STAR | STRENGTHENING ADMINISTRATION OF RESEARCH

Workshop Series

STAR Workshop #13

Understanding the Research Fund Lifecycle: An administrators guide to success

Part A

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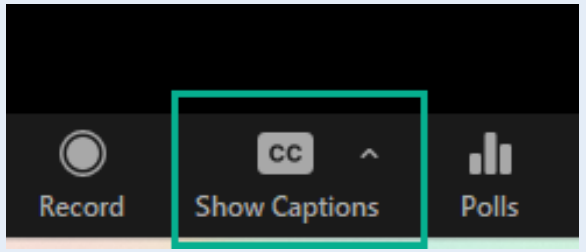
Shanna Pritchard, Research Funding Manager (Health & Life Sciences), Research Services Office, VPRI

Wednesday, January 29, 1:30-2:30pm

Reminders

- Please mute your audio and turn off your video.
- We will have time for questions at the end of the session. **Please type your questions into the chat box**.
- **Turn on captioning** if needed.
- We will be **recording** today's session.
- Slides and recording will be shared following the session.
- **Minimize distractions** to focus on learning!
- As needed, move your body (stretch, stand up) so that you can stay focused.



Access Check

Access is a shared responsibility between everyone in this space. In doing this together, we strive to welcome disability, and the changes it brings into this space for learning and growth.

If there is anything that may affect your participation in this session, please use the Zoom chat to send a private chat message to **Won Yoo**

Land Acknowledgement

"I (we) wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land."

Apply to the 2025 STAR Program Consulting Group!

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- **Time commitment:** 5-6 virtual meetings from Feb. 2025-Feb. 2026
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Deadline: **Thursday, January 30, end of day**

