OFFICE OF EDI ENGAGEMENT and OFFICE OF RESEARCH SERVICES

Call for Proposals

2022-2023 Womxn in Research Council Chair/Co-Chair

Deadline: <u>December 3, 2021</u>

Description

In keeping with Ontario Tech University's commitment to Equity, Diversity and Inclusion, the Office of Equity, Diversity and Inclusion (EDI) Engagement, and the Office of Research Services (ORS) are launching *The Ontario Tech University Womxn in Research Council*. The specific mandate of the Council is to develop and implement programming to support, mentor and help advance womxn researchers at Ontario Tech. Womxn in academe face systemic challenges that are often exacerbated for BIPoC womxn, LGBTQ2S+ womxn, womxn with caregiving responsibilities, differently-abled womxn, and immigrant womxn, among others. Research and data consistently reinforce the fact that womxn are not less capable or less interested in research and academic careers; the challenges posed by the systemic and pervasive failure of academe to fully value and integrate the experiences and contributions of womxn require focused and well-resourced attention. These challenges are evident in all disciplines, but are particularly acute at STEM-focused institutions, like Ontario Tech. The Council will serve to advise the Office of EDI Engagement and the Office of Research Services as Ontario Tech seeks to identify and remove barriers to creating a research ecosystem that is expansively gender inclusive, physically and psychologically safe, productive for, and attractive to current and future womxn researchers.

The goal is to build a robust multidisciplinary and interdisciplinary cohort system that will enable and empower a diverse intersection of womxn to successfully navigate academic careers at Ontario Tech and beyond. Recognizing the specific challenges that womxn are experiencing due to the ongoing pandemic, the Council will have an immediate mandate to design and implement initiatives that address the unique challenges posed by COVID-19.

We invite Expressions of Interest for the Chair/Co-Chair role of the Ontario Tech Womxn in Research Council. The successful candidate(s) will partner with the Director of Equity, Diversity and Inclusive Engagement to develop Terms of Reference for the Council; recruit volunteers; and plan and implement a 12-month program of work that will culminate with the launch of a comprehensive and sustainable support program for womxn researchers at Ontario Tech, complete with progress indicators and reporting requirements.

Applications are open to those identifying as womxn, inclusive of transgender, nonbinary, all other marginalized genders, BIPoC, and those living with disabilities.

Applicants for the Chair/Co-Chair position can request funding for their proposed projects and programming for the Womxn in Research Council of up to $30,000.

Amount:	Up to $30,000/ year
Duration:	One-year term (January 1, 2022 – February 1, 2023)

The funding for this program is provided by the Social Sciences and Humanities Research Council (SSHRC) Institutional Grant program, and thus, all funding requests must be to fund activities primarily using social sciences methods and approaches, and activities that contribute to knowledge and training in the social sciences and humanities disciplines.

Eligibility Requirements

The Womxn in Research Council Chair/Co-Chair position is open to all Tenure and Tenure-Track Ontario Tech faculty who identify as womxn, inclusive of transgender, nonbinary, all other marginalized genders, BIPoC womxn, and womxn with disabilities. Proposals may be submitted by single applicants who are able to serve as Council Chair for the one-year term, or by two co-applicants who will serve as Council Co-Chairs for the one-year term.

Eligible Expenses

Womxn in Research Council funds can be used to fund research, program activities and knowledge mobilization activities that will lead to programming and supports for womxn researchers at Ontario Tech, including:

- **Course release**: Funds to pay one course release cost of Chair. Funding for one course, with Dean's permission. Additional course release may be available with compelling justification and Dean's approval (not guaranteed as based on funding availability).
- **Research assistantships**: Funds to support undergraduate and graduate student research assistants who will work on the proposed project;
- **Technical personnel or professional services**: IT support, web developer, graphic designer, EDI consultant, focus group leaders, transcription service provider, etc.;
- **Travel:** Funds to support Council-related travel to gather data, meet with stakeholders, attend conferences or meetings, and mobilize knowledge;
- **Knowledge mobilization and events:** Funds for Council-related events, such as event space rental, hospitality costs, speaker honoraria, communications campaigns, etc.
- **Other:** Costs associated with survey development or administration, or use of specialized research tools; or purchase of data sets, small equipment, software required to support the project activities; research participant compensation; supplies not normally provided by the University, etc.

Budget requests must also comply with the Tri-Agency Use of Grant Funds Guidelines and all University policies.

Conditions of Award

Grant recipients must acknowledge SSHRC support for their research and knowledge mobilization activities.

All funds *must be used* by the end date of the grant. Any remaining funds will be returned to the Office of Research Services.

The Chair/Co-Chairs will be required to report on grant-funded activities bi-annually (in March and September). Reports will be due to the Office of Equity, Diversity and Inclusion Engagement at inclusive@ontariotechu.ca.

