

BOUNDLESS

2013-2014

UNIVERSITY of TORONTO
MISSISSAUGA

**NEW FACULTY
RESEARCH
GUIDE**

p.3 First Things First

- Transferring Grants from Another Institution

p.4 Forms & Signatures

- MRA (online) Form
- Research Agreement Signatures

p.5 Financial Matters

- Funds & FReDs
- My Research Online
- Administrative Coordinators
- Administrative Accountability Report

p.7 Research Support Services

- UTM: Research Office
- Simcoe Hall: UTRS

p.9 Research-Related Policies

- Publication Policy
- Copyright Policy
- Inventions Policy
- Conflict of Interest

p.11 Common Funding Sources

- Connaught Funding Program
- SSHRC Insight Grant
- NSERC Discovery Grant
- CIHR Operating Grant
- NIH R01 Grant
- Infrastructure Grants

p.14 Funding Information

- UTM's Research Website
- UTRS Website & Funding Database
- PIVOT (formerly COS) Funding Database

p.15 Glossary & Website Listings

p.16 Appendices

- Sample FReD (Funded Research Digest)
- AMS Access Form
- Administrative Accountability Report
- Confidential Invention Disclosure Form



An important component of the mission of the University of Toronto is for the institution to serve an internationally significant research role. U of T Mississauga is one part of an expansive research institution: the University of Toronto is Canada's largest and most distinguished university, with active research across three campuses and in its ten fully affiliated hospitals. In such a complex research environment it can be easy for confusion to arise about the administrative policies and procedures that govern the research enterprise. This guide is intended to give all new faculty a practical overview of the research policies and procedures at U of T Mississauga.

Faculty who are transferring to U of T Mississauga from another institution may have existing research grants, contracts or other awards which will need to be transferred to the University of Toronto. The procedures for transferring grants between institutions vary depending on the policies of the research sponsor, so faculty looking to transfer a grant(s) should contact the U of T Mississauga Research Office for specific advice on the necessary administrative procedures. Transferring grants between institutions can be a complex process, and can take many months, so it is wise to begin this process as soon as possible.

[Transferring Grants from Another Institution](#)



A

An online system has been implemented at the University of Toronto, replacing the former RIS Application Attachment form (aka the “Blue Form”), the use of which has now been suspended.

MRA automatically routes applications through the correct approval channel according to the specifics of the proposed project.

Researchers should login to the MRA system (using your ESS/MROL/AMS credentials) early to ensure that you have an active account and that your username and password access are up to date. MRA may also be accessed through the VPRI RAISE website (<http://www.research.utoronto.ca/about/project-raise/>) and via Campus Business Connect (http://www.ams.utoronto.ca/Services/Campus_Business_Connect.htm; click on the “Research” option on the “Services Directory” and select the first item, MRA).

The recommended browser for MRA is Internet Explorer (IE) versions 6 to 9 (version 10 coming soon). It is also supported on Firefox (Macs). Safari and Chrome are not supported due to resource limitations.

Individuals who do not know their username and password, or who experience difficulties with login, should contact the RAISE help desk staffed Monday to Friday 9:00 a.m. – 5:00 p.m.

MRA: <https://ppm-wd.utoronto.ca/irj/portal>

Phone 416.946.5000

Email raise@utoronto.ca

Signing authority for research agreements vests with the Vice-President, Research & Associate Provost and those designated by the Vice-President. Researchers themselves are not authorized to sign agreements on behalf of the University of Toronto. UTRS must review and approve all research-related agreements that name the University of Toronto, including:

- Research Grants or Contracts;
- Collaboration, Licensing or Partnership Agreements;
- Material Transfer Agreements; and
- Confidentiality or Non-Disclosure Agreements.

E

Each time UTRS creates a research fund, they simultaneously create a funded-research digest, also known as a FReD (Appendix A). The FReD provides the principal investigator and his/her Administrative Coordinator with all the details of the award, including any budgetary restrictions. Copies of FReDs are no longer mailed directly to principal investigators, but FReDs may be printed by the Administrative Coordinators.

One of the most important details provided on the FReD is the ‘Fund End Date’. Keen researchers will ensure that the grant award has been entirely spent by the fund end date, whenever possible.

