Funded Research at the University of Toronto

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RESEARCH APPLICATION LIFE CYCLE

1. Search for funding opportunities
2. Determine eligibility
3. Write the application
4. Submit MRA
5. Submit to sponsor
6. Get the competition results
7. Research Services will set up FReD
8. Ethics Check
9. Complete and submit ethics pre-release/protocol
10. Start using your research funding!

FUNDED 😊 Continue to 7

NOT FUNDED 😞 Review comments and go back to 1

No ethics protocol required Go to step 10

Review comments and go back to 1
1. Search for Funding Opportunities

- Pivot – Community of Science
- Research Services Secure Research Funding – Database and Research Alerts
- Google!
2. DETERMINE ELIGIBILITY

- This is a two fold process;
  - **Sponsor Eligibility** (This can be found in the opportunity description. When in doubt contact Research Services or the Sponsor directly.)
  - **UofT Eligibility** Guidelines Regarding Eligibility to be a Principal Investigator at the University of Toronto

- Librarians with a rank of 3 or 4 are eligible to be Principle Investigators (PI’s) on a case by case basis

- “Exceptional Cases” procedure must be followed for each application
  - This is a letter from your unit director to the Dean/Principal of your institution, which is forwarded to the Provost, Faculty and Academic Life for final approval
2. **Determine Eligibility**

- If all goes well you will be set up with a My Research Application (MRA) account *(more on this in a moment)*
- This process is TIME CONSUMING and APPLICATION SPECIFIC
  - Talk to your manager early
  - Draft them a copy of the required letter with all the necessary items included
  - Consider how you might involve graduate students
  - How does your research relate to the UTL Strategic Plan *(Charting our Future)*
2. Determine Eligibility

http://www.research.utoronto.ca/policies-and-procedures/
3. Write the Application

- Carefully review the Research Opportunity
- Look at what is allowed and what is restricted in terms of scope, expenses, and involvement of students
- Look at projects that were successful
- WRITE!!
- EDIT, EDIT, EDIT!!
- Reach out colleagues, or researchers who have experience with the sponsor, and ask them to review your grant and double check your budget
3. Write the Application (Budgets)

- Budgets should be formatted so they are clear and easy to understand
- Avoid simple math errors (it happens more than you think!)
- Check to see if publications or technology related expenses are eligible and double check with the sponsor when in doubt
- General trend with Tri Council to not ‘pad’ budgets
4. Submit My Research Application (MRA)

- Check for an Internal Deadline, particularly for Tri-Council opportunities
- Based on the approval of the Provost you will be provided with access to MRA using your UTORid
- Enter in details of your project, focusing on:
  - Correct sponsor and program
  - Ethics Protocols (human, animal, bio hazardous materials)
  - Correct budget amounts and upload a copy of your budget
- This is UofT’s internal application system – IT IS NOT A SUBMISSION TO THE SPONSOR!
4. **Submit My Research Application (MRA)**

Research and Innovation provides assistance and instructions via their website and the RAISE helpline at 416-946-5000.

Give yourself more time than you think you will need.

Once you hit “submit” your application will route through an approval path and end up at Research Services Office.

http://www.research.utoronto.ca/faculty-and-staff/secure-research-funding/apply-for-funding/
5. **Submit to Sponsor**

- Once the MRA has reached the Research Services office it is time to submit to the sponsor.
- Carefully review submission and deadline information.
  - Consider things like time zones, postmark dates, lengthy online forms that might take longer than you think, is a Canadian Common CV required.
- Social Sciences and Humanities Research Council (SSHRC) uses Research Portal.
- Sometime it is a simple email submission.
- Keep a copy of exactly what you submit!
(Waiting)
6. Get the Competition Results

- The moment of truth!
- How long results take to come back depends on the opportunity
- Typically these come directly to the applicant
6. Get the Competition Results (NOT FUNDED)

- It’s okay! It happens to a LOT of researchers!
  - SSHRC success rates for Insight Grants are around 25%
- Go over your reviewer comments (if these are provided) to see where you can make improvements
- See if there are other opportunities that fit your project and/or try the same competition next year
6. **Get the Competition Results (FUNDED)**

