**SSHRC Terms and Conditions for Applying**

**Open Research Area 8**

|  |  |
| --- | --- |
| Project Title |  |
| Name and Affiliation of Main Applicant |  |
| Name and Affiliation of Canadian-based Applicant (if not serving as the Main Applicant) |  |

# Note: Applicants are required to ensure that:

* they provide a list of SSHRC participants involved in this application (in the table provided in this document);
* they sign the SSHRC Terms and Conditions for Applying;
* the research grants office signs the SSHRC Terms and Conditions for Applying; and
* the main applicant submits the signed SSHRC Terms and Conditions for Applying document and the completed SSHRC Finance Form via the SSHRC Convergence Portal (Supporting Documents section) by the application deadline.

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# Consent to Disclosure of Personal Information

# I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any application, by linking my CV to an application led by another researcher or institution, or by accepting funding from the Social Sciences and Humanities Research Council of Canada (SSHRC), I affirm that I have read and agree to respect all the policies of the agencies that are relevant to my research, including the [Tri-Agency Framework: Responsible Conduct of Research](http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/). In cases of a serious breach of agency policy, the agency may publicly disclose my name, the nature of the breach, the institution where I was employed at the time of the breach and the institution where I am currently employed. I accept this as a condition of applying for or receiving agency funding, and I consent to such disclosure.

# Note that if you do not agree to the disclosure of your personal information, you cannot participate in this application.

# I Agree [ ]  I Disagree [ ]

# For further information, see [Questions and Answers on the Consent to Disclosure of Personal Information](https://www.nserc-crsng.gc.ca/NSERC-CRSNG/governance-gouvernance/consentFAQ-consentementFAQ_eng.asp).

# Certification Requirements

# If this proposal involves any of the following, you must submit the protocol to the appropriate certification committee at your administering organization. If you are awarded a grant, the necessary certification requirements must be met in accordance with the [Agreement on the Administration of Agency Grants and Awards by Research Institutions](https://science.gc.ca/eic/site/063.nsf/eng/h_56B87BE5.html?OpenDocument).

# Does your proposal involve human beings as research subjects? [ ]  Yes [ ]  No

# If your proposed research involves humans, you are required to consult the [Tri-Council Policy Statement: Ethical Conduct for Research](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html) Involving Humans and submit your proposal to your administering organization's Research Ethics Board.

**Will any phase of the proposed research take place outdoors?** [ ]  Yes [ ]  No

If you selected “yes” to the question above, an [Impact Assessment Form (Appendix A)](https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/pdf/EI_Appendix_A-IA_Annexe_A-eng.pdf) must be submitted with the application ONLY if at least one of the answers to the questions below is also “yes.” You must download a copy of Appendix A and, once completed, combine it with this document as a single PDF document and then have it uploaded to the ORA 8 application form on Convergence (in the Supporting Documents section).

**Will any phase of the proposed research take place on federal lands in Canada, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut, as interpreted in section 2 (1) of the**[**Impact Assessment Act**](https://www.sshrc-crsh.gc.ca/funding-financement/forms-formulaires/pdf/EI_Appendix_A-IA_Annexe_A-eng.pdf)**(IAA)?**

[ ]  Yes [ ]  No

**Will any phase of the proposed research take place in a country other than Canada?**

[ ]  Yes [ ]  No

**Will the grant permit a designated project (listed in the**[**Physical Activities Regulations**](https://canadagazette.gc.ca/rp-pr/p2/2019/2019-08-21/html/sor-dors285-eng.html)**) to be carried out in whole or in part?**

[ ]  Yes [ ]  No

**Will any phase of the proposed research activities depend on a designated project (listed in the**[**Physical Activities Regulations**](https://canadagazette.gc.ca/rp-pr/p2/2019/2019-08-21/html/sor-dors285-eng.html)**) being led and carried out by an organization other than SSHRC?**

[ ]  Yes [ ]  No

Please note: Agencies will confer regarding the impact assessment where it deems that the subject matter of the research calls for broader input into the review. The information provided in your application and Appendix A related to your project may be shared among the Tri-Agencies (NSERC, SSHRC, CIHR).

