

2026 Internal Equipment Grant

Virtual Information Session

Wednesday, April 1, 2026

11:00 a.m. — 12:00 p.m. ET

**Toronto
Metropolitan
University**

**Office of the
Vice-President,
Research & Innovation**



Welcome



Please have your microphone muted if you are not speaking.



If you have headphones, please use them as they will reduce echo / feedback.



If you would like to speak – please indicate in the chat or use the raise hand function.



This meeting is being recorded.

Agenda

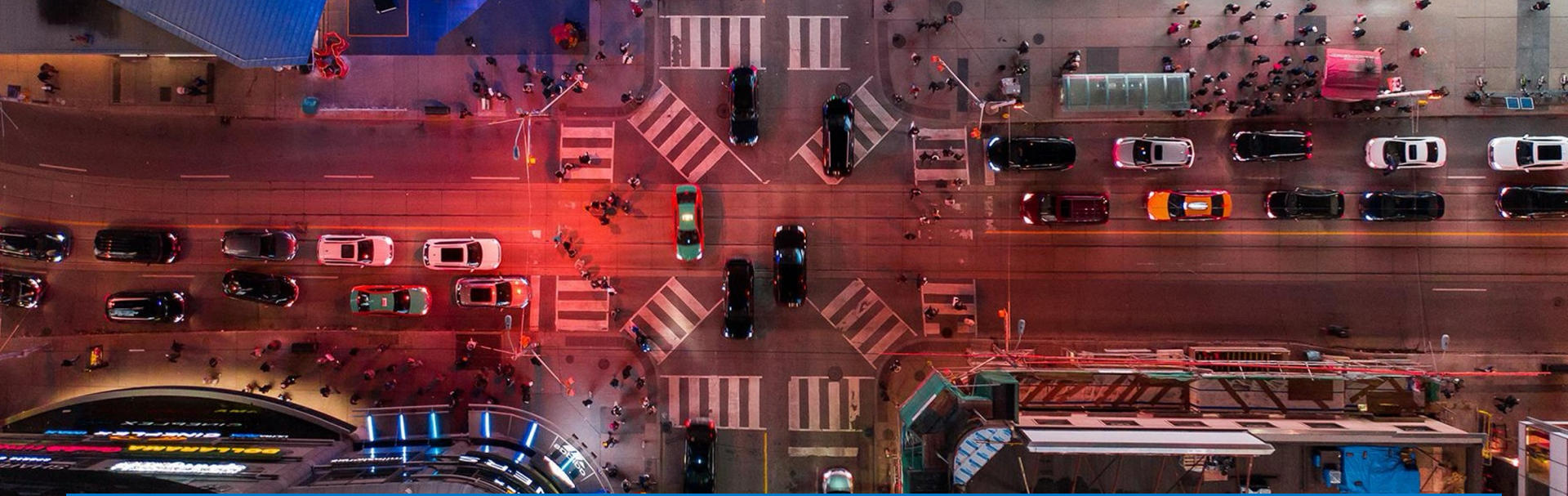
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Competition Overview

Purpose

- Internal Equipment Grants (IEGs) provide funding for the purchase of research-related tools and/or equipment to support existing and proposed SRC activity at the university
- Up to four awards will be granted
- Offer \$15,000 (minimum) — \$30,000 (maximum) per grant*
- The incorporation of an EDIA strategy is strongly encouraged**

***You will not be penalized if your budget request is less than the maximum amount, provided the minimum threshold of \$15,000 is met.**

****Equity, diversity, inclusion and access (EDIA) are essential to our integrated approach to SRC activity. Learn more about [EDIA at TMU](#).**

Applicant Eligibility

- Tenured or tenure-track members of the TFA are eligible to apply. Priority will be given to:
 - Emerging researchers/scholars.*
 - Multi-disciplinary teams.
- You are not eligible to apply for this competition if you:
 - Were awarded an IEG within the last five years (2021–25).
 - Have internal or external funding for any SRC project that funds the proposed tools/equipment.
- One proposal per project, one project per P.I.
 - Co-applicants cannot separately apply to receive funding for the same proposal.
 - Individuals can apply as the principal applicant for only one IEG per cycle.

