



BE RECOGNIZED

2008-2009

UNIVERSITY of TORONTO
MISSISSAUGA

**NEW FACULTY
RESEARCH
GUIDE**



Request Form Connaught Start-up Award

Name of New Tenured/Tenure-Stream Appointee: _____

Please note: Status-only appointees are not eligible for support under this program.

Appointment Start Date: _____

Academic Rank: _____

University Unit of Primary Appointment: _____

Cross Appointment(s), if any: _____

Area(s) of Research Specialization: _____

Title of Research Project to which these funds will be applied: _____

Location of Research: _____

It is intended that these start-up funds will be used for research involving:

Human Subjects

Animals

Biohazardous Agents

The awardee must complete the appropriate section of the RIS application attachment enclosed.

I certify that the individual noted above has taken up a new tenured or tenure-stream position in my unit and that the above information is correct. I confirm that this individual has submitted a research plan that, in my estimation, is worthy of support from the Connaught Fund.

Signature
(Department Head)

Print Name and University Unit

Date

An account will be established in the name of the appointee as soon as possible following submission of this form. Questions may be referred to the Connaught Secretariat at 416-978-6475.

Please return this form and a completed RIS application attachment to:

**Assistant to the Connaught Committee
Connaught Secretariat, Room 133S, Simcoe Hall
27 King's College Circle**



RESEARCH AND INTERNATIONAL RELATIONS: RIS Application Attachment

For Office Use Only:	Status of Pages 3 & 4	Date Received	Time Received	Application Number
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P R O J E C T	Researcher's LAST name		Researcher's FIRST name		Appointment Status <input type="radio"/> Tenured <input type="radio"/> Tenure Stream <input type="radio"/> CLTA <input type="radio"/> Status Only <input type="radio"/> Other	
	Personnel #	Phone #	Fax #	e-mail address		
	Department of primary appointment			Administering Unit if different from Dept.		
	Sponsor (Agency from which funds are being requested)			Electronic Submission? YES NO		
	Are there collaborating sponsors? Name of collaborating sponsors <input type="radio"/> NO <input type="radio"/> YES					
	Title of Research					
	For fellowships/studentships only - Student Name				Student Number	
	Competition Deadline Date					
	<input type="radio"/> NEW <input type="radio"/> RENEWAL			<input type="radio"/> GRANT <input type="radio"/> CONTRACT <input type="radio"/> STUDENT/FELLOWSHIP		
	Does this project have a possible commercial application? <input type="radio"/> NO <input type="radio"/> YES If you answer "Yes", someone from the University's technology transfer services may contact you, or you can call 978-7833 for more information.			Does this project have an international (outside Canada) component? <input type="radio"/> NO <input type="radio"/> YES If you answer "Yes", someone from the University's International Office may contact you, or you can call 946-8828 for more information.		

CO-INVESTIGATORS **New for 2003**	Co-Investigator 1: Name, Address, Institutional Affiliation	Co-Investigator 2: Name, Address, Institutional Affiliation
	_____	_____
For additional names, please attach a separate sheet.		

L O C A T I O N	<input type="checkbox"/> St. George Campus - Bldg. _____	<input type="checkbox"/> Downsview	<input type="checkbox"/> Erindale College	<input type="checkbox"/> Scarborough College
	<input type="checkbox"/> Hospital - Name _____	<input type="checkbox"/> Other (in Canada) - Names _____		
	<input type="checkbox"/> Other Countries - Names _____			
If more than one research location, please specify primary location				

C L A S S I F I	KEYWORDS

M E D	For the use of Faculty of Medicine Applicants only:
	Disease Code _____ Areas of Research _____



Researcher Name (last name, first name)	Telephone #	For Office Use Only:	Application Number
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ETHICAL REVIEWS

A. **ANIMALS** will be used in the research at the University of Toronto: NO YES

If "yes", please provide the following information:
 UACC approved protocol number(s) _____
 UACC approved protocol expiry date(s) _____
 UACC approved protocol holder's name _____
 Original title(s) on protocol(s) _____

B. Animals will be used in the research at another location (e.g., hospital or other University of Toronto affiliated institution) NO YES

If "yes", please provide the following information:
 Location _____
 Location's approved protocol number(s) _____
 Location's approved protocol(s) expiry date(s) _____
 Location's approved protocol holder's name _____
 Original title(s) on protocol(s) _____

A. **HUMAN SUBJECTS** will be involved in the research: NO YES

(including interviews, questionnaires, observations of behaviour, use of non-public records that contain identifying information, administration of drugs, blood samples, tissue samples, tests, or other procedures)

If "yes", you must apply for and receive approval by a University research ethics board (REB).
 (If the research is to be carried out at a single University-affiliated teaching hospital that has its own REB, submit the study to the hospital REB, and provide a copy of the REB's approval letter, when available, to the Office of Research Services, Ethical Review Unit, Room 133S, Simcoe Hall. In all other cases, including those in which the hospital does not have an REB, submit the study to the University for review.)
 Information regarding REB applications (including REB meeting schedules) is on the Web at:
http://www.research.utoronto.ca/ethics_home.html, or may be obtained from the Office of Research Services, Ethical Review Unit, Room 10A, Simcoe Hall, 978-3273.

