OntarioTech
UNIVERSITY

OFFICE OF
RESEARCH SERVICES

Research Infrastructure Fund – 2019 Competition

Description

The Ontario Tech University Research Infrastructure Fund (RIF) is managed by the Office of the Vice-President Research, Innovation & International and funded through the indirect costs of research policy framework.

The purpose of this fund is to provide financial support to faculty members to enhance their research capacity at Ontario Tech. The fund will support the purchase of research equipment, operating and maintenance costs of equipment, and other related infrastructure costs required to acquire and maintain research equipment. Eligible faculty members are strongly encouraged to secure matching funds from other sources (e.g. Faculty, industry, external funding agencies); however, this is not a requirement of the funding program.

The 2019 RIF competition is open to early-career researchers and has a funding envelope of $100,000. Applicants must submit proposal budgets within the funding envelope and indicate other sources of funds if requested equipment exceeds the RIF funding envelope.

Eligibility Requirements

The 2019 RIF competition is open to all **pre-tenured faculty members** from any faculty at Ontario Tech. Pre-tenured faculty are considered eligible to apply up to and including the year in which they are under review for tenure. Co-applicants are permitted and strongly encouraged (co-applicants do not have to be early-career researchers).

Deadlines

The Notice of Intent: June 5, 2019
The Full Application Deadline: June 24, 2019 by 5:00 pm

Eligible Expenses

Examples of eligible expenses for the Research Infrastructure Fund include:
- Tools and instruments that form a comprehensive system intended to support research
- The purchase of new, used or refurbished equipment, or for the repair or upgrade of equipment, or for the fabrication of equipment that is not readily available off the shelf
- Database licenses and other licensing fees
- Special-purpose communications equipment for research

Budget requests must also comply with the university's Use of Internal Research Funds policy.

Conditions of Award

These funds are intended to support the purchase of infrastructure and equipment that is urgently needed to support timely research programs. As such, the grant term will be one year from the award notification date; all funds *must be used* by the end date of the grant. Any remaining funds will be returned to the Office of Research Services to be used in subsequent Research Infrastructure Fund competitions. Extensions will be considered *only under extenuating circumstances*.

How to Apply

1. Submit a Notice of Intent (NOI) to apply to research@uoit.ca by June 5th, 2019. Use subject line: 2019 Research Infrastructure Fund NOI – [applicant name].

2. For the full application, complete the Application Form and prepare the attachments described below. Please note that proposals will be evaluated by a multi-disciplinary committee. *Applicants are therefore encouraged to write their proposals for a broad audience.*

   a. **Research Proposal (4 pages)**, including:
      o A description of the research infrastructure being requested;
      o A description of the research program(s) to be supported;
      o The need and urgency to purchase the proposed infrastructure to undertake the research program(s) effectively, including availability of, and access to, similar equipment;
      o The importance of research infrastructure for the training of highly qualified personnel;
      o The timeliness of the infrastructure and how it will impact the research program and the university;
      o How the research infrastructure will help attract additional funding.

   b. **Budget and Budget Justification (2 pages)**:
      o Include a detailed budget breakdown with justification for each item requested.
      o Explain how you will use the funds and why they are needed.
      o If the requested infrastructure requires operation and maintenance costs, explain how these will be covered.
      o Attach one quote (if available).

   c. **References (1 page)**

   d. **CV (no page limit)**
      o NSERC Form 101, SSHRC CV, or CCV format preferred, but not required.
      o Each co-applicant must provide a CV.

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

3. Save the application cover sheet and attachments into **ONE pdf binder** with filename 2019 RIF – [Applicant Last Name]. *Please do not submit any scanned documents (other than the application form if necessary for signatures).*

4. Submit application by email to research@uoit.ca by 5:00 pm on June 24th, 2019. Use subject line: 2019 Research Infrastructure Fund Application – [applicant name].

Evaluation Criteria

Applications will be evaluated based on:

1. **Need, urgency and suitability of equipment/facility for the research programs.**
   o Demonstration that the equipment/facility is essential for the research, and that there are no other more cost-effective ways of obtaining the results;
   o Availability of similar equipment/facilities/services in the vicinity;

- o Impact of a delay in acquisition of equipment/facility on the research and the pace of research progress;
- o Need to upgrade or replace obsolete or failed equipment;
- o Degree of utilization of the equipment/facility by the applicant(s) and other users.

2. **Merit of the research programs supported by the equipment/facility and excellence of the applicant(s).**
   - o Quality and significance of research programs, including potential for major advances and impact in the discipline as a result of the equipment/facility;
   - o Feasibility of the plan to use the equipment/facility;
   - o The excellence of the applicant(s), including research calibre of the applicant(s) and extent to which the applicant(s) has relevant experience and demonstrated ability to fully use the equipment/facilities.

3. **Importance of the equipment for the training of highly qualified personnel (HQP).**
   - o Quality and extent of training;
   - o Opportunity for hands-on training;
   - o Potential to provide marketable skills for students trained on the equipment/at the facility.

Adjudication Process

Applications will be reviewed by a multi-disciplinary Selection Committee formed by the Vice-President Research, Innovation & International. This committee will be comprised of (at a minimum) the following representatives:
- 3-5 faculty members
- A representative from the Office of Research Services (non-voting)

External *ad hoc* reviewers will be added as required. Notification of results will be sent to all applicants once decisions have been finalized.

The Selection Committee will make funding recommendations to the Vice-President Research, Innovation and International who will make the final decision. All of the Vice-President Research, Innovation and International's decisions are final.

Questions?

Contact: Ewa Stewart, Grants Officer,
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