FCS SRC Handbook 2023

Supports & Resources

Faculty of Community Services

Scholarly, Research and Creative Activity

Handbook

Updated November 2023

Welcome to the FCS SRC Handbook!

We hope that you find the resources in the Handbook to be informative and helpful to your program of scholarly, research and creative activities (SRC) at the Faculty of Community Services (FCS) at Toronto Metropolitan University (TMU).

FCS is committed to creating as supportive an environment as possible so that our researchers, innovators, and learners can do what they do best – advance understanding and apply new knowledge. The **FCS Research Support Team** serves and supports our faculty researchers by identifying potential funding, facilitating funding applications and providing grant/funding administration and guidance. We strive to implement TMU's research strategy and foster enhanced research activity in FCS.

Research at FCS not only informs public debate, improves our health and well-being and helps solve our most complex problems - our leading-edge research also informs how we educate the next generation of university-trained professionals, researchers and leaders.

At FCS, collaboration with community partners is foundational to our research endeavours, to our pursuit of new knowledge, and to changing the world for the better. Through community partnerships, as well as with researchers, communities and research participants around the world, can we together advance discovery and tackle the most pressing societal challenges. Through equitable partnerships we create and sustain lasting networks to build capacity and a vibrant global research system.

In the FCS SRC Handbook, we have assembled information and resources that we think will be useful as you engage in your scholarly, research and creative activities. As you browse these materials, please let us know if you think some additional topics should be included.

I wish you much success in all of your SRC endeavours!

Jennifer Martin, PhD
Associate Dean, Scholarly, Research and Creative (SRC) Activity
Professor, School of Child and Youth Care
Faculty of Community Services

FACULTY OF COMMUNITY SERVICES
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Leadership at the Office of the Dean, Faculty of Community Services (FCS) is comprised of the following:

ACADEMIC LEADERSHIP

Kiaras GHARABAGHI
Dean, Faculty of Community Services
Professor, School of Child and Youth Care

Annette BAILEY
Associate Dean, Graduate Studies and Internationalization
Associate Professor, Daphne Cockwell School of Nursing

Nadya BURTON
Associate Dean, Undergraduate Studies, Students and Pedagogy
Associate Professor, Midwifery Education Program

Lynn LAVALLÉE
Strategic Lead, Indigenous Resurgence
Professor, School of Social Work

Jennifer MARTIN
Associate Dean, Scholarly, Research & Creative (SRC) Activity
Professor, School of Child and Youth Care

Grace-Camille MUNROE
Interim Director, Black Scholarship Institute

THE FACULTY

The Faculty of Community Services (FCS) is comprised of nine (9) schools:

SCHOOL	ABBREVIATION	DIRECTOR
School of Child and Youth Care	CYC	Raktim Mitra (Acting Director)
School of Disability Studies	DST	Esther Ignagni
School of Early Childhood Studies	ECS	Sejal Patel
Midwifery Education Program	MWF	Karline Wilson-Mitchell
Daphne Cockwell School of Nursing	NUR	Maher El-Masri
School of Nutrition and Food	NUT	Fiona Yeudall
School of Occupational and Public Health	OPH / SOPHe	Thomas Tenkate
School of Social Work	SW	Esther Ignagni (Acting Director)
School of Urban and Regional Planning	URP / SURP	Raktim Mitra
CHAIRS		
Canada Excellence Research Chair (CERC) in Health Equity and Community Wellbeing	Karen Soldatić	
Canada Excellence Research Chair (CERC) in Migration and Integration	Anna Triandafyllidou	
Dimensions Faculty Chair	Kathryn Underwood	
Jack Layton Chair	To be appointed	
John C. Eaton Chair in Social Innovation and Entrepreneurship	Jason Nolan	
Research Chair in Urban Health	Josephine Wong	
Unifor National Chair in Social Justice and Democracy	To be appointed	

SCHOOL	LINK	GRADUATE PROGRAM DIRECTOR
Child and Youth Care (MA)	https://www.torontomu.ca/graduate/programs/child-youth-care/	Julie James
Early Childhood Studies (MA)	https://www.torontomu.ca/graduate/programs/early-childhood-studies/	Kristin Snodden
Master of Nursing (MN)/Primary Health Care Nurse Practitioner Certificate (PHCNP)	https://www.torontomu.ca/graduate/programs/nursing-graduate/	Cristina Catallo
Nutrition Communication (MHSc)/Dietetics (PMDip)	https://www.torontomu.ca/graduate/programs/nutrition-communication/	Enza Gucciardi
Occupational and Public Health (MSc)	https://www.torontomu.ca/occupational-public-health/programs/occupational-public-health/	Chun-Yip Hon
Social Work (MSW)	https://www.torontomu.ca/graduate/programs/social-work/	Funke Oba
Urban Development (MPI)	https://www.torontomu.ca/graduate/programs/urban-development/	Zhixi Zhuang
Urban Health (PhD)	https://www.torontomu.ca/urban-health-phd/	Cristina Catallo

LOCATION OF THE OFFICE OF THE DEAN

Sally Horsfall Eaton building, 6th floor, 99 Gerrard Street East, SHE-697 (at Gerrard and Mutual) General Inquiry 416-979-5000, extension 555034.
Website: https://www.torontomu.ca/fcs

SCHOOLS LOCATIONS
FCS Schools are spread all over the TMU campus. For location, faculty and staff names, room numbers and extensions and email addresses please visit:
https://www.torontomu.ca/fcs/about/schools/

COMMITMENT TO EQUITY, DIVERSITY AND INCLUSION

A Unique Perspective

Part of what makes us unique is the diverse range of schools and programs that form our faculty. It is also what makes us uniquely capable of taking a multidisciplinary approach to identifying and addressing societal challenges. Although our faculty members have different areas of focus, they work collaboratively across disciplines and together with communities toward the same goal: effecting social change that will build healthier and more inclusive cities.

Working Toward Healthier and More Inclusive Cities

Our researchers work in partnership with community groups, policymakers and service providers to develop knowledge and tools needed for evidence-informed decisions. By addressing complex issues — and translating knowledge into action — our work supports strong communities that advance health and social wellbeing.

Proudly diverse, intentionally inclusive

The mandate of TMU's Office of the Vice-President, Equity and Community Inclusion (OVPECI) is to maintain a visible presence for equity, diversity and inclusion (EDI) and Indigenous values and experience as integral components across all teaching, learning, research, service and administrative functions of the university, while addressing the range of systemic barriers at Toronto Met. The OVPECI is led by Vice-President, Equity and Community Inclusion, Dr. Tanya (Toni) De Mello.

https://www.torontomu.ca/equity/about-ovpeci/

Get in touch with the Office of the Vice-President, Equity and Community Inclusion (OVPECI):

Email: equity@torontomu.ca

Equity, diversity and inclusion in the research enterprise

Achieving equity, diversity and inclusion (EDI) in the Canadian research enterprise is essential for continuing to generate the excellent, innovative and impactful research necessary to advance knowledge and respond to national and global challenges.

Federal research funding agencies have undertaken several initiatives to foster a more equitable, diverse and inclusive research ecosystem in Canada. Despite these efforts, much more needs to be done. In order to achieve world-class research, we must address systemic barriers that limit the full participation of all talented individuals. Moreover, we must create a culture where embedding equity, diversity and inclusion (EDI) considerations into all aspects of research is second nature. [Tri-Agency EDI Action Plan for 2018–2025](#)

Equity, diversity and inclusion in research practice and research design

As part of its commitment to excellence in research and research training, SSHRC is promoting integration of EDI considerations in research practice and design. Research practice includes the research team's composition and recruitment, as well as training, mentoring and decision-making in the research context. EDI-focused measures boost participation and inclusion of underrepresented and disadvantaged groups, so research teams are more representative of the diverse pool of Canadian talent. They also increase the excellence of research projects, by valuing and fostering the inclusion of diverse experiences, approaches, knowledge and ways of knowing.