B Does the application for funding seek support for a project that has already been approved by a University of Toronto REB? NO YES

If "yes", please provide the following information:
 a. Protocol Reference Number _____
 b. Date of Approval _____
 c. Does the proposed research involve procedures that are different from those for which you have received ethical approval? NO YES

if "yes", please submit an amendment to your approved ethical protocol describing the changes to the approved project to: Office of Research Services, Ethical Review Unit, Room 10A, Simcoe Hall, 27 King's College Circle. For guidance, refer to the information regarding REB applications on the Web at: http://www.research.utoronto.ca/ethics_home.html

A "no" answer means that the application for funding seeks additional support for a project, but that no new or different procedures from those already approved by the REB are proposed.



Researcher Name (last name, first name)	Telephone #	For Office Use Only:	Application Number
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REVIEWERS	BIOHAZARDOUS AGENTS will be involved in the research: ○ NO ○ YES
	For information regarding approvals for the use of biohazardous agents, contact Environmental Health & Safety, 978-3981, john.valant@utoronto.ca
	University of Toronto Certificate # _____ Expiry date _____
	Name of certificate holder _____
	Location of research _____
<input type="checkbox"/> Certificate from another location (specify): _____	

UNDERSTANDING	<ol style="list-style-type: none"> This application is submitted in compliance with the Sponsor's conditions and published University policies and procedures. The research shall be performed and administered in accordance with the Sponsor's terms and conditions and the University's policies and procedures. All staff and students engaged on the project shall be fully informed of, and agree to be bound by, the award conditions. I understand that neither I nor any staff or students engaged on the project may undertake research with humans animals, biohazardous agents, or radioactive materials without the prior written approval of the appropriate University ethics committee. Information regarding applications for approval may be found on the Web at: http://www.research.utoronto.ca/ethics_home.html This project is consistent with the University's Human Rights Policy. (If in doubt, please seek the assistance of the International Programs Development Office.) **NEW for 2003** APPLICABLE TO FACULTY OF MEDICINE FEDERAL GRANTING COUNCIL APPLICANTS ONLY: <i>I understand that Federal Granting Council funding administered by the University of Toronto for research located at the U of T Affiliated Hospitals, will generate future indirect cost payments, a portion of which, by agreement with the U of T Affiliated Hospitals will be retained by the University of Toronto to cover its indirect costs.</i>
	Principal Investigator _____ Date _____

SIGNATURES	If it is not already on application, please provide signature of Chair / Director / Dean (as applicable):
	Name _____ Signature _____ Date _____
	If research to be performed at a Hospital or other institution(s), please provide signature of Hospital Research Director or institution's Executive Head:
	Name _____ Signature _____ Date _____

University of Toronto Research Services (UTRS)
Room 133 Simcoe Hall Tel: 978-2163 Fax: 971-2010

Funded Research Digest

1 Principal Investigator: Surname, FirstName		2 UTRS Application: 21212	3 Funded Research No.: 77008811	4 Page: 1
5 Department: SURGERY		6 Fund No.: 123456	7 Type of Agreement: Multipurpose Grant	
8 Sponsor: 300474 Medical Research Council		9 Sponsor's Reference: MT-12121	10 Fund Period: October 01, 1996 to September 30, 2001	
11 PI Fund Center 123456	12 Department Fund Center 900900 - Med: Dept of Surgery		13 Grant Period: October 01, 1996 to September 30, 1999	
14 Location of Research: The Toronto Hospital – General Div.		15 Fiscal Year	16 Internal Order:	17 Cost Center 12345

18 Short Title of Research:
Use of surgical procedures to lighten your load.

19 BUDGET

	<u>Oct 1996</u>	<u>Apr 1997</u>	<u>Apr 1998</u>	<u>Apr 1999</u>
Total Expense	125,675.00	175,000.000	200,000.00	125,000.00

Notes on Budget

Interim Payroll Account: 3-777-888-99

20 Carry-Forward Rule

Within the grant period, unspent funds will be carried out to the next fiscal year. The Principal Investigator will have an additional two years beyond the grant end date to spend any unspent funds.

21 TERMS AND CONDITIONS

Sponsor's Representative

Mary Ann Linseman, Deputy Director
 Programs Branch
 Medical Research Council, Ottawa, Ontario K1A 0W9

Method of Payment

Payments are made to the University in bi-monthly instalments.

Central Financial Report

The University shall submit annual financial reports at 31 March and a final report at termination.

Research Reports

Five year grants are subject to a mid-term review during the third year of support. Grantees are asked to submit Form MRC 44 describing progress made and publications issued since commencement of the grant.

Reference Documents

All other terms and conditions are as stated in the 1995-96 Grants and Awards Guide.

Other Terms

Notification of award dated July 6, 1996.

22 PLEASE NOTE: Research involving human subjects, vertebrate animals or biohazardous materials may not be undertaken without prior written approval of the appropriate University Review Committee.

