**Open Research Area for the Social Sciences**

**Eighth Call for Proposals 2023**

**PROPOSAL TEMPLATE**

**Note 1**: Your ORA 8 application consists of:

* SSHRC’s [Convergence application form](https://www.convergence.gc.ca/en/SignIn)
* Proposal Template (this document, which must be completed and uploaded to the Convergence application form)
* Narrative CV Template (must be downloaded, completed and pasted within section 9 of this document)
* ESRC Finance Form, if applicable (must be downloaded, completed and uploaded to the Convergence application form if requesting funding from ESRC)
* SSHRC Finance Form, if applicable (must be downloaded, completed and uploaded to the Convergence application form if requesting funding from SSHRC)
* SSHRC Terms and Conditions for Applying, if applicable (must be downloaded, completed and uploaded to the Convergence application form if requesting funding from SSHRC)
* Letters of support (if applicable; to be uploaded to the Convergence application form)

**Note 2**: In addition to the documents listed above, funding agencies may have additional requirements involving their own application platforms. Failure to meet these requirements may result in an ineligible application. Please consult Section 9 (Agency-specific information) of the *Call Specification* document for more information.

**Note 3**: Applicants must adhere to the page and character limits specified in this document and in the *Convergence Guidance for Applicants*. If the stated maximums are exceeded or if the necessary sections are not included, the proposal will be disqualified and rejected by the Call Secretariat. If you are unclear about whether a section is mandatory or not, contact ORA8@sshrc-crsh.gc.ca for advice. The following minimum limits apply: font and size – Garamond 11; margins – 2.54 cm; line spacing – Single.

**Sections**:

1. [Project identification](#IDENTIFICATION)
2. [Project participants](#PARTICIPANTS)
3. [Research description](#RESEARCH)
4. [Total budget](#TOTAL)
5. [Justification of resources](#JUSTIFICATION)
6. [Bibliography](#BIBLIOGRAPHY)
7. [Summary of Japan component](#SUMMARY) (if applicable)
8. [Former submissions and resubmissions](#FORMER)
9. [Narrative Curricula Vitae](#CURRICULA)

1. project Identification

**Project Acronym**:

**Project Title**:

**Main Applicant** (it must be one of the below):

**Applicant Canada**:

**Applicant France**:

**Applicant Germany**:

**Applicant United Kingdom**:

Main discipline for this proposal and other contributory disciplines, if applicable:

|  |
| --- |
|  |

Keywords (max. 10 separated by a semicolon “;”):

|  |
| --- |
|  |

Please specify the date on which the project is intended to begin (between October 1st 2024 and March 31st 2025). Implementation of the research project must start within six months of the date of the award letter.

**Duration** (24 to 36 months):

**To begin on** (day, month, year):

Provide a plain English summary of the research you propose to carry out in language that could be publicised to a general, non-academic audience.

Summary (up to 2,500 characters, spaces included):

|  |
| --- |
|  |

**2. PROJECT PARTICIPANTS**

Project participant roles are main applicant, applicants, co-applicants, team members, cooperation partners (other countries), and cooperation partners (Japan). For more information about these roles, please consult the *Call Specification* document, sections 2.1 and 2.2.

For every single project participant, please fill in the tables below. Add lines as necessary and, if relevant, please group participants in sub-teams within each participating country. In the “Position” column, please specify the duration of the contract, if on a fixed-term contract.

**Canada**

| **Role** | **Full name (surname, name)** | **Position** | **Organisation** | **Department** | **Email** | **Avg hours to be spent on project per week** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**France**

| **Role** | **Full name (surname, name)** | **Position** | **Organisation** | **Department** | **Email** | **Avg hours to be spent on project per week** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Germany**

| **Role** | **Full name (surname, name)** | **Position** | **Organisation** | **Department** | **Email** | **Avg hours to be spent on project per week** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**United Kingdom**

| **Role** | **Full name (surname, name)** | **Position** | **Organisation** | **Department** | **Email** | **Avg hours to be spent on project per week** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

## Cooperation partners (other countries)

Please mention those individuals (researchers as well as non-academic partners, depending on the rules of each agency), including those from countries other than Canada, France, Germany, Japan, and the UK. For example, if a scientific board is set up for the project, members can be listed here. Please note that no funding can be requested for cooperation partners; these partners should provide their own funding. Add lines as necessary.

| **Full name (surname, name)** | **Organisation** | **Country** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

## Cooperation partners (Japan)

Tick the appropriate box if the proposal has a cooperation partner (Japan).

