Guide to

Applying for External SRC Funding at TMU



The following general steps apply to all applications or proposals a faculty member might make for external Scholarly, Research and Creative (SRC) funding at TMU.

Please note: If you are applying for Tri-Agency funding (CIHR, NSERC, SSHRC or NFRF), please follow the relevant agency-specific instructions provided by the Office of the Vice-President, Research and Innovation (OVPRI).

Applications for internal funding follow different rules and requirements, please check the OVPRI Internal Funding Opportunities section of our website for these details.

1 Step 1: Funding opportunity identification and OVPRI notification

Faculty members are encouraged to visit OVPRI's Funding Opportunities website and subscribe to OVPRINet to be notified of upcoming funding opportunities. Faculty members are also encouraged to search beyond what OVPRI promotes for opportunities related to their specific field of interest or area of application through personal contacts with sponsors or organizations, or by using other available global funding opportunity resources, such as Pivot-RP.

Once a suitable funding opportunity is identified, connect with the appropriate OVPRI contact. If you need assistance identifying the correct contact, reach out to the Research Services team at researchservices@torontomu.ca.

Researchers should notify the OVPRI contact as early as possible regarding their intent to apply. This allows for the development of internal timelines to ensure the application adheres to sponsor guidelines and university administrative policies, as well as identify any additional internal supports or due diligence requirements. The OVPRI contact will also be able to advise on eligibility and other relevant terms and conditions of funding. Early notification also allows time to request support in the development of the application, such as reviewing and editing drafts.

Please note that TMU's standard internal deadline is a minimum of two weeks before the stated sponsor submission or competition deadline.

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2 Step 2: Developing your application

Suggested timeline: Six months–one month prior to internal deadline

The applicant, with the support of their OVPRI contact as necessary, should familiarize themselves with the application/proposal format, submission process, program and application guidelines, relevant selection or review criteria, and any terms and conditions of funding that might impact the design or details of the application.

Applicants should register for any available workshops, webinars or information sessions provided by the sponsor, OVPRI or their faculty, and register for any online portals that might be required to submit the application.

Applicants should prepare their application following the sponsor's guidelines and incorporating feedback from prior reviews, if applicable.

For certain funding opportunities, OVPRI Research Proposal Facilitators are available to assist in discussing, developing and reviewing the content of applications. To have this type of support, your application drafts must be ready for review at least two months (or more for larger applications) before the internal deadline. Please reach out to your designated OVPRI contact early if you are interested in in-depth content support.

Many applications for funding have research security requirements, and where applicable it is advised to address this matter early in the process. For more information and support, researchers should consult Research Security at TMU.

3 Step 3: Submission preparation and OVPRI review

Suggested timeline: One month prior to the internal deadline

In the last month before the internal deadline, applicants should finalize their application and complete any other requirements associated with the program they are applying to.

Certain online systems or portals can be difficult to navigate for new users, so you are encouraged to start early to complete online requirements and obtain any necessary online approvals.

Prior to the internal deadline, applicants should share the following application/proposal elements with their OVPRI contact:

1. The compiled final application, including any required online elements, supporting documents or attachments, and associated documents. A complete and detailed budget is required for all applications.
2. A completed and approved Grant Authorization Form (GAF) in the Research Information System (RIS).

   Your GAF should include a PDF of the finalized application/proposal, the online application (if relevant), as well as any other related documents, such as approvals for institutional resources, matching funding or other commitments/contributions included in your application.



Your GAF should be approved by your Chair/Director and Dean before the internal deadline, so please do not wait until the last day to submit your GAF for approval. For reference, please see Signing of Applications and Agreements in Support of SRC Activity: Policy 154.

An administrative review by OVPRI is required prior to submission and occurs after the OVPRI contact receives the approved GAF in the RIS.

During this administrative review, the application/proposal will be reviewed for eligibility against any relevant program guidelines and institutional policies. Any mandatory changes in the application will be noted to the applicant for revision.

As per Policy 154, OVPRI approval is required before any application is submitted to an external sponsor.

4 **Step 4:** Final submission and notifications

It is important to ensure you understand the submission process and what is required for institutional sign-off on your application. In most cases, the applicant is directly responsible for submitting the final application/proposal to the sponsor through e-mail or through an online portal after the application/proposal has been approved by the OVPRI contact (on behalf of the VPRI). Where the OVPRI contact is responsible for submitting the final application/proposal, coordination in advance of the internal deadline is critical.

Typically, external sponsors notify the applicant directly regarding the outcome of their application. Applicants should share these results with their OVPRI contact as soon as possible. In cases where the OVPRI receives notification directly, your OVPRI contact will reach out with the results as soon as they are received.

While you await a decision on your application, if you have identified the proposed research to involve human or animal subjects, you are encouraged to begin working with Research Ethics. If approved, any proposal involving human or animal subjects will require REB/ACC approval or an ethics pre-release before funding can be released.