Other questions related to this Funded Research Digest should be referred to Tammy Chan at 978-7146 or by E-Mail tammy.chan@utoronto.ca

23 Distribution: Principal Investigator
 Chair/Director
 Dean/Principal
 Business Officer

24 FReD Release
 Date: August 15, 1996
 Type: Original
 Authorized by: Tammy Chan

	FIELD NAME	DESCRIPTION	SOURCE
1	Researcher	The name of the U of T employee or position (e.g., Chair) who is the primary researcher on the application.	HRIS
2	UTRS Application	Application Number assigned on entry into RIS.	RIS
3	Funded Research No.	Number assigned on creation of Funded Research Digest.	RIS
4	Page	Current page number.	
5	Department	Department credited with award in RIS reports.	HRIS
6	Fund #	Fund # assigned in FIS.	FIS
7	Type of Agreement	Defines purpose and specifies if grant, contract, donation, etc.	RIS
8	Sponsor	The agency who will fund the research.	RIS
9	Sponsor's Reference	Number assigned by the Sponsor for application/award.	RIS
10	Fund Period	Award start and end dates, plus any grace period allowed by Sponsor. Includes the entire history of the award -- the original award plus any renewals	RIS
11	PI Fund Center	Fund Center corresponding to the primary researcher.	FIS
12	Department Fund Center	Fund Center number and description for the department where fund is held.	FIS
13	Grant Period	Award start and end dates, usually defined by Sponsor. Refers to only the award period of that application, i.e., ignores originals or renewals, or any grace period.	RIS
14	Location of Research	Building and/or institution and/or country where research is conducted.	RIS
15	Fiscal Year	Sponsor's grant year, e.g. MRC's grant year is April - March	RIS
16	Internal Order	Box where end-user can manually enter the internal order number if applicable.	
17	Cost Center	Box where end-user can manually enter the cost center number. A FReD has either an internal order number or a cost centre number, but not both.	
18	Short Title of Research	The title of the research project.	RIS
19	BUDGET	Displays the spending limits approved by the Sponsor for the various categories of expenditures (commitment items) and at the various times when the amounts become available. When co-investigators have direct access to portions of the budget, this is broken down further by fund center.	FIS
20	Notes on Budget	Text in budget box may contain notes on budget, budget transfer rule, carry-forward rule, extension request deadline, sub-grant details and lists of eligible/ineligible expenses.	RIS
21	TERMS AND CONDITIONS	Contains relevant information under the following possible headings: sponsor's representative, method of payment, central financial report, divisional financial report, researcher's report, external audit, intellectual property, publications, copyright, invention, reference documents, overhead distribution, ownership of equipment, and other terms, as applicable and as defined by the Sponsor and the University.	RIS

FIELD NAME	DESCRIPTION	SOURCE
22 Please Note	Contains a statement on ethical reviews and contact information for the grants officer responsible for the award file.	RIS/HRIS
23 Distribution	Distribution list of FReD.	
24 FReD Release Information	Date FReD is issued, type of FReD (original, interim, revision1, etc.) and name of the grants officer who authorized the release of the FReD.	RIS

ASSUMPTIONS

1. Only one researcher can be Principal Investigator.
2. The Principal Investigator holds his/her major appointment in the Department specified. This will be true unless the Principal Investigator specified that the grant was to be administered through another Department.
3. The Grant start date may differ from the fund start date in cases of grant renewals.
4. The Grant end date does not include any spending grace period allowed by the Sponsor. However, this grace period is included in the fund end date displayed on the FReD.
5. The budget on the FReD is the same as in the FIS report for “Funding: FC or Fund” when viewed at the relevant period level.

PATH TO REACH FReD

RIS >> Funded Research >> Display >>

January 2000



ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORT

TO: _____
One level up (usually a Principal, Dean or senior administrator)

FROM: _____
Principal Investigator

For the past year, this report provides all the relevant information in connection with the financial, ethical and human resource management of my research grants and contracts. I have certified with a check mark that each of the following statements is true, or if I have been unable to answer "Yes" to any of them, I have provided an explanation below.

- 1. I have read and agree with the summary of conditions of my research project(s) as presented in the funded research digest(s). Yes__ No__ N/A__
- 2. I believe I have complied with the terms and conditions of the grants and contracts I have received. All the expenditures were: Yes__ No__ N/A__
 - a) for the purpose of the project or program for which the award was made
 - b) in accordance with the approved budget, and
 - c) necessary to the research endeavour being undertaken.
- 3. I have approved all expenditures from my research accounts (including review of original vouchers, stubs, receipts and other documentation), by personally approving or delegating authority in writing to another individual to approve expenditures, describing the necessity for it. I have retained the documentation confirming the delegation. Yes__ No__ N/A__
- 4. I have personally reviewed financial reports for my grants and contracts and have satisfied myself as to the accuracy and completeness of these records. Yes__ No__ N/A__
- 5. I have scrutinized the payroll distribution report for legitimacy of payroll expenditures on at least a quarterly basis. Yes__ No__ N/A__
- 6. Uncommitted balances have either been refunded or proposals for alternate uses submitted to sponsors. Yes__ No__ N/A__
- 7. I believe I have followed all applicable University policies and procedures, including University purchasing policies and procedures when obtaining goods and services, and University human resources policies and procedures with respect to the hiring and termination of employees. Yes__ No__ N/A__
- 8. I am aware of my responsibilities for health and safety as outlined in the University's Occupational Health and Safety Management System and have carried them out to the best of my ability. Yes__ No__
- 9. I have received a copy of the University's policy on conflict of interest which pertains to my position, read it, and am in compliance with it. Yes__ No__ N/A__
- 10. I have received a copy of the University's policy on ethical conduct in research and the relevant guidelines from my division, read them, and am in compliance with them. Yes__ No__ N/A__
- 11. I have put procedures in place to ensure that the faculty and staff who report directly to me have been made aware of the Conflict of Interest Policy relevant to them, and I have received written acknowledgement from any staff who is a member of the senior management group as required. Yes__ No__ N/A__

12. I have personally reviewed and approved all requests for personal expense reimbursements and accountable advance settlements, for the faculty and staff who report directly to me. Yes__ No__ N/A__
13. I have evaluated the performance of the faculty and staff who report directly to me and have confirmed their evaluations in writing. Yes__ No__ N/A__

Comments (if additional space is required, please attach additional pages)

Signature of Principal Investigator

Unit

Date

See below for locations of applicable policies and procedures.