# [ ]  Yes [ ]  No

If your proposal includes a Japan component, please provide further details in the “Summary of Japan component” (section 7 below).

3. Research Description

This is the body of your project proposal. The “Research description” section may be up to 12 pages (excluding these explanatory notes).

When writing your research description, you should take into account the ORA 8 assessment criteria available in the [*Call*](https://esrc.ukri.org/funding/funding-opportunities/open-research-area-ora-for-the-social-sciences-2019/) *Specification* document (section 5).

Applicants are encouraged to consider equity, diversity and inclusion (EDI) into their research plans and proposals. EDI considerations can be incorporated into the research team, research environment and research design through, among others: integrating diversity-related considerations into the design of the project (e.g., use gender or other identities as factors of analysis, or involve research participants from diverse or disadvantaged groups); composing and recruiting diverse research teams; offering quality training and mentoring for young researchers from disadvantaged groups; and/or ensuring research-related activities and decisions are conducted in inclusive ways.

Please describe the project proposal in detail including the following sections:

1. The aims/objectives of the research proposed; the intellectual, scientific and policy background to the proposal and why it is important
2. Position in the context of existing literature; relevant published and continuing research on which it will build
3. The theoretical and methodological foundations for the work and why this will be feasible, innovative and interesting
4. Added value that will be gained by undertaking this research as a collaborative project; contributions of the various national partners and research expertise brought in by the different partners involved
5. Project timetable/workplan; one page should be used for a diagrammatic workplan; this should cover the project as a whole, detailing significant milestones and showing how different aspects of the project will link together and be managed
6. Expected output/impact and dissemination (both academic and non-academic)
7. Ethics; applicants must ensure the proposed research will be carried out to a high ethical standard and must clearly state how any potential ethical and health and safety issues have been considered and will be addressed ensuring that all necessary ethical approvals are in place and all risks are minimised[[1]](#footnote-1)
8. Data management plan (a requirement for all applicants planning to generate data as part of their grant). The data management plan should be used as an opportunity to describe how the data are going to be managed - starting from planning for research and through the lifecycle of the grant until data is accepted for archiving.[[2]](#footnote-2)

**Research Description (max. 12 pages):**

**4. TOTAL BUDGET**

Please report the total amount of funds you are requesting per agency, using the tables below. These amounts must be fully justified in the “Justification of resources” (section 5 below).

Please note that, in addition to the “Total budget” and the “Justification of resources” sections, applicants from Canada and the UK are required to fill out the *ESRC Finance Form* and the *SSHRC Finance Form* for the funds requested, and to upload the forms as separate documents to SSHRC’s Convergence application form. The ESRC and SSHRC Finance Form templates are available on the ORA 8 call website. Main applicants and applicants from France requesting funding from the ANR are expected to complete the full finance form in the ANR’s SIM platform; they will upload their proposals to both SSHRC’s Convergence platform and ANR’s SIM platform by the deadline for submitting proposals. Applicants from Germany are required to upload their proposals via the DFG’s elan system by the application deadline and specify their budget there.

**Applicants are required to comply with national funding rules and requirements.**

| **ANR, France (*including overheads)*** |
| --- |
| **Type** | **Number (if applicable)** | **Amount in €** | **Total sum for ANR in €** |
| Staff |  |  |  |
| Instruments and equipment |  |  |
| Buildings and estates |  |  |
| Costs of sub-contracting and intellectual property |  |  |
| Other costs (including travel and subsistence) |  |  |
| Overheads\* |  |  |

(\*) « Frais d’environnement ». See [ANR’s funding regulations](https://anr.fr/fr/rf/) for applicable rates

| **DFG, Germany** |
| --- |
| **Type** | **Number (if applicable) and category** | **Amount in €** | **Total sum for DFG in €** |
| Staff (postdocs, PhD students, research assistants, support staff, etc.) |  |  |  |
| Equipment up to 10,000 €, software and consumables |  |  |
| Travel and subsistence |  |  |
| Visiting researchers |  |  |
| Publications |  |  |
| Other (e.g., data, payments for experiments) |  |  |
| Instrumentation |  |  |
| Temporary position for principal investigator |  |  |
| Replacements |  |  |
| Mercator fellow |  |  |
| Workshops |  |  |
| Public relations |  |  |
| Gender equality measures |  |  |

