Partnerships Achievement Report

Privacy Notice

Description

SSHRC is subject to the [Privacy Act](#) and is committed to the protection of the personal information under its control. SSHRC collects personal information under the authority of section 4(1)(a) of the [Social Sciences and Humanities Research Council Act](#). This privacy notice answers some questions on how SSHRC collects, uses and discloses personal information gathered through achievement reports and seeks your consent to the privacy practices described in this notice.

Why does SSHRC require my information?
To meet the terms and conditions of their funding, all grant and award recipients must submit a report within six months after the end of their grant period. To complete the report, you must include your personal information.

What is Voxco?
The achievement report is hosted on a third party platform, Voxco. By using Voxco, your information is also subject to their privacy policy and jurisdictions, which could include locations outside of Canada. SSHRC will transfer your achievement report to an internal repository once it no longer needs the information to be in Voxco. Visit the [Voxco website](#) for more information on its privacy practices. SSHRC remains accountable for protecting your personal information in accordance with the Privacy Act. If you have any concerns about the use of Voxco to submit your report and would like to make alternate arrangements, contact SSHRC's Privacy Coordinator at 613-992-1058 or ATIP-AIPRP@sshrc-crsh.gc.ca.

How will SSHRC use and share my information?
SSHRC uses the information you provide in the achievement report to monitor and measure program performance. SSHRC also uses it for data analyses, program evaluations, planning material and reporting obligations, and communication and promotional activities. The information you provide will not be used in any merit review process. SSHRC will not use or disclose your personal information for any other purpose without your consent, except as authorized by law.

What happens if I don't complete an achievement report?
If you do not submit an achievement report by the required deadline, you will be ineligible for future grants or awards until you submit the outstanding report.

How do I learn more about the privacy practices related to the achievement report?
You can find the personal information practices related to grants and awards management which includes the achievement report, in [SSHRC's Info Source chapter](#). Refer to the personal information bank SSHRC PPU 055 (Awards Management Information System) for details on all potential uses of the personal information that SSHRC collects.

How do I access or update my personal information? What are my rights under the Privacy Act?

In addition to protecting your personal information, the Privacy Act gives you the right to request access to, and correction of, your personal information. However, please note that once you have submitted your achievement report, you will not be able to request changes to it. You also have the right to file a complaint with the Office of the Privacy Commissioner of Canada if you believe SSHRC has not properly safeguarded your personal information.

For more information about these rights and SSHRC's privacy practices, please visit the Access to Information and Privacy page or contact SSHRC's Privacy Coordinator at 613-992-1058 or ATIP-AIPRP@sshrc-crsh.gc.ca.
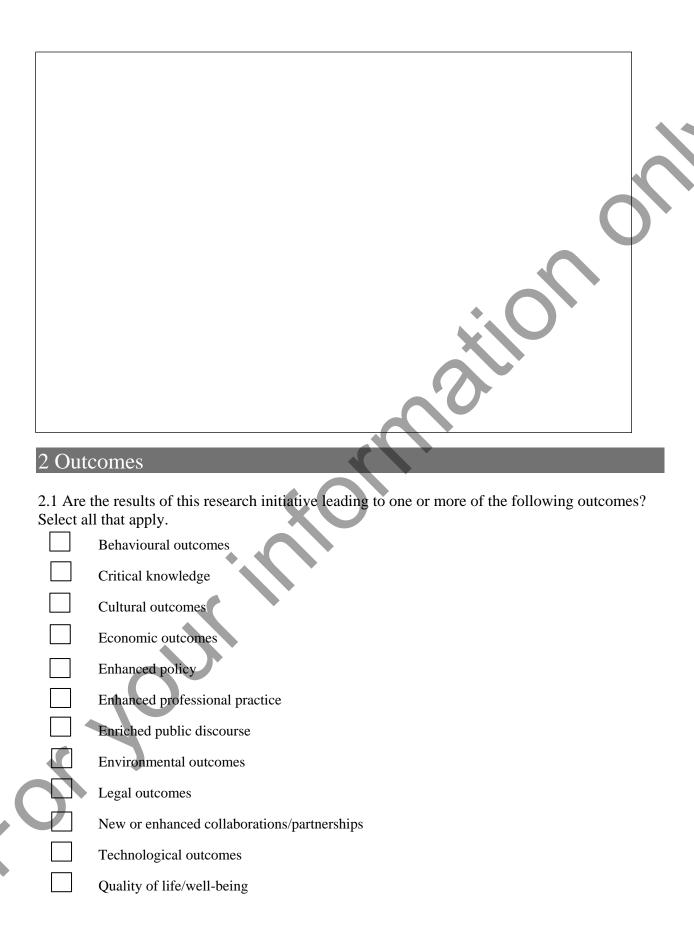
Email Address Answer

CONSENT: By submitting my email address in the field below, I confirm that I have read this Privacy Notice and I consent to the personal information practices outlined herein.

Important Note

Please note that the information you enter in your report is only saved when clicking on the "Save and Next" button at the bottom of the page. Using the browser navigation buttons, the "Table of Content" shortcut or the "Quit and Continue Later" button at the top of the page will not save the information entered on the page.