ANNUAL ACCOUNTABILITY REPORTS
LOCATIONS OF POLICIES AND PROCEDURES

Manuals

- | | |
|--|---|
| 1. FINANCIAL | Guide to Financial Management
Chapter 1, Section 1.2 |
| 2. HUMAN RESOURCES | Manual of Staff Policies (Blue or Green Book) |
| 3. PURCHASING | Purchasing Policy |
| 4. CONFLICT OF INTEREST | Manual of Staff Policies (Blue or Green Book) |
| 5. BUDGETS AND LONG TERM OPERATING PLANS | Budget (Blue Book) |
| 6. ETHICAL CONDUCT IN RESEARCH | Research policies and Procedures (Purple Book) |
| 7. RECORDS MANAGEMENT | Records Management Manual (Grey Book) |
| 8. HEALTH AND SAFETY | Health and Safety Manual |

Web Documentation

1. FINANCIAL [Guide to Financial Management](#)
Chapter 1, Section 1.2
2. HUMAN RESOURCES [HR Home Page](#)
<http://www.utoronto.ca/hrhome>
3. ETHICAL CONDUCT IN RESEARCH [Research Policies and Procedures](#)
<http://www.rir.utoronto.ca>
4. RECORDS MANAGEMENT [AMS Home Page](#)
<http://www.utoronto.ca/ams>
5. HEALTH AND SAFETY [EHS Manual](#)
<http://www.utoronto.ca/safety/manindex.htm>
[Occupational Health and Safety Management System](#)
<http://www.utoronto.ca/safety/mgsys0.htm>
6. INTERNAL AUDIT [Procedure Reporting incidents of Suspected Financial Impropriety](#)
<http://www.internalaudit.utoronto.ca/English/Reporting-Incidents-of-Suspected-Financial-Impropriety.html>



UNIVERSITY OF TORONTO INVENTIONS POLICY CONFIDENTIAL INTELLECTUAL PROPERTY DISCLOSURE

Office of the Vice-President - Research and International Relations

27 King's College Circle, Room 133-S

Tel: (416) 978-7833

Fax: (416) 978-5821

email: monique.mcnaughton@utoronto.ca

1. **Title:**

2. **a) University of Toronto Inventors/Major Contributors:**

SURNAME, GIVEN NAMES	UNIVERSITY PERSONNEL NO.	DEPARTMENT (LIST ANY CROSS APPOINTMENTS OR AFFILIATED INSTITUTIONS)	AFFILIATION WITH UNIVERSITY (i.e. faculty, res. assoc., post-doc, student, staff, visitor, etc.)	CURRENT ADDRESS, PHONE, FAX, EMAIL

2. **b) External Inventors/Major Contributors:**

(Please provide names and affiliations of non-University of Toronto individuals who have made a creative contribution to this Intellectual Property, i.e. sponsor employees, academic collaborators, etc.)

3. **Description:**

(Please highlight the novelty or patentable aspects of this Intellectual Property; attach a separate sheet if necessary)

DATE RECEIVED: _____ DISCLOSURE REFERENCE NO.: _____
(For Research Services use only)

p.3 First Things First

- \$10,000 Connaught Start-Up Grant
- Transferring Grants from Another Institution

p.4 Forms & Signatures

- RIS Form
- Grant Application Signatures
- Research Agreement Signatures

p.6 Financial Matters

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

p.8 Research Support Services

- UTM: Research Office
- Simcoe Hall: UTRS

p.10 Research-Related Policies

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

p.12 Common Funding Sources

- Connaught New Staff Matchin Award
- SSHRC Standard Research Grant
- NSERC Discovery Grant
- CIHR Operating Grant
- NIH R01 Grant
- Self-Funded Research Grant
- Infrastructure Grants

p.14 Funding Information

- UTM's Research Website
- UTRS Website & Funding Database
- Community of Science Funding Database

p.15 Glossary & Website Listings

p.16 Appendices

- Connaught Start-Up Grant Application
- RIS Application Attachment
- Sample FReD (Funded Research Digest)
- AMS Access Form
- Administrative Accountability Report
- Confidential Invention Disclosure Form



A

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 nine 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.

The very first thing all new faculty should do upon their arrival at U of T Mississauga is to complete the application for the Connaught Start-Up grant. This grant provides \$10,000 to all new tenured and tenure-stream faculty in order to help meet some of the immediate costs of initiating research. The Connaught Start-Up grant is awarded to all eligible applicants, regardless of professorial rank, who apply, but the application must be received within one year of the faculty member’s appointment date at the University of Toronto. There is really no reason to delay applying for the \$10,000 start-up grant—the application form (Appendix A) is probably the shortest and simplest grant application in existence.

