Scholarly Book Awards (ASPP)

Translation Grant Guidelines and Application Form for Authors

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# A – Guidelines

## Mandate

The Awards to Scholarly Publications Program (ASPP) is designed to assist with the publication of books of advanced scholarship in the humanities and social sciences that make an important contribution to knowledge.

## Grant amount

Each year, the ASPP offers up to 5 Translation Grants to support the publication of scholarly books. An ASPP Translation Grant provides $30,000 to offset the cost of translation and publication. Grants are approved in principle prior to publication of the translation and are paid following publication directly to the publisher.

## Eligibility criteria

### Type of work

The ASPP provides grants for the translation of:

* Monographs
* Collective works

The ASPP does not provide grants for the translation of:

* Critical editions
* Critical bibliographies
* Reference works and documentary collections
* Unrevised theses
* Conference proceedings
* Scholarly journals and articles
* Textbooks
* Technical reports
* Concordances
* Memoirs and autobiographies
* Original works of poetry, fiction and drama

Theses: While unrevised theses are not eligible, a work derived from a thesis will be considered a monograph if it has undergone substantial revision in order to sharpen the focus and enliven the language of the argument.

Collective Works: While conference proceedings are not eligible, an edited collection of individually signed articles arising from a conference will be considered a collective work if it is the result of a collaborative effort and if substantial integration of the chapters is apparent.

Finally, for works involving Indigenous research, eligibility will be determined in the context of the Guidelines for the Merit Review of Indigenous Research by SSHRC.

### Language

The original work must be in English, French or a Canadian Indigenous language.

The original work must be translated into English, French or a Canadian Indigenous language.

### Length of work

The minimum length of eligible works is 40,000 words, including references.

### Citizenship of author

The ASPP funds works written or edited by Canadian citizens or permanent residents of Canada.

For manuscripts written by two or more authors, where individual chapters are not signed, at least half of the authors must be Canadian citizens or permanent residents of Canada.

For collective works--collections of individually-signed articles, including festschrifts--at least half the contributors and half of the principal editing team must be Canadian citizens or permanent residents of Canada.

### Applicants

A work may be submitted either by an eligible publisher or by an eligible author. Authors do not need to have a publisher committed to publishing the work at the time of submission.

Publishers should consult the ASPP Translation Grant Guidelines and Application Form for Publishers and use the appropriate application form.

### Publication of original work

The work must be already published or be forthcoming in its original language, in print and/or electronic formats, at the time of the application for a translation grant.

### Previous publication

If more than 30% of a work has been previously published in the language of translation, it is ineligible. Retranslations of previously translated works are not eligible.

### Publisher

ASPP funded works must be published in Canada by ASPP approved publishers. A list of eligible publishers is available at: [www.federationhss.ca/en/programs-policy/scholarly-book-awards](http://www.federationhss.ca/en/programs-policy/scholarly-book-awards)

Non-approved publishers should contact the ASPP in advance of submitting their first application. Publisher eligibility criteria are available at: [www.federationhss.ca/en/programs-policy/scholarly-book-awards](http://www.federationhss.ca/en/programs-policy/scholarly-book-awards)

### Format of published work

ASPP funded works may be published in print and/or electronic formats.

## Procedure

### Application

Authors should provide a completed ASPP Translation Grant Guidelines and Application Form for Authors, plus all items listed at the end of the form. The ASPP reserves the right to return incomplete applications.

In cases where the original work has not yet been published, only typed, unmarked and complete copies of the original unpublished work will be accepted by the ASPP.

In cases where the original work is in a Canadian Indigenous language, the publisher must provide a representative portion of the work translated into English or French. ***These materials do not have to be translated by the prospective translator. They are for the purposes of the application only. If you have any questions or concerns or if you need support with this requirement, please contact the Awards to Scholarly Publications Program.***

### Eligibility

ASPP staff will make a preliminary decision about eligibility. If eligibility is not clear, the ASPP’s Academic Council will make a formal ruling.

All ASPP applicants are required to comply with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2, 2022), and, in particular, [Chapter 9: Research Involving the First Nations, Inuit and Métis peoples of Canada](https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter9-chapitre9.html)[[1]](#footnote-1).

