

# Carleton University – SSHRC Exchange Program

## Knowledge Mobilization (KM) Grant Guidelines

### **DESCRIPTION**

#### **Purpose**

The CU-SSHRC Exchange funding provides modest support for up to 12 months for **knowledge mobilization activities** related:

- To a recently ended SSHRC grant for which no residual funds were awarded
- To positioning the applicant for future research applications.

#### **Definition of Knowledge Mobilization (KM)**

Although there are several accepted definitions of “knowledge mobilization”, the one governing this grant is SSHRC’s: an “umbrella term encompassing a wide range of activities relating to the production and use of research results, including knowledge synthesis, dissemination, transfer, exchange, and co-creation or co-production by researchers and knowledge users.” (see [SSHRC Guidelines for Effective Knowledge Mobilization](#)).

#### **Examples of KM activities include, but are not limited to:**

- Workshops, seminars, conferences, media events, public debates, town hall meetings
- Stakeholder consultations or meetings to develop research agenda or grant proposals
- Digital resource creation (infographic, video, toolkit, website, database)
- Policy briefs, scoping reviews
- Artistic exhibits, performances or festivals

**Source:** Social Sciences and Humanities Research Council Institutional Grant (SIG)

**Value:** Up to \$5,000 per application

**Duration:** Maximum of 12 months from Start Date

### **DEADLINES**

**Application Deadline:** May 1, 2026

**Funding Start Date:** June 1, 2026

#### **Notes:**

- This grant does not support research related (as per SIG)
- The cuResearch Approval Form must be fully approved by all signing authorities by the application deadline date.
- Late applications will not be accepted
- Incomplete applications will not be accepted
- Ineligible costs will be debited from the amount requested
- Proposals related to ineligible [subject matter](#) will not be accepted
- No extensions will be granted
- Expenses incurred prior to the start date cannot be charged to the fund

### **ELIGIBILITY**

**Applicants** (applicable to both PI and Co-PI)

- An eligible applicant must be a faculty member whose contractual duties include research AND hold a tenured or tenure-track appointment at Carleton.
- Previous recipients of a CU SSHRC Exchange KM Grant must wait 3 years after the completion of their grant term and have submitted the corresponding [final report](#) prior to being eligible to apply again.

### **Subject Matter**

- The subject matter of the proposal must be consistent with SSHRC's mandate. (Please see [Subject Matter Eligibility](#) for more information)
- It is expected that this funding will be used for knowledge mobilization connected to:
  - Knowledge mobilization connected to a recently completed SSHRC award, with activities undertaken during the award period; or
  - Establishing a new project for a future SSHRC application to be submitted no later than at the end of the award period.

### **Expenses**

- **Expenses must be eligible under [Tri-Agency Guide on Financial Administration](#) and the [Research Expense Guidelines](#), and Carleton University policies, and can include but are not limited to the following:**
  - Stipends to students and postdoctoral fellows
  - Salaries of technical and professional staff
  - Speaker travel and accommodations
  - Materials, supplies and services, including technical services
  - Rental of equipment and space (e.g. for workshops, meetings)
  - Open access publication costs
- **Expenses that are NOT eligible include, but are not limited to the following:**
  - Research activities (e.g. field work, clinical trials, data gathering, etc.)
  - Teaching Release
  - Collection or preparation of material primarily intended for personal classroom needs or teaching purposes
  - Purchase of equipment
  - Technology transfer costs (e.g. patent filing)
  - Alcoholic beverages

### **EVALUATION CRITERIA**

1. Challenge—The aim and importance of the endeavour (40%):
  - originality, significance and expected contribution to the preservation of, access to and/or mobilization of research knowledge;
  - quality of the proposed project and appropriateness of the approach;
  - quality and significance of the research being mobilized;
  - quality of [training and mentoring](#) to be provided to students, [emerging scholars](#) and other highly qualified personnel, and opportunities for them to contribute within the time constraints of this short-term and limited amount of funding; and
  - potential for the project results to have influence and impact within and/or beyond the social sciences and humanities research community.
2. Feasibility—The plan to achieve excellence (30%):
  - appropriateness of the proposed timeline and probability that the objectives will be met;
  - appropriateness of the requested budget and justification of proposed costs; and
  - indications of other planned resources including leveraging of [cash and in-kind support](#) from other sources.
3. Capability—The expertise to succeed (30%):
  - quality, quantity and significance of past experience and published and/or creative outputs of the applicant / project director and any co-applicants relative to their roles in the event or activity and the stage of their career;

- evidence of past knowledge mobilization activities (e.g., films, performances, commissioned reports, knowledge syntheses, experience in collaboration / other interactions with stakeholders, contributions to public debate and the media) and of impacts on professional practice, social services and policies, etc.; and
- quality and quantity of past contributions to the [training and mentoring](#) of students, postdoctoral researchers and other highly qualified personnel.

## **APPLICATION PROCESS**

1. Download and complete the **Carleton University – SSHRC Exchange Program Knowledge Mobilization (KB) Grant Application Form**
2. Save the application form with attachments in a SINGLE pdf file using the naming convention Pllastname.Plfirstname\_cuSSHRC\_Exchange.pdf
3. Login to the [cuResearch portal](#)
4. Create and complete all fields of the Approval Form. Sponsor information is included below:
  - Start Date: June 1, 2026
  - End date: May 31, 2025
  - Agency abbreviation: CORIS
  - Program: SSHRC Exchange
  - Disbursement: amount requested
5. Attachments Tab: Upload your completed application package
6. SUBMIT

**CONTACT INFORMATION** [coris@carleton.ca](mailto:coris@carleton.ca).