SSHRC ENDOWMENT FUND
APPLICATION GUIDELINES

Description of the SSHRC Endowment Fund

This fund is earmarked for SSHRC research and research-creation. The funds will be allocated toward developing support and training of undergraduate or graduate students. The goal is to involve faculty members and students in ways that support both the faculty member and student in the research and knowledge creation process: What is it that faculty members do and how can they enable a student to learn and/or expand upon those same skills?

The following are examples that might help to guide faculty as they consider possible projects. The examples provided are illustrative of, rather than restrictive to, the possibilities.

1. Joint recitals (Student/Professor) as community projects in which the student takes the lead. Questions to guide the student could include (a) How did the project come together? (b) How does one go about finding space off campus? (c) How does one market the recital? (d) What literature review will inform the liner notes?

2. Researching new repertoire or performances of new repertoire.

3. Reviewing literature for an article/chapter/presentation/grant application.

4. Travel money for a student to collect data for a project or to co-present at a conference.

5. Digitization projects.

6. Editing of ongoing projects.

7. Development of new theoretical frameworks to analyze music.

8. Development of pedagogical models

All projects must include student participation (undergraduate or graduate) in some form.

Application Instructions

General Guidelines
To apply to the SSHRC Endowment Fund please upload the completed application through the dropbox in the DWFoM Research site on OWL. To join this site in OWL:

- In My Workspace, from the menubar, click Membership
- Click Joinable Sites to see a list of all the available sites that you haven't joined.
- Select DWFoM Research
- Click Join
NO SIGNATURE REQUIRED: Applicants please note that submission of the completed form indicates knowledge of and adherence to the terms of reference and guidelines in this document and as posted on the DWFoM website.

Deadlines: Please check the website for the current deadlines. Generally the deadlines will be February 28 each year.

Funding Amount: up to $3,000

Duration of Grant: Allocation of funds will occur before the end of the fiscal year (April 30 each year). However, spending can occur until the following April 30.

Reports: Within two (2) months after completing the activities for the funded project, both faculty and the funded student(s) are required to submit the Western Internal Funding Award Report which can be found on the Faculty Research Website under “Apply for Funding”. The brief report(s) must detail the research and knowledge-creation process and outcomes. Failure to do so may jeopardize a faculty member’s eligibility for future internal competitions.

ROLA
Karen Kueneman (kueneman@uwo.ca), Research Officer for the Don Wright Faculty of Music, will help with this process. Note: Do not complete the ROLA before submitting your application. ROLA is only required if your application is successful.

Application Form Instructions

Applicants
List any and all applicants and co-applicants, their place of employment and role at that institution.

List any and all students, level of study (graduate, undergraduate), Year of study.

Ethics Requirements: Indicate whether ethics review is required for the study. If ethics approval has already been obtained provide the review number.

Research Description (two page maximum)
Describe your project in sufficient detail so that the reviewers can understand its objectives and how those objectives will be achieved. Organize the detailed description under the following headings as applicable to your project:

- **Objectives**: Detail the research problem/concept/question that will be addressed by the project.
- **Context**: Describe the relationship of the proposed project to the current context in the discipline.
• **Methodology/approach:** Outline how you will undertake the scholarly/artistic/creative research and achieve the stated objectives by providing a clear work plan and timeline. Include, as appropriate, the hypothesis or concept to be explored, the procedures of data gathering or program development and the role and activities of all participants, including particularly the role of students and how they will benefit.

• **Significance and Impact:** Summarize the results of your most recent and ongoing research and specify how the grant will advance it.

• **Dissemination:** Outline your dissemination/performance plans.

**Research Development Impact (one page maximum)**
Explain how the proposed project will help the faculty to achieve the required outcomes of the SSHRC Endowment Fund in terms of one or more of the following:

• **HQP development (MANDATORY)** – support and training of undergraduate or graduate students.

• **Publication or Research-creation activity** – proposed publications, performances, compositions, recordings or other research or research-creation output to be generated from receiving FRDF support for the research project.