### Peer review

At least two peer reviewers, conforming to ASPP conflict-of-interest guidelines, must provide detailed reports on the original work that note the importance of making it available in the language of translation. The purpose of peer reviewing works prior to translation is not to identify revisions, but to assess the importance of the work in the language of translation.

The ASPP can engage both peer reviewers for applications submitted by authors.

Note: The peer review process is necessarily lengthy. The ASPP cannot guarantee that its peer review will be completed within any specific time frame.

In cases where the original work is in a Canadian Indigenous language, the peer review reports and the author’s response must be included in English or French with the application. ***If you have any questions or concerns or if you need support with this requirement, please contact the Awards to Scholarly Publications Program.***

The ASPP standard for peer review is single-blind--the identity of the author can be shared with the peer reviewers, but the identities of the peer reviewers must not be shared with the author.

Peer reviewers may be chosen from within Canada or from abroad.

The ASPP’s conflict-of-interest guidelines are available in Annex I of this document.

A suggested template for the peer reviewers’ reports is available in Annex II of this document.

### Author response

Once the ASPP has received both peer review reports, they will be forwarded to the author for. If the peer reviewer has substantial criticisms of the work, the author should address them in a serious and thorough manner.

The author should forward their response to the ASPP as soon as possible. If the response is not received within 6 months, the application will be closed, and may not be re-opened.

### Publications Committee assessment

Once the author's response is received, the complete application package will be forwarded to the ASPP’s Publications Committee, which assesses applications for the awarding of Publication Grants. They will examine all elements of the application and score the application according to the following scale:

|  |  |
| --- | --- |
| **Score** | **Descriptor** |
| **5.0-6.0** | Excellent. Strongly recommended for funding. The work is at the forefront of its field, and it will have significant impact within its discipline. The work’s methodological/theoretical framework is strong. The manuscript is well-structured and well written. The work’s contribution to knowledge is important.  The work expertly addresses issues related to equity, diversity, inclusion, and decolonization, as applicable. |
| **4.0-4.9** | Very good. Recommended for funding. The work meets all the standards for high quality within its field and makes a major contribution within its discipline. The work’s methodological/theoretical framework is sound, though some parts of it might have been strengthened. The manuscript has structural integrity, and is generally well written. The work’s contribution to knowledge is of some importance.  The work appropriately addresses considerations related to equity, diversity, inclusion, and decolonization, as applicable. |
| **3.0-3.9** | Good. Recommended for funding if funds are available. The work meets most of the standards for high quality within its field, and makes a modest though interesting contribution within its discipline, but lacks distinction in at least one of the following areas: methodological/theoretical framework, structure, writing style, and/or importance.  The work addresses some considerations related to equity, diversity, inclusion, and decolonization but lacks distinction given recent developments in its discipline, as applicable. |
| **2.9 or less** | Not recommended for funding. The work meets some of the standards for achievement within its field, but makes only a limited contribution within its discipline, and is flawed in at least one of the following areas: methodological/theoretical framework, structure, writing style, and/or importance. The work does not appropriately address considerations related to equity, diversity, inclusion, and decolonization, as applicable. |

Please note that if a work had previously been assessed by the Publications Committee for a Publication Grant application, it will not be reassessed. The Publications Committee’s deliberations, including an application’s score and rank are confidential and will not be shared with an applicant or any other party.

### Academic Council approval

Once the Publication Committee’s assessment is received, the complete application package will be forwarded to the ASPP’s Academic Council to make decisions on the awarding of Translation Grants. They will examine all elements of the application and recommend one of the following:

1. This work should be awarded an ASPP grant, in which case it will be approved in principle;
2. This work should not be awarded an ASPP grant, in which case it may not be resubmitted;
3. Another peer review report is required before making a recommendation, in which case a third peer reviewer will be engaged and the author will be asked to respond before sending the application back to the Academic Council.

The Academic Council’s deliberations are confidential and will not be shared with an applicant or any other party.

Note: Positive peer review reports are not a guarantee that a grant will be awarded.