Such reports will be useful to ORS when applying for future institutional funding from SSHRC, as well as for the department's annual reporting on the SSHRC Institutional Grant.

How to Apply

1. Prepare the following attachments:

    a) **Application Form** and obtain required signatures (e-signatures are accepted).

    b) **Expression of Interest,** including the following sections:

    - **Project description (2 pages):**
        o Briefly describe the research, program activities and knowledge mobilization activities to be undertaken during your term and Womxn in Research Chair/Co-Chair, including specific objectives to be achieved in the term of the award. Contextualize your proposed activities and approach; ground your proposed activities in the relevant literature, and connect them to the University's Integrated Academic-Research Plan.
        o Briefly describe how you would ensure that the Womxn in Research Council will be inclusive of all disciplines with emphasis on strengthening the pipeline for the Canada Research Chairs program at Ontario Tech.
        o Describe the methods and/or approaches for achieving your project objectives.
        o Describe the quantitative and qualitative measures that define success.
        o Describe how you will implement initiative(s) that address the unique challenges posed by COVID-19.
        o If there is more than one applicant, explain how the partnership will operate and delineate each person's role on the project.
        o Explain the quality of training and mentoring to be provided to students (if applicable)
        o Include a description of your EDI considerations within your team composition, recruitment, and training.
        o Briefly outline how you will support succession and sustainability to ensure the institutionalization of the Womxn in Research programming, and discuss the potential impact of your proposed project

    - **Work plan with timeline (1 page):**

        o Propose a 12-month work plan for the Womxn in Research Council under your leadership, detailing your research, knowledge mobilization activities and other programming

    - **Budget and Justification (1 page):**

        o Include a detailed budget breakdown with justification for each item requested. Explain how you will use the funds and why they are needed. If the budget required for the project is above the maximum amount awarded through this grant, explain how you will obtain additional funds. Make sure that your budget request is in line with Eligible Expenses listed above and the Tri-Agency Use of Grant Funds Guidelines.

    - **References (1 page)**

c) **Relevant experience (1/2 page), EDI Statement (1/2 page) and CV (no page limit)**
   - Outline any relevant experience you have that supports your candidacy for leading, shaping and steering this new, culture change initiative.
   - Equity, Diversity, and Inclusion (EDI) Statement that describes your past, present, and planned contributions to equity, diversity, and/or inclusion at Ontario Tech, in your teaching, research, community service, and/or professional pursuits.
   - No preferred formatting for CV
   - If two applicants are applying as Co-Chairs, both must submit their own Relevant Experience Statement, EDI statement, and CV.

Prepare your documents according to the following requirements:
   - Explain any acronyms and abbreviations fully;
   - Pages must be 8 ½" x 11";
   - Pages must be single-spaced, with no more than six lines of type per inch;
   - All text must be in 12pt font;
   - Margins must be set at a minimum of ¾";
   - Your name and project title must appear outside the set margins of the page, at the top of every page;
   - Pages must be numbered sequentially.

2. Submit application to inclusive@ontariotechu.ca by the deadline: December 3, 2021.

Note on projects requiring REB approvals: The REB approval process can take 6-8 weeks from REB application submission. Make sure to build in enough time in your project timeline for the REB review and approval process.

Evaluation Criteria

Selection Committee members will be asked to determine the degree to which each candidate demonstrates a history of collaborative leadership, submits evidence of designing and initiating people-centered programs, and a commitment to intersectional anti-oppression frameworks the advocate for womxn's advancement in academe.

The Selection Committee will consider:
   - **Quality/expertise of the candidate(s)**, based on their relevant expertise, their commitment to EDI and their excellence as a researcher.
   - **Merit of the proposed research, program activities, knowledge mobilization and programming** (project description and work plan)
     o Merit of the proposed activities and potential to develop a strong and sustainable Womxn in Research Council; appropriateness of proposed methods and/or approach, and of progress indicators/evaluation measures; the importance and potential impact of the proposed activities; quality of training and mentoring plan (if applicable), including EDI considerations.
     o **Feasibility of work plan:** activities are deemed feasible given the timeline provided and the expertise of the applicant.
   - **Appropriate use of funds** (budget justification)

      o   Appropriateness of requested budget and justification of proposed costs

- **Alignment of proposed activities and work plan with Ontario Tech's [Integrated Academic-Research Plan](), CRC Action Plan and the university EDI commitment.**

Adjudication Process

Applications will be reviewed by a Selection Committee comprised of:

- Executive Director, Office of Research Services

- Project Coordinator, Office of Equity, Diversity, and Inclusion Engagement

- 1-3 Faculty Members and Associate Deans/Deans

- Ad Hoc Reviewers, as needed

Questions?

For program information, contact:

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