| **ESRC, United Kingdom** |
| --- |
| **Type** | **Amount in £ (100%fEC)**  | **Amount in £ (80%fEC)** | **Total sum for ESRC in £** |
| Directly incurred | Staff |  |  |  |
| Travel and subsistence |  |  |
| Equipment |  |  |
| Other costs  |  |  |
| Directly allocated | Investigators |  |  |
| Estate costs |  |  |
| Other costs |  |  |
| Indirect Costs |  |  |
| Exceptions |  | N/A |

| **SSHRC, Canada** |
| --- |
| **Type** | **Amount in $** | **Total sum for SSHRC in $** |
| Personnel costs |  |  |
| Travel and subsistence costs |  |
| Non-disposable equipment |  |
| Other expenses |  |

If you have secured a commitment from another organisation or funding body to provide additional resources for this project, the details of that support should be entered in the table below. A letter of support from each partner organisation confirming the level of support specific to this proposal must be included as an additional attachment to the SSHRC Convergence application form. Add lines as necessary.

| **Organisation or funding body** | **Cash and/or in-kind contributions\*** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

(\*) in the currency in which it is provided.

**5. JUSTIFICATION OF RESOURCES**

The “Justification of resources” should explain why the resources requested are appropriate for the research proposed, taking into account the nature and complexity of the research proposal. All items requested in the budgets must be justified in this section. Where you do not provide an explanation for an item that requires justification, it may be cut from any grant made.

Costs must be justified per participating country. One page maximum per participating country is allowed.

**ANR, France (max. 1 page):**

**DFG, Germany (max. 1 page):**

**ESRC, United Kingdom (max. 1 page):**

**SSHRC, Canada (max. 1 page):**

6. Bibliography

Please list here all references quoted in your “Research description” and elsewhere in your proposal. Publications not cited in the proposal should not be added here.

**Bibliography (max. 2 pages):**

**7. SUMMARY OF JAPANESE COMPONENT**

Complete this section on the Japan component of the research, if applicable. This section should include a) information on the participants in Japan (list of researchers, affiliations, etc.), and b) a summary of the project partner.

**Summary of Japan component (max. 1 page):**

**8. FORMER SUBMISSIONS AND RESUBMISSIONS**

## Resubmission of ORA project

Applications that are resubmissions of a previously unfunded ORA project must be a substantial revision of the original proposal, taking into account reviewer comments and further advances within the relevant substantial revisions.

No resubmissions are allowed for UK applicants (please refer to the agency-specific information required for ESRC applicants in the *Call Specification* document for further information).

**Did you submit the proposal in a previous ORA call?**

# [ ]  Yes [ ]  No

**Only for proposals not including UK partners, if yes, please provide the following information:**

* Project title:
* Main applicant:
* Applicants for each participating country:
* Specify the substantial amendments made to the current application as compared to the previous unfunded ORA application (up to 3,000 characters, spaces included):

|  |
| --- |
|  |

## Resubmission of non-ORA project

Applications that are resubmissions of previously unfunded non-ORA projects (i.e., applications to a non-ORA call) are allowed by ANR, DFG, and SSHRC. No resubmissions are allowed for UK applicants (please refer to the agency-specific information required for ESRC applicants in the *Call Specification* document for further information).

Resubmissions are **not** allowed by ANR, DFG or SSHRC if an application to a non-ORA call is still awaiting a decision.

No further details are required of previous unsuccessful non-ORA projects.

**9. NARRATIVE CURRICULA VITAE**

A brief narrative CV (maximum four pages per person) of every applicant and co-applicant must be added below. CVs for team members and cooperation partners are not allowed.

Use the Narrative CV Template found on the [ORA 8 website](https://www.dfg.de/en/research_funding/funding_opportunities/international_cooperation/funding/ora/) for each CV (starting from the next page). After a participant’s CV has been pasted into this Proposal Template document, add a “Page Break” (found in Microsoft Word, under Insert) before pasting the next participant’s CV.

1. Applicants are strongly encouraged to consider the ethical guidelines of all partners involved in a proposal (that is, as pertaining to ANR, DFG, ESRC, and/or SSHRC, as applicable). [↑](#footnote-ref-1)
2. Applicants are strongly encouraged to consider the data management guidelines of all partners involved in a proposal (that is, as pertaining to ANR, DFG, ESRC, and/or SSHRC, as applicable). [↑](#footnote-ref-2)