

Open Research Area 8 (ORA 8) Convergence Guidance for Applicants

Before starting your application

The definitions of ORA 8 project participant roles can be found in the *Call Specification* document. The two ORA 8 roles involved in the Convergence application form include the Main Applicant and Applicants. However, in the Convergence application form, these roles are labelled as Project Director (for the Main Applicant) and Co-Director (for the Applicants). The Main Applicant / Project Director is responsible for completing the ORA 8 application in the Convergence Portal, whereas the Applicants / Co-Directors are invited by the Main Applicant / Project Director to confirm their participation. Individuals associated with all other ORA 8 roles (i.e., co-applicants, team members and cooperation partners) do not interact directly with the Convergence Portal.

Since ORA 8 provides funding for integrated projects by researchers coming from at least three of the four subscribing countries (i.e., Canada, France, Germany, and the UK), there should be one Main Applicant / Project Director and two to three Applicants / Co-Directors per application.

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Note: These instructions are intended to be used in conjunction with the [Open Research Area 8 description](#), which includes the criteria that will be used by reviewers.

Important links

- [Open Research Area 8 description](#)

Am I eligible to apply?

Consult the eligibility section of the [Open Research Area 8 description](#) to ensure that you can participate in this grant program as an applicant.

Accommodations and accessibility

If you need help completing online application forms due to a [disability](#), contact your institution (scholarship liaison officer, research grant office or other applicant support office) as early in the application process as possible to investigate available supports. If your institution cannot provide help, or needs SSHRC to collaborate on a solution, contact accommodations-adaptation@sshrc-crsh.gc.ca. You can also contact SSHRC if you have questions or are seeking specific adaptation arrangements. You do not need to share your medical or sensitive personal information, and, to protect your privacy, should avoid doing so.

Frequently requested accommodations include, but are not limited to:

- one-on-one phone or video appointments to clarify funding program information or the application process, or receive technical support;
- alternative formats of online materials to enable access using assistive technology; and
- submission of the application (in full or part) through alternate means or format (e.g., hard copy, voice recording, or data entry by SSHRC staff on the applicant's behalf).

Collection and use of personal information

The information you provide in your application is collected under the authority of the [Social Sciences and Humanities Research Council Act](#) and stored in a series of SSHRC data banks described in [Information about programs and information holdings](#). Details on the use and disclosure of this information are described on the [Collection, Use and Disclosure of Personal Information](#) SSHRC page, in the Convergence Portal, and below. The information is used in accordance with the [Access to Information Act](#) and the [Privacy Act](#).

Four funding organizations will participate in the Open Research Area 8 competition: the Agence nationale de la recherche (ANR), France; the Deutsche Forschungsgemeinschaft (DFG), Germany; the Economic and Social Research Council (ESRC), United Kingdom; and the Social Sciences and Humanities Research Council (SSHRC), Canada. In addition, the Japan Society for the Promotion of Science (JSPS) will collaborate with ORA 8 as an associate partner. Personnel from these funding organizations with responsibility for management of this initiative are given access to relevant application material for purposes consistent with administrative or merit review processes, as required. Aside from information publicly available (e.g., list of award holders, administrative organizations, value of SSHRC's grants, title and keywords of projects), SSHRC will not share with the funding organizations any information pertaining to applications submitted to SSHRC without the consent of SSHRC applicants or award holders.

Therefore, by submitting an application, applicants are agreeing to have their application content shared with and among the four funding organizations and JSPS, where applicable, for the purposes stated here.

Application deadline

Your completed application must be received at SSHRC **by 17:00 Eastern Time (23:00 Central European Time) on November 14, 2023**. The application will not be accessible to edit once it is submitted. Applicants based in France or Germany are required to also submit their proposals to ANR and/or DFG by this deadline.

Using the Convergence Portal to prepare your application

You must complete the application using the [Convergence Portal](#). The Convergence Portal is only supported on the latest versions of Google Chrome, Microsoft Edge, Apple Safari and Mozilla Firefox. The portal may appear to function in other browsers, but can malfunction: for example, the information entered may not be properly captured in the system, without your being aware. **Use of an unsupported browser is strongly discouraged.**

Sign in to the [Convergence Portal](#).

Applicant eligibility (to be completed by the Main Applicant)

Step 1—Applicant Eligibility: Read the eligibility section of the [Open Research Area 8 description](#) and answer the question confirming the eligibility of your proposal.

Step 2—Affiliations: List all your current affiliations and identify your primary affiliation. Select the organization that will administer the grant.

Step 3—Fields of research: List your [fields of research](#) and indicate one as a primary area of research.

Step 4—Keywords: Provide a minimum of five keywords that best describe, overall, your areas of research.

Begin application: Complete all sections.

Completing the application

Before writing your proposal, consult the evaluation criteria in the [Open Research Area 8 description](#). The headings below match the application sections in the [Convergence Portal](#). Follow the instructions provided in this document, along with the instructions provided on-screen in the Convergence Portal, to complete the application.

As the Main Applicant, you are responsible for completing all sections of the application and submitting it once complete. While Applicants / Co-Directors must complete their own profiles (i.e., confirm their Affiliation in the CV Details section of the application), as the Main Applicant you must verify that this has been done before submitting. You **must** remove any Applicants / Co-Directors who have **not** completed their profiles before you can Finalize and Submit the application.

As the Main Applicant, you are responsible for verifying the page lengths and proper formatting of any uploaded attachments. **If an application contains one or more attachments that do not comply with the page limits or formatting standards, it could be withdrawn from the competition or pages could be removed from the application.**

Note: Applicants / Co-directors can see the application content while in the Convergence Portal. However, they are not able to edit the content or make any other changes to the application.