Content

This report uses a table of content to navigate through the different sections of the report. You may complete sections individually by selecting them from the table of content. At the end of each section, you will be redirected to this table of content to select another section to complete or to review. Alternatively, you may complete the full report, without going back to this table of content between each section, by selecting the option "Complete full report". Please select below.

- [ ] Complete full report
- [ ] Introduction
- [ ] 1. Research Initiative Summary
- [ ] 2. Outcomes
- [ ] 3. Collaborations
- [ ] 4. Students and Postdoctoral Researchers Participation
- [ ] 5. Knowledge Mobilization
- [ ] 6. Distinctions

☐ 7. General Remarks

☐ 8. Non-academic partners and participants in the project

☐ 9. Feedback on Achievement Report

☐ Review and Submit

Introduction

Description

This achievement report offers you an opportunity to share the results of your research, and explain how it is contributing to a better future for Canada and the world. To demonstrate the impact of SSHRC-funded research, the information you provide may also be shared with Parliament, the research community and the public. You must submit this report within six months after the end of your grant, including any extension. If you do not meet this deadline, you will be ineligible for future grants or awards until the outstanding report has been received. Visit the Achievement reports page for more information.

Funding opportunities

Please select the funding opportunity for which you are submitting a report

☐ 890   Partnership Development Grant

☐ 895   Partnership Grant

☐ 8XX   Other

Award Holder

Award holder (Last name, First name)

File number

File number 8XX-20XX-XXXX

Summary

Provide a plain-language summary of the results of your research initiative. This summary may be used for promotional purposes. Do not include proprietary information or personal information about others. (Max. 300 words)

2 Outcomes

2.1 Are the results of this research initiative leading to one or more of the following outcomes? Select all that apply.

☐ Behavioural outcomes

☐ Critical knowledge

☐ Cultural outcomes

☐ Economic outcomes

☐ Enhanced policy

☐ Enhanced professional practice

☐ Enriched public discourse

☐ Environmental outcomes

☐ Legal outcomes

☐ New or enhanced collaborations/partnerships

☐ Technological outcomes

☐ Quality of life/well-being

☐ Training and skill development

☐ Not applicable

2.2 Optional - Describe the outcomes of your research initiative with examples, if applicable. Do not include proprietary information or personal information about others. (Max. 300 words).

2.3 Which audiences will benefit from the results of your SSHRC-funded research initiative? Select all that apply.

☐ Aboriginal Peoples

☐ Academic sector / peers

☐ Artist-researchers

☐ General public

☐ Federal government

☐ Provincial government

☐ Municipal government

☐ Not-for-profit/community organizations

☐ Official Languages Minority Communities

☐ International not-for-profit organizations

☐ Para-public institutions

☐ Postsecondary institutions

☐ Postsecondary students

☐ Private sector companies

☐ Practitioner/professional/industrial associations

☐ Scholarly associations

☐ Not applicable

☐ Other [_____]

2.4 Optional - Elaborate on the audience(s) benefitting from the results of your SSHRC-funded research initiative, if applicable. Do not include proprietary information or personal information about others. (Max. 300 words)

[_____]

3 Collaborations

3.1 During the course of the project, did you collaborate with individuals or organizations from the following sectors?

☐ Yes

☐ No

If yes, which one

☐ From your institution

☐ From other Canadian postsecondary institutions

☐ From government

☐ From industry

☐ From the not-for-profit sector

☐ From postsecondary institutions (Outside Canada)

☐ From government (Outside Canada)

☐ From industry (Outside Canada)

☐ From the not-for-profit sector (Outside Canada)

3.2 Have you received funding from other sources for this project?

☐ Yes

☐ No

3.2.1 Which ones? For Partnerships Grants, do not enter contributions from partners that you have already communicated to SSHRC through your annual contributions statements.

Organization	
Sector	
Canadian or Foreign	
In-Kind ($ CAD)	
Cash ($ CAD)	

4 Students and Postdoctoral Researchers Participation

4.1 Have students and/or postdoctoral researchers participated in your SSHRC-funded research initiative?

☐ Yes

☐ No

4.1.1 How many students, postdoctoral researchers, and other non-students have participated in your research initiative as part of the project team?

Supported by SSHRC grant		
	Canadians and permanent residents	Foreign
College Students		
Undergraduate students		
Master's students		
Doctoral students		
Postdoctoral researchers		
Other (e.g., technician, professional research associate)		
Not supported by SSHRC grant		
College Students		

Undergraduate students		
Master's students		
Doctoral students		
Postdoctoral researchers		
Other (e.g., technician, professional research associate)		

4.1.2 Indicate, if applicable, the kinds of activities in which students and/or postdoctoral researchers, supported by the SSHRC grant, have been engaged as part of this initiative. Select all that apply.