**\$10,000
Connaught
Start-Up
Grant**

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**

Expertise Database

It is completely optional, but why not add your contact details and information about your research interests to the U of T Mississauga Expertise Database? This on-line resource allows potential research partners and industry sponsors to readily identify faculty with whom they may wish to pursue collaborations.

- www.utm.utoronto.ca/users.0.html

First Things First



**Request Form
Connaught Start-up Award**

Name of New Tenured/Tenure-Stream Appointee: _____
Please note: Status-only appointees are not eligible for support under this program.

Appointment Start Date: _____

Academic Rank: _____

University Unit of Primary Appointment: _____

Cross Appointment(s), if any: _____

Area(s) of Research Specialization: _____

Title of Research Project to which these funds will be applied: _____

Location of Research: _____

It is intended that these start-up funds will be used for research involving:

Human Subjects Animals Biohazardous Agents

The awardee must complete the appropriate section of the RIS application attachment enclosed.

I certify that the individual noted above has taken up a new tenured or tenure-stream position in my unit and that the above information is correct. I confirm that this individual has submitted a research plan that, in my estimation, is worthy of support from the Connaught Fund.

Signature
(Department Head)

Print Name and University Unit

Date

An account will be established in the name of the appointee as soon as possible following submission of this form. Questions may be referred to the Connaught Secretariat at 416-978-6475.

Please return this form and a completed RIS application attachment to:
 Assistant to the Connaught Committee
 Connaught Secretariat, Room 133S, Simcoe Hall
 27 King's College Circle

The Connaught Start-Up grant application is a simple, one-page form.

RIS Form

Faculty new to the University of Toronto will quickly become intimately familiar with the (Research Information Systems) RIS Application Attachment form (Appendix B). Each grant application or research contract proposal prepared by a researcher must be accompanied by a completed RIS form when it is sent to Research Services (UTRS), which is located in Simcoe Hall on the central campus, for institutional endorsement. Those who have been at UTM for a few years may refer to the RIS form as “the blue form”, as in the days before form-fillable PDF files the RIS form was printed on blue paper.

There are two important administrative sections of the RIS form to note: Ethical Reviews and Approval Signatures. If you will be using human subjects, animals, or biohazardous agents in your research, you will need to apply for an approved Ethics Protocol through the Ethics Review Office (ERO) on the downtown campus. Detailed information about Ethics at U of T Mississauga is available in the ‘Research’ section of the U of T Mississauga website.

The RIS form needs to be signed by three people prior to being sent to Research Services:

- the applicant;
- the applicant’s Chair; and
- the UTM Vice-Principal: Research.

Grant Application Signatures

Approval signatures are often needed not only on the RIS form, but also on most grant applications themselves.

University Signature: Signing authority on grant applications rests with the University rather than the individual investigator or Chair. UTRS is the only place to obtain the institutional endorsement needed on most grant applications. The university’s approval signatures confirm for the sponsor that:

- The applicant is affiliated with the university (consistent with any agency requirements with respect to rank), is undertaking independent research and has time, space, and basic facilities available;
- The research is consistent with university and sponsor policies; and
- The administration of, and accounting for, funds received by the university on behalf of the application will meet the sponsor’s terms and conditions.

In confirming these points, UTRS relies on the prior assurances and approval signatures provided by the applicant, Departmental Chair, and U of T Mississauga Vice-Principal: Research.

U of T Mississauga Vice-Principal: Research & Departmental Chair Signatures: These signatures confirm for UTRS, and the research sponsor, that:

- The applicant is a faculty member at U of T Mississauga;
- The proposed research is consistent with university and sponsor policies;
- The academic unit is willing and able to administer the research funding, consistent with university and sponsor policies;
- Adequate space and facilities are available to allow the proposed research to be carried out; and
- The time is available for the applicant to do the proposed independent research.

All U of T Mississauga research funding applications must bear the signature of the Chair or Director and the U of T Mississauga Vice-Principal: Research, whether or not the sponsor requires this.

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 Agreement Signatures

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

The RIS form.

UNIVERSITY OF TORONTO
RESEARCH AND INTERNATIONAL RELATIONS: RIS Application Attachment
For Office Use Only

Researcher's LAST name: _____
 Researcher's FIRST name: _____
 Researcher's TITLE: _____
 Department of origin: _____
 Department of origin (from which funds are being requested): _____
 Sponsor (Name of sponsor): _____
 Date of submission: _____
 Date of completion: _____
 Does this project have a possible commercial application? YES NO
 Does this project have an international (outside Canada) component? YES NO
 CO-INVESTIGATORS: _____
 For the use of Faculty of Medicine Applicants only: _____

UNIVERSITY OF TORONTO
RESEARCH AND INTERNATIONAL RELATIONS: RIS Application Attachment
For Office Use Only

A. ANIMALS will be used in the research at the University of Toronto? NO YES
 If 'yes', please provide the following information:
 UACIS approved protocol number: _____
 UACIS approved protocol expiry date: _____
 UACIS approved protocol holder's name: _____
 Original (copy or photocopy): _____

B. ANIMALS will be used in the research at another location (e.g., hospital or other University of Toronto affiliated institution)? NO YES
 If 'yes', please provide the following information:
 Location's approved protocol number: _____
 Location's approved protocol expiry date: _____
 Original (copy or photocopy): _____