***Emerging Researcher/Scholar** meet **at least one** of the following criteria:

- Have completed their **highest terminal degree no more than seven years before** the competition deadline (TMU considers only the date of completion of the first terminal degree).
- Have held a tenured or tenure-track academic appointment for **less than seven years** total at any institution.

Eligible Expenses

All expenses must conform to the university's guidelines regarding [eligible research expenses](#).

For further guidance, visit [Financial Services – Research Accounting](#).

Examples of Eligible Expenses:

- Research-related tools and equipment only.
- Computers, hardware and software for research.
- Maintenance and operating costs for the requested equipment/tool (e.g., warranty, annual maintenance contracts).
- Staff training on use of a specialized facility or the requested equipment/tool.
- Specialized computer equipment and/or rental or lease of tools and equipment must be appropriately justified.

Examples of Ineligible Expenses:

- Non-capital purchases (e.g., access or licences to data).
- Space or facility rental costs.
- Lab costs such as heat, distilled water, relocation.
- Items typically covered by departmental budgets (e.g., printers, core equipment).
- Indirect costs.



Application Process

How to Apply

Deadline:

Tuesday, May 5, 2026 at 12:00 p.m. (noon) ET

Application Instructions

- Download and complete the application form (fillable PDF).
- Create your new GAF.
- Upload your completed application (PDF) to your new GAF.
- Upload your up-to-date abbreviated Common CV or OCGS CV.
- Upload equipment quotations.

RIS can be accessed in two ways:

1. torontomu.ca/research
 - OVPRI website, under “Researcher Resources.”
2. my.torontomu.ca
 - Your TMU portal, under “My Links” > “Research.”

Navigating RIS

Log in to the university Research Information System (RIS):


- 1) Under “Grant Authorization Form (GAF)”, select “New GAF.”
- 2) Select “Internal OVPRI Programs.”
- 3) From the Internal Program drop-down list, select “2026 Internal Equipment Grant.”
(Note: If you select the wrong program, your application will not be considered.)
- 4) Check your appointment status. Only TFA members are eligible to apply.
- 5) Upload the following application documents as two separate PDF documents: a) Completed Application Form (1 PDF document) and b) Updated Common CV (or OCGS CV) (1 document).
- 6) When the application is ready to submit, click the “Submit for Approval” button before the deadline.

To see a visual reference for this process, see page 8 of the program guidelines.

Application Package

Proposals must be submitted using this fillable application form (PDF).

- Download the application form directly.
- [Find the application form on the OVPRI funding opportunities page.](#)



2026 Internal Equipment Grant Application
Deadline: Tuesday, May 5, 2026 at 12:00 p.m. (noon) ET.

Name of Principal Applicant:	
Department/School:	
Faculty:	
Email Address:	
Emerging Researcher/Scholar*:	<input type="radio"/> Yes <input type="radio"/> No
Title of Proposal:	
Total Amount Requested (up to \$30,000):	\$
Total Cost of Equipment:	\$
Total Monetary Contribution from Other Funding Sources (if applicable):	\$
<i>If you applied to another funding source (NSERC/Faculty/Department) for this equipment, please indicate the source and amount (e.g., NSERC Discovery grant / \$8,500).</i>	
I certify that the information provided in this application is true and verifiable.	<input type="radio"/> Yes, I confirm.
Date:	

* For the definition of Emerging Researcher/Scholar, refer to the 2026 Internal Equipment Grant Guidelines.

Application Package

Project Description

- Described in enough detail to allow informed assessment by the Internal Equipment Grant Review Committee.
- Please avoid jargon and highly technical content.

This Section Must Include:

- I. Description of the SRC activities to be supported by the equipment.
- II. Need and urgency for the requested equipment.
- III. Description of the applicant's relevant experience and demonstrated ability to use the requested equipment.
- IV. Impact Potential.
- V. Importance of the requested item(s) for HQP training.

Appendix: Quotations to be attached as an appendix. Additionally, you may optionally attach up to three pages of visual assets, such as timelines, graphs or imagery.

Project Description (max. 1500 words)

Applications should prepare the proposal in enough detail to allow informed assessment by the Internal Equipment Grant Review Committee members. As not all Committee members will have an intimate knowledge of the subject matter, please avoid jargon and highly technical content.

