**Ryerson Innovation Circle** | **Proposal Form**

**Deadline:** Monday, February 3, 2020 (4:00 PM)

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# **INSTRUCTIONS**

Applications are submitted through Ryerson’s Research Information System (RIS). To ensure that your application is received, it is important to follow the instructions below:

1. Login to the Ryerson Research Information System (RIS)

2. Select “New GAF Application”

3. Select “External Sponsor”

4. Under the Project Details, select “Lookup Sponsor” and using the drop-down menus select the following:

• Sponsor: “Ryerson University”

• Division: “Ryerson Innovation Circle”

• Program: “Spring 2020 Call”

5. Complete the fields in the Grant Authorization Form (GAF)

6. Upload your (i) complete application form with references (ii) CV and (iii) any supplementary documents

7. Click “Submit for Approval”

* Two-factor authentication will be required to access RIS. Please go to [my.ryerson.ca](https://my.ryerson.ca/uPortal/f/u21l1s1000/normal/render.uP) to set up your two-factor authentication. If you require assistance with the set-up of two-factor authentication, please contact the CCS help desk at (416) 979-5000 extension 6806.

## **Application Checklist:**

**A complete proposal submission must include:**

• A complete application form (Sections 1-5)

• Applicants’ CV

• Supplementary documents (e.g. figures, charts) (1-page maximum)

• List of references (2 pages maximum)

* 2 minute pitch video

# **SECTION 1: RESEARCH PROPOSAL SUMMARY (to be completed by the Faculty Member)**

**Title of project:**

**Research area keywords (up to five):**

**Proposed start date of project:**

First Name:

Last Name:

Email address:

Phone Number:

Department:

Academic faculty:

**Which challenge question are you addressing (choose one):**

**☐** How do we best address the issues affecting the most vulnerable people living in our city and/or our country?

**☐** How do we best address the systemic issues that lead to and/or perpetuate homelessness in Toronto?

## **1.1 Executive Summary (150 words maximum)**

Using simplified, non-technical language, provide a brief description of the proposed project and how it will be an innovative solution to the proposed research problem.

# **SECTION 2: PROJECT INFORMATION**

## **2.1 Background Information (250 words maximum)**

Describe how the project will address the proposed research problem. Please include a description of how the project draws on knowledge gained from previous research.

## **2.2 Proposed Research (750 words maximum)**

Describe the one-year project’s objectives, proposed methodology, experimental design and the novelty/innovation of approach and/or application.

## **2.3 Project Milestones, Timelines and Deliverables (1-page maximum)**

Indicate on a per-month or per-quarter basis when key research or development objectives will be achieved. Provide a detailed description of the proposed research or development activities, and the expected outcomes or milestones for the entire year.

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| --- | --- | --- |
| Estimated time frame (e.g. months 1-3 or Q1) | Research or development activity | Expected outcomes/milestones |
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## **2.4 Research Impact Statement (250 words maximum)**

Please detail how the research addresses a significant need or gap in the field, and how the research potentially solves or significantly changes a current issue.

# **SECTION 3: GRADUATE STUDENT STATEMENT (to be completed by Graduate Student)**

First Name:

Last Name:

Email Address:

Phone Number:
Department:

Academic faculty:

Undergraduate Degree:

Year Degree Received:

## **3.1 Graduate Student Statement (500 words maximum)**

Describe your role in the overall project. Consider including any relevant experience, positions, or achievements that demonstrate your suitability for this project.

# **SECTION 4: PROJECT BUDGET AND BUDGET JUSTIFICATION (1-page maximum)**

Please include your budget below. A minimum of 50% of the grant must support graduate student stipends and/or support student salaries related to the research project. Funds are not intended to supplement faculty salaries. Funds must directly support the cost of research and graduate students. The case must be made within your application for major purchases of equipment or materials to support the project. No sub-grants allowed. Eligible expenses will follow Tri-Council Funding Guidelines (<http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp>).

# **SECTION 5: PITCH VIDEO (2 minute maximum)**

Please provide a video clip no longer than 2 minutes to pitch your project.

* Please provide a YouTube or Google Drive link (ensure the privacy settings are such that those with the link can access the video. If it is a YouTube link please make it unlisted and not private).
* Please use your webcam or the camera of a hand held device to record this video (no production is required).
* Please do not post an explainer or professionally produced video as we want to hear directly from you.
* Your 2 minute pitch video should explain the following:
	+ Who are the team members? (~30 seconds)
	+ What is your project? (~30 seconds)
	+ What is innovative about your approach? (~30 seconds)
	+ What is the impact of your research? (~30 seconds)

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| --- | --- |
| **Video link:**  |  |