INTERNAL PROCESS FOR SUBMISSION OF SSHRC GRANTS

Initial Submission

- •Submit application to the ORS by the internal deadline (two weeks prior to the external SSHRC deadline).
- •Submit the application by pressing "Submit" on the SSHRC website (this does not send the application to SSHRC, but gives the ORS access to the application).

Initial Review by ORS.

- •The ORS sends **comments** to the faculty member on their submission usually within 2-3 days of initial submission.
- •The ORS **returns access** of the application to the researcher on the SSHRC website so that edits can be made.

Interna Forms •Submit a signed and completed **Research Proposal Approval Form** (RPAF) and Use of Facilities Form (if applicable) to the ORS prior to the SSHRC deadline.

Final Submission to ORS

- Press the "submit" button on the SSHRC site which will deliver your **completed** application to the ORS.
- •Be sure to submit the *final* version of the application into the University for approval by 12:00PM at least two days prior to the external SSHRC deadline.

Final Submission to SSHRC Once the ORS approves an application on the SSHRC website, the application is submitted to SSHRC.

Note: Lakehead researchers who are co-applicants on SSHRC applications being submitted by another university must submit a completed Research Proposal Approval Form along with a copy of the application to the Office of Research Services. Indicate on the RPAF if any financial commitments are being made by Lakehead to the project.