

Aid to Scholarly Journals 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](mailto:AIPRP@sshrc-crsh.gc.ca).

Email Address

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 CONTENTS

Important note

This report uses a table of contents to navigate through the different sections. You may complete sections individually by selecting them from the table of contents. Alternatively, you may complete the full report without returning to the table of contents between sections by selecting the option "**Complete full report.**"

The information you enter on any given page is **saved** when clicking the "**Save and Next ►**" button.

If you need to stop and resume later, save your progress and click "**Continue Later [→]**."

To continue your report, use the link sent to you by email.

Please select below.

- Complete full report**
- Introduction
- 1. General Information
- 2. Outcomes
- 3. Author and Reader Communities
- 4. Use of Funds
- 5. General Remarks
- 6. Feedback on Achievement Report
- Review and Submit (appears after all other sections are complete)

INTRODUCTION

Description

This achievement report offers the journal an opportunity to share the results of its grant and explain how those results benefit the Canadian and global research ecosystems. To demonstrate the impact of SSHRC-funded research, the information provided may also be shared with Parliament, the research community and the public. Do not include proprietary information or personal information about others.

Journals must submit this report within six months of the end of their grant, including any extension. If it does not meet this deadline, the journal will be ineligible for future grants through this funding opportunity until the outstanding report has been received.

Visit the [Achievement reports](#) webpage for more information.

Name of Journal: _____ (Prepopulated)

Grant recipient: _____ (Prepopulated)

Do not modify the above fields. If the information has changed, please inform SSHRC at scholarlyjournals@sshrc-crsh.gc.ca.

Is the Editor-in-Chief also the grant recipient? Yes No

(if yes, skip, if no, see question below)

Editor-in-Chief: _____

Is the Editor-in-Chief also the journal contact? Yes No

(if yes, skip, if no, see question below)

Journal contact - Name: _____

Journal contact - Position: _____

Name of the administering organization¹: _____

1.0 GENERAL INFORMATION

1.1 What is the journal's primary publication language? Select 'Bilingual' if the journal publishes full-text articles in both English and French.

- English
- French
- Bilingual

¹ The administering organization is the eligible Canadian postsecondary institution or not-for-profit organization administering the grant funds.

1.1 Provide a short, plain-language summary of the mandate and objectives of the journal. (Max. 300 words)

2.0 OUTCOMES

2.1 How many peer-reviewed scholarly articles² in the social sciences and humanities did the journal publish annually during the period of the grant funding?

Year	Number of peer-reviewed articles published
Year 1	▼ Select number
Year 2	▼ Select number
Year 3	▼ Select number
Year 4 / Extension year (if applicable)	▼ Select number

2.2 Have the results of this funding led to one or more of the following outcomes? Select all that apply.

- Increased the number of scholarly articles² published
- Improved the quality of scholarly articles² published
- Improved journal peer review and/or quality assurance practices
- Enhanced the journal's digital accessibility and/or discoverability
- Advanced the journal's strategic goals
- Enhanced services and/or promotion of publication in both official languages
- Provided or enhanced other knowledge-sharing opportunities for Canadian researchers and research trainees³

Provide a description below. (Max. 100 words)

- Other outcomes not listed

Provide a description below. (Max. 100 words)

² An **article** is defined as a record of previously unpublished, high-quality, original research or scholarship that has been accepted for publication after a formal peer review process. **Eligible article types include** research or theoretical articles and/or essays, literature reviews, and nontraditional, short-form research results (e.g., podcasts, comics) provided they meet the other criteria of being original, peer reviewed and high quality.

³ This may include, for example, opportunities to engage in and/or build new collaborations with other researchers and/or stakeholders; to produce research content beyond scholarly articles; to use research material for other purposes such as teaching; or to support mentoring activities for early career researchers and research trainees.

3.0 AUTHOR AND READER COMMUNITIES

3.1 Describe the journal's primary **author** community in Canada and globally, if applicable. (Max. 100 words)

3.1.1 To what extent has the journal funding had an impact on the primary **author** community?

- To a great extent
- To some extent
- To a limited extent
- Not at all

3.1.2 Describe the impact. If you selected "Not at all", briefly explain why. (Max. 100 words)

3.2 Describe the journal's primary **reader** community in Canada and globally, if applicable. (Max. 100 words)

3.2.1 To what extent has the journal funding had an impact on the primary **reader** community?

- To a great extent
- To some extent
- To a limited extent
- Not at all

3.2.2 Describe the impact. If you selected "Not at all", briefly explain why. (Max. 100 words)

4.0 USE OF FUNDS

4.1 Among the following cost categories, indicate whether the funding was used to defray the costs in whole, in part, or not at all.

Cost category	Defrayed in whole	Defrayed in part	Not defrayed	Not applicable
Professional staff salaries (non-student or postdoctoral researcher)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student and/or postdoctoral researcher salaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training for editorial board members, staff and/or students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Platform hosting costs (e.g., Open Journal Systems, Érudit)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dissemination and/or accessibility costs (e.g., indexing services, translation, promotion, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.1.1 Provide a description of any other costs incurred that are not listed above. (Max. 100 words)

4.2 Among all costs defrayed **in whole or in part**, describe where the funding had the greatest impact. (Max. 100 words)

5.0 GENERAL REMARKS

5.1 Optional – Use the space below to provide any other relevant input to SSHRC. Do not include proprietary information or personal information about others. (Max. 600 words)

6.0 FEEDBACK ON ACHIEVEMENT REPORT

Are you willing to answer a few questions on your experience completing the report? Your feedback will help us improve the report. **Yes No**

(If no, skip, if yes, complete section)

6.1 Approximately how long did it take you to complete the report?

Minutes _____

6.2 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**

6.3 Were any of the questions difficult to interpret? **Yes No**

6.3.1 If yes, please explain. (Max. 150 words)

6.4 Did you encounter any technical difficulties in completing the report? **Yes No**

6.4.1 If yes, please explain. (Max. 150 words)

6.5 If you have any further suggestions for improvement, please provide them. (Max. 150 words)

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.

Note: The “**View Responses**” button above (top right) opens your report in a new tab, 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 contents to modify some of my answers.
- I have reviewed my responses and I am ready to submit my report by clicking "Save and Next ►".

For Information Only