

**Carleton University – SSHRC Exchange Program
Knowledge Mobilization (KM) Grant
Application Form**

PRINCIPAL INVESTIGATOR	
Full Name	
Faculty	
Department	
PROJECT	
Title of Project	
Project Type	<input type="checkbox"/> Event <input type="checkbox"/> Outreach Activity Learn more about the difference between an event and an outreach activity
ELIGIBILITY (refer to guidelines)	
Are you a faculty member whose contractual duties include research AND hold a tenured or tenure-track appointment at Carleton?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Select one of the below options: <input type="checkbox"/> Knowledge mobilization connected to a recently completed SSHRC award, with activities undertaken during the award period; <input type="checkbox"/> Establishing a new project for a future SSHRC application to be submitted no later than at the end of the award period	
RE-APPLICATIONS ONLY	
Indicate the end date of your last internal Exchange grant ¹	
Confirm you submitted your final Achievement Report for the previous grant	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ RDG grants have held several different names over the years, including but not limited to NSE/NSERC RDG (ECR or Bridge), SSH RDG, SSHRC Explore RDG (ECR or Bridge) and/or Health CU Development Grants, CIHR RDG, CIHR First Grant, CIHR Bridge.

PARTICIPANTS (if applicable, include up to 3 key team members, partners, Carleton faculty members, external researchers, Indigenous Elders, etc.)

Full Name	Organization Name	Confirmed (yes/No)	Role in project

Presenters (if applicable, include up to 4 key presenters)

Full Name	Organization Name	Confirmed (yes/No)	Presentation Topic

Instructions:

- Clearly indicate the challenge or issues to be addressed and the potential contribution
- Write in lay terms for a multi-disciplinary audience
- Avoid using acronyms and abbreviations or explain them fully

SUMMARY OF PROJECT (250 words max)

DESCRIPTION OF PROPOSED PROJECT (500 words max)

The description of the proposed project (this can include a draft program or agenda, if applicable)

DESCRIPTION OF KNOWLEDGE TO BE MOBILIZED (200 words max)

The description of the research you will be disseminating, transferring, exchanging or mobilizing.

TARGET AUDIENCE (350 words max)

Describe your main audience(s) (e.g., scholars, practitioners, etc.)

WORK PLAN (200 words max)

Provide details on how all activities can be undertaken within one year.

MENTORING AND TRAINING (250 words max)

- the nature and extent of training, mentoring and employability activities;
- the capacity of the project director and team members to provide the proposed training, mentoring and employability activities;
- the anticipated number of students, emerging scholars and/or other highly qualified personnel. Where applicable, indicate the level of study (i.e., undergraduate, master's or doctoral) to be trained and mentored;
- the nature and level of specialized skills that the students, emerging scholars and/or other highly qualified personnel will develop as a result of their participation; and
- any career development opportunities for students, emerging scholars and/or other highly qualified personnel.

BUDGET: Please complete the table below.

REMINDER: *Research costs are not permitted.*

Expense Category	Requested Amount	Other Funding Sources*
Student salaries/stipends	\$	\$
Professional or technical services	\$	\$
Materials, supplies and incidentals	\$	\$
Travel and subsistence	\$	\$
Other - please describe	\$	\$
TOTAL	\$	\$

BUDGET JUSTIFICATION (450 words):

The justification must include

- Explain how the costs were established for each item in the budget
- Describe and justify how budget items are needed to accomplish the objectives
- Demonstrate how the funds contribute to the direct costs of the research
- Demonstrate the economic use of funds

ATTACHMENTS

- CV of both PI and Co-PI, if applicable (Tri-Agency CV or CCV is the preferred format) which includes your publications, student supervisions and currently active and applied for research grants.
- For each Team Member (if applicable) provide a ½ page biography and a link to the researcher's up-to-date website. If a Team Member does not have an appropriate website, attach their CV.
- Optional: References (maximum 1 page)

APPLICATION PROCESS

1. Save the application form with attachments in a SINGLE pdf file using the naming convention Pllastname.Plfirstname_cuSSHRC_Exchange.pdf
2. Login to the cuResearch portal
3. Create Approval Form and complete all fields and SAVE
 - Start Date: June 1, 2026
 - End date: May 31, 2025
 - Agency abbreviation: CORIS
 - Program: SSHRC Exchange
 - Disbursement: amount requested
4. Attachments Tab: Upload your completed application package
5. SUBMIT