The description must include the following sections:

1. SRC program and/or SRC activities to be supported by the requested equipment. Current funding is not a requirement, but the requested equipment must relate to active/pending funding for an SRC program and/or SRC activities.
2. Need and urgency for the equipment.
 - How much equipment funding does the applicant have for their SRC program and/or SRC activities? Applicants are encouraged to leverage, not duplicate, external and/or other internal funding for their equipment needs.
 - It is permissible to have other grant or funding sources to cover any shortfalls between equipment cost and the maximum IEG award amount. Please demonstrate clearly how any shortfalls will be covered, and articulate what is confirmed versus unconfirmed funding.
 - Is the equipment essential to do the work? Are there alternative options that may be available?
 - If there is similar equipment available to the applicant, please include this information and indicate what may be limiting the applicant from using or accessing the equipment. If not, applicants should indicate that there is no similar equipment available and accessible to them.
 - How accessible will the equipment be in terms of location and technical support?
 - What is the applicant/team's capability to fully utilize the equipment?
3. Description of the applicant's relevant experience and demonstrated ability to use the requested equipment.
4. Impact potential.
 - What is the ability of the requested equipment to be transformative and impactful to the applicant's SRC program and/or SRC activities (i.e., how would this grant position a future application or applications for new external funding)?
 - Is it anticipated that the requested equipment will be available for researchers beyond the principal applicant's research team?
5. Importance of the requested item(s) for the training of highly qualified personnel (HQP).
 - Will this training be a marketable/transferable skill for students?
 - Is there an opportunity for hands-on training?
 - Is the requested equipment necessary for the completion of student projects and theses?

Appendix – Equipment quotations should be attached to your GAF as an appendix item. There is no page limit on quotations. You may optionally add (up to a maximum of three pages) of visual assets, such as timelines, graphs or imagery. These may be uploaded to your GAF as a separate appendix.

Updated Common CV (CCV) or OCGS CV – Please submit your updated CCV or OCGS CV as a separate item attached to your GAF.


Curriculum Vitae

Separate PDF Upload

Current Common CV (CCV) or OCGS CV

Important:

- Please highlight in yellow all relevant key contributions related to the proposal.



OCGS CURRICULUM VITAE

a) NAME:

b) DEGREES:

c) EMPLOYMENT HISTORY:

d) HONOURS: F.R.S., F.R.S.C., Governor Generals Award, honorary degree, etc.

e) SCHOLARLY AND PROFESSIONAL ACADEMIC ACTIVITIES: e.g., executive and editorial positions but not memberships in societies

f) GRADUATE SUPERVISIONS: count of master's, doctoral, postdoctoral – completed / in progress:

Completed: MA, PhD, Postdoctoral
In progress: MA, PhD, Postdoctoral

NAME OF STUDENTS supervised, title of thesis or project, year of first registration and year of completion:

g) GRADUATE COURSES: by year

Direct Studies:

Graduate courses

h) 1. EXTERNAL RESEARCH FUNDING: by year, indicating source (granting councils, industry, government, foundations, other); amount; principal investigator; purpose (research, travel, publications, operating, equipment, etc.)

Year	Source	Program	Type*	Amount/Year	PI	Purpose**
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*Type: C – Granting Councils; G – Government; F – Foundations; O – Other



Review, Reporting and Acknowledgement

Review | Process

Committee Structure

- Two TFA representatives from the faculties of Arts, Community Services, FEAS, Science, Law, TRSM and The Creative School.
- Rich McCulloch, Executive Director, Research Services will chair the committee (non-voting).
- Guided by:
 - [SSHRC EDI in the research enterprise](#)
 - [SSHRC guide to addressing EDI in applications](#)
 - [NSERC EDI guidelines](#)
 - [CIHR EDI guidelines](#)
 - For a project which falls under [SSHRC's definition of Indigenous research](#), the [Guidelines for the merit review of Indigenous research](#) and [Chapter 9 of the TCPS 2 \(2022\): Research Involving First Nations, Inuit, and Métis Peoples of Canada](#) (i.e., as required).
- Vice-President, Research and Innovation approval
- Competition results expected in July 2026.