Research design includes elements of the research itself, such as why, how and with whom research is done; approaches to analysis; and how resulting knowledge is shared. It involves considering and incorporating relevant identity factors (such as age, disability, education, ethnicity, gender expression and gender identity, immigrant and newcomer status, Indigenous identity, language, neurodiversity, parental status/responsibility, place of origin, race, religion, sexual orientation and socio-economic status, among possible others) that can affect research findings and impacts. EDI in research design helps increase the relevance of research to and positive impacts on the groups it concerns.

Launched in May 2019, Dimensions: Equity, Diversity and Inclusion Canada is an initiative of the country's three major funding bodies (NSERC, CIHR, and SSHRC) in collaboration with Universities Canada as well as Colleges and Institutes Canada. Its aim is to drive cultural change for equity, diversity, and inclusion in post-secondary research ecosystems across Canada. With one of the most diverse campuses in the country, and signatory to the Dimensions Charter, Toronto Metropolitan University was chosen to host a Dimensions pilot project.

Beginning in 2020, along with 16 other colleges and universities, the project identified SRC related barriers experienced by women, Indigenous Peoples, disabled people, members of visible minorities/racialized groups and members of LGBTQ2+ communities. Reporting to the Vice-President, Equity and Community Inclusion (OVPECI) and to the Vice-President, Research and Innovation (OVPRI), Dr. Art Blake (he/him), Professor of History, Faculty of Arts, has been appointed to lead the work at Ryerson.

In July 2020, Dr. Kathryn Church (she/her), Associate Professor (Ret.) in the School of Disability Studies agreed to act as Dimensions Chair in the Faculty of Community Services and as a member of the Dimensions Advisory Board. During that first year, a major task for Dimensions Chairs in each faculty was to gather information that would enable in-depth assessment of systemic issues affecting "under-represented groups" in SRC activities. In the Faculty of Community Services, critical conversations with faculty about these relations (and their framing) were active and multiple throughout the year. Skilled leaders, relevant strategic plans and facilitative funding initiatives that are already in place were identified. Starting with Kathryn Church, and from a full appreciation of this context, the opportunity of Dimensions in FCS is to work with and alongside in ways that recognize, connect, and communicate towards a university-wide amplification of existing efforts and analysis.

Dr. Kathryn Underwood stepped into the role as FCS Dimensions Chair in July 2021 and will continue in this role until June 2024.

Please contact Kathryn Underwood (kunderwood@torontomu.ca) if you would like more information or would like to contribute to this project.

Government of Canada and Tri-Agency EDI Resources

[Canada Research Coordinating Committee (CRCC): Strengthening Indigenous Research capacity](). The strategic plan, *Setting new directions to support Indigenous research and research training in Canada 2019-2022*, published by the federal research granting agencies and fulfills a priority of the CRCC to co-develop with Indigenous Peoples an interdisciplinary research and research training model that contributes to reconciliation.

[Canada Research Chairs Program Unconscious Bias Module](): The Canada Research Chairs Program provides a training module on unconscious bias, to help understand what unconscious bias is, its impacts, and how to integrate methods for mitigating the influence of unconscious bias.

[Canada Research Chairs EDI: A Best Practices Guide for Recruitment, Hiring, and Retention](). This guide is provided as a tool for institutions to use as they determine how best to address areas for improvement identified when assessing their work environment, and to develop their equity, diversity and inclusion action plans.

[Canada Research Chairs Program: Best Practices for Reference Letter Writing](). This resource identifies best practices associated with reference letters and provides several guidelines to help limit unconscious bias in letters of recommendation.

[CIHR Equity, Diversity, and Inclusion (EDI) in the Research System](). CIHR provides information on implementing and promoting EDI practices in health research. In addition, there is a comprehensive list of EDI resources that address how to integrate EDI in research, including resources on gender diversity, Indigenous communities, and unconscious bias.

[CIHR Online Training Modules: Integrating Sex & Gender in Health Research](). CIHR provides training courses to learn how to distinguish and define sex and gender in health research, identify sex and gender differences within a study, identify methods for integrating sex and gender variables in health research contexts, and assess a research protocol or publication based on the integration or omission of sex and/or gender.

[Dimensions](). The Dimensions program supports transformation of post-secondary institutions to increase EDI and help drive deeper cultural change within the research ecosystem.

[Introduction to Gender-Based Analysis +.]() This course introduces participants to GBA+, an analytical process used to assess how policies, programs and initiatives may affect women, men and non-binary people.

[NFRF: Best Practices in Equity, Diversity and Inclusion (EDI) in Research](#). This guide provides examples of concrete practices related to EDI in team composition and recruitment processes, training and development opportunities and inclusion.

NFRF EDI Webinar recordings and slides. This webinar provides an introduction to EDI as well as considerations for incorporating EDI into NFRF applications, and research practices more broadly. Click here for the English Slides and French Slides. Click here for the [English Recording](#) and French Recording.

NSERC – [Equity, diversity and inclusion considerations at each stage of the research process](#) is a reference document that includes relevant questions and concrete examples to guide scientists and engineers.

[Tri-Agency EDI Action Plan for 2018-2025](#) outlines measures to increase equitable and inclusive access to granting agency funding opportunities. It also details how the granting agencies can influence the achievement of an inclusive post-secondary research system and culture in Canada.

TMU announced the Black Scholarship Institute in 2023. This pan-university initiative, based in the Faculty of Community Services, envisions to:

    i)   celebrate and amplify the contributions of Black scholars, and centre Afro-Diasporic knowledge, experience, and wisdom;

    ii)   support Black scholars in their pursuits;

    iii)   create pathways that support Black postgraduate students; and

    iv)   uplift Black communities through transformative research that re-imagines Black futures, while addressing the complex issues facing Black individuals and communities.

Through a series of public consultations during the 2023–2024 academic year, Black faculty, students, and staff will be invited to shape the defining features of the Black Scholarship Institute.

Please contact Interim Director Grace-Camille Munro (gracecamille1.munroe@torontomu.ca) if you would like more information or would like to contribute to this initiative.

FCS Research Support Team

NAME	ROLE
Jennifer Martin *Associate Dean, Scholarly, Research & Creative Activity (SRC)* jjmartin@torontomu.ca	● Develops and implements strategies that enhance and nurture SRC activities within FCS ● Supports and promotes research initiatives, partnerships, collaborative projects, and interdisciplinary SRC activities
Iain McQueen *Director, Strategic SRC, Partnerships and Special Projects* imcqueen@torontomu.ca	● Provides administrative leadership for strategic research, infrastructure programs, partnerships and special projects ● Oversees administration of internal research grant programs ● Develops and reports on research analytics and metrics and initiatives related to research, including the development and implementation of policies, procedures, and guidelines
Linda Ling *Research Accounts Support Officer (RASO)* lindaling@torontomu.ca	● Provides post-award financial support and contact point for the following Schools: **Child and Youth Care; Midwifery; Nutrition; Social Work; Urban and Regional Planning**
Natalia Kovaleva *Research Accounts Support Officer (RASO)* natalia.kovaleva@torontomu.ca	● Provides post-award financial support and contact point person for the following Schools: **Disability Studies; Nursing; Occupational and Public Health; Early Childhood Studies**
Alissa Ng (on leave to Dec. 2023) *Research Finance Assistant* ng.alissa@torontomu.ca	● Provides post-award financial support for the RASOs across all Schools in FCS
Sarah Bukhari *Administrative Coordinator, SRC* sarah.bukhari@torontomu.ca	● Provides administrative support to the Associate Dean, SRC ● Coordinates and administers the Positioning for Success in Academia (PSA) program activities and Writing Launches ● Coordinates Internal Grants ● Provides administrative and coordination support for the Undergraduate Research Opportunity (URO) program and the Work Study Research Assistant (WSRA) Program ● Coordinates the Mentorship Circle and the FCS SRC Committee meetings
Linn Clark *Research and Grants Specialist* linn.clark@torontomu.c	● Point of contact for faculty in developing external research proposals and securing external funding ● Advises faculty on short- and long-term funding opportunities from external funders and sponsors ● Advises faculty on developing their research and publication trajectories

The FCS SRC Committee is composed of faculty members representing all nine FCS Schools all of whom bring their expertise, their passion for research and their support for their colleagues to the table. The Committee meets monthly to adjudicate internal grants, and special initiatives such as the FCS COVID-19 Rapid Response Research Grant (RRRG), and to provide ongoing communication between faculty members and the Associate Dean, SRC regarding research support initiatives and directives.