### Indigenous research considerations

For applications including Indigenous research, the ASPP will ensure that the review process will include assessors, either Indigenous or non-Indigenous, that have experience and expertise in Indigenous research.

The Social Sciences and Research Council (SSHRC) defines ‘Indigenous research’ as: “Research in any field or discipline that is conducted by, grounded in or engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals, and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present. Indigenous research can embrace the intellectual, physical, emotional and/or spiritual dimensions of knowledge in creative and interconnected relationships with people, places and the natural environment.”

### Resubmission

Translation Grants may not be resubmitted.

### Withdrawn applications

If an author withdraws an application at any time, they cannot submit the work a second time.

### Requesting payment

Following publication, the publisher must complete and submit a Payment Request Form with one copy of the published translation bearing the appropriate acknowledgement. Only after these materials are received will the grant be paid.

### Lapsed grants

If the translation remains unpublished three years after approval, the grant will lapse and no further application for the grant will be considered. It is the author’s responsibility to see that the translation is published within the prescribed time period. The ASPP assumes no responsibility for lapsed grants.

Under certain circumstances, an extension to the publication period may be granted. The author must let the ASPP know of the need for this extension before the grant lapses.

## Precisions and Restrictions

Translations that meet the criteria outlined above are eligible to receive ASPP translation funds, regardless of whether the original work received ASPP funds.

Translations that are awarded an ASPP Translation Grant, worth $30,000, may not also apply for the ASPP Publication Grant, worth $8,000.

Copies of the original work included with the application will not be returned.

## Questions

Please direct all inquiries to:

Awards to Scholarly Publications Program

Federation for the Humanities and Social Sciences

(613) 238-6112, ext. 322

[aspp-paes@federationhss.ca](mailto:aspp-paes@federationhss.ca)

# B – Application Form

Please read the guidelines above carefully before completing this form.

Please type in the following information:

## Author(s)

Please include the name and information of the author(s). Replicate this section as necessary for co-authored works.

#### Author 1

1. Name : Click or tap here to enter text.

Pronouns (optional) : Click or tap here to enter text.

1. Institutional Affiliation and Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Home Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Please indicate at which address the author would like to receive correspondence:

Institution

Home

1. Citizenship:

Canadian

Other

If “Other”: is the author a permanent resident of Canada?

Yes

No

1. Has the author previously published a book-length scholarly work?

Yes

No

#### Author 2

1. Name: Click or tap here to enter text.

Pronouns (optional): Click or tap here to enter text.

1. Institutional Affiliation and Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Home Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Please indicate at which address the author would like to receive correspondence:

Institution

Home

1. Citizenship:

Canadian

Other

If “Other”: is the author a permanent resident of Canada?

Yes

No

1. Has the author previously published a book-length scholarly work?

Yes

No

#### Author 3

1. Name: Click or tap here to enter text.

Pronouns (optional): Click or tap here to enter text.

1. Institutional Affiliation and Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Home Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Please indicate at which address the author would like to receive correspondence:

Institution

Home

1. Citizenship:

Canadian

Other

If “Other”: is the author a permanent resident of Canada?

Yes

No

1. Has the author previously published a book-length scholarly work?

Yes

No

#### Author 4

1. Name: Click or tap here to enter text.

Pronouns (optional): Click or tap here to enter text.

1. Institutional Affiliation and Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Home Address: Click or tap here to enter text.

Email: Click or tap here to enter text.

Tel.: Click or tap here to enter text.

Fax: Click or tap here to enter text.

1. Please indicate at which address the author would like to receive correspondence:

Institution

Home

1. Citizenship:

Canadian

Other

If “Other”: is the author a permanent resident of Canada?

Yes

No

1. Has the author previously published a book-length scholarly work?

Yes

No

## Work

1. Title of work: Click or tap here to enter text.
2. Number of words, including references: Click or tap here to enter text.
3. Translation of work:
   1. From:

English

French

Indigenous language please specify Click or tap here to enter text.

* 1. To:

English

French

Indigenous language please specify Click or tap here to enter text.

1. Is this work the result of research funding from:

Social Sciences and Humanities Research Council of Canada (SSHRC)?

Yes

No

Another funding source?

Yes; please specify Click or tap here to enter text.