Application details

Application title: Provide a short and descriptive title that matches the Project Title in the Proposal Template (section 1).

Language of the application: Indicate the official language in which the application will be submitted. Note that only applications involving a Canadian team may submit their application in French. If you intend to submit in French, please inform SSHRC (ORA8@sshrc-crsh.gc.ca) ahead of the application deadline. Canadian teams may request the French versions of the ORA 8 call documents from SSHRC.

Invitations

Only Applicants / Co-Directors are to be invited through the Convergence application form. All other individuals (i.e., co-applicants, team members and cooperation partners) are to be added in the *Proposal Template*.

Invite the Applicants / Co-Directors for this application. Those invited will receive an email, which will include the Main Applicant's name and email address, and the project title, as well as a link to the [Convergence Portal](#). Once they have selected Accept Invitation and completed their own eligibility profile, the Applicants' / Co-Directors' names will be displayed in the Participants section of your application.

Ensure that Applicants / Co-Directors invited in this section are eligible for that role by consulting the eligibility section of the [Open Research Area 8 description](#).

Email addresses are not verified and bounce backs are not registered. We strongly recommend that you follow up directly with invited Applicants / Co-Directors if an individual has not accepted your invitation in a timely manner. When accepting an invitation, individuals will be redirected to the [Convergence Portal](#) to log in (or create an account), to verify their eligibility and to complete the participant content (i.e., confirm their Affiliation in the CV Details section of the application).

Note: Project applicants (i.e., Main Applicant / Project Director, Applicants / Co-Directors, and Co-Applicants) can only be involved in one proposal in the current round as a project applicant. It is the responsibility of Applicants (including the Main Applicant) to ascertain that the project applicants are compliant with this rule. **If any individual appears as a project applicant in more than one application, all applications will be declared ineligible and rejected by the Call Secretariat.** Project applicants in one proposal may still be involved in any number of proposals as either team members or cooperation partners.

Participants

This section lists all Applicants / Co-Directors who have successfully joined the application. If an individual has not accepted your invitation, follow up with them to confirm they have received it. If an invited Applicant / Co-Director is listed as *Pending Eligibility*, they have accepted your invitation, but not yet completed their eligibility profile. Their status will show as *Complete* when the required information has been finalized.

Fields of research

List the fields of research that best describe **this specific application** according to the [2019 version of the Canadian Research and Development Classification \(CRDC\)](#). You must provide one primary field of research, and you may list up to a maximum of five fields of research. You may, but are not required to,

use these fields of research when describing the relevant disciplines in the *Proposal Template* (section 1).

Keywords

List between one and ten keyword entries that best describe **this specific application** and that matches the keyword entries used in the *Proposal Template* (section 1).

Summary of proposal

Provide a plain English summary of the research you propose to carry out in language that could be publicised to a general, non-academic audience. As the character limits are the same, the summary text from the *Proposal Template* (section 1) should be used.

Exclusion of potential reviewers (if applicable)

List potential reviewers who, in your opinion, would be unlikely to provide an impartial review. Provide a justification for excluding potential reviewers (e.g., experts with whom you or members of your research team have had serious disputes). While the funding organizations cannot be bound by this information, it will be taken into consideration in the selection of reviewers. This information will be held in strictest confidence.

Supporting documents

Instructions for attachments

Prepare your supporting documents, which will be separate attachments, following the requirements noted in the templates (if applicable).

Convert the documents

All attachments must be converted to Portable Document Format (PDF) before you can attach them to the application. The conversion process varies with the operating system and word processing software you are using. If you have questions about converting your documents to PDF, contact your institution's technical support staff.

If you do not have a PDF conversion program, you can download a free version of [PrimoPDF](#). Macintosh users have a PDF conversion option in the Mac OS "print" function.

Research proposal

Applicants must upload the completed *Proposal Template* (includes Project identification, Project participants, Research description, Total budget, Justification of resources, Bibliography, Summary of Japan component, Former submissions and resubmissions, and Curricula Vitae).

Letters of support from partner organizations

Exceptionally, letters of support can be submitted as part of a proposal, provided they are essential to the successful conduct of the research (e.g., confirming access to datasets, confirming access to or use of the facilities provided by named organisations, offering cash and/or in-kind contributions to your

project). General letters of support that are not essential for the successful conduct of the research or do not confirm any specific contribution to the project should not be included. There is no template for the letters of support, but if submitting more than one, they must all be combined into a single PDF document.

SSHRC Finance Form

Applicants from Canada are required to complete and upload the SSHRC Finance form for the funds requested from SSHRC.

ESRC Finance Form

Applicants from the UK are required to complete and upload the ESRC Finance form for the funds requested from ESRC.

SSHRC Terms and Conditions for Applying

Applicants from Canada are required to complete and upload the SSHRC Terms and Conditions for Applying document.

Submitting the application

Review your application to ensure that it is complete. Follow the prompts from the Finalize and Submit section to submit it. The status of your submission will change to Received by Agency and no further changes can be made.

Contact information

If you have questions:

- regarding the funding opportunity, contact ORA8@sshrc-crsh.gc.ca (SSHRC, Canada); Maria.TSILIONI@agencerecherche.fr (ANR, France); sigrid.classen@dfg.de or christiane.joerk@dfg.de (DFG, Germany); ORA8@esrc.ukri.org (ESRC, UK); bottom-up@jsps.go.jp (JSPS, Japan); or
- on matters related to the Convergence Portal, contact the **Online Services Helpdesk** by email at websupport@convergence.gc.ca or by phone at 613-995-4273.