



University of Toronto

SELF-FUNDED RESEARCH GRANT PROGRAM — APPLICATION

Please read the program guidelines carefully before preparing your submission.

Instructions for applicants: A complete Self-Funded Research Grant Application consists of the following:

1. One RIS application attachment, signed by the applicant and the Principal/Dean/Director/Chair;
2. Three copies of this application, including the project description, budget, and budget justification; and
3. Three copies of the applicant's CV using a granting agency format (NSERC, SSHRC or CIHR).

Applications should be sent to Research Services, (McMurrich Building, 3rd floor, 12 Queen's Park Crescent West) in advance of the deadline at least two months before the first grant installment is needed. Applications may also be submitted electronically, in pdf format, by email to the contact person named in the program information document on the Research Services website, at <http://www.research.utoronto.ca/quick-find/research-related-forms/>.

Deadlines are set as May 15 and November 1 each year, and when these fall on a weekend or public holiday, the first business day following.

➤ General Information

Applicant: _____

College/Faculty/Institute/Department: _____

Research Project Title: _____

Value of Grant Requested: _____

If grant exceeds \$30,000 in one calendar year, please provide your HST Registration #: _____

Type of Application: Non-Leave Grant Leave Grant

➤ Non-Leave Applicants

A non-leave application must refer to one calendar year only. The amount of the research grant should be reasonably commensurate with the value of the reduction in the non-specific research component of the faculty member's normal responsibilities. **Non-leave awards cannot exceed 50% of annual salary.**

Indicate the calendar year in which you intend to carry out the research project: _____

Indicate the month in which you wish to receive the first self-funded grant installment: _____

Indicate the total number of equal installments to be paid in the calendar year entered above: _____

➤ Leave Applicants

Applicants on provostially-approved research leave may request a grant to cover the whole leave period. The maximum grant will be determined by the leave salary of the applicant. **The total grant requested should allow for at least 20% of the applicant's regular 100% salary to be retained and paid in the usual manner, in order to maintain University benefits coverage.**

Indicate the length of the research leave (in months) granted by the Provost's Office: _____

Research leave start & end dates. Start: _____ End: _____

Preferred award payment schedule

One installment, to be paid in: _____

Two installments, to be paid in: _____ and _____

➤ Research Project Description

Please provide a project description of one to two pages in length (single spaced) which addresses the following:

- Scope
- Objective(s)
- Research plan/methodology
- Work already completed, work in progress, and work to be undertaken

The research project description should specify whether the funds requested are to support a discrete project or an ongoing program of research. The language of the description should communicate the significance of the project to an informed but non-specialist review panel. Applicants should note that the Self-Funded Research Grant program covers only research activities and is not intended to cover projects directed at teaching or development of the applicant's teaching-related skills.

➤ Detailed Budget

Please provide an itemized budget that includes as much detail as possible. (No mandatory budget format is provided, so applicants are to prepare a budget using their own preferred format.) Budgets which do not provide sufficient detail will be returned to the applicant.

The budget should include the following categories (as needed):

- Personnel (specify the hourly rate, number of hours, benefit rate, etc.)
- Travel (include destination, mode of travel, specific fares, etc.)
- Accommodation (specify number of days at each location, accommodation & meal per diem rates, etc.)
- Equipment & Supplies (include specific product descriptions if applicable)
- Other Miscellaneous
- Grand Total (should equal the amount specified on page 1 of this application)

Applicants are strongly urged to review the guidelines for the eligibility and ineligibility of expenses specified in the Self-Funded Research Grant program description, the Canada Revenue Agency Interpretation Bulletin IT-75R4, and the applicable granting agency websites.

➤ Budget Justification

Please provide a budget justification that is distinct and separate from the project description and budget. The purpose and objectives of the proposed expenditures must be warranted in the context of the research project and must be clearly justified, however briefly.

Each budget item should be specifically justified—for example, the budget justification should clarify questions such as: 'Why is the travel necessary?' and 'What will the computer be used for?'

➤ Curricula Vita

A copy of your CV, using the applicable granting agency format (NSERC, SSHRC or CIHR), is necessary to complete the Self-Funded Research Grant application.

In the event that you do not have a complete CV using a granting agency template, the review panel will accept CVs that contain the same information and statistics. If not using a granting agency CV, applicants must ensure that scholarly/professional work is listed with the following headings: (1) refereed publications; (2) non-refereed publications; (3) manuscripts/publications in preparation and/or submitted. Publication listings should also indicate, where applicable: author(s); title; journal; volume number; page number(s); and year of publication.

➤ Certification of Applicant

1. This application is made in compliance with the guidelines and conditions of the self-funded research grant program, and with the University's policies. In the event that an award is made, I will use any funds awarded in compliance with these conditions.
2. I do not anticipate being reimbursed from any other source for the expenses outlined in this application and I understand that if I am reimbursed from another source, the expenses cannot also be claimed against this research grant.
3. I will allocate time from my normal responsibilities as agreed with my Principal/Dean/Director/Chair in order to complete this research project as described.

Signature of Applicant: _____

Date: _____

➤ Certification of Business Officer (or other payroll administrator)

1. This application is made in compliance with the guidelines and conditions of the self-funded research grant program, with the University's policies, and with due consideration to the applicant's current status and salary. In the event that an award is made, I do not anticipate any problems in implementing the award.

Signature of Business Officer: _____

Date: _____

➤ Certification of Principal, Dean, Director or Chair

As the Principal/Dean/Director/Chair of the College/Faculty/Institute/Department which is responsible for the payment of salary to the applicant, I have reviewed this Self-Funded Research Grant Application in its entirety, and I am satisfied that:

1. The University will benefit from this research activity.
2. The research activity is timely and appropriate for the field of interest of the researcher.
3. The amounts requested in the budget are reasonable and justifiable.
4. The amount of the grant requested is equal to or less than the amount of the applicant's salary less benefits left to be paid to the applicant in the calendar year / leave period.
5. In the case of faculty members not on research leave, the amount of the research grant will be reasonably commensurate with the value of the reduction in the non-specific research component of the faculty member's normal responsibilities, as expected under the terms of employment.

I understand that Self-Funded Research Grants for a faculty member who is not on research leave should not amount to more than fifty per cent (50%) of the applicant's regular annual salary. In the case of Self-Funded Research Grants for faculty members on research leave, at least twenty-five per cent (25%) of the applicant's normal salary must be retained as salary in order to cover employee benefit costs.

I understand that Research Services will notify me in the event that the grant is made and that following notification, the College/Faculty/Institute/Department is to initiate the form(s) required for payment of the grant award.

This proposal has my support and approval.

Signature: _____

Name: _____

Date: _____