Knowledge Synthesis Grants
Achievement Report

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.

Table of 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. 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".

Note: The information you enter on any given page is **only saved** when clicking on the **"Save and Next"** button. If you need **to save a partially completed report to continue later**, you must click on the **"Quit and continue later"** button in order to retrieve a personalized link with your saved information.

Please select below.

☐ Complete full report

☐ Introduction

☐ 1. Outcomes

☐ 2. Knowledge Mobilization

☐ 3. Collaborations

☐ 4. Students and Postdoctoral Researchers Participation

☐ 5. Distinctions

☐ 6. General Remarks

☐ 7. Feedback on Achievement Report

☐ Review and Submit

"Quit and continue later"

Your achievement report is saved successfully. When you want to complete the report, **you must use the link below.** If you choose to have the link emailed to you, note that some institutional email systems may classify the email generated as spam or junk. If you think this may be an issue, please manually copy the link from this page for safe keeping.

When you want to continue answering your report, use the following link:
(personalized link automatically generated by the system)

☐   Email me this link

☐   I will copy the link above

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.

Award holder

Award holder (Last name, First name)

[   ]

File number (872-20XX-XXXX)

1.0 Outcomes

1.1 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, including enhanced commercialization
- [ ] Enhanced policy
- [ ] Enhanced professional practice
- [ ] Enriched public discourse
- [ ] Environmental outcomes
- [ ] Legal outcomes
- [ ] New or enhanced collaborations/partnerships
- [ ] Quality of life/well-being
- [ ] Technological outcomes
- [ ] Training and skill development
- [ ] Not applicable

1.2 *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)

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

- [ ] Indigenous Peoples
- [ ] Academic sector / peers
- [ ] Artist-researchers
- [ ] Federal government
- [ ] General public
- [ ] International not-for-profit organizations
- [ ] Municipal government
- [ ] Not-for-profit/community organizations
- [ ] Official Languages Minority Communities
- [ ] Para-public institutions (e.g., museums, libraries)
- [ ] Postsecondary institutions
- [ ] Postsecondary students
- [ ] Practitioner/professional/industrial associations
- [ ] Private sector companies
- [ ] Provincial government
- [ ] Scholarly associations
- [ ] Other (Specify) [   ]
- [ ] Not applicable

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

1.5 Following the completion of this grant, have you submitted or are you planning to submit an application to any of the following programs on this research topic? Select all that apply.

☐ Insight

☐ Partnership

☐ Other (please specify): _____

☐ No application submitted or currently planned

2.0 Knowledge Mobilization

2.1 Which knowledge mobilization activities did you undertake as part of this initiative? If your initiative involved more than one event or outreach activity, enter each as a separate entry.

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. Types of knowledge mobilization activities:

- Conference
- Workshop
- Summer Institute
- Adaptation (including translation, e.g., into French, English, or indigenous languages) of texts or presentations for the purpose of broader knowledge mobilization to different audiences
- Development of policy briefs, knowledge syntheses and scoping reviews
- Development of articles for print or online publication in newspapers or weekly or monthly magazines—whether specialized or general interest
- Virtual networking
- Media events (such as television/radio presentations)
- Public debates
- Artistic exhibits, performances, or festivals
- Development/use of interactive technologies, audio-visual products, or software
- Development/use of educational aids, instruments, or equipment
- Other

Type of knowledge mobilization activity	Estimated number of participants/size of audience	Short Description

2.2 How many research products (including those under submission) have resulted from this project? Please enter '0' for non-applicable items.

Products	Number
Presentation (excluding those given at the KM forum)	
Interviews (broadcast or text)	
Peer-reviewed journal articles (open access journals)	
Peer-reviewed journal articles (subscription based journals)	
Edited journal issues	
Books (including edited books)	
Books 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 (please specify)	

2.3 Has your initiative attracted media interest of some type?

☐   Yes

☐   No

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

2.4 To help tell the story of the research funded, SSHRC is looking for images to use on its website, social media platforms and more. Do you have any images you would like to share with us?

☐   Yes

☐   No

2.4.1   Upload your images here, at the highest resolution possible (maximum file size of 10 MB, maximum of 10 images; accepted formats are: JPEG, TIFF, PNG).

By submitting your image, you agree that:
- you have the necessary permissions, licences, clearances, releases, waivers of moral rights and other approvals from third parties (including, but not limited to, all copyright holders and all individuals appearing in the image); and
- SSHRC may use the image(s), in whole or in part, in any way without limitation or compensation, including to reproduce, make derivatives, edit, modify, distribute, transmit, publish and broadcast.

2.4.2   Use the space below for any notes, attributions or other pertinent information. If we choose to use your image, SSHRC may contact you with questions about the image or its contents. We will include, where possible, an attribution to the photographer.

3.0 Collaborations

3.1   Were individuals or organizations from the following sectors involved throughout your research?

☐   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 collaborated or connected with other KSG grant holder(s) in your cohort?

☐ Yes

☐ No

3.3 Have you received funding from other sources for this project (excluding registration fees)?

☐ Yes

☐ No

3.3.1 Please specify:

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

4.0 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
Communications					
Mentoring					
Networking and Collaborations					
Outreach activities					
Participation in publications					
Project design					
Data collection and analysis					
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					

5.0 Distinctions

5.1 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

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

Distinction Name	Country

6.0 General Remarks

6.1 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)

7.0 Feedback

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

☐   Yes

☐   No

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

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

☐   Yes

☐   No

7.3 Were any of the questions difficult to interpret?

☐   Yes

☐   No

7.3.1 If yes, please explain:

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

☐   Yes

☐   No

7.4.1 If yes, please explain:

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

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Review and submit

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

<u>**Note:**</u> The "View Responses" button above (on the webpage) opens your report in a browser, where you may review, download or print your report. A copy of your responses will also be emailed to you upon submission.

☐   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.