



Quick Reference Sheet for Grant & Budget Preparation

Quick Reference Sheet for Grant & Budget Preparation for Arts Researchers
Prepared by Patrizia Albanese, Associate Dean
Oct. 30, 2020 (last updated: August 15, 2022)

1. Staff in the Faculty of Arts who handle research administration:

- **Alvin Ying**, Graduate Admin and SRC Coordinator (aying@ryerson.ca), for internal Arts grants and general inquiries.
- **Tammy Fuoco**, Research Accounts Support Officer (RASO) (tfuoco@ryerson.ca) – manages your external research finances, and new faculty start-up accounts.
- **Dianna Chu**, Research Accounts Support Officer (RASO) (dianna.chu@ryerson.ca) – manages external research finances.

2. Key staff in the OVPRI Research Services group who support your research:

- **Richard McCulloch** (Executive Director, Research Services) richard.mcculloch@ryerson.ca
- **Sanja Obradovic** (CIHR Officer) ext. 557521 sanja.obradovic@ryerson.ca
- **Linda Hurrell** (NSERC Officer) ext. 554179 lhurrell@ryerson.ca
- **Tina Smith** (General Grants Officer): tina.smith@ryerson.ca
- **Zakiya Atcha** (Research Ethics Manager) ext. 554841 zakiya.atcha@ryerson.ca
- For a directory of OVPRI contacts, see: [Contact Us - Research and Innovation](#)

3. Other important OVPRI information and resources:

- **TMU Strategic Research Plan** - [Research Plan](#)
- **OVPRI**net - a listserv that communicates funding opportunities. To subscribe, see: [OVPRI](#)net
- **OVPRI's "Find a Researcher" Database** - To join and facilitate partnerships, see: [Find a Researcher](#)
- **TMU Media Room Faculty Experts** - if you would like media to contact you as an expert in your research area, join the list of Faculty Experts: [Faculty Expert Submission Form - Media](#)
- **OVPRI Researcher Resources** - [Researcher Resources - Research and Innovation](#)
- **TMU Research Ethics Board** - [Research Ethics - Research and Innovation](#)
- **Preparing Grant applications at TMU** - [Preparing Your Grant Application - Research and Innovation](#)
- **Research Contracts** - Please do NOT sign research contracts; they require a review and approval by senior leaders, see: [Execution of Contracts Policy](#)
- **COVID-19: SRC-Related Updates** – [COVID-19 Updates](#)

4. Research grant and funding opportunities:

- **External & Internal through OVPRI** - [Funding Opportunities - Research and Innovation](#)
- **Internal in the Faculty of Arts** - [Grants & Funding - Faculty of Arts](#)

5. Importance of EDI in your research:

- **TMU Dimensions** - [TMU Dimensions Pilot Program](#)
- **OVPRI & Other TMU Resources** - [University Resources](#) and [Other Resources](#)
- **CRCs & EDI** - [Equity, Diversity and Inclusion Requirements and Practices](#)
- **TMU & EDI** - [Office of the Vice-President, Equity and Community Inclusion \(OVPECI\)](#)
- **Tri-Agency Statement on Equity, Diversity and Inclusion** - [Gov't of Canada EDI](#)

6. Preparing your grant application:

- **OVPRI Resources** - [Preparing Your Grant Application](#)

7. Some TMU-specific procedures & terms:

- **RIS** – Research Information System: an on-line system for recording and obtaining approvals for research proposals; has required forms to be completed prior to submission of all external grant applications to the potential funder; [Research Information System \(RIS\) - Research and Innovation](#))
- **GAF** - Grant Authorization Form: an on-line form located within the RIS; required prior to submitting external grants applications.
- **RAP** - Research Account Profile: used by OVPRI and Financial Services as the basis on which a research account is established and administered. It serves as a quick reference and accountability tool, outlining the terms and conditions which govern an award. [Managing Your Grant](#)

8. Research budgets:

- **External Grants Reimbursement Guide**, see #2 here - [Reimbursement Guide](#)
- **Financial Services Research Account**, additional information - [Research Accounting - Financial Services](#)
- **Quick forms** (travel authorization, expense claims forms, etc) - [Research Accounting - Financial Services](#)
- **Eligible research expenses** - [Eligible Research Expenses - Financial Services](#)
- **Indirect Costs/ Overhead associated with SRC**, see Policy 143: [Senate policies](#)
- **Tri-Agency Guide on Financial Administration (TAGFA) principles for the use of funds (from Tri-Council grants):** [Principles governing appropriate use of grant funds](#)

