

COLLABORATIVE RESEARCH GRANT POLICY

PURPOSE

The Collaborative Research Grant provides support to new interdisciplinary research teams who will go on to apply for external team-based funding. The grant will support teams of a minimum of three (3) applicants as specified below. Award recipients (as Applicant) may receive only one (1) New Collaborative Research grant per 36 month period.

MAXIMUM REQUEST: \$3,000

ELIGIBILITY

- Collaborative Research Grant Applicant eligibility is available to both tenure and pre-tenure faculty members for whom research related activities are part of their contractual obligations.
- Limited Term Faculty (LTF) are not eligible to apply for FCS Internal Grants.
- A maximum of 1 New Collaborative Research Grant (\$3,000 max each) will be awarded each competition round.
- Teams must be composed of at least three (3) participants, including the Applicant who must be a tenured or tenure-track FCS member. The second team member must be a tenured or tenure-track TFA within FCS but from a different department/faculty than the PI. The third team member can be: either a tenured or tenure-track TFA within FCS, a community partner, or a tenured or tenure-track faculty member at a different TMU faculty or a different university.
- Because this grant supports new collaborations, these team members must not have worked together on a project, grant, or contract before.
- Research assistantships offered through internal grants should prioritize support for FCS students and their training/mentoring/CV and skills building. Applicants who plan to hire research assistants outside FCS and/or TMU must provide a strong rationale.
- All grants are conditional on continued employment at TMU

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed.
- All academic applicants are required to submit a recent CV. A detailed budget* and budget justification specific to the requested funding and timeline for project completion must be provided. A maximum of \$500 for local and \$750 for international travel to bring team members to Toronto will be considered. Travel to community will also be considered if the grant proposal outlines justification for this.
- If applicants intend to apply or have applied to other funding sources, a list of the other funding sources (including potential sources) and their respective levels of funding must be provided.

When developing your budget, please refer to the [HR Compensation page](#).

EVALUATION CRITERIA

The New Collaborative Research Grant will be reviewed by the FCS SRC Committee composed of faculty members who are representatives of FCS Schools. Applicants must provide enough detail about the background, planned approach, and community partner (if applicable) to allow for a comprehensive review. Applicants must ensure that:

- All proposal requirements have been provided in full.
- Originality, significance, and expected outcomes of the project are clearly articulated
- Inclusion of and quality of proposed collaboration and collaborative activities.
- Clear identification of the quality of proposed student training and mentoring opportunities.
- Plan to share project outcomes with relevant audiences.
- Feasibility of completing the project within the timeframe.
- Appropriateness of budget and justification.

RESPONSIBILITIES

- SRC activities that will involve the use of human subjects or require certification (animal / controlled goods / biohazards) must receive approval by the REB before full funds will be released. If a portion of the grant funds are being requested to obtain ethics approval, then proof of an approved Request form for Release of Research Funds Prior to Human Ethics Review and Approval must be forwarded to the Research Accounts Support Officer (RASO) upon receipt.
- Recipients of the New Collaborative Research Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from the New Collaborative Research Grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- Funds cannot be used as matching funds for a proposed or existing project.
- A final report to be submitted to the office of the Associate Dean, SRC, three (3) months after the completion of the project or 18 months after the awarding of the grant, whichever comes first. The report describes the outcomes and future plans of this new research team. Subsequent funding will be conditional on timely submission of final report. The letter of award will outline report format and requirements. Recipients are encouraged to carefully examine the requirements.
- Recipients of FCS Grants are expected to present their work at the Faculty of Community Services' Faculty Achievement Event, which is usually held annually in April. They are also expected to disseminate their work in peer-reviewed scholarly journals and venues.
- All dissemination should acknowledge the support of the Faculty of Community Services, TMU. The following wording is suggested: "This research has been supported by the New Collaborative Research Grant, Faculty of Community Services, Toronto Metropolitan University."

- Funds must be spent according to the budget approved by the SRC Committee and within **one year** of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC, Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via TMU's Research Information System (RIS).

| Timeline | Competition Open | Competition Close | Funding Available |
|----------|------------------|-------------------------|-------------------|
| Spring | March 18 | April 18 at 4:00 p.m. | June |
| Fall | September 17 | October 31 at 4:00 p.m. | December |

For more information, please contact:

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