A. HUMAN SUBJECTS will be involved in the research (including interviews, questionnaires, observation of behaviour, use of non-public records that contain identifying information, administration of drugs, blood samples, tissue samples, hair, or other procedures)? NO YES
 If 'yes', you must apply for and receive approval by a University research ethics board (UREB). If the research is to be carried out at a single University affiliated teaching hospital that has its own UREB, submit the study to the hospital UREB, and provide a copy of the UREB approval letter, when available, to the Office of Research Services, Clinical Research Unit, Room 3330, Science Hall. If all other cases, including those in which the hospital does not have a UREB, submit the study to the University of Toronto's UREB.
 Information regarding UREB applications (including UREB meeting schedules) is on the Web at: <http://www.research.utoronto.ca/ureb>, Room 3330, Science Hall, 278-2277.
 Clear the application for funding being supported by a project that has already been approved by a University of Toronto UREB? NO YES
 A. Protocol Reference Number: _____
 B. Date of Approval: _____
 C. Open the approved research (include procedures that are different from those for which you have received ethical approval)? NO YES
 If 'yes', please submit an amendment to your approved ethical protocol describing the change to the approved protocol to: Office of Research Services, Clinical Research Unit, Room 3330, Science Hall, 278-2277, University of Toronto, 80 St. George Street, Toronto, Ontario M5S 1A5.
 If 'no', please ensure that the application for funding being supported by a project, but that no new or different procedures have been already approved by the UREB on the project.

UNIVERSITY OF TORONTO
RESEARCH AND INTERNATIONAL RELATIONS: RIS Application Attachment
For Office Use Only

BIOHAZARDOUS AGENTS will be involved in the research? NO YES
 For information regarding approvals for the use of biohazardous agents, contact Environmental Health & Safety, 978-2081, ehs@utoronto.ca.
 University of Toronto Certificate # _____ Expiry date: _____
 Name of infectious agent: _____
 Location of research: _____
 Certificate from another location (specify): _____

1. The application is submitted in compliance with the Sponsor's conditions and published University policies and procedures.
 The research will be performed and administered in accordance with the Sponsor's terms and conditions and the University's policies and procedures.
 2. All staff and students engaged on the project shall be fully informed of, and agree to be bound by, the event conditions.
 3. I understand that neither I nor any staff or students engaged on the project may conduct research with human animals, biohazardous agents, or infectious materials without the prior written approval of the appropriate University ethics committee. Information regarding applications for approval may be found on the Web at: <http://www.research.utoronto.ca/ureb>, Room 3330.
 4. This project is consistent with the University of Toronto Rights Policy. If in doubt, please seek the assistance of the Institutional Programs Development Office.
 5. **NEW FOR 2007**
 I understand that Federal Granting Council funding administered by the University of Toronto for research located at the U of T facilities (Hospital, and general acute medical outpatients, a portion of which, as determined with the U of T Affiliated Hospitals will be received by the University of Toronto at some of its other sites.

Principal Investigator: _____ Date: _____
 Name: _____ Signature: _____ Date: _____
 If it is not already on application, please provide signature of Chair / Director / Dean (as applicable):
 Name: _____ Signature: _____ Date: _____
 If research to be performed at a Hospital or other institution(s), please provide signature of Hospital Research Director or Institution's Executive Head:
 Name: _____ Signature: _____ Date: _____

Funds & FReDs

A few weeks after the Connaught Start-Up grant application and accompanying RIS form are sent to UTRS, a fund will be established in the University's Financial Information System (FIS) in the name of the principal investigator. Every grant is set up in a separate fund, allowing UTRS to generate the necessary financial statements for research sponsors.

Each time UTRS creates a research fund, they simultaneously create a funded-research digest, also known as a FReD (Appendix C). 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

My Research Online (MRO) 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 D) 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.

REQUEST FOR SETUP OR CHANGE - ADMINISTRATIVE MANAGEMENT SYSTEMS (AMS)
At Web Access

CONFIDENTIAL when completed. Fax to: AMS INC 218 Huron Street, 4th Floor, 416-977-2422

Complete the following information to identify yourself:

Name: _____

AMS ID: _____

Check one: Admin user AMS ID UTRRS user AMS ID Other AMS ID

FIS only: Enter the commitment fund centre(s) of maps for addition or deletion. If an entire commitment fund requires to be added, list only the fund codes at the top of the hierarchy.

Commitment Fund Centre Number	Commitment Fund Centre Description	AMSD	Comments

AMS Access form. Page 1

AMS Access form.

University of Toronto Research Services (UTRS)
Room 133 Simcoe Hall Tel: 978-2163 Fax: 971-2010

Funded Research Digest

1 Principal Investigator: Surname, First Name: _____

2 UTRS Application: 21212

3 Fund No.: 123456

4 Sponsor: 301474 Medical Research Council

5 Department: SURGERY

6 Department Fund Center: 900900 - Med. Dept of Surgery

7 Funded Research No.: 77088811

8 Type of Agreement: Multipurpose Grant

9 Fund Period: October 01, 1996 to September 30, 2001

10 Grant Period: October 01, 1996 to September 30, 1999

11 Internal Order: _____

12 Cost Center: 12345

13 Fiscal Year: _____

Year	Amount
Oct 1996	125,675.00
Apr 1997	175,000.00
Apr 1998	200,000.00
Apr 1999	125,000.00

BUDGET
Total Expense _____
Notes on Budget _____
Interim Payroll Account: 3-777-888-99

Carry-Forward Rule
Within the grant period, unspent funds will be carried out to the next fiscal year. The Principal Investigator will have an additional two years beyond the grant end date to spend any unspent funds.