My Research Online (MROL) is a web-based system that allows principal investigators to view their FReDs, the balance of their research funds, and the details of expenses that have been charged to their funds. Researchers must complete an AMS Access Form (Appendix C) to request access to their secure page on the MRO database, and the form must be signed by the faculty’s Chair and Administrative Coordinator. Researchers are accountable for any funds that they may receive, and a standard expectation is that all accounts are reviewed monthly. Account review requires formal action by way of clicking on a specific acknowledgement button that the account(s) has been reviewed.

Need to hire a research assistant? Want to order a computer?

Get advice from the Administrative Coordinator.

The Administrative Coordinators are vital resource people for new faculty, as they are intimately familiar with the day-to-day administrative issues regarding research grants. For instance, most grants are subject to rules regarding eligible and ineligible expenses, and the University of Toronto itself has policies and

Funds & FReDs

My Research Online

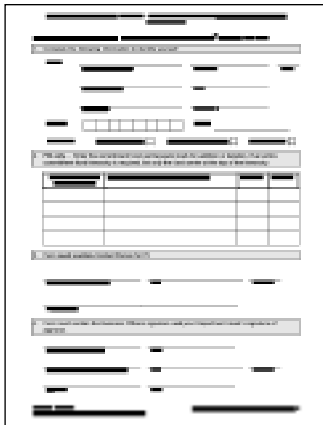
Administrative Coordinators

Administrative Coordinators (cont'd)

procedures to govern travel, equipment purchases and hiring. The Administrative Coordinators are experts at navigating the guidelines and policies, so it is the wise grant-holder who seeks their counsel when preparing the budgetary section of grant applications and after the grant has been awarded. The Research Office can also provide assistance in explaining policies and guidelines related to development of budget proposals.

Administrative Accountability Report

The University of Toronto's primary accountability tool for principal investigators is the Administrative Accountability Report (Appendix D), which lists the researchers' financial, ethical and human resource management accountability responsibilities. All principal investigators must complete and sign the form annually. Typically the Administrative Coordinator and Chair will coordinate the collection of these reports. All policies, procedures and guidelines mentioned in the Accountability Report are available for access on-line.



AMS Access form.

Accountability Reports must be completed annually.

Financial Matters



As previously noted, the University of Toronto is Canada's largest and most distinguished university. As such, the University of Toronto offers a vast array of services to support the research enterprise, some centralized, serving the entire University out of Simcoe Hall, and some decentralized, serving the local U of T Mississauga community.



The Research Office aims to serve in a facilitation role to help U of T Mississauga colleagues achieve their aspirations in research, and to help faculty develop and implement broad strategic visions at U of T Mississauga. In addition to serving as a liaison with the UTRS offices, the RO administrators: maintain the 'Research' portion of the U of T Mississauga website, which serves to make up-to-date research news readily available to faculty; coordinate research publicity and community outreach activities; and work overall to enhance the research enterprise at UTM. The VP: Research also oversees U of T Mississauga's Vivarium.

The Research Office also coordinates the efforts of two local research committees:

- Undergraduate Ethics Review Committee: Responsible for ensuring that all undergraduate research at U of T Mississauga that involves human subjects is conducted in accordance with the highest ethical standards as set in the Tri-Council Policy Statement for Ethical Conduct for Research Involving Humans.
- Local Animal Care Committee: Responsible for ensuring that all teaching and research at U of T Mississauga that involves animals is conducted in accordance with the ethical standards set by the Canadian Council on Animal Care & Ontario's Animals for Research Act.

The Research Innovation Commercialization Centre (RIC) is closely linked to the Research Office, and has a significant presence on the U of T Mississauga campus. The RIC operates as the focal point mechanism for bridging academia with local industries and government, and offers many on-campus events of mutual benefit to scholars and entrepreneurs.

Research Support Services

Research Office

UTRS offers the centralized administration of research awards for all three University of Toronto campuses, and is the key office to provide institutional approval and/or endorsement for research applications. UTRS is the main office that most faculty will deal with at Simcoe Hall, but UTRS works very collaboratively with a number of other services offices that are sometimes also referred to as part of UTRS:

- Institutional Initiatives (formerly known as GRIP): This office helps secure and administer awards that address institution-level research objectives.
- Ethics Review Office (ERO): The ERO is responsible for reviewing all graduate and faculty research activities that involve the use of human subjects, animals and/or biohazardous materials.
- The Innovations and Partnerships Office (IPO – formerly known as TIG): This office was established to assist faculty in commercializing the results of their research activities.



