

Name:	
Department/School:	Faculty/AFIW:
Scholar Type: (see SSHRC definition)	☐ Established Researcher ☐ Emerging Researcher
Specify the nature of your appointment:	☐ Tenured ☐ Tenure-track ☐ Definite term
If applicable, provide the type and date of your last external SSHRC application (e.g. Insight Grant, year)	Was it successful? ☐ Yes ☐ No ☐ Result pending
Provide the type and date of your planned external SSHRC application (e.g. Insight Grant, year)	

List all **internal** support obtained in the past 5 years:

Project Title	Sponsor	Award Year	\$ Awarded
TOTAL			\$ 0

Event title:	
Start date:	End date:
Describe how the activity will contribute to a future SSHRC grant application.	

Do you currently hold SSHRC or other external funding?

☐

Yes

☐

No

If yes, identify the funding and briefly explain how the proposed activity builds upon or differs from your funded research program, including whether those funds can support the activities for which Exchange 2 funding is requested.

Enter the funds requested (rounded to nearest dollar)

Personnel costs	Undergraduate students	
	Masters students	
	Doctoral students	
	Other personnel	
	<i>Subtotal</i>	\$ 0
Travel expenses	Canadian travel	
	Foreign travel	
	<i>Subtotal</i>	\$ 0
Other expenses	Professional/technical services	
	Hardware	
	Supplies	
	Other	
	<i>Subtotal</i>	\$ 0
TOTAL		\$ 0

Provide a **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 potential influence, impact, or wider benefit of the event within and/or beyond the social sciences and humanities research community, and the potential for the event to enhance the visibility of Waterloo research

Append the following:

Detailed Description (3 pages maximum) and, if applicable, **List of References** (1 page maximum)

Using the following headings, describe the activity with enough detail to allow informed assessment by a multidisciplinary committee. Avoid jargon, acronyms, and high technical terms.

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 as to how all activities can occur within one year
 - Describe any opportunities for students and highly qualified personnel to participate in the event, including training and mentoring opportunities as applicable

Budget Justification (1 page maximum)

- Justify each requested expense in relation to the proposed activities and explain why the requested funds are necessary to complete the project.

Your CV in one of SSHRC's formats: SSHRC CV with research contribution attachments, Tri-Agency CV or Canadian Common CV

Application Checklist

Submit the application form with the appended documents as **a single PDF** to Secretary, UW/SSHRC Grants Review Committee via uwsshrc@uwaterloo.ca. Applications not submitted in this format will be rejected.

- ☐ Completed Exchange 2 Grant application form
- ☐ Detailed Description (3 pages) and List of References (1 page)
- ☐ Budget Justification (1 page)
- ☐ Applicant's SSHRC CV with research contribution attachments, Tri-Agency CV or Canadian Common CV

In addition:

- ☐ An approved [Electronic Cover Sheet for Sponsored Research Activities](#) is also required and must be submitted separately through the online system.