It is highly recommended that new faculty get to know the FCS SRC Committee representative in their respective Schools, as they are an excellent resource.

SRC Committee Members 2023-2024

Jennifer Martin, Associate Dean (**Chair**)
Iain McQueen, Director, Strategic SRC, Partnerships and Special Projects
Linn Clark, Research and Grants Specialist
Karline Wilson-Mitchell, Midwifery Education Program
Esther Ignani, School of Disability Studies
Julie James, School of Child and Youth Care
Shelagh McCartney, School of Urban and Regional Planning
Coralee McLaren, Daphne Cockwell School of Nursing
Thomas Tenkate, School of Occupational and Public Health
Henry Parada, School of Social Work
Sejal Patel, School of Early Childhood Studies
Jessica Wegener, School of Nutrition (on leave to January 2024)

The following are SRC initiatives at the Faculty of Community Services:

DIMENSIONS PROJECT

The purpose of the Dimensions Project is to identify and dismantle SRC-related barriers experienced by women, Indigenous Peoples, disabled people, members of visible minorities/racialized groups and members of LGBTQ2+ communities.

POSITIONING FOR SUCCESS IN ACADEMIA WORKSHOPS

Regular workshops that focus on issues or topics of interest for faculty members in their academic roles.

MENTORSHIP CIRCLE

The FCS Mentorship Circle supports new faculty in their early years and provides a network of collegial support and resources.

WRITING LAUNCH

Writing Launches are held two times a year. By attending the launch, faculty members are able to access $600 (+HST) toward hiring a professional editor to assist them edit a manuscript for publication.

FCS INTERNAL GRANTS

The Office of the Dean currently offers four internal grant opportunities – Publication, Seed, Travel, and Collaborative grants – through two competitions held in February and September of every year. Principal investigator/applicant eligibility is reserved for pre-tenure TFA for Travel Grants; Seed Grants; and Publication Grants. Pre-tenure status is determined as of the competition intake deadline. Limited Term Faculty (LTF) are not eligible to apply for FCS Internal Grants. All FCS TFA are eligible to apply for the Collaborative Grant as principal investigator/applicant. A Discretionary Fund application is also available to request urgent and unanticipated costs associated with conducting research, with a continual intake.

START UP FUNDS

New faculty receive start-up funds from the Dean of the Faculty of Community Services to support their SRC activities.

GRANT APPLICATION SUPPORT

The FCS Research and Grants Specialist provides proposal development support and research/publication trajectory planning to faculty members who are working toward the submission of a grant application to external research granting agencies.

RESEARCH BUDGET DEVELOPMENT

FCS provides assistance in budget development to faculty during the process of developing an external research grant proposal.

Positioning for Success in Academia Workshops

The Faculty of Community Services offers monthly SRC workshops that focus on issues or topics of interest and importance for faculty members in their academic roles as part of its Positioning for Success in Academia (PSA) program.

These workshops are open to faculty, staff and students and are usually facilitated by FCS or TMU faculty/staff.

Past workshops have focused on developing external grant applications, trans inclusion in the classroom, actionizing the TRC, applying for internal grants, decolonizing the classroom and unpacking disability in pedagogical practices.

Please visit FCS News and Events to view upcoming Positioning for Success in Academia and SRC related events.

The Faculty of Community Services Mentorship Circle began in August 2012 to support new faculty in their early years at TMU.

As a new faculty member, you may have many questions and be unsure about where to get the information you need. When you join our faculty, you will be invited to join the Mentorship Circle, where you will have the opportunity to meet with colleagues on a regular basis to discuss questions and share ideas. The Mentorship Circle provides new faculty members with a network of collegial support, a sense of belonging and a safe space to discuss concerns and learn strategies from both mentors and fellow mentees.

At FCS, we believe that mentorship supports faculty members' success and satisfaction across their career and is an intellectual and relational journey, worthwhile for all participants.

Mentorship Circle Facilitators for 2023 – 2024:
Jennifer Martin, Associate Dean, SRC
Annette Bailey, Associate Dean, Graduate Studies and Internationalization
Richard Meldrum, Associate Professor, Occupational & Public Health
Julie James, Associate Professor, Child & Youth Care

FCS Writing Launches are designed to support faculty members in their scholarly writing and publication. Writing Launch workshops are held in August and February of each year.

REGISTRATION AND ATTENDANCE

- Faculty will be notified of the topic and date for each workshop in advance. Registration is required.
- Attendance at a Writing Launch workshop is mandatory in order to receive funds – up to a maximum of $600 toward hiring a professional editor. Faculty members are responsible for any costs above this amount.

MANUSCRIPT MATTERS

Faculty are required to engage their own editor and negotiate the terms of work to be undertaken. The work must begin within 30 days of the attended launch, and must be for a manuscript being prepared for peer-reviewed publication.

- Both the faculty member and the editor are responsible for ensuring that the expenses are incurred for legitimate University business purposes in accordance with these guidelines.

- The editor is to present to the faculty member an invoice that clearly indicates the faculty member's name and school, title of manuscript, detail of services rendered, number of hours of service and Business/HST number. The invoice is to be forwarded to sarah.bukhari@torontomu.ca.

- Faculty are required to provide the title of the completed manuscript and the journal to which the manuscript was submitted.

Librarians and Library staff are available to provide one-on-one assistance for research help. All appointments are conducted virtually through Zoom or Google Meets.

The TMU Library offers a wide range of services and resources to TMU faculty members. Please contact your subject librarian for more details.

- Accessing Electronic Resources
- Book Publishing Services
- Booking Audio Visual Material
- Borrowing from another University in Person
- Collaboratory
- Copyright
- Course Readings
- Immersion Studio
- Instructional Services
- InterLibrary Loan
- Journal Alerts and Notifications
- Library Cards
- Research Help Services
- Scholarly Communication
- Your Subject Librarian

Cecile Farnum
Nutrition and Occupational and Public Health Liaison Librarian
Trina Grover
Collection Development Lead for FCS
Dan Jakubek
Urban and Regional Planning Liaison Librarian and GIS Librarian
Don Kinder
Nursing and Midwifery Liaison Librarian
Victoria James for Jane Schmidt (on leave)
Child and Youth Care, Disability Studies, Early Childhood Studies and Social Work Liaison Librarian

The Faculty of Community Services is committed to supporting our faculty's external research funding applications through matching, supplementary, and in-kind funds where such support is deemed critical to the success of the application. There is no guarantee that all requests will be funded. It is expected that the principal applicant/primary investigator is an FCS RFA member and that the grant will be administered by TMU. If the FCS faculty member is not the primary applicant (i.e., is a Co-applicant/Co-PI), please contact Iain McQueen, Director, Strategic SRC, Partnerships and Special Projects, in advance to discuss.