Review | Selection Criteria

- **Merit of the proposal:** 10% for emerging scholars, 15% for established scholars.
- **Excellence of the applicant:** 10% for emerging scholars, 15% for established scholars.
- **Specific need and urgency of the requested equipment for the SRC program and/or SRC activities:** 35% for emerging scholars, 25% for established scholars.
- **SRC impact – Ability of the equipment to be transformative and impactful to SRC program and/or SRC activities in relation to the applicant’s career stage:** 30% for emerging scholars, 25% for established scholars.
- **HQP training – Importance of the requested item(s) for the training of highly qualified personnel (HQP), as relevant to the field:** 15% for emerging scholars, 20% for established scholars.

SRC Ethics and Integrity

- Funding for all projects that require REB and/or other SRC approval will not be released prior to the relevant approval.
- If you are unsure of whether your study requires Research Ethics review and approval, please refer to the [OVPRI Research Ethics](#) page.
- Completion of the [SRC Integrity eLearning Modules](#) is highly recommended.



Post-Award

If awarded, grant holders must:

- Commence projects within three months.
- Sign Award Agreement/Terms and Conditions.
- Submit expenses as they are incurred to your faculty's RASO.
- Submit a report within three months of project completion or one year after release of funds.





FAQs

FAQs

Q: Does the deadline date refer to the point when the applicant submits the GAF, or when the chair and dean approve the submission?

A: The deadline refers to the point when the applicant submits the GAF.

FAQs

Q: I am applying for the fund as part of a team of scholars. How do I indicate this on the application form?

A: Applications can be submitted by either an individual researcher or a team of researchers (consisting of one primary applicant and one or more co-applicants and/or collaborators). Only one person can be the principal applicant. The rest of the team may be listed in your proposal description.

Q: Does this mean that each of us can submit the exact same application as a primary applicant and identify the rest as co-applicants?

A: No. Only one application per project is allowed. Please do not submit multiple applications for the same project.

FAQs

Q: If I had a one-year personal leave, can I exclude this from my calculation for the emerging researcher/scholar distinction?

A: Yes, approved periods of career interruptions are not included when calculating the number of years for the emerging researcher/scholar distinction.

FAQs

Q: If person X is a primary applicant in one application, may they be a co-applicant in another application?

A: The same person can be on two applications (one as primary applicant and one as co-applicant) as long as the proposals are different.

Q: If a primary applicant was not awarded last year, can they be a co-applicant on someone else's application this year?

A: Yes. Any unsuccessful applicant in a given year can apply again in the following year.

FAQs

Q: If a primary applicant was awarded within the last five years, can they be a co-applicant on someone else's application this year?

A: As long as the research tool requested is different from the previous award and the research it supports is in a new direction to the previous proposal, then that applicant should be eligible as a co-PI.

FAQs

Q: To make my application competitive, should I include more CVs from other team members or is it not a necessary criteria?

A: The only required CV is that of the applicant. Additional CVs will not make your application more competitive.

FAQs

Q: How and when do I reference this award?

A: You can acknowledge the support of the university in the dissemination of research results with the suggested text:

“This research [or activity] has been supported by Toronto Metropolitan University’s Internal Equipment Grant.”

Helpful Links

- [2026 Internal Equipment Grant Application Form](#)
- [2026 Internal Equipment Grant Competition Guidelines](#)
- [NSERC EDI Considerations](#)
- [OCGS CV Template](#)
- [Research Data Management](#)
- [DMP Assistant](#)
- [Supplemental Indigenous SRC Fund Guidelines](#)
- [SSHRC Guidelines for the Merit Review of Indigenous Research](#)
- [TCPS 2 \(2022\) – Chapter 9: Research Involving the First Nations, Inuit, and Métis Peoples of Canada](#)
- [Research Ethics Website](#)
- [Research Information System \(RIS\)](#)
- [SRC Integrity E-learning Module](#)
- [Strategic Research Plan 2025-2030](#)
- [Financial Services](#)
- [Tri-Agency Statement on EDI](#)
- [SSHRC Guidelines for Effective Research Training](#)



Questions?