	College students	Undergraduate students	Master's students	Doctoral students	Postdoctoral researchers
Data Collection					
Data entry					
Data analysis and literature review					
Communications					
Mentoring					
Networking and Collaborations					
Outreach activities					
Participation in publications					
Project design					
Report writing/editing					
Teaching (including pedagogy and/or educational training)					
Internships or other activities in the industry, not-for-profit or government sectors					
Activities that provide international experience					

Other					

5 Knowledge Mobilization

5.1 Has your research initiative involved any of the following methods of knowledge mobilization? Select all that apply.

Knowledge mobilization is understood by SSHRC to be the specific activities and tools that facilitate the flow and exchange of research knowledge. Effective knowledge mobilization is seen as facilitating and enabling the benefit and impact of research on and beyond the campus, through enhanced accessibility and interaction.

☐ Academic dissemination (Essentially, a one-way flow to other scholars in or near your field (s) of research)

☐ Knowledge transfer (Transferring knowledge to scholars in other fields of research)

☐ Knowledge translation (Writing or presenting research findings in more readable or useable forms e.g., writing for a wider or more diverse public)

☐ Knowledge exchange (Exchanging or sharing knowledge with other disciplines or across sectors (two-way flow) e.g., workshop or conference

☐ Knowledge brokering (Facilitating the flow of knowledge between others)

☐ Knowledge synthesis (Pulling together existing research in a useful form for other researchers or organizations)

☐ Co-production (Building research teams or alliances that generate new knowledge based on an ongoing exchange of knowledge)

☐ Networking (Organizing ongoing networks of scholars and/or other experts to mobilize knowledge)

☐ Not applicable

5.2 How many research products (including those under submission) have resulted from this project?

Products	Number
Presentations (excluding those given at the event)	
Interviews (broadcast or text)	
Peer-reviewed journal articles (open access)	
Peer-reviewed journal articles (subscription based)	
Edited journal issues	
Books (including edited books)	
Book chapters	
Entries (dictionary and encyclopedia)	
Conference publications	

Op-eds, articles in popular media	
Reports, briefs, and other forms of grey literature	
Artistic performances (including exhibits)	
Other (Specify)	

5.3 Optional - Provide any additional information on your research products, including web site links or other social media products. Do not include proprietary information or personal information about others. (Max. 100 words)

5.4 List the number of knowledge mobilization events that occurred as a result of the grant.

Conference

Workshop

Summer institute

Public debates

Other, Specify

5.5 Optional - Provide any additional information on the events. Do not include proprietary information or personal information about others. (Max. 100 words)

5.6 Has your project resulted in the enhancement or creation of a tool to collect or analyze data (e.g., survey, database)?

☐ Yes

☐ No

☐ Not applicable

5.6.1 Optional - Provide a brief description of the tool. Do not include proprietary information or personal information about others. (Max. 100 words)

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5.7 Has your project resulted in the enhancement or creation of a tool to mobilize/disseminate knowledge (e.g., a website or other educational tool)?

☐ Yes

☐ No

☐ Not applicable

5.7.1 Optional - Provide a brief description of the tool. Do not include proprietary information or personal information about others. (Max. 100 words)

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5.8 Are the quantitative and qualitative data collected through your project (in whole or in part) available through a disciplinary or institutional repository?

☐ Yes

☐ No

☐ Not applicable

5.9 Has your initiative attracted media interest of some type?

☐ Yes

☐ No

5.9.1 Optional - Describe any media activity/coverage related to your research initiative. Do not include proprietary information or personal information about others. (Max. 100 words).

6 Distinctions

6.1 During the course of your SSHRC-funded research initiative, have you or has someone in your research team been conferred an award or distinction related to the project?

☐   Yes

☐   No

6.1.1 Which award(s) or distinction(s)?

Distinction Name	Country

7 General Remarks

7.1 Optional - Use the space below to provide any other relevant input to SSHRC, including any additional achievements. Do not include proprietary information or personal information about others. (Max. 600 words).

8 Non academic partners and participants

8.1 Please indicate the number of partner organization representatives and/or participants from non-academic sectors who you have asked to complete the Partner and Participant Report.

9 Save and Submit

Your Achievement Report is saved successfully. When you want to continue answering your survey, click the following link:

☐   Email me this link

☐   I will copy the link above

10 Feedback

Would you be willing to answer a few questions on your experience completing the report? Your feedback will help us improve the report.

☐   Yes

☐   No

10.1 Approximately how long did it take you to complete the report? (minutes)

┌─────────────────────────┐
│   │
│   │
└─────────────────────────┘

10.2 Given the need to demonstrate the value of SSHRC's investment, would you say the time it takes to complete the report is reasonable?

☐   Yes

☐   No

10.3 Were any of the questions difficult to interpret?

☐   Yes

☐   No

10.3.1 If yes, please explain:

┌──┐
│   │
│   │
│   │
│   │
└──┘

10.4 Did you encounter any technical difficulties in completing the report?

☐   Yes

☐   No

10.4.1 If yes, please explain:

┌──┐
│   │
│   │
│   │
│   │
└──┘

10.5 If you have any further suggestions for improvement, please provide them.

Review

Before submitting your report, please ensure that your responses are complete. You will not be able to edit the information after it is submitted.

☐ I would like to go back to the table of content to modify some of my answers.

☐ I have reviewed my responses and I am ready to submit my report.