TERMS AND CONDITIONS
Sponsor's Representative: Mary Ann Linsenman, Deputy Director, Programs Branch, Medical Research Council, Ottawa, Ontario K1A 0W9

Method of Payment
Payments are made to the University in bi-monthly instalments.

Central Financial Report
The University shall submit annual financial reports at 31 March and a final report at termination.

Research Reports
Five year grants are subject to a mid-term review during the third year of support. Grantees are asked to submit Form MRC 44 describing progress made and publications issued since commencement of the grant.

Reference Documents
All other terms and conditions are as stated in the 1995-96 Grants and Awards Guide.

_____ of award dated July 6, 1996.

UTRS Release Date: _____

August 15, 1996
Original
Tammy Chan

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

Administrative Coordinators

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 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.

The University of Toronto's primary accountability tool for principal investigators is the Administrative Accountability Report (Appendix E), 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.

Administrative Accountability Report

Accountability Reports must be completed annually.

University of Toronto

PRINCIPAL INVESTIGATOR

ANNUAL ADMINISTRATIVE ACCOUNTABILITY REPORT

TO: _____
(One level up (usually a Principal, Dean or senior administrator))

FROM: _____
(Principal Investigator)

For the past year, the report provides all the relevant information in connection with the financial, ethical and human resource management of my research grants and contracts. I have certified with a check mark that each of the following statements is true, or if I have done so, to answer "that" column of each. I have provided an explanation below.

- I have read and agree with the summary of conditions of my research projects as presented in the funded research agreement. Yes ___ No ___ NA ___
- I believe I have complied with the terms and conditions of the grants and contracts I have received. At the appropriate time:
 - in the progress of the project or program for which the award was made
 - in accordance with the approved budget and
 - in compliance with the research-related funding conditions.
 Yes ___ No ___ NA ___
- I have reported all expenditures from my research accounts (including misuse of original receipts, checks, receipts and other documents). By knowingly approving or deliberately concealing or failing to disclose financial or expense expenditures, described by the necessity for it, I have released the documentation conforming the required. Yes ___ No ___ NA ___
- I have personally reviewed financial reports for my grants and contracts and have satisfied myself as to the accuracy and completeness of these records. Yes ___ No ___ NA ___
- I have reconciled the annual distribution report for legitimacy of payroll expenditures at least a quarterly basis. Yes ___ No ___ NA ___
- Uncommitted balances have either been refunded or proposed for alternate uses submitted to sponsors. Yes ___ No ___ NA ___
- I believe I have followed all applicable University policies and procedures, including University purchasing policies and procedures when ordering goods and services, and University human resources policies and procedures with respect to the hiring and employment of employees. Yes ___ No ___ NA ___
- I am aware of my responsibilities for health and safety as outlined in the University's Occupational Health and Safety Management System and have acted thereon to the best of my ability. Yes ___ No ___ NA ___
- I have received a copy of the University's policy on conflict of interest which pertains to my position, read it, and am in compliance with it. Yes ___ No ___ NA ___
- I have received a copy of the University's policy on ethical conduct in research and the research guidelines from my dean(s), head (s), and am in compliance with them. Yes ___ No ___ NA ___
- I have provided a signed copy to ensure that the faculty grant holder who report directly to me have read and understand of the Conflict of Interest Policy relevant to them, and I have reported under sub-management from my grant when a member of the senior management group as required. Yes ___ No ___ NA ___

Page 1 of 3

- I have personally reviewed and approved all requests for personal expenses. Yes ___ No ___ NA ___
- I have reviewed and approved all requests for personal expenses, for the faculty and staff who report directly to me. Yes ___ No ___ NA ___
- I have evaluated the performance of the faculty and staff who report directly to me and have confirmed their evaluation in writing. Yes ___ No ___ NA ___

Comments (if additional space is required, please attach additional paper):

Signature of Principal Investigator: _____ Title: _____

See below for locations of applicable policies and procedures.

ANNUAL ACCOUNTABILITY REPORTS

LOCATIONS OF POLICIES AND PROCEDURES

Manuals

1. FINANCIAL	Guide to Financial Management (Orange, Section 1.2)
2. HUMAN RESOURCES	Manual of Staff Policies (Blue or Green Book)
3. PURCHASING	Purchasing Policy
4. CONFLICT OF INTEREST	Manual of Staff Policies (Blue or Green Book)
5. BUDGETS AND LONG TERM OPERATING PLANS	Budget (Blue Book)
6. ETHICAL CONDUCT IN RESEARCH	Research policies and Procedures (Purple Book)
7. RECORDS MANAGEMENT	Records Management Manual (Grey Book)
8. HEALTH AND SAFETY	Health and Safety Manual

Page 2 of 3

A

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.

Research Office

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 RGO 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 two research service units, the Vivarium and Machine Shop.

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.



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:

University of
Toronto
Research
Services
(UTRS)

- Government Research & Infrastructure Programs (GRIP): The GRIP office is responsible for coordinating and facilitating large-scale infrastructure funding applications.
- 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 bio-hazardous materials.
- International Research Development (IRD): This office supports international project development and identifies research funding sources for international endeavours.
- The Innovations Group: 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.