• **External funding activity** – proposed external funding submissions

• **Awards and distinctions activity**

**Budget**

Complete the budget spreadsheet provided in the application form

**Budget Justification (two page maximum)**
DO NOT SIMPLY LIST THE BUDGET ITEMS.
Provide a thorough justification of each request in relation to the aims of the project. All expenditures must be related to the support of students in the project.

• **Personnel**
Requests for part-time student research assistants must clarify the distinction between the work of the researcher and the research assistant, must indicate the level and duration of assistance required and provide justifiable costs for this support. Please refer to the suggested undergraduate / graduate pay levels available on the OWL Research site.

• **Travel**
Expenditure for travel will be granted where such travel is to support the involvement of the student in the project. For example, travel funds for students may be provided for fieldwork, visits to use the holdings of external libraries and archives, site visits to public institutions to study and copy otherwise inaccessible documents, or travel to conduct interviews and to consult essential experts who are not available locally. Students may also be supported to attend conferences. Faculty
member expenses to attend conferences or collect data are not eligible - such requests should be submitted to the FRDF program.

- **Other expenditure**
  Equipment requests are not eligible. Requests for other expenditures will be entertained providing they are directly related to the support of students in the project.

**References / Bibliography (two page maximum)**
List all cited references.

**CV**

Insert a copy of your abbreviated CV (Last 6 years). Include funding currently held, funding received and applied for, student supervision (including master and doctorate advising), Highly Qualified Personnel (HQP) training (eg. research assistants trained from previous research grants), publications, presentations, research creation activities, creative works, exhibitions, performances.

If the students’ identity is known at the time of the application please include students’ CV/Resume (last 6 years only).

**Review Criteria:**

**Adjudication:** Applications will be adjudicated by the Faculty of Music Research Committee or, if required because of conflict of interest, by an ad hoc committee of full-time faculty members.

Each proposal will be assessed on:
- the quality, merit and clarity of the proposal,
- innovation of the proposal
- impact on the applicant’s field,
- impact on the development of Highly Qualified Personnel (HQP – see SSHRC’s Guidelines on Training) and specifically students’ education,
- and the proposed budget.

Committee members will also consider:
- the eligibility of the applicant(s)
- previous grant support and its utilization
- other sources of funding currently held by the applicant
- circumstances and justification of the applicant.

Priority will be given to:
- probationary faculty members.
- projects for which other funding is not readily available,
• candidates who, at the time of the award, are not beneficiaries of major research grants, and
• those who have not received funds in previous SSHRC Endowment competitions.

Distribution of awards will be dependent upon the number of eligible applicants and funds available.

In addition, applications will be assessed in accordance with the following SSHRC Merit Review Criteria.

1. **Challenge—The aim and importance of the endeavour (50%)**:
   • originality, significance and expected contribution to knowledge;
   • appropriateness of the literature review;
   • appropriateness of the theoretical approach or framework;
   • appropriateness of the methods/approach;
   • quality of training and mentoring to be provided to students, emerging scholars and other highly qualified personnel, and opportunities for them to contribute; and
   • potential influence and impact within and/or beyond the social sciences and humanities research community.

2. **Feasibility—The plan to achieve excellence (20%)**:
   • probability of effective and timely attainment of the research objectives;
   • appropriateness of the requested budget and justification of proposed costs;
   • indications of financial and in-kind contributions from other sources, where appropriate;
   • quality of knowledge mobilization plans, including for effective knowledge dissemination, knowledge exchange and engagement within and/or beyond the research community; and
   • strategies and timelines for the design and conduct of the activity/activities proposed.

3. **Capability—The expertise to succeed (30%)**:
   • quality, quantity and significance of past experience and published and/or research-creation outputs of the applicant and any team members relative to their roles in the project and their respective stages of career;
   • evidence of contributions such as commissioned reports, professional practice, public discourse, public policies, products and services, development of talent, experience in collaboration, etc.; and
   • potential to make future contributions.