Process
- To request funds, the PI must complete the Matching Funds Application Form and submit to Iain McQueen, Director, Strategic SRC, Partnerships and Special Projects, at least **3 weeks** in advance of the University's internal deadline.
- All available supporting documentation and budgetary information must be included with the request.
- Requests that are not made 3 weeks ahead of the internal application deadline date may not be considered.
- The PI should also indicate the matching fund request in the associated Grant Authorization Form (GAF) created through the Research Information System (RIS)

How to Apply
Completed application forms must be submitted to Iain McQueen, Director, Strategic SRC, Partnerships and Special Projects at imcqueen@torontomu.ca

Toronto Metropolitan University | **Faculty of Community Services**

Matching Funds Request Form

Please provide all the requested information using the format outlined below:

1. Name of Funding Agency/Sponsor _____

2. Provide required matching contribution (in terms of percentage) and type of support required by Funding Agency/Sponsor and <u>attach guidelines</u>:

           _____Matching Funds

           _____In-kind

3. APPLICANT INFORMATION

PRINCIPAL INVESTIGATOR	DEPARTMENT	EMAIL
CO-INVESTIGATORS/CO-APPLICANT(S)	FACULTY / UNIVERSITY	EMAIL

4. RESEARCH PROJECT INFORMATION

Title: _____

Application Deadline: _____

5. PROJECT DESCRIPTION:

Please provide a <u>brief description</u> of the proposed project that addresses:
- central focus or theme
- significance for the relevant discipline(s) and alignment with TMU SRC

priorities
- nature of undergraduate/graduate student involvement
- anticipated length of project
- anticipated outcome and impact of the project

6. BUDGET (Please attach a copy of the full project budget)

Total amount of funding requested for this project from the **External Sponsor/Funder** (cash)	
Total amount of funding received from or committed by your **School / other TMU commitments** in support of your project (Please indicate cash or in-kind)	
Total amount of funding secured from **other external sources(s), including Partners**. (Please indicate cash or in-kind)	
Requested matching funds from FCS (cash and in-kind)	
Breakdown of costs (**only** if the full budget is not available/attached):	

Professional Development (PD) Funds

Members of the Toronto Metropolitan University (TMU) Faculty Association (TFA) are reimbursed for eligible expenses related to teaching, SRC, and/or related academic and professional activities up to an annual limit.

PD funds provide reimbursement for expenses related to the performance of teaching, SRC and professional duties. PD monies cannot be used to cover deficits in other cost-centres, including externally funded projects, and cannot be used to directly pay research assistants or other employees. Eligible expenditures include but are not limited to:

- Travel and associated expenses related to meetings, conferences, study leave or other similar professional activities;
- Registration fees and other expenses for meetings;
- Membership fees;
- Books, journals, subscriptions and other similar professional publications;
- Purchase of supplies, academic gowns, equipment, software or invoiced services,

Submitting Claims
- Submit an iExpense reimbursement report to the RFA member's one up for approval. Original receipts are to be forwarded to Financial Services.
- If reimbursement is requested for services billed monthly, the individual bills should be retained and submitted annually in one claim, or when they total $200.
- Once approved, the iExpense claim will be forwarded electronically to Financial Services for processing of the reimbursement.

For further information, please see https://www.torontomu.ca/policies/policy-list/faculty-staff-reimbursement-policy/

Scholarly Research and Creative Activity (SRC) is an important faculty commitment at Toronto Metropolitan University. Start-up funds are provided to new faculty to help them get their SRC activities underway. The intent of this Protocol is to define the appropriate use of these funds.

GUIDELINES

1. Start-up funds are provided to new TFA tenure stream faculty. The amount and duration (from 4 to 6 years) of start-up funds provided to an individual faculty member is determined by the Dean and is specified in the letter of appointment.
2. Start-up funds are released to the faculty member upon submission to their Dean or designate of a high-level budget of proposed expenditures as they relate to the faculty member's short and long-term SRC plans.
3. Start-up funds can be used for equipment and supplies related to the individual's SRC activities. The funds may also be used for SRC related travel and for hiring research assistants.
4. The following are ineligible expenses:
   a. Purchase of teaching release time;
   b. Purchase of office supplies and stationery;
   c. Tuition; and
   d. Items that have a commitment beyond the period of the SUF without written approval from the Dean.
5. All expenditures must have prior approval from the Dean or designate and must be incurred in accordance with University policies and procedures related to purchasing, travel and hiring.
6. All items purchased using start-up funds are the property of the University.
7. All funds must be spent within the 4- to 6-year period as specified in the letter of appointment, and any funds remaining after that time will be returned to the Dean. If a faculty member leaves the University before the specified period, any unexpended funds will be returned to the Dean.
8. Funds will be tracked through the University financial system by employee number; the Office of the Dean is responsible for monitoring start-up fund expenditures.

TMU Purchasing Card (P-Card)

[The TMU Purchasing Card (P-Card)](#) program offers an efficient and convenient method of payment. It is the recommended means of payment for employees who make frequent low-dollar value purchases for goods, services and travel-related expenses.

P-Card benefits

With the P-Card, you'll be able to:
- streamline low-dollar purchasing processes by reducing the need for purchase requisitions and invoice processing
- book travel efficiently
- expedite payments directly to a vendor, eliminating need for cheques or electronic funds transfer (EFT) payments
- view your transactions directly in thehttps://www.torontomu.ca/financial-services/systems-learning/financial-systems/ as soon as they're posted
- reconcile, submit for approval and clear transactions directly in the financial system, without having to manually key-in the details
- reduce the need for employee travel expense reimbursements

Purchasing Card Application
Please contact the p-card administrator at pcardadmin@torontomu.ca to request an application.
For information about the P-Card, faculty should contact FCS Research Accounts Support Officers (RASOs) Linda Ling (lindaling@torontomu.ca) or Natalia Kovaleva (natalia.kovaleva@torontomu.ca)

Paying Vendors (Independent Contractors)

If you are paying an independent contractor, please review the Human Resources website for guidance on determining independent contractor status. https://www.torontomu.ca/financial-services/purchasing-payment/purchasing-thresholds-request-to-waive/

Professional Services Agreement (PSA)
- This is a legal requirement. A PSA is a legally binding contract that should be completed prior to engaging in services.
- As of March 2021, purchases below $5K (except payment to overseas vendors that require wire transfer) are mandatory.
- The contract value must be included in the agreement. If the amount is difficult to estimate accurately, establish a minimum or a maximum value in the agreement.

Service Purchase Agreement (>$5,000):
- Complete a Single Purchase Service Agreement (Less than $5,000)
- Legal review is not required. Finance and RASO shall be able to review if it is properly filled in.
- Even if the purchase is lower than $5000, if the services being purchased are research services, the grant officers is to take care of the service agreement and arrange sign-off by Richard McCulloch.

Service Purchase Agreement ($5000 - $25,000)
- Complete a Services Agreement
- Legal review is required. For purchase of research services, the Service Agreement is sent to the Grant Officer for review and coordination of the required signatures. For purchases of non-research services, the service agreement will be submitted to gcbs@torontomu.ca for review before proceeding with the signatures.
- It is recommended that three (3) quotes are obtained for fees above $24,000

If a few invoices are anticipated for the fiscal year, all the amounts are to be combined for the PSA and ICON form so there is no need to provide them each time. The new Services Agreement under $5,000 is now required for each service purchase. Please see https://www.torontomu.ca/content/dam/financial-services/purchasing-payment/docs/service-agreement-under-5000-form.pdf

The Faculty of Community Services offers internal research grant opportunities to our faculty members for a wide range of scholarly, research and creative activities.

Our internal grants program aims to nurture a vibrant research community within FCS by supporting faculty's participation in research and knowledge sharing activities. Awarded through a competitive process, FCS's internal grants help researchers be more competitive in external competitions by providing funding for the development of high-quality research projects, the building of sustainable collaborations, and the sharing of research results with the academic community and beyond.

