SSHRC Institutional Grant (SIG)
Guidelines

Overview

In 2025 Royal Roads University received funding through SSHRC's Institutional Grants (SIG) competition. SSHRC provides these grants to help eligible Canadian postsecondary institutions fund, through their own merit review processes, small-scale research, and research-related activities. SIG funds are intended to help Canadian postsecondary institutions strengthen research excellence in the social sciences and humanities. The funds are complementary to, and in line with, SSHRC's three main pillars of activities ([Talent](#), [Insight](#) and [Connections](#)).

RRU will run one SIG competition every year, for three fiscal years: 2025-26, 2026-27, and 2027-28. The funds will support both SSHRC **Explore** Grants and SSHRC **Exchange** Grants (details below), focussed on the [RRU priority/theme areas](#).

Eligibility

All SSHRC eligible faculty (i.e., core faculty working in social science and humanities disciplines). Applicants may normally only hold **one** SSHRC Institutional Grant between August 1, 2025 and March 31, 2028. In the third year of the program (2027-28), if funds are available, faculty who have already held a SSHRC Institutional Grant between August 1, 2025 and March 31, 2027 would be eligible to apply for new projects.

Project/Activity Eligibility

Explore Grants:
- small-scale innovation and experimentation for a research project or pilot study
- hiring students to participate in research projects thereby contributing to the students' professional development

Exchange Grants:
- small-scale knowledge mobilization activities, such as workshops and seminars, in order to encourage collaboration and the dissemination of research results both within and beyond the academic community
- allowing researchers to attend or present their research at scholarly conferences and other dissemination venues that align with SSHRC's mandate in order to advance their careers and encourage the exchange of ideas and research results at the national and international level

All SIG-funded research training will incorporate appropriate dimensions of the [Guidelines for Effective Research Training](#).

Priority will be given to emerging scholars (under [SSHRC definition](#)), as well as to scholars who identify as Indigenous peoples. Priority will also be given to projects in the Explore stream, and to projects that demonstrate interconnections across multiple priority areas. For projects that are in

the Exchange stream or that contain elements of Exchange, priority will be give to projects with open artifacts as part of the dissemination of the knowledge.

Award Terms
- The value of each award will not exceed $5,000. The total amount of awards granted may not exceed monies available.
- All applications will undergo a competitive, peer-reviewed process adjudicated by the Research Advisory Committee (RAC).
- Grant terms are up to **one year,** and all funds must be spent by March 31 of the awarded fiscal year.
- Once awarded, any changes to the proposed activity in terms of subject matter and budget expense categories must be submitted to the Office of Research Services (RRUInternalAwards@royalroads.ca) on a change request form, available here. Significant changes will be reviewed by the Dean, Graduate Studies and Research and may require approval of the RAC as a whole.
- Should award recipients not be able to complete the research within one year, they may request a one-year extension with justification and with a revised timeline, (2025/26 & 2026/27 fiscal years only) forms found here. Any unused funds will be returned.
- Award recipients must submit a final written report by March 31 of the fiscal year for which funds were received. Forms available here.

Selection Criteria
Note: Applicants are expected to address all selection criteria as part of the application. For example, applications for conference presentations should provide sufficient information to assess the quality, relevance, alignment and potential impact of the research to be presented.

Grants will be awarded on the basis of the following selection criteria:
1. Purpose and significance of the research
2. Strength of the proposal in terms of the research question and sub questions, objectives, methodology and methods
3. Expected benefits of the research (to the University, to society, to knowledge creation)
4. Relevance of the activity to the researcher's research plan
5. Feasibility of the activities within the proposed budget and timeline
6. Alignment with SSHRC's mandate
7. Status of the faculty member in terms of emerging versus established with preference to emerging scholars and scholars who identify as Indigenous peoples
8. Potential for the project to leverage other funding or partnerships
9. A demonstrated commitment to equity, diversity, and inclusion, and/or reconciliation

Project Description (maximum **2 pages**)
In addition to the selection criteria above, include a description of the following information:
1. Background
2. Expected outcomes
3. Any interconnectedness of the project across priority areas

Application Process

- Applications must be submitted by **June 20ᵗʰ at 11:59pm** in electronic form to the Research Advisory Committee via RRUInternalAwards@RoyalRoads.ca.
- Applications must consist of one (1) word or PDF document.

For questions, please contact the Internal Research Grants Coordinator at RRUInternalAwards@RoyalRoads.ca.

Incomplete applications, late applications, or applications not submitted as instructed in the application process will not be considered.