No

1. Which discipline(s) does the work fall into?

Anthropology

Archaeology

Art History

Asia-Pacific Studies

Business Management

Classical Studies

Communication

Criminology

Cultural Studies

Economics

Education

English Literature

English Literature (Canadian and Post-Colonial)

Film and Theatre Studies

French Literature

French-Canadian Literature

Gender Studies

Geography

Germanic Studies

Hispanic Studies

History

History (Canadian: Pre-Confederation)

History (Canadian: Post-Confederation)

Indigenous Studies

Italian Studies

Law

Linguistics

Music

Philosophy

Political Economy

Political Science

Psychology

Public Administration

Religious Studies

Slavic Studies

Social Work

Sociology

Other

1. To what audience is this work addressed?

Click or tap here to enter text.

1. Describe generally the aim, scope, content and methodology of the work (250 words maximum).

Click or tap here to enter text.

1. Does this work include Indigenous Research? ***Please refer to the definition of Indigenous research in the guidelines above before you make your selection.***

Yes

No

1. Does this work address considerations related to equity, diversity, inclusion, and decolonization[[2]](#footnote-2)? Please explain

Click or tap here to enter text.

1. Why should this work be translated? Will the work make an important contribution to knowledge in the language of translation?

Click or tap here to enter text.

## Previous publication

1. Has this work or any part of it been published before in the language of translation, in the same or a somewhat different form? If so, please specify, and indicate where and when it was published. Retranslations are not eligible for ASPP funding.

Click or tap here to enter text.

1. Please give an estimate of the total number of words of this work that have been previously published in the language of translation.

Click or tap here to enter text.

## If this work is derived from a thesis

1. Describe the nature and extent of the changes which have been made. Unrevised theses are not eligible for ASPP funding.

Click or tap here to enter text.

1. Give the name of the thesis director and of all internal and external examiners:

Click or tap here to enter text.

1. Indicate where and when the thesis was defended:

Click or tap here to enter text.

## If this is a collective work

1. Provide the names, academic affiliation (if any), and citizenship of all contributors:

Click or tap here to enter text.

1. Explain how the work constitutes the result of a collaborative effort, and describe the substantive integration of chapters. Unrevised conference proceedings are not eligible for ASPP funding.

Click or tap here to enter text.

## Peer Review

1. Please provide the names and institutional affiliations of at least five (5) potential peer reviewers who conform to the ASPP’s conflict of interest guidelines (Annex I).

Click or tap here to enter text.

1. Please indicate the names and institutional affiliations of any individuals who should not peer review the work due to theoretical, methodological or personal differences.Click or tap here to enter text.

## How to submit your application

#### **For work that has already been published in its original language**

A copy of the original published work

Report(s) by the peer reviewer(s) engaged by the author (if available)

Author’s response to the peer review report(s)

Prospective Translator’s CV

#### **For work that has not yet been published in its original language**

A copy of the most recent version of the original unpublished work (typeset pages preferred)

Report(s) by the peer reviewer(s)

Author’s response to the peer review report(s) engaged by the author (if available)

A letter from the publisher of the original work indicating intent to publish, including estimated publication date (month and year)

A signed publishing agreement with the publisher of the original work, including estimated publication date (month and year) **OR** a page from the print or online catalogue of the publisher of the original work, including estimated publication date (month and year).

If the ASPP will obtain the peer review report on the revised work, you must additionally provide one (1) PDF copy of the complete manuscript

#### **Additionally, and if the original work is in a Canadian Indigenous language**

In addition to the above, please also include a translation of the following (if applicable):

Table of contents

Acknowledgments (if applicable)

Introduction or first chapter

Conclusion (if applicable)

Bibliography

***These materials do not have to be translated by the prospective translator. They are for the purposes of the application only. If you have any questions or concerns or if you need support with this requirement, please contact the Awards to Scholarly Publications Program.***

Email the application and PDF attachments to

Awards to Scholarly Publications Program

Federation for the Humanities and Social Sciences

[aspp-paes@federationhss.ca](mailto:aspp-paes@federationhss.ca)

# Annex I: ASPP Conflict of Interest Guidelines

A peer reviewer is said to be in conflict of interest if one or more of the following circumstances apply:

* if the peer reviewer has submitted letters of reference for the author of the work he or she has been asked to review;
* if the peer reviewer has been thanked in the acknowledgements of the work;
* if the peer reviewer was a member of the author's supervisory committee or was the author's doctoral or postdoctoral supervisor;
* if the peer reviewer is collaborating or has collaborated with the author on a project within the past five years (some large-scale projects exempt);
* if the peer reviewer and the author are members of the same post-secondary institution or are otherwise located at the same place of employment;
* if the peer reviewer and the author have or have had an intimate or personal (e.g., immediate family) relationship or have a business relationship. Applicants should contact the ASPP for clarification if there is any question about possible conflicts.

# Annex II: ASPP Peer Review Report for Translation Grant Applications

You have accepted a very important task. You have agreed to review a work in your field of expertise to help the Publications Committee and the Academic Council of the Awards to Scholarly Publications Program (ASPP) determine whether an ASPP grant should assist its translation. Your detailed and frank report is critical to the ASPP's process.

In line with the Federation’s commitment to upholding principles of Equity, Diversity, Inclusion, and Decolonization (EDID)[[3]](#footnote-3), we ask you to take a critical look at how the works you examine align with these principles as applicable given the subject and scope of the work. For works including Indigenous research, please flag any concerns about how they measure against the Indigenous research minimum standards[[4]](#footnote-4).

## Notes

The Publications Committee and the Academic Council examine the peer review reports, the author's response and excerpts of the work in order to decide on a funding recommendation for the work. When a work is approved for a grant, it is on condition that the work will be published by an eligible Canadian publisher and will be copy edited before publication.

## Confidentiality

Your identity as a reviewer is strictly confidential. Your report will be sent to the author anonymously. If the application has been submitted by a publisher, the ASPP will share your identity with the publisher in strict confidence.

## Report for monographs and collective works

Please answer, in detail, the following questions:

1. Are the objectives of the work clear?
2. Is the scholarship sound? Is the author thoroughly acquainted with the literature on the subject?
3. Does this work appropriately address considerations related to equity, diversity, inclusion, and decolonization, if applicable?
4. To what audience is the work directed?
5. Why is it important that the work be translated?
6. Do you have any suggestions for the improvement of the work, relating to style, inaccuracies, omissions, or any other points, either substantive or editorial?
7. Is the presentation of the work (grammar, inclusion of notes and bibliography, accuracy of notes, and citations, etc...) of professional standard? Is the work readable? Would this work benefit by being shortened or lengthened? If so, please suggest what might be condensed or expanded.
8. How important is it that this work be published, in light of the scholarship available? Is the work:
   1. A serious advance in state-of-the-art research?
   2. A major contribution to research?
   3. A contribution which, while modest, is interesting, and which can be recommended for publication?
   4. A very modest and limited contribution which can be recommended for publication?
   5. No contribution to the field; not recommended for publication?

1. Government of Canada Panel on Research Ethics, *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans* – TCPS 2 (2022), *Chapter 9: Research Involving the First Nations, Inuit and Métis peoples of Canada*, available through the following link: <https://ethics.gc.ca/eng/tcps2-eptc2_2022_chapter9-chapitre9.html> [↑](#footnote-ref-1)
2. Please see definition of principles in the Igniting Change Report pp. 6-8 [Igniting-Change-Final-Report-and-Recommendations-en.pdf (federationhss.ca)](https://www.federationhss.ca/sites/default/files/2021-10/Igniting-Change-Final-Report-and-Recommendations-en.pdf) [↑](#footnote-ref-2)
3. Please see definition of principles in the Igniting Change Report pp. 6-8 [Igniting-Change-Final-Report-and-Recommendations-en.pdf (federationhss.ca)](https://www.federationhss.ca/sites/default/files/2021-10/Igniting-Change-Final-Report-and-Recommendations-en.pdf) [↑](#footnote-ref-3)
4. All ASPP applicants are required to comply with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS2), and, in particular, Chapter 9: Research Involving the First Nations, Inuit and Métis peoples of Canada. [↑](#footnote-ref-4)