B

Below are brief summaries of the most relevant research-related policies in effect at the University of Toronto. All faculty are encouraged to read the full text of these policies, and other policies of interest, which are publicly available on the Governing Council's website.

The University of Toronto's publication policy affirms that U of T Mississauga researchers, including faculty, staff and students, will always have the right to publish the results of their research activities, assuming that they do not disclose another's confidential information in the content of the proposed publication. In some circumstances there may be a contractual agreement between the University and a research sponsor which may grant the sponsor the right to review or delay a proposed publication. Such a delay should not exceed twelve months and should not ordinarily apply to the publication of a graduate student's thesis.

Publication
Policy

According to the copyright policy, in most circumstances the creator of a work owns the copyright for that work. If a work was created with a substantial use of University resources, then the University reserves the right to a 25% share of net revenue generated by the work and the right to use the work for research and teaching purposes. The University will only claim copyright ownership in works which are specifically commissioned by the University or which are created by administrative staff in the course of their employment at the University. While software is protected legally by copyright, for the purposes of the University's policies, computer software (excluding instructional applications) is to be considered an invention, and is subsequently covered under the inventions policy rather than the copyright policy.

Copyright
Policy

Inventions Policy

The inventions policy states that the inventor and the University normally share the rights to an invention, unless a third party, such as a corporate sponsor, is granted rights in a preexisting contractual agreement. An inventor may choose to assume full responsibility for the legal protection and commercialization of the invention. In this case, the University will assign its rights to the inventor in return for 25% of future net revenues. If the inventor does not want to assume the legal and commercialization obligations for the invention, then the University may require the inventor to assign all his/her rights to the University in return for the first \$1,000 of, and 25% of subsequent, net revenues. The University will only claim exclusive rights to inventions which are made in the course of activities performed under the explicit direction of faculty or staff, specifically for the purpose of making the invention. The Inventions policy is not intended to apply to inventions created in the course of demonstrably private research unrelated to the inventor's University functions, or in the course of private consulting activities to outside bodies, when such activities do not involve any substantial use of University facilities.

Invention Disclosures: All University researchers have an obligation to disclose the details of their inventions and/or discoveries to the University through the Confidential Invention Disclosure form (Appendix E) which is submitted to the Intellectual Property Officer at UTRS. Upon disclosure to the Intellectual Property Officer, the University will work with the inventor or the team of inventors to determine the best course of action as per the Inventions policy.

Some research activities require the prior written approval of the U of T Mississauga Chair, Director, or Dean:

- All major paid professional activities, such as private research consulting activities;
- The use of U of T Mississauga facilities, supplies, support staff, or students for privately undertaken work or research consulting activities;
- The hiring of, purchasing from, selling to, or conferring or denying any financial or commercial benefit on any member of the faculty member's immediate family or a person with whom there exists, or has recently existed, an intimate personal relationship;
- Any research undertaken by a faculty member for a company or organization in which a significant financial interest is held by the faculty member, any member of the faculty member's immediate family, or any person with whom there exists, or has recently existed, an intimate personal relationship.

It is important for faculty to identify research-funding opportunities. Common sources include the following:

Connaught New Researcher Award

Approximately \$1M annual allocation for a majority of awards at the \$10,000 level and a limited number of awards at the \$50,000 level to help new tenure stream faculty members establish competitive research programs. No matching required. Deadline: early December.

Connaught New Researcher Award

Connaught Summer Institute

Approximately \$150,000 allocated annually for one award to bring together international graduate students, postdoctoral fellows, other scholars in order to foster rich interdivisional collaboration and creative new methods for research and innovation. Deadline: early October.

Connaught Summer Institute

Connaught Innovation Award

Total funding allocation to the program is up to \$500,000 annually. Amounts requested/awarded vary significantly across disciplines; however the maximum award amount is \$100,000 per project. The program is designed to help accelerate the development of technology and promote commercialization and/or knowledge transfer. Deadline: early October (Notice of Intent); early November (full proposal).

Connaught Innovation Award

Connaught Cross-Divisional/Cross-Cultural Seminars

One award up to \$150,000 in 2013-14. The purpose of this program is to interconnect fields of research in comparative historical and cultural sources in order to explore diverse societies. The seminars will draw on the wide-ranging expertise of the University of Toronto's faculty and the rich cosmopolitan nature of the city of Toronto. Deadline: early October.

