

# Appeals of SSR Funding Decisions

## Objective

The SSR strives to provide equitable and consistent treatment of applications in accordance with program objectives, selection criteria and available budget. The appeal process provides applicants with the opportunity to seek reconsideration of a funding decision where evidence suggests that a procedural error occurred during the review of the application.

## Policy

An appeal of an SSR funding decision must be based on a compelling demonstration of a procedural error in the review of the application. An appeal process does not result in a re-assessment of an application.

The following principles apply to appeals:

Errors are departures from SSR's policies and procedures, and may include for example:

- an undeclared or unaddressed conflict of interest; or
- a failure by SSR staff to provide required information to the Evaluation Committee.

The onus is on the applicant to demonstrate that a procedural error was made in the review of the application.

The SSR will **not** accept appeals based on:

- SSR decisions on the eligibility of an applicant or of subject matter;
- differences of opinion between the Evaluation Committee and members of an SSR Board;
- disagreement over the interpretation or analysis of information contained in the application by the Evaluation Committee or members of the SSR Board;
- failure of the applicant to follow application instructions (for example, when this results in the removal of excess pages);
- composition of the Evaluation Committees; or
- the duration and level of award.

Supporting material or information not presented in the original application (for example, papers published since the deadline date, or illness or other extenuating circumstances) will not be taken into consideration.

Any hearing on an appeal will be based on a majority consensus of the Board and all Board members must be present to hear an appeal unless leave was granted by the Chair for extenuating circumstances.

Decisions made through majority consensus of the Board as it relates to appeals will be final.

## **Procedure**

Applicants must submit their appeal in writing within thirty (30) days of receipt of the decision letter. There is no specific format for appeals, but the submission must not exceed two pages. Appeals not respecting the principles described above or the page limit will not be considered.

## **Appeal Results**

The SSR will advise appellants of appeal results in writing. Appeals are normally resolved within two (2) months from the time they are received by the SSR Board.

The outcome of a successful appeal depends on the funding opportunity. If the SSR concludes that a procedural error occurred during the review of the application, the resulting funding decision could be to leave the original decision unchanged, or to increase or decrease the level and/or duration of the funding.