Grant competitions are held in the Fall and Spring of each year academic year
https://www.torontomu.ca/fcs/research/resources-for-faculty/internal-research-grants/

Internal Funding Opportunities:

- Collaborative Research Grant (for all TFA.)
- Publication Grant (for pre-tenure TFA only)
- Seed Grant (for pre-tenure TFA only)
- Travel Grant (for pre-tenure TFA only)
- Discretionary Fund (for all TFA)

Applicants are not restricted in applying to multiple internal grants per round; however, they may only submit one (1) application for each internal funding opportunity per round. While awards from different opportunities can be held simultaneously, as principal investigator / applicant, pre-tenure faculty may be awarded a maximum of 2 Travel Awards, 1 Seed Grant, and 2 Publication Grants during the entirety of their pre-tenure period

In any calendar year, an individual may participate as a co-applicant or collaborator in any number of grant applications. A final report is required at the conclusion of the grant period as notified in the award letter. The report form is available on the Faculty website. Failure to submit a final report will disqualify you from receiving future internal grant funding from the same opportunity.

DISCRETIONARY FUND POLICY

PURPOSE

To support <u>urgent unanticipated</u> costs associated with conducting research such as:

- Research Assistants: wage rates and benefit costs must be verified with Human Resources
- Small equipment and supplies required for conducting research
- Open access fees for refereed journals
- Honoraria
- Translation and/or interpretation fees

DEADLINE: Continuous

MAXIMUM REQUEST: $1,500 Applicants may only receive one Discretionary Grant in a fiscal year.

ELIGIBILITY

- The Discretionary Grant is for tenure and tenure-track faculty members for whom research related activities are part of their contractual obligations. Limited Term Faculty (LTF) are not eligible to apply for Discretionary funds.
- Research assistantships offered through internal grants must 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 at the time of application.
- All grants are conditional on continued employment at TMU.

Ineligible Expenses include: matching funds; conference travel; refreshments; teaching-related costs.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed. Application includes: a brief project description; clear justification as to why the funds are required immediately and why the funds were not budgeted for in previous internal or external grant applications; budget details including specific costs estimates; and detail about all other funding sources and amounts.
- Applicants are required to submit a recent CV.
- Applicants must provide a detailed budget description and justification.

When developing your budget, please refer to [HR's Pay Information](#) page. Current minimum RA salary rate is $20.49 plus 18% benefits.

EVALUATION

The Associate Dean SRC will review submitted requests and will consult members of the SRC Committee when additional expertise is needed. Evaluation criteria include:

- All proposal requirements have been provided in full.
- Clear rationale provided as to why funds are needed immediately (i.e., cannot wait for next internal grant intake), why costs were not anticipated or budgeted for in prior internal or external funding applications.
- Quality of student training and mentoring opportunities if applicable.
- Feasibility of completing the project within the timeline provided.
- Appropriateness of budget allocation and justification.

RESPONSIBILITIES

- Recipients of a Discretionary Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from this grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- Any equipment purchased is the property of the Office of the Dean, Faculty of Community Services and must be returned to the Associate Dean, SRC.
- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project the project may not be funded or the budget may be adjusted.
- Funds must be spent according to the budget approved by the Associate Dean SRC 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.
- A final report must be submitted to the office of the Associate Dean, SRC, 3 months after the completion of the project or within 18 months from the time the grant is awarded, whichever comes first. The report describes the outcomes and future plans of this project. Subsequent funding will be conditional on timely submission of the final report.
- 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 other venues.

APPLICATION DEADLINES AND SUBMISSION

Deadline: Continuous (Award recipients may apply for a Discretionary grant once annually)
Application Process: Application form is available [HERE](#).

For more information, please contact:
Jennifer Martin, Associate Dean, SRC at extension 556314 or by email at jjmartin@torontomu.ca

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.

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 [HR's Pay Information](#) page. Current minimum RA salary rate is $20.49 plus 18% benefits.

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 with regard to the background, planned approach, and community partner (if applicable) to allow for a comprehensive review.
- All proposal requirements have been provided in full.
- Originality, significance, and expected outcomes of the project.
- Quality of proposed collaboration and collaborative activities.
- 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 <u>before full funds will be released</u>. 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, TMU."
- Funds must be spent according to the budget approved by the SRC Committee and within **<u>one year</u>** 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

Award recipients (as Applicant) may receive only one (1) New Collaborative Research grant per 36 month period.

For more information, please contact:

Iain McQueen Director, Strategic SRC, Partnerships and Special Projects at
imcqueen@torontomu.ca

FCS PUBLICATION GRANT POLICY

PURPOSE

The Publication Grant supports manuscript completion and submission. Eligible manuscripts should be close to completion and can include books, special issues, and edited volumes in addition to multiple articles published from your PhD. Eligible expenses include hiring a professional editor, paying for costs of publication as charged by some journals and small presses, hiring a qualified research assistant to assist with manuscript completion, and translation charges. Ineligible expenses for a Publication Grant include initial literature review, data collection, and data analysis.

MAXIMUM REQUEST: $1,500

ELIGIBILITY

- Publication Grant applicant eligibility is reserved for pre-tenure TFA 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 3 Publication Grants ($1,500 max each) will be awarded each competition round.
- TFA members are expected to be the first author. If not, an explanation of their contribution as co-author and the contribution of the first author to publication costs to the manuscript is required.
- As Applicant, pre-tenure faculty may be awarded a maximum of 2 Publication Grants during the entirety of their pre-tenure period. Awards from different Internal Grants opportunities can be held simultaneously.
- All grants are conditional on continued employment at TMU.

APPLICATION REQUIREMENTS

- All sections of the application must be complete. Incomplete proposals will not be reviewed.
- Applicants are required to submit a recent CV.
- Applicants must provide a detailed budget* and justification.
- The manuscript(s) must be close to completion.
- Close-to-completion draft(s) of the manuscript(s) must be attached to the online application.
- Co-author contributions must be clearly stated.

*When developing your budget, please refer to [HR's Pay Information](#) page. Current minimum RA salary rate is $20.49 plus 18% benefits.

EVALUATION CRITERIA

- Publication Grant proposals will be reviewed by the FCS SRC Committee composed of faculty who are representatives of FCS Schools. To assist committee members to constructively review proposals, enough detail needs to be provided with regard to the background and plans for completion of the manuscript.
- Manuscript is close to completion.
- Funds requested are well justified.
- Clarity and timeliness of submission.
- Feasibility of completion within the proposed time frame and budget.
- Previous Publication Grant recipients who have, as a result of an FCS Publication Grant, completed peer published/peer reviewed manuscript(s) or have manuscript(s) currently under peer review should attach the manuscript(s).

RESPONSIBILITIES

- Recipients of a Publication Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from a Publication Grant cannot be transferred to a faculty member's Professional Development (PD) Fund or an OVPRI cost centre.
- Recipients of an FCS grant will be required to submit a final product or a URL to the final product to the Office of the Dean three (3) months after the completion of the project or 18 months after the grant is awarded, whichever comes first. The report describes the outcomes, future plans, and outputs as well as the final title of the manuscript. Subsequent funding will be conditional on timely submission of the final report.
- Recipients of an FCS grant are expected to present their paper abstract/publication at the annual Faculty of Community Services' Faculty Achievement Event, which is held annually in April.
- All publications should acknowledge the support of the Faculty of Community Services, TMU. The following wording is suggested: "This publication has been supported by Publication Grant, Faculty of Community Services, TMU."
- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project may not be funded or the budget may be adjusted.
- Funds must be spent according to the SRC Committee's approved budget 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.

Toronto Metropolitan University | **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

Award recipients may hold a Publication Grant once annually.

For more information, please contact:
Iain McQueen Director, Strategic SRC, Partnerships and Special Projects at
imcqueen@torontomu.ca

FCS SEED GRANT POLICY

PURPOSE

The SEED Grant supports research initiatives, such as pilot and feasibility studies, that will provide the foundation for external funding applications. In addition to being used to support external funding applications, it is expected that outcomes from SEED Grants will be disseminated via peer reviewed conferences and/or journals OR via a report or workshop to public, non-profit, professional associations, or groups. Mentoring and training student Research Assistants should comprise a significant portion of the budget.