Publication Policy

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.

Copyright 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.

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 F) 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.

Inventions Policy

Invention Disclosure form.

UNIVERSITY OF TORONTO INVENTIONS POLICY
CONFIDENTIAL INTELLECTUAL PROPERTY DISCLOSURE
 Office of the Vice-President, Research and International Relations
 27 King College Circle, Room 1105
 St. George's Campus, Toronto, Ontario M5S 1A5
 Tel: (416) 978-4881 Fax: (416) 978-4881 email: inventions@utoronto.ca

1. Title: _____

2. **ii) University of Toronto Inventor/Major Contributors:**

Full Name	Position	Department / School / Division	Address (City, State, Country)	Phone No. (Work)	Phone No. (Home)

3. **iii) External Inventor/Major Contributors:**
 (Please provide names and addresses of non-University of Toronto individuals who have made a material contribution to the Intellectual Property, (e.g. sponsor, employee, academic collaborator, etc.)

4. **Description:**
 (Please highlight the novelty or patentable aspects of the Intellectual Property, attach a separate sheet if necessary)

DATE RECEIVED: _____ DISCLOSURE REFERENCE NO.: _____

Confidential Intellectual Property Disclosure - Inventions Policy Page 1 of 2 JANUARY 2010

Conflict of Interest

W

With the Connaught Start-Up grant in hand, new faculty can begin their research, but the \$10,000 never lasts very long, and faculty must search for additional research funding sources. Common sources include:

Connaught New Staff Matching Award

Successful applicants to this annual competition will receive funding up to twice the amount contributed by the applicant's department or faculty, up to a maximum from Connaught of \$30,000. Those eligible to apply include all full-time tenure-stream appointees up to and including the Assistant Professor level, who are within the first two years of their first academic appointment at the University of Toronto. Deadline: December.

SSHRC Standard Research Grant

The annual Standard Research Grant competition held by the Social Sciences & Humanities Research Council provides a successful applicant with up to \$250,000 for a three year project. Deadline: October.

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. Notification of intent to apply deadline: August. Full application deadline: November.

CIHR Operating Grant

The biannual Canadian Institutes of Health Research Operating Grant competition provides support for a research project by an individual or small group of investigators. 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. Notification of intent to apply deadlines: August & February. Full application deadlines: September & March.

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.

NIH R01 Grant

The Self-Funded Research Grant program permits, under certain conditions, faculty to receive a research grant in lieu of salary through a mechanism that includes peer review. Once the self-funded research grant has been awarded, the funds are no longer considered to be salary, but instead constitute a research grant which is subject to the regulations of the program and the research-related policies of the University. Grants awarded under this program are regarded as taxable income for the recipient, but will be treated as T4A income for tax purposes and no income tax will be deducted. The grant recipient is responsible for reporting the income to the Canada Customs and Revenue Agency (CCRA) and declaring eligible expenditures against it. The peer review committee meets four times a year to review applications. Application deadlines: February, May, August & November.

Self-Funded Research Grant

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 Website

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 daily and can be relied on for succinct information. Check the main 'Research' page daily for news and announcements.

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

Community of Science Funding Database

The Community of Science (COS) website is the crème-de-la crème of research funding websites. The COS site is updated daily and allows registered users access to search more than 23,000 records, representing over 400,000 funding opportunities, worth over \$33 billion. The University of Toronto subscribes to COS on behalf of all faculty, but individual users must still register in order to access the COS services. Once registered, users can subscribe to a weekly e-mail notification which provides a list of research funding opportunities in research areas chosen by the user.

- Website: www.cos.com
- Funding Database: <http://fundingopps.cos.com/>

The screenshot shows the homepage of the Community of Science website. The header features the logo and the tagline "Resources for Research, Worldwide". A navigation menu includes links for Home, Services, Jobs, About COS, Press, and Contact. A search bar is prominently displayed with a "Search" button. Below the search bar, there are several key features highlighted in boxes:

- Find funding with COS Funding Opportunities:** search the world's most comprehensive funding resources, with more than 23,000 records representing nearly 400,000 opportunities worth over \$33 billion.
- Identify experts and collaborators with COS Expertise:** search among 100,000 profiles of researchers from 1,000 institutions throughout the world. Discover who's doing what – current research activity, funding received, publications, patents, new positions and more.
- Promote your research with a COS Profile:** showcase your research and expertise among researchers and scholars from universities, corporations and nonprofits in more than 130 countries. Use convenient tools to keep your CV updated and accessible.
- COS Funding News:** The International Science Foundation and the National Environment for the Humanities are funding projects to advance knowledge concerning integrated human languages. This effort aims to also expand outcomes in education technology. [\[3/3\]](#)
- Featured Expertise Profile:** Dr. Christine Beer's expertise is in the field of indoor air environmental analysis and design, having led research programs investigating air quality in the indoor environment, such as building diagnostics, indoor air quality, environmental services optimization and more.

- 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.utoronto.ca/govcncl/pap/index.htm

A: Connaught Start-Up Grant Application

B: RIS Application Attachment

C: Sample FReD (Funded Research Digest)

D: AMS Access Form

E: Administrative Accountability Report

F: Confidential Invention Disclosure Form