- **Celebrate** - this is great news!
- Be mindful of news embargos before you broadcast your success
- Make sure your Business Officer and Chair (or equivalent) hear the good news
- Review your application materials
- Touch base with Research Services to find out when your FReD is going to be set up
7. Research Services will set up FReD

- Funded Research Digest (FReD) is generated using the MRA information.
- The FReD contains a fund number (4# # # # #) and a PI Fund Centre (2# # # # #) which act as a bank account for your research funds.
- Share this information with your Business Officer, because they will be the ones to charge expenses to the grant.
- This information is accessible to you via My Research Online (MROL).
7. Research Services will set up FReD

Access Your Research Funds

When you have been awarded research funds and the sponsor has issued an award letter, or an agreement has been fully executed, VP Research & Innovation staff will establish a Funded Research Digest (FReD) in the University's administrative system.

The FReD includes key details governing the award, including the fund number and fund centre, the budget, eligibility of expenses, and other terms and conditions that you and the University are obligated to follow, such as research progress reporting deadlines, financial reporting requirements, and terms of payment. In addition, the FReD identifies the name of the VPRI staff person who created the fund.

For more information see: How to read a FReD.

Only the Vice-President, Research and Innovation and the President have authority to accept research funding on behalf of the University. And only VPRI staff can create the award so that spending can occur. While the majority of sponsors send award information or agreements to VPRI staff directly, it is essential that you forward a copy of any award notice you received to VPRI staff promptly.

A FReD can be viewed at any time on My Research on Line (MROL).

Managing research funds is a significant responsibility which is shared by the University, the department and faculty where the award is administered, and you as the Principal Investigator and ultimate authority for approving expenditures. To obtain more detailed information on your responsibilities, please review the University's Guide to Financial Management.

My Research On Line

My Research On Line (MROL) is an on-line service open to all principal investigators at the University of Toronto. MROL contains information on your research applications, ethical reviews, and research funds. Administrative support staff may also use this service to view research funds. Principal Investigators may log in to MROL with a user name and password.

Any financial activities in your research funds are updated daily and should be visible when you access

http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/access-your-research-funds/
8. Ethics Check

- Will you be conducting research involving human subjects, animals, or bio hazardous materials?
- If **YES** then you will have to submit an ethics protocol
  - Failure to do so will result in a **NO POST**
  - You will be able to see your funding but not access it

- If **NO** then skip to step 10!
9. COMPLETE AND SUBMIT ETHICS PRE-RELEASE/PROTOCOL

- Visit the Research and Innovation Ethics page to review what type of form you need to complete.

http://www.research.utoronto.ca/faculty-and-staff/research-ethics-and-protectsions/
9. Complete and Submit Ethics Pre-release/Protocol

- Ethics form will likely need to be signed by your department director and emailed to the Research Oversight and Compliance Office.
- Forms are batched for review every Monday afternoon.
- The typical turn around time for a standard (not high risk) submission is 21 business days.
- If you will not be conducting research involving humans in the early stages of your project you can apply for a pre-release.
  - A portion of your budget will be released and the FReD updated to reflect this.
10. **Start Using Your Research Funding!**

- Exactly what this means depends on your project
- If you are hiring students, be sure to work with your Business Officer and HR team to ensure proper employment contracts are in place
- Carefully review what is and is NOT an allowable expense
- Keep original receipts and boarding passes and regularly review your funding on MROL
- Make note of any reports that are due to your sponsor and submit them on time!
THANKS FOR LISTENING!

QUESTIONS?
Helpful URLs

- **Pivot**: http://pivot.cos.com/funding_main
- **R&I Research Funding Opportunities**: http://www.research.utoronto.ca/research-funding-opportunities/
- **R&I MRA login page**: https://idpz.utorauth.utoronto.ca/idp/Authn/MCB
- **The Grantsmanship Center**: http://www.tgci.com/
- **R&I Apply for Funding (MRA instructions)**: http://www.research.utoronto.ca/faculty-and-staff/secure-research-funding/apply-for-funding/
- **Canadian Common CV**: https://ccv-cvc.ca/indexresearcher-eng.frm
- **R&I Manage your Research Funds (FReD & MROL)**: http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/
- **R&I Accessing Your Research Funds**: http://www.research.utoronto.ca/faculty-and-staff/manage-your-research-funding/access-your-research-funds/
- **R&I Forms and Templates**: http://www.research.utoronto.ca/forms/