MAXIMUM REQUEST: **$6,000**

ELIGIBILITY

- SEED Grant applicant eligibility is reserved for Pre-Tenure TFA 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 3 SEED Awards ($6,000 max each) will be awarded each competition round.
- As Applicant, Pre-Tenure faculty may be awarded only 1 SEED Grant during the entirety of their pre-tenure period. Awards from different Internal Grants opportunities can be held simultaneously.
- 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.
- The timeline for the eligibility of activity and expenses on SEED Grants is for two years (24 months) from the start date of the award.

INELIGIBLE COSTS: Publications or activities of a commercial nature including costs associated with contract research are not eligible.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed.
- Applicants are required to submit a recent CV.
- Applicants must provide a detailed budget* and justification.
- Quality of student training and mentoring opportunities.
- If applicants intend to apply or have applied to other funding sources, a list of the other funding sources and their respective levels of funding must be provided. Applicants are also requested to indicate areas of overlap between these and the current request for funding.

*When developing your budget, please refer to HR's Pay Information page. Current minimum RA salary rate is $20.49 plus 18% benefits.

EVALUATION CRITERIA

- FCS SEED Grant proposals will be reviewed by the FCS SRC Committee composed of faculty members who are representatives of FCS Schools. To assist committee members to constructively review proposals, enough detail needs to be provided with regard to the research being proposed (i.e., objectives, theoretical framework, context, methods, expected outcomes, and timelines for research and knowledge dissemination activities).
- All proposal requirements have been provided in full.
- Originality, significance, and expected outcomes of the project.
- Appropriateness of literature review/context.
- Appropriateness of theoretical framework.
- Quality of student training and mentoring opportunities.
- Feasibility of completing the project within the timeline provided.
- Appropriateness of budget allocation 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 underline before full funds will be released. If a portion of SEED 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 a SEED Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from the SEED Grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- A final report must be submitted to the Office of the Dean 3 months after the completion of the project, or 27 months after the grant is awarded, whichever comes first. The report describes the outcomes and future plans of this project. Subsequent funding will be conditional on timely submission of the final report.
- 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 other 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 an SRC SEED Grant, Faculty of Community Services, TMU."
- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project the project may not be funded or the budget may be adjusted.
- Funds must be spent according to the budget approved by the SRC Committee's and within two years 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

Award recipients may receive only one (1) FCS SEED grant during their Pre-Tenure period.

For more information, please contact:

Iain McQueen Director, Strategic SRC, Partnerships and Special Projects at imcqueen@torontomu.ca

FCS TRAVEL GRANT POLICY

PURPOSE

The Travel Grant provides partial financial support for Pre-Tenure TFA members to present at academic conferences. It is expected that faculty members have accessed their Professional Development (PD) fund and other funding sources, such as external grants, to contribute to their travel expenditures.

Recipients of a Travel Grant cannot transfer the award to other project accounts. For example, funds from a Travel grant cannot be transferred to a faculty member's PD Fund, or an OVPRI cost centre.

MAXIMUM REQUEST: All Travel Awards for Canadian or International trips can be awarded to a maximum of $1,500.

ELIGIBILITY
- Travel Grant applicant eligibility is reserved for pre-tenure TFA 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 3 Travel Awards ($1,500 max each) will be awarded each competition round.
- As Applicant, pre-tenure faculty may be awarded a maximum of 2 Travel Awards during the entirety of their pre-tenure period. Awards from different Internal Grants opportunities can be held simultaneously.
- 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.
- Applicants are required to submit a recent CV..
- Applicants must provide a detailed budget description and justification.
- Faculty who have received previous Travel Grant funding are required to include the title of the previous grant and upload related peer-reviewed dissemination products and statements.

ELIGIBLE EXPENSES
- Accommodation: Reimbursement for hotels and other lodging will be limited to reasonable amounts in the particular circumstances and should not exceed the single occupancy rate. Faculty should give due consideration to location and economy prior to making arrangements for accommodations. Receipts are required.
- Air Travel: Travel should be via the most direct route, but indirect routing can be approved by the appropriate signing authority if the cost does not exceed that of the direct route. If travel fare can be attained at substantially lower than University sources, through advance purchase or minor changes to travel arrangements, (e.g. extra night's accommodation), the traveler is encouraged to consider that alternative.
- To assist research grantees and institutional administrators in their review and interpretation of acceptable use, the following categories summarize eligible and ineligible grant fund expenses and applicable rates (Travel and Meal Allowances).

- Foreign Currency Conversion: Actual rates of conversion will be used if documented with a copy of the bank slip or credit card statement. If that information is not available, conversion will be calculated based on OANDA's conversion rate for the period of travel.

REIMBURSEMENT
- All reimbursement related to Travel Grants must be submitted online through an i-Expense report.
- In order to receive reimbursement for travel, the following documentation is required:
  - Letter of acceptance of the conference abstract.
  - Original receipts, such as hotel bills, taxi and meal receipts, etc. Credit card statements are required for online purchases and/or purchases made in foreign currency.
  - Original tickets and boarding passes.
  - Copy of the conference program showing dates of the conference.
  - If original receipts have been lost, travel grant recipients must complete a Supplemental Receipt Form.
  - Recipients of a Travel Grant will be required to file reimbursement claims within 2 weeks of return from the conference attended.

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

Award recipients may hold a Travel Grant once annually. A final report must be submitted to the office of the Associate Dean 3 months after the completion of the project or 18 months after the grant is awarded, whichever comes first. The report describes the outcomes and future plans of this project. Subsequent internal funding will be conditional on submission of the final report.

For more information, please contact:
Iain McQueen Director, Strategic SRC, Partnerships and Special Projects at imcqueen@torontomu.ca

Office of the Vice-President, Research and Innovation (OVPRI)

The Office of the Vice-President, Research and Innovation (OVPRI) is Ryerson's central research administration office and point of contact for the federal granting councils (NSERC, SSHRC, and CIHR), government ministries, industry, associations, and foundations that provide financial support for university scholarship, research, and creative activities (SRC).

Click on https://www.torontomu.ca/research/about/ovpri/ to access information on the services OVPRI provides and to stay up to date on the latest SRC news and information.

The Office of the Vice President, Research and Innovation is located at 1 Dundas Street West, Suite YDI-1100.

The Office of Research Services Electronic Mailing List (OVPRInet) provides research funding opportunities and other research-related notices, as they are announced to TMU faculty and staff. To join OVPRInet, please send a blank email to ovprinet+subscribe@torontomu.ca from your TMU email address.

Applying for External Grant Funding

While each funding opportunity is unique, the following general steps apply to all applications a faculty member might make for external funding:

1. Linn Clark, Research and Grants Specialist (linn.clark@torontomu.ca), is available as your first point of contact in FCS for external grant funding and proposal development. In tandem with OVPRI, Linn Clark will assist in planning your research trajectory, directing you to funding sources, developing proposals and editing.

2. Connect with the appropriate OVPRI Grant Officer/Applied Research and Innovation Advisor by submitting a request to researchservices@torontomu.ca about the type of funding you are seeking. If you are unsure, please contact Iain McQueen Director, Strategic SRC, Partnerships and Special Projects at imcqueen@torontomu.ca

3. Determine and set deadlines considering both the stated program submission deadline AND OVPRI's internal deadline. Start early in order to take advantage of resources potentially available to you in application preparation, and to ensure the application is submitted on time without issue.

4. Familiarize yourself with the application form and selection criteria.

5. Use language the funding agency uses and understand their research priorities.

6. Prepare and submit your Grant Authorization Form (GAF) (with all relevant documents uploaded) through the Research Information System (RIS) - see further below for basics on using the RIS.

7. Have your application reviewed by the appropriate Grant Officer/Applied Research and Innovation Advisor to ensure it adheres to relevant guidelines and institutional policies.

