as **one PDF** to Secretary, UW/SSHRC Grants Review Committee via [uwsshrc@uwaterloo.ca](mailto: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 (3+1 pages) | attachments or Canadian Common CV   |
| Budget justification (1 page)                       |                                     |

**SUBMITTED SEPARATELY:**

Office of Research [Electronic Cover Sheet for Sponsored Research Activities](#)