Connaught Cross-Divisional/Cross-Cultural Seminars

For information on other Connaught programs, go to: www.research.utoronto.ca/connaught/

The annual **Insight Grant** competition held by the Social Sciences & Humanities Research Council provides a successful applicant with up to \$500,000 for a three- to five-year project. Deadlines: mid-August (Notice of Intent); mid-October (full proposal).

SSHRC Insight Grant

NSERC Discovery Grant

The Natural Sciences & Engineering Research Council's annual **Discovery Grant** competition supports five-year, ongoing programs of research by individuals or groups.
Deadlines: August (Notification of Intent); early-November (full application).

CIHR Operating Grant

The Canadian Institutes of Health Research **Operating Grant** competition provides support for a research project by an individual or small group of investigators for four themes of Health research: Biomedical, Clinical, Health systems services and social, cultural, environmental and population health. Awards are usually awarded from two to five years, but non-renewable short-term grants of six months, one year or two years may be awarded for discrete, time-limited projects such as pilot projects and feasibility studies. Letter of intent to apply deadlines: May & September. Full application deadlines: January & October.

NIH R01 Grant

The National Institutes of Health is the steward of medical and behavioral research in the United States. Grant applications from Canadian institutions are welcome, but reviewers will assess whether comparable work is being done in the U.S., and if it is, the project will not likely be funded. Highly qualified Canadian applicants who have unique expertise or resources not available in the U.S. have a good chance of getting an award. Deadlines: February, June & October.

The Canada Foundation for Innovation and the Ontario Research Fund both provide infrastructure support for university faculty. Researchers interesting in applying for infrastructure funding should review the Research Office website or contact the Research Office directly for additional program details.

Infrastructure Grants



UTM's Research Sources

The U of T Mississauga Research website contains research news and funding announcements, and also detailed webpages for the common research funding sources. These pages are updated regularly and provide succinct information. Check the main 'Research' page for news and announcements.

- Website: www.utm.utoronto.ca/research
- Twitter: twitter.com/#!/utm_research

UTRS Website & Funding Database

The website maintained by UTRS is also a wealth of information, and includes a funding database of all the research sponsors who are funding or have funded researchers at the University of Toronto. This database is unfortunately not regularly updated, but can give researchers an excellent overview of the research funding opportunities available.

- Website: www.research.utoronto.ca
- Funding Database: <http://link.library.utoronto.ca/rir/>

COS Pivot Funding Database

Pivot is the most comprehensive source of funding information available on the web, and allows registered users access to search for global funding opportunities and identify potential collaborators. The University of Toronto subscribes to Pivot on behalf of all faculty, but individual users must still register in order to access its services. Once registered, users can subscribe to e-mail notifications that provide a list of research funding opportunities based on search criteria stipulated by the user.

- Website: pivot.cos.com/
- Funding Database: www.research.utoronto.ca/research-funding-opportunities/



- CFI: Canada Foundation for Innovation
- CIHR: Canadian Institutes of Health Research
- COS: Community of Science
- ERO: Ethics Review Office at the St. George Campus
- FIS: Financial Information Systems
- FReD: Funded Research Digest
- GRIP: Government Research & Infrastructure Programs at the St. George Campus
- IRD: International Research Development at the St. George Campus
- MRO: My Research Online
- NIH: National Institutes of Health (US)
- NSERC: Natural Sciences & Engineering Research Council
- RIS form: Research Information Systems Application Attachment
- SSHRC: Social Sciences & Humanities Research Council
- UTIF: University of Toronto Innovations Foundation at the St. George Campus
- UTRS: University of Toronto Research Services at the St. George Campus
- WGTACC: Western Greater Toronto Area Convergence Centre

University of Toronto Mississauga Research Office

- Website: www.utm.utoronto.ca/research

University of Toronto Research Services

- Website: www.research.utoronto.ca

University of Toronto Governing Council Policies

- Website: www.governingcouncil.utoronto.ca/policies.htm

Focus on Research: A Database of Research Expertise (initiated by U of T Libraries)

- Website: <http://focus.library.utoronto.ca/>

A: Sample FReD (Funded Research Digest)

B: AMS Access Form

C: Administrative Accountability Report

D: Confidential Invention Disclosure Form