8. Submit your application (regular mail, e-submission through an agency portal, email).

NAME	TITLE	EXT	EMAIL
Steven N. Liss	Vice-President, Research and Innovation	555283	ovpri
Naomi Adelson	Associate Vice-President, Research and Innovation	556066	naomi.adelson
Melanie Martin-Griem	Executive Director	552794	mmartingriem
Anna Sotnykova	Executive Operation and Communications Coordinator	556606	asotnykova
RESEARCH SERVICES			
Richard McCulloch	Executive Director, Research Services	556521	richard.mcculloch
If you have a question for the research services team, or a request for pre or post-award research services, please send an email using this researchservices@ryerson.ca address			
RESEARCH ETHICS. **Please note that research may not begin before all university approvals/certifications, institutional requirements or governmental authorizations are obtained.**			
Asher AlKoby	Chair, Research Ethics Board	552491	rebchair
Zakiya Atcha	Manager, Research Ethics	554841	zakiya.atcha
Farid Pesteh	Research Ethics Administrator	552963	f1pesteh
Danielle Christie	Research Ethics Administrator		danielle.christie
BUSINESS DEVELOPMENT & STRATEGIC INITIATIVES			
Johannes Dyring	Assistant Vice-President	552283	jdyring
Dayle Levine	Manager, Institutional Projects (CFI) & University-Wide Research Chairs (CERC, CRC)	552468	dayle.levine

For more information, please visit: https://www.torontomu.ca/research/about/ovpri/

Finding and Applying for External Research Funding

The Office of the Vice-President, Research & Innovation (OVPRI) offers guidance and support for researchers in identifying potential funding sources and with the application process. Faculty members in all departments are encouraged to contact the listed Grants/Contract Officer or Innovation Advisor for more information pertaining to a specific program.

OVPRI provides a host of services to support your application, including:
- Advice and guidance on research grant proposal preparation.
- Substantive / technical reviews of proposal drafts and application materials against program guidelines.
- Proposal facilitation services for certain applications; including drafting, reviewing and editing proposals to meet merit indicators and to improve application success rates.
- Assistance with budget development.
- Facilitation of collaborations and partnerships, particularly those that are interdisciplinary.
- Information regarding signature requirements for application/proposal submissions.

FINDING FUNDING

In addition to the traditional Tri-Agency (CIHR, NSERC and SSHRC) granting programs, researchers can find funding from an increasing diversity of external sources. These include other government (federal, provincial, local) agencies, departments, and programs, foundations and charities, NGOs and other not-for-profit organizations, as well as industry and other commercial entities. OVPRI provides a list of relevant ongoing funding opportunities on its website and also provides advice and services in developing external partnerships.

Locating and securing research funding is increasingly competitive, as funding opportunities become more limited and the number of researchers vying for those dollars continues to grow. The searchable COS Pivot database can help you identify programs that are relevant to you. With COS Pivot, you can explore new avenues for funding, view funding opportunities uniquely matched to your scholar profile, collaborate with colleagues, and manage the results of the process to build a funding strategy that supports both your immediate and long-term funding needs.

In addition to traditional research grants, faculty members can enter into agreements with external partners related to their SRC activities. These can take the form of:

1. Research Collaboration Agreements or Sponsored Research Agreements

2. Service Contracts and Professional Services Agreements

3. Memorandums of Understanding/Partnership

4. Material or Data Transfer Agreements

5. Non-Disclosure Agreements or other Confidentiality Agreements

6. Licensing Agreements and other forms of IP protection and commercialization

7. Other legally binding agreements or contracts

It is important to remember that **TMU faculty members are not authorized to sign any binding agreement on behalf of themselves or TMU**. Any SRC related agreement or contract, including those listed above as well as others, must be reviewed and signed by OVPRI. Please consult with the appropriate OVPRI Grant Officer/Applied Research and Innovation advisor or contact Richard McCulloch (richard.mcculloch@torontomu.ca)if you are unsure of whom to contact.

The costs of conducting SRC activities at TMU includes not only the direct costs of research but also indirect costs incurred by the University to provide the infrastructure required to allow a SRC project to proceed. To ensure sustainability of the University's SRC enterprise, the University is committed to the principle of recovering the full costs incurred in the support of SRC activities, including both direct and indirect costs through established rates, and to provide a mechanism for the University to distribute the indirect costs within the University.

Indirect Costs, or "overhead", are those costs that are necessary for maintaining an environment and infrastructure for conducting SRC and are incurred at the University, Faculty and School/Department levels for purposes common to multiple research projects, programs, or activities of the University, but which cannot be identified and charged directly to individual projects, programs, or activities with a reasonable degree of accuracy and/or without an inordinate amount of accounting. They include things such as utilities, staff salaries and benefits, accounting and finance support, infrastructure and computing resources.

All SRC activity conducted or proposed to be conducted at, or under the auspices of, TMU using TMU personnel, students, premises, resources, services, facilities, and/or equipment is applicable to Policy 143. This policy sets the rates for indirect costs and determines the distribution of these indirect costs upon project completion to OVPRI, the Faculty, School/Department, and Principal Investigator.

Tri-Agency (CIHR, NSERC, and SSHRC) grants are <u>not</u> subject to indirect costs as these are recouped through a General Research Fund at the University. However, all other grants, agreements and contracts related to SRC activities are subject to indirect costs at the following rates:

- The standard rate for a Grant will be 10% of total Direct Costs
- The rate for partner (industry/not for profit) funding that is provided as a required match to government funding programs is 25% of total Direct Costs
- The standard rate for all other SRC funding will be 40% of total Direct Costs

These indirect costs must be included in the budget of all external funding agreements before it will be approved for submission to the sponsor.

In some exceptional cases, a funding sponsor may have policies or program literature relating to indirect costs that take precedence over these rates. Deviations from these set rates should be discussed with your Grant Officer/Advisor well in advance of the submission deadline or planned submission date.

Navigating the Research Information System (RIS)

Ryerson's **Research Information System (RIS)** is a system for recording, tracking and obtaining approval for research proposals and other research-related agreements, whether funded or non-funded. All applications, proposals, agreements and contracts should be logged by submitting a GAF through the Research Information System.

RIS will allow you to:

- Obtain necessary electronic approvals from your Chair/Director and Dean for your submission
- Submit your proposal to OVPRI for review and assessment prior to submission to the sponsor
- Track the status of your proposal, application or agreement
- Document the terms and conditions related with funded proposals and agreements
- In case of successful applications, obtain access to cost centre information

Gaining access to RIS:

To gain access to RIS, faculty members and staff must register on the two-factor authentication system, which offers an additional level of security when signing in to TMU web applications via Ryerson's Central Authentication Service.

When entering your username and password on the system with two-factor authentication enabled, you will be prompted to enter a time sensitive pass code. The pass code is created by an application on your mobile device (TMU Authenticator) or by the One-Time Verification (OTV) Code Generator (fob/key chain type device). *Please refer to the user guide: https://www.torontomu.ca/ccs/services/ITSecurity/protecting-your-identity/two-factor-authentication/setting-up-two-factor-authentication/ for more information about the OTV code generator.*

Logging into RIS:

1. Log in to my.torontomu.ca
2. Under the "Apps" heading, select "Research Information System" found in the left hand menu.
3. Enter your my.username and password.
4. You will see a screen asking you for a one-time verification code. Select the TMU Authenticator application on your mobile device. This will generate the time-sensitive 6-digit pass code to be entered into the one-time verification code field. Enter the number and click "Login". Alternatively, users of the One-Time Verification (OTV) Code Generator may retrieve the 6-digit pass code from their fob/keychain type device.
5. Welcome to RIS!