Four principles for use of CIHR, NSERC and SSHRC grant funds:

1. contribute to the direct costs of the research/activities for which the funds were awarded.
2. not be provided by the administering institution to their research personnel
3. be effective and economical
4. not result in personal gain for members of the research team

9. HR - Hiring research staff:

- **HR materials** on hiring: [Hiring research staff - Human Resources](#)
- **Hiring research assistants** - [Research assistant - Human Resources](#)
- **Hiring post docs** - [Postdoctoral fellow - Human Resources](#)
- **Adjunct status** - [Adjunct Professor Appointment - Faculty Affairs](#)

10. Post Docs:

- **Info on and for post docs** - [Your Postdoctoral Community - Graduate](#)

11. Quick Access to other important considerations and costs/pricing:

- **Access TMU** - [website](#) has [guides and resources](#) to help create barrier-free environments, and best practices on [virtual events and meetings](#). [Ai-Media](#) is a vendor used at TMU for post-production close captioning. They have recently acquired [ACS](#) who provides video remote interpreting for virtual events. [Canadian Hearing Services](#) provides video remote interpreting and captioning. The [Canadian Association of Sign Language Interpreters directory](#) provides contact information for ASL interpreters; a good resource when coordinating ASL interpretation.
- **Event space reservations** - [Event & Space Reservations - University Business Services](#)
- **For Oakham House** - contact them directly for pricing and availability: [Oakham Lounge](#)
- **Catering** – For menus and pricing see: [Catering - University Business Services](#); you can find similar figures for Oakham House and TRSM by reaching out to them directly.
- **Accommodations** – TMU has preferred rates through CAUBO ([Member Discounts](#)). Typically, the number of days covered per speaker who needs accommodation (ie. Outside GTA) is the same as the number of days of the event (+1 night for international speakers)
- **Destination Toronto** - offers free [resources](#) for conference planning and out of town guests.
- **Transportation/airfare** – can usually estimate through travel sites like Expedia (return flights for speakers or for research trips). Don't forget to add possible mileage and/or local transportation to and from airports for all trips; consider parking if applicable)
- **Facilities Management** – [Facilities Management and Development](#)
- **Facilities Management service requests** (set-up; cleaning; signage, etc.) - [Service Requests - Facilities Management and Development](#)
- **Tech Support/ CCS/ Media Service (including for events & conferences)** - [Media Services - Computing and Communications Services](#)
- **TMU Web Support** - [CQ \(AEM\) Basics - Web Support & Development Services](#)
- **Internet Guest Accounts** - [Guest User Account - Computing and Communications Services](#)
- **TorontoMet Today event submission** - [Contact - News and Events](#)
- **TMU insurance policies** - [Insurance - Facilities Management and Development](#)
- **Filming on campus @SLC** - [Filming and Photography](#)
- **Arts marketing** - [Media & Event Resources - Faculty of Arts](#)
- **Reimbursement of Business Meals, Travel and Expenses Policy** – [Reimbursements](#)

12. Research Centres, Institutes, Chairs & Zones:

- **University-based (and within Faculties) Centres** - [Centres and Institutes - Research and Innovation](#)
- **Arts-based Research Centres and Chairs** - [Research Centres & Chairs - Faculty of Arts](#)
- **TMU Research Centre Policy** (see Policy 144) - [Policy 144](#)
- **Yellowhead Institute** - [Yellowhead Institute](#)
- **Faculty of Arts' Democratic Engagement Exchange**: [Democratic Engagement Exchange - Faculty of Arts](#)
- **Canada Excellence Research Chair, Migration & Integration**: [Migration and Integration](#)
- **Zones & Zone Learning**: [Zones - Zone Learning](#)

13. Scholarly communication:

- **TMU Library info on scholarly communication** - [Home - Scholarly Communication](#)
- **Open Access** - [Scholarly Communication - TMU Research Guides](#)
- **TMU Library Tips on where to publish** - [Scholarly Communication: Tips on Where to Publish](#)