

Guidelines for York Partnerships on Social Sciences and Humanities Research Council (SSHRC) Partnership Grant and Partnership Development Grant Applications

Unit(s) Responsible: **Office of the Vice-President Research & Innovation (VPRI)
Office of Research Services (ORS)**

Effective Date: **Updated September 2017**

Purpose

- To outline the criteria under which York University will partner on a SSHRC Partnership Grant or Partnership Development Grant application and/or project.
- To describe the internal process for developing partnership documentation within the application process.

Preamble

The Office of the Vice-President Research & Innovation (VPRI) is the sole signing authority on York University applications for external research funding and partnerships within applications for external research funding. All York partnership documentation must be signed off on by VPRI before it can be provided to parties outside of York University.

Definitions

Partner: A partner is an organization that participates actively in a formal partnership and contributes in a meaningful way to the success of the endeavour. A partner organization may be, for example, a Canadian or foreign: postsecondary institution, government department (federal, provincial, territorial, municipal), for-profit or not-for-profit organization, or foundation. Partner organizations are required, for administrative purposes, to identify an individual who will act as a contact person. A partner is expected to support the activities of the formal partnership by sharing in intellectual leadership or providing expertise. The partner is also expected to provide cash and/or in-kind contributions. (SSHRC website: <http://www.sshrc-crsh.gc.ca/funding-financement/programmes-programmes/definitions-eng.aspx#a13>)

Guidelines for meeting Partnership Criteria

- There must be a lead York faculty member for the partnership and the partnership should include multiple researchers from the institution.
- There is an expectation that the participation of York as an Institution is required in order to achieve the goals and objectives of the work described in the funding proposal.
- There is an expectation that university resources will be required in order to carry out the project (e.g., space, particular programs, ORU networks, staff time, student support, databases, etc.), where appropriate.
- There is an expectation that some hard research costs to York researchers will be covered by the grant, where appropriate.
- Participation in the project is expected to be at the unit level (department, ORU, etc.) and must be signed off on by an appropriate signing authority.

Process

Researchers or administrators involved in SSHRC Partnership or Partnership Development Grant applications must contact VPRI if they wish for York University to be a partner organization on their grant application and/or project or on a grant application and/or project that they are part of.

All requests for partnership must be made at least 20 business days before the funder deadline for Partnership Grants and at least 10 business days before the funder deadline for Partnership Development Grants if no other deadlines apply. Please note that other institutions may have internal deadlines that require partnerships to be confirmed earlier. Please be sure to allow for the required advanced notice before the earliest mandatory deadline.

Researchers and/or administrators will work with an Associate Vice-President Research as well as VPRI staff (Diana Frasca at dfrasca@yorku.ca) to ensure the partnership meets the necessary criteria, to secure in-kind and/or cash resources, and to prepare the necessary documentation.

Once a partnership has been explored and approved by VPRI, the PI of the funding application should invite Mark Roseman, Director of Strategic and Institutional Research Initiatives, by email to research@yorku.ca, as the institutional contact person for the application process.

Requests for partnership must be submitted with a plan for any required cash and/or in kind contributions. This plan will have to be confirmed in writing by the relevant contributor before the application is submitted to the funder.

Contacts

Office of the Vice-President Research & Innovation:

<http://www.yorku.ca/research/contactus/index.htm>

- Celia Haig-Brown, Associate Vice-President Research, haigbro@yorku.ca

Office of Research Services: <http://www.yorku.ca/research/contactus/index.html>

- Diana Frasca, Strategic and Institutional Research Specialist, dfrasca@yorku.ca
- Mark Roseman, Director, Strategic and Institutional Research Initiatives, roseman@yorku.ca