Submitting a Grant Authorization Form (GAF)

1. Login into RIS using two-factor authentication as described above
2. On the left side of the screen you will see Grant Authorization Form (GAF). When you click it a dropdown list will appear, select New GAF.
3. A new page will be created which is the New GAF and is unique for this particular application, proposal or agreement. Fill out all of the sections of information as indicated to the best of your knowledge. Your Grant Officer/Advisor can help with information you are unsure of. Particularly important information to consider includes: whether any matching cash or in-kind contributions (including teaching release) are required and confirmed; whether there are additional space requirements associated with the application (this should be discussed with your Chair/Director and Dean prior to submitting the GAF for their approval); whether the project requires human or animal ethics approvals, biohazard certificates, etc.
4. One of the last steps will be to upload your application (be sure to include your proposal, budget and other pertinent documents such as matching contribution confirmation letters)
5. If you don't have time to finish the GAF in one session, be sure to save it and you will be able to retrieve it under "Unsubmitted GAFs". You can then continue where you left off and submit it for approval.
6. When you have finalized your GAF, uploaded your proposal/application, and the GAF is ready for submission be sure to click the "Submit for Approval" button.

All applications for research funding must be approved by TMU prior to their submission to funding sponsors. RIS allows researchers to obtain this approval electronically. The "Submit for Approval" button sends your application through the approval process: first to your Department/School Chair/Director, then your Dean, then to OVPRI for University authorization. Chairs/Directors and Deans will be notified by email that an application is awaiting their approval. **Please note that OVPRI cannot see your GAF in RIS until it has been approved by your Chair/Director and Dean.**

If a paper submission is required, or if the application requires original signatures, it should be hand-delivered to OVPRI for University signatures after all other signatures have already been collected, and for final delivery to the sponsor. Please discuss this with your Grant Officer/Advisor well in advance of the submission deadline.

All funded or unfunded research involving humans, animals, or controlled goods undertaken at Ryerson University facilities and conducted by TMU faculty, students, and staff is subject to review and approval by the Research Ethic Board (REB).

The Research Ethics Board (REB) approves, rejects, proposes modifications to, or terminates any proposed or ongoing research involving humans that is conducted by faculty, staff, or undergraduate students of the university so as to protect research subjects and ensure that research is conducted in an ethical manner.
The REB:

- Interprets and applies the Tri-Council Policy Statement and relevant legislation.
- Establishes guidelines and procedures consistent with the Tri-Council Policy Statement and relevant legislation.
- Facilitates research by consulting with and assisting researchers.

The REB is located within the Office of the Vice-President, Research and Innovation at 1 Dundas Street West, 11th Floor.

For more information, please visit: https://www.torontomu.ca/research/resources/ethics/

WHO IS THE BEST PERSON IN MY DEPARTMENT TO APPROACH IF I HAVE ANY QUESTIONS?
Your "Go To" person is your Department/School Administrative Coordinator who will have all the information you need.

WHAT KIND OF THINGS WILL THE DEPARTMENT/SCHOOL ADMINISTRATOR HELP ME WITH?
Your Department/School Administrative Coordinator will make sure to welcome you to the Department. They will also:

1. Order office keys, and help with your OneCard application
2. Arrange telephone and voice mail access
3. Order supplies and business cards
4. Organize the set-up of computer/office space
5. Review the department's organizational chart

WHERE CAN I FIND TMU POLICIES?
An alphabetical list of University administrative policy documents, identified by type, such as policy, procedure, guideline, or schedule can be found at: http://torontomu.ca/policies/

WHERE CAN I FIND A MAP OF THE UNIVERSITY?
Please click on this link to find a map of TMU: http://www.torontomu.ca/maps/index.html

I'VE HEARD ABOUT "TMU TIME" AND "TMU ACADEMIC HOURS." WHAT ARE THEY?
A TMU academic hour is 50 minutes in length and begins at **10 minutes past the hour** which allows students and instructors time to move between classes or buildings. It is important to finish class on-time (i.e. on the hour, or slightly before the hour) to allow for ease of class changeover.

I'VE HEARD ABOUT "*ResearchNet*." and "*The Conversation*" HOW DO I SIGN UP?

ResearchNet allows you to communicate to your colleagues about research-related activities. For example, postings about upcoming seminars, exhibitions, student defenses, etc. Some members also use this list to ask research-related questions, or to identify colleagues who would be interested in collaborating on new projects. To subscribe to the listserv, please email majordomo@torontomu.ca.

The Conversation Canada launched in June 2017. The Conversation is an independent source of news and views, from the academic and research community, delivered directly to the public. Toronto Metropolitan University is a founding member. To join The Conversation, please visit https://theconversation.com/ca

WHEN DOES THE TMU FACULTY CONFERENCE TAKE PLACE?
The conference happens in May. Please refer to the Centre for Excellence in Learning and Teaching (CELT) website at: https://www.torontomu.ca/centre-for-excellence-in-learning-and-teaching/workshops-and-events/ for updates, themes and programs.

I'M CALLING IN OFF-CAMPUS, HOW DO I CONNECT?
To call into the university, dial 416.979.5000, then 1, then the extension number of the party you wish to connect with.

DO I GET A COMPUTER TO WORK WITH WHEN I JOIN TMU?
Once you receive an offer letter, your Department/School will order you a computer.

WHERE CAN I GET A COPY OF MY OFFICE KEY?
You will be issued a key that allows you access to your office by your Department.

WHAT IS A TMU ONECARD?
Your OneCard is:
- Official Identification Card for TMU
- Library Card at TMU as well as affiliated Universities
- Department specified security access
- RAC access for purchased memberships
- Copy/laser print card at all machines and locations on campus
- Official Access for Presentation Technology classrooms
- Monthly parking access card
- Personal funds can be added for convenient spending at all TMU food service locations and vending machines on campus
- Official ID for purchasing discounts on software at the bookstore

WHERE CAN I GET MY ONECARD?
1. Call HR Client Services at 416.979.5000 extension 555075 to get your employee number
2. Activate your account at www.torontomu.ca/accounts and wait 24 hours
3. Print your OneCard form at https://www.torontomu.ca/university-business-services/onecard/
4. Take the print out along with one piece of government issued photo ID to the OneCard office Jorgenson Hall JOR- 02.

WHERE CAN I PARK?

Parking at TMU is scarce. For further information please visit:

https://www.torontomu.ca/university-business-services/parking/permit-parking/

HOW DO I GET AN EMAIL ACCOUNT?

1. Go to https://www.torontomu.ca/accounts/ to activate your faculty account
2. Begin the process by entering your personal information
   a. Your employee number provided by TMU
   b. Create a password and setup password challenge phrases
3. Once you have completed the form, please wait 1-2 hours (may require up to 24 hours) for your Online Identity to be created.

HOW DO I ACCESS LIBRARY COLLECTIONS?

Library cards are valid for the term of employment. Your OneCard gives you access to the library collections and must be activated at the circulation desk

HOW CAN I APPLY TO BE AN EXPERT?

You can click on this link https://www.torontomu.ca/media/faculty-experts/ to be added to the roster of TMU faculty experts that the media would call on as needed.

I HAVE AN EMERGENCY SITUATION, WHAT DO I DO?

- Dial '80" from any office phone
- press the red "Emergency" button on any pay phone on campus
- Press the red "Emergency" button on any "Code Blue" phone, located at each corner of the Quad

WHAT ARE COMMONLY USED ABBREVIATIONS AT TMU?

CELT	Centre for Excellence in Learning & Teaching
CCS	Computing and Communications Services
DCC	Daphne Cockwell Health Sciences Complex
DEC	Departmental Evaluation Committee
DHC	Departmental Hiring Committee
EDI	Equity, Diversity and Inclusion
eAppoint	System used for decentralized contract entry
FIPPA	Freedom of Information and Protection of Privacy Act
FPC	Faculty Promotion Committee
FS	Financial Services
ILLC	International Living/Learning Centre
OVPECI	Office of the Vice-President, Equity and Community Inclusion
OVPRI	Office of the Vice President for Research and Innovation
RAC	Recreation and Athletic Centre
TFA	Toronto Metropolitan University Faculty Association
YSGS	Yeates School of Graduate Studies