

Carleton University – SSHRC Exchange Program
Knowledge Mobilization (KM) Grant
Guidelines

Knowledge Mobilization (KM) Definition:

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

Key questions that will help you to develop a strong KM strategy include:

- a) Who will use the knowledge? How will they use it?
- b) How and to what extent do they want to participate in the design and delivery of the research?
- c) What is the most effective way to connect with each audience?
- d) What difference can the research make? To whom?
- e) Who has the power to implement change?

Purpose Supports social sciences and humanities (SSH) researchers at any career stage with modest supplemental funding to contribute to the advancement and dissemination of knowledge (knowledge mobilization) beyond academia, i.e. with partners and/or participants from the private, public or not-for-profit sector at the international, national, or local community level.¹ (see *Terms and Conditions*)

Please note that this program cannot be used to fund the traditional cost of research publications (books, journal articles, etc.). It may be used to cover open access publication costs, up to a certain dollar amount (see below).

Value Up to \$7,000

Deadline None; (continuous intake until funding expires)

Duration 1 year

Eligibility All full-time tenure or tenure-track faculty members (Assistant, Associate, Full) at Carleton University are eligible to apply in the capacity of Principal or Co-Principal Investigator. Up to 4 Team Members can be added to this application. Anyone is eligible to apply as a Team Member and no CV is required to be submitted.

¹ The Office of the Vice-President (Research and International) through the [Social Sciences and Humanities Research Council's \(SSHRC\) Institutional Grants \(SIG\)](#). SIG funds can be used in part in the form of “Exchange Grants”, which support social sciences and humanities (SSH) researchers at any career stage with modest supplemental funding to contribute to the advancement and dissemination of knowledge (knowledge mobilization) beyond academia.

Funding priority and principles

- Faculty members who currently hold or have held a SSHRC grant within the last two years; or who plan to reapply to SSHRC within 12 to 18 months.

Restrictions (applicable to both PI and Co-PI)

- The subject matter of the proposal must be consistent with SSHRC's mandate. (Please see [Subject Matter Eligibility](#) for more information)
- This grant cannot be held concurrently with a CU Development Grant (SSHRC Explore, NSERC or CIHR) or a Carleton International Research Seed Grant
- 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.

Expenses must be eligible under [Tri-Agency Guide on Financial Administration](#) and can include the following:

- KM activities (e.g. conferences, workshops, events, forums, etc.) and products (e.g. digital resources, databases, adaptation of texts, policy briefs, etc.)
- 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, to a maximum of \$750. *Note that this is restricted to those who have not already received open access funding through the Library's [CURIE Fund](#) for the same project.*
- If requesting funding for non-traditional publications, please note that the overall application must address all of the evaluation criteria listed below.

Expenses that are NOT eligible include the following:

- Research activities (e.g. field work, clinical trials, data gathering, etc.)
- Traditional scholarly publication costs (book, journal article, etc.), except open access publication costs
- 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

- Clarity and presentation of the KM activity(ies) for adjudication by a multidisciplinary committee
- Appropriateness of intended stakeholders/users and feasibility of engagement through the proposed activity(ies), i.e. strategies to ensure engagement
- Potential of anticipated KM outcomes and impacts within and outside of academia
- Potential for enhancing the visibility/profile of the researcher and Carleton University
- Quality of the HQP mentoring and training

- Soundness of the budget (i.e. justification of expenses in relation to the proposed knowledge mobilization activity or product and leveraged funding)

Application and Submission

- Download and complete the application form
- Save the application form with attachments in a SINGLE pdf file
- Login to the [cuResearch portal](#)
- Choose “Apply New” from the top right menu, then under Section A: CORIS Awards, select “Approval Form”
- Project Info Tab: Enter your project title and SAVE
- Project Sponsor Info Tab: Click on “Add New”, then click on “Agency” and select: *Internal – Internal (Carleton) Grants/Awards, select appropriate Program, and SAVE
- Attachments Tab: Upload your completed application package
- Approval Form Tab: Complete all required fields and SAVE
- “SUBMIT”

(Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the “Approvals” tab.)

Communication of Results

Applications will undergo a rigorous peer-review adjudication process. Results can be expected approximately 6 to 8 weeks after submission.

Questions? Should you have any questions or need further information, please contact Sarah Adams, Internal Programs Administrator, CORIS at sarah.adams3@carleton.ca.