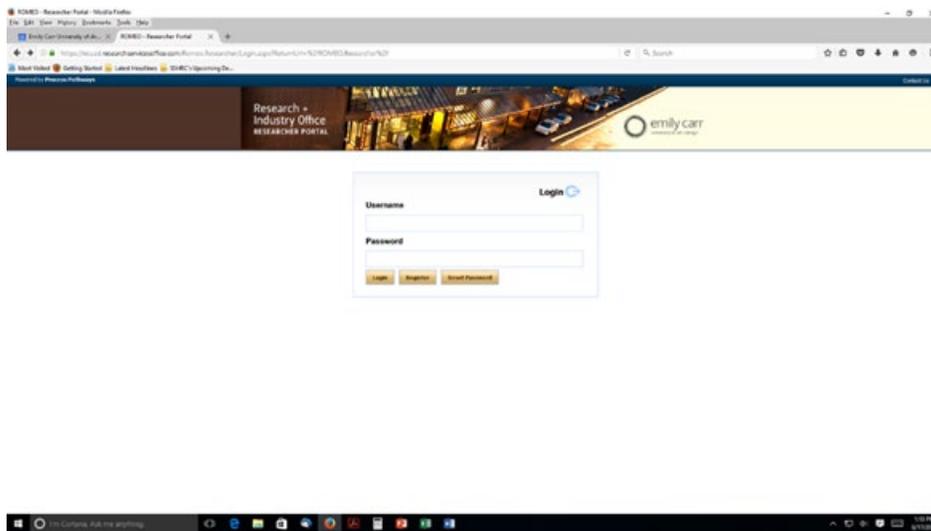




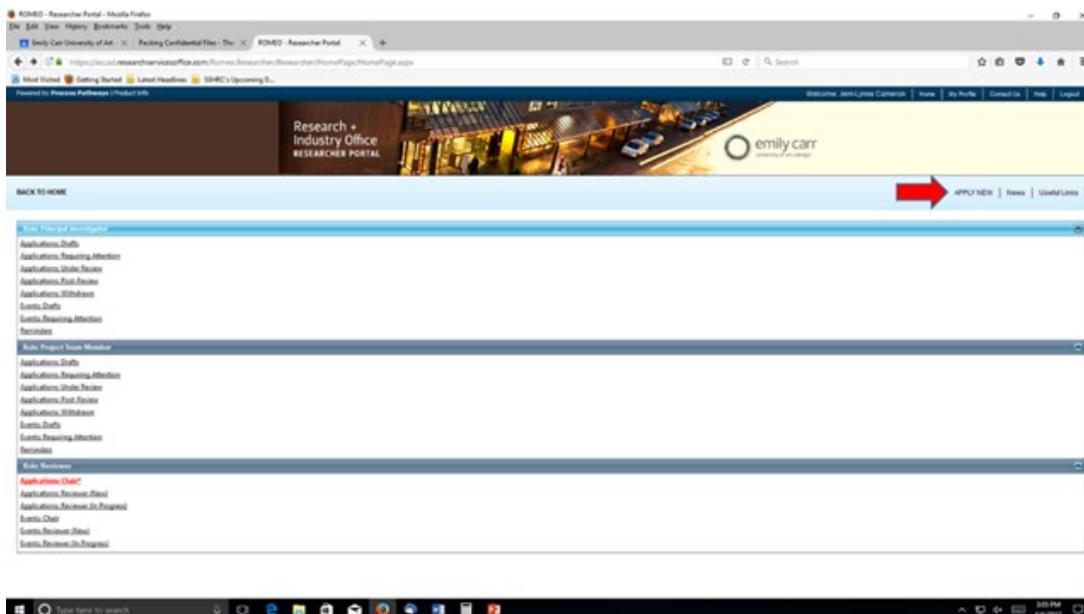
HOW TO COMPLETE A SIG EXPLORE APPLICATION IN ROMEO

Log in to Romeo:

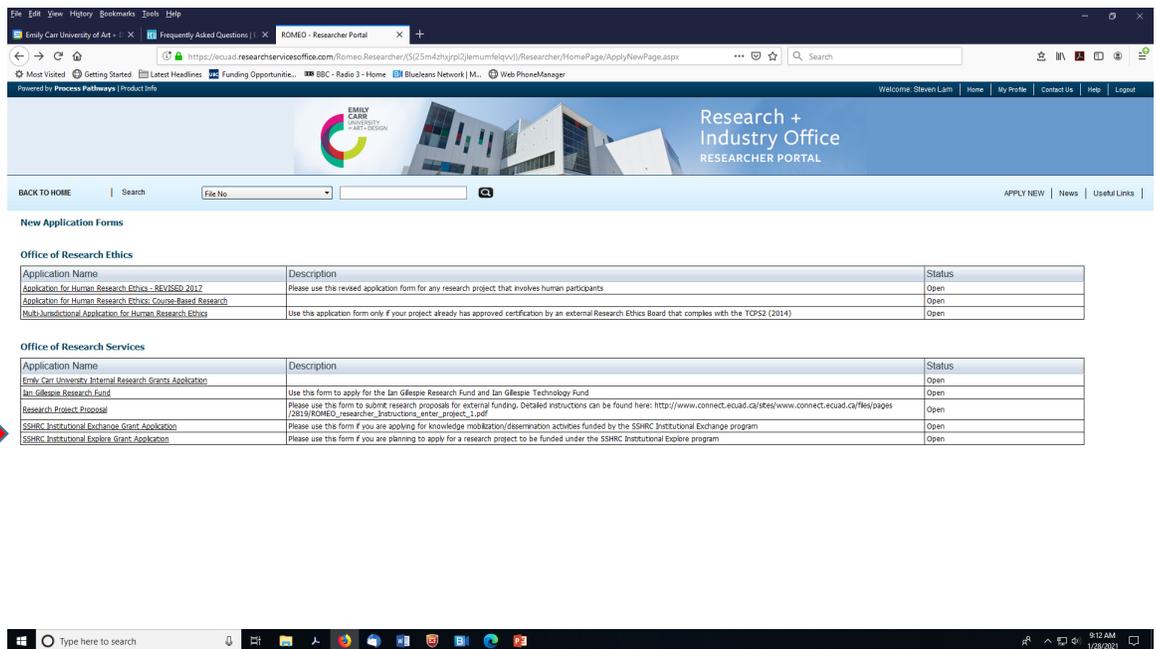
<https://ecuad.researchservicesoffice.com/Romeo.Researcher/Login.aspx?ReturnUrl=%2fROMEO.Researcher%2f>



Click “Apply New” on the right top side of the screen.



From the 'Application Name' list, choose the SSHRC Institutional Explore Grant Application.



The screenshot shows the 'New Application Forms' section of the Researcher Portal. It contains two tables: 'Office of Research Ethics' and 'Office of Research Services'. A red arrow points to the 'SSHRC Institutional Explore Grant Application' entry in the second table.

| Application Name | Description | Status |
|---|--|--------|
| Application for Human Research Ethics - REVISED 2017 | Please use this revised application form for any research project that involves human participants | Open |
| Application for Human Research Ethics Course-Based Research | | Open |
| Multi-Jurisdictional Application for Human Research Ethics | Use this application form only if your project already has approved certification by an external Research Ethics Board that complies with the TQPS2 (2014) | Open |

| Application Name | Description | Status |
|--|--|--------|
| Emily Carr University Internal Research Grants Application | | Open |
| Ian Gilgisse Research Fund | Use this form to apply for the Ian Gilgisse Research Fund and Ian Gilgisse Technology Fund | Open |
| Research Project Proposal | Please use this form to submit research proposals for external funding. Detailed instructions can be found here: http://www.connect.ecuad.ca/sites/www.connect.ecuad.ca/files/pages/72819/ROMEO_researcher_instructions_enter_project_1.pdf | Open |
| SSHRC Institutional Exchange Grant Application | Please use this form if you are applying for knowledge mobilization/dissemination activities funded by the SSHRC Institutional Exchange program | Open |
| SSHRC Institutional Explore Grant Application | Please use this form if you are planning to apply for a research project to be funded under the SSHRC Institutional Explore program | Open |

How to Fill in the application

Fill each tab following the instructions below. Click 'Save' as you move from tab to tab.

1. Project Info

This section allows you to provide basic information on the proposed project.

Start Date and End Date: The dates that you provide do not have to be firm, however they may be used by the committee to determine the feasibility the proposed project and therefore should reflect an appropriate project timeline.