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# List of participants

The ORA-8 applicant from the Canadian team is considered the SSHRC applicant, the ORA-8 co-applicants from the Canadian team are considered SSHRC co-applicants, and the ORA-8 team members from the Canadian team are considered SSHRC collaborators. The ORA-8 cooperation partners from the Canadian team can be either SSHRC co-applicants or SSHRC collaborators. Eligibility rules for all these categories are outlined in the *Call Specification* document found on the [ORA 8 webpage](https://www.dfg.de/en/research_funding/funding_opportunities/international_cooperation/funding/ora/).

The applicant must provide a list of all participants who will contribute to the intellectual direction of the proposed SSHRC-funded research using the table below. Do not include assistants, students or consultants. Add rows as needed.

| **Full Name** | **ORA 8 Role** | **SSHRC Role** | **Affiliation (Position, Department, Organization)** | **Email address** |
| --- | --- | --- | --- | --- |
|  | Choose a role. | Choose a role. |  |  |
|  | Choose a role. | Choose a role. |  |  |
|  | Choose a role. | Choose a role. |  |  |
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|  | Choose a role. | Choose a role. |  |  |
|  | Choose a role. | Choose a role. |  |  |

**Note:** Individuals must only be included in this table if they have consented to participate on the team and be listed on the application.

# Terms and Conditions

By submitting an Open Research Area 8 application, the applicant and any co-applicant, if applicable, confirm that they:

* for grant applicants: agree that the applicant or project director will administer the grant on behalf of the team;
* have read and understand the eligibility requirements of the funding opportunity;
* have provided complete and accurate information in the funding application and related documents;
* have represented themselves and their research and accomplishments in a manner consistent with the norms of the relevant field;
* for grant applicants: have ensured that any team members and partner organizations where applicable, listed in the application have agreed to be included therein;
* are not currently ineligible to apply for or receive funding from the Natural Sciences and Engineering Research Council, SSHRC, or the Canadian Institutes of Health Research or any other research or research funding organization by reason of a breach of an ethical, integrity or financial policy or requirement, and that if at any time he/she becomes ineligible, they will advise their institution, specifically its office responsible for research grants, graduate studies or postdoctoral researchers, and SSHRC immediately in writing;
* will inform SSHRC and their institution, specifically its office responsible for research grants, graduate studies or postdoctoral researchers, immediately of any change in the nature of the research that may have an impact on certification or approvals;
* will inform SSHRC and their institution, specifically its office responsible for research grants, graduate studies or postdoctoral researchers, immediately in writing in the event of any change in eligibility status, and hereby authorizes the institution with which they are employed or affiliated to provide SSHRC with their personal information for the purpose of verifying eligibility to receive funds from SSHRC;
* agrees that if awarded funding, they will (a) use this funding only for the purpose for which it was awarded; (b) comply with all relevant SSHRC requirements as set out in SSHRC's respective policies, procedures and manuals; and (c) enter into a funding agreement with SSHRC in the case of Doctoral and Postdoctoral Award holders;
* have read, understand and agree to comply with the policies of SSHRC, including the Tri-Agency Framework: Responsible Conduct of Research (<http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>) , both in the submission of the application and in carrying out research funded by SSHRC;
* are aware that, should they be found to have made a serious breach of agency policy, SSHRC, in accordance with the Tri-Agency Framework: Responsible Conduct of Research (<http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>) , may publicly disclose any information relevant to the breach that is in the public interest, including their name, the nature of the breach, the institution with which they were employed at the time of the breach, the institution where they are currently employed (if any), and the recourse imposed against them, and accepts this as a condition of applying for or receiving agency funding and consents to such a disclosure;
* in instances where they are or have been at any time during the past 12 months a federal public servant, have complied with and will continue to respect the Values and Ethics Code for the Public Sector (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049>) ;
* for grant applicants: if from a non-eligible organization, have read, understand and agree to the conditions and policies found in SSHRC's Institutional Eligibility-Guidelines and Requirements (<http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/institutional_eligibility-admissibilite_etablissements-eng.aspx>) , and have begun the institutional eligibility process.
* for Doctoral Award applicants: understand that graduate studies offices are informed of the competition results pertaining to applications they put forward;
* for Doctoral and Postdoctoral Award applicants: accept the application procedures and the selection process; and
* for Doctoral and Postdoctoral Award applicants: consents to SSHRC disclosing, in advance of the official announcement, details related to the award (award holder name and limited details related to award), to the Fonds de recherche du Québec-Société et culture (<http://www.frqsc.gouv.qc.ca/en/>) (FRQSC) for its administrative purposes and in accordance with the memorandum of understanding between SSHRC and FRQSC.

**Privacy Notice**

The applicant also confirms that they understand and agree that:

* all personal information provided to SSHRC is used, disclosed and safeguarded in accordance with the Privacy Act (<https://laws-lois.justice.gc.ca/eng/acts/p-21/>) , the Access to Information Act (<https://laws-lois.justice.gc.ca/eng/acts/a-1/>) , and relevant Treasury Board policies (personal information is collected pursuant to the Social Sciences and Humanities Research Council Act (<https://laws.justice.gc.ca/eng/acts/S-12/>) );
* applications are provided to selection and merit review committees for adjudication, and, possibly, to third-party expert assessors for evaluation;
* applications may be shared with other government organizations or public research funding bodies if that organization will co-fund the application and has signed a memorandum of understanding with SSHRC;
* information related to applications and awards will be shared with authorized officials at their institution;
* for Doctoral Award applicants: if they have selected the option to have their application considered for submission beyond their institution's doctoral awards quota (<http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/background-renseignements/doctors_allocation-doctorat_allocation-eng.aspx>) , the fact that they have self-identified as Indigenous will be shared with authorized officials at their institution;
* SSHRC may disseminate, without consent, to government officials, the media and members of the public the applicant or award holder names and summaries of research proposals for merit review recruitment, publicity purposes or in response to an access to information request;
* SSHRC will use personal information for the uses and consistent uses outlined on Info Source (<https://www.sshrc-crsh.gc.ca/transparency-transparence/atip-aiprp/infosource-eng.aspx>) ;
* SSHRC will obtain consent prior to using or disclosing personal information in a manner not outlined above or on Info Source (<https://www.sshrc-crsh.gc.ca/transparency-transparence/atip-aiprp/infosource-eng.aspx>) ;
* SSHRC uses personal information to identify prospective committee members and expert reviewers for applications
* personal information is used by SSHRC for program planning, evaluation, reviews, audits and statistics generation;
* failure to provide personal information will result in an application being declared ineligible;
* SSHRC does not regularly update personal information; it is the applicant's (or project director's, where applicable) or award holder's responsibility to contact SSHRC's ATIP Coordinator (<https://www.sshrc-crsh.gc.ca/transparency-transparence/atip-aiprp/index-eng.aspx>) to correct or update personal information;
* applicants (or project directors, where applicable) and award holders have the right to file a complaint with the Office of the Privacy Commissioner (<https://www.priv.gc.ca/en/>) regarding SSHRC's handling of their personal information.

**By identifying a research or financial administrator, the institution certifies the following:**

**the applicant:**

* is affiliated with the institution; and
* has the necessary time and facilities to carry out the project.

**the postsecondary institution:**

* is willing to administer any grant received according to SSHRC policies;
* agrees to take the necessary steps to ensure that machine-readable files or computer databases are preserved and accessible under conditions agreed to by the institution and the researcher;
* will release funds to the successful candidate once all necessary certification requirements and conditions have been met;
* will notify SSHRC of any change in the grant holder's status during the tenure of the grant; and
* has verified that the budgetary estimates are in accordance with its rates and policies.

By submitting your application in the SSHRC Convergence portal, you are also confirming that, during tenure of the grant or award, you will comply with the terms and conditions of the grant or award.

# I Agree [ ]  I Disagree [ ]

Name of applicant:

Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Name of Research or Financial Administrator:

Date:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_