Related Certifications: If you have already acquired Ethics certifications for this project at the time of application you may provide the details here. (Skip if not applicable)

2. Project Team Info Tab



This section is where you will provide details on the project team. If the individual completing the application is not the Primary Investigator (PI), an alternate PI may be entered here. Co-investigators may also be entered in this section. Updated CVs for all investigators must be included using the 'attachment' tab.

Other Project Member Info: You may enter other project members who are currently registered in the Romeo database (our Research Management online system) by clicking 'Add New' and selecting them here. If you have a team member who is not currently registered in the Romeo database, please have that individual self-register and contact the Research + Industry Office (RIO) to verify the registration.

3. Project Sponsor Info Tab

Agency: Click agency and select Emily Carr University

Program: Select SSHRC Institutional Grant Explore

There is no need to complete any other sections in this tab.

4. SSHRC Institutional Explore Grant Application

4.1.1. Project Summary

Upload a PDF document with a summary of your project (maximum 300 words) using the Attachments tab. This summary will be the committee's first impression of your project, so take the time to craft it carefully. It should speak briefly to the context, originality and importance of the research you are proposing.

Check the box to confirm you have uploaded the document

4.1.2 Project Description

As a part of your application, you must provide a detailed description of the project you are proposing. The Project Description can be up to three (3), single spaced, typed pages (12-point font) in length. **Please upload your Project Description as a PDF** with the specifications below through the Attachments Tab.

Check the box to confirm you have uploaded the document.

Your Project Description should include the following sections:

Introduction: use a review of the current literature related to the topic to demonstrate gaps in knowledge and the importance of the study

Research Objectives: Clearly state the objectives of this project.

Methodology: consider (where applicable) subject selection, recruitment, data collection, analysis and methodological framework, engagement approaches, etc. Provide enough detail that the committee will be able to assess the quality and feasibility of your proposed project. Make sure that the methods you propose here will have a



strong probability of achieving the objectives you have stated for the problem. If you are engaging a very specific approach, provide some clear detail on why you have chosen that approach and why it is suited to the successful completion of the proposed project (citations to justify your choice would be important here).

Research Timeline: provide a timeline of the proposed research activities to show how the project will be completed in the time requested.

Dissemination Plan: identify provide as much detail as possible on how your project will reach members of your academic community and any other relevant communities.

Wherever appropriate this plan should demonstrate how students will be engaged and mentored in creative and significant ways.

4.2.1 Budget Table & Justification Uploaded

Your Budget Table and Justification should be two pages total – one page for the Table and a second for the Justification. The Table should follow the format below. This section provides a checkbox to confirm that you have uploaded a two-page PDF that shows your proposed budget in table form.

For your Budget Justification (1-page maximum), break down the content of the amounts listed under each heading, and provide a detailed explanation of how the value was reached and justify how this expense is important to the completion of the project.

Budget Table

| Expenditures | Amount Requested | Funds from other sources |
|--------------------------------|------------------|--------------------------|
| Personnel costs | | |
| Students | | |
| Non-Students | | |
| Professionals (contracts) | | |
| Equipment (small tools) | | |
| Travel and Subsistence | | |
| Other Expenses | | |
| TOTAL | | |

4.3.1 Statement of Understanding

Please review the Statement of Understanding and check “I Agree” if you agree to the terms of this award. By checking this box you agree that you will administer your grant funds in accordance with all policies that govern research funds at Emily Carr University (including Tri-council and federal and provincial regulations).

5. Attachments

Use this tab to attach the following documents:

- CVs for each team member



- Detailed Description (up to 3 pages)
- Budget & Budget Justification (2 pages)
- [Project Proposal Form](#) from Technical Services Area (1)

Documents should be in PDF format with 12 pt type, with 1" margins and single-spaced. Standard CV formatting can be used for CV documents.

Once you have saved your document, you may submit it to the RIO.

Please note that after you hit 'submit' a new window appears for you to add brief comments about your submission. You need to hit the 'submit' button in this new window. If you don't, the application is saved as a draft but it is not submitted.

Note: If you need assistance with the application please contact research@ecuad.ca

(1) All projects must include this form stating the needs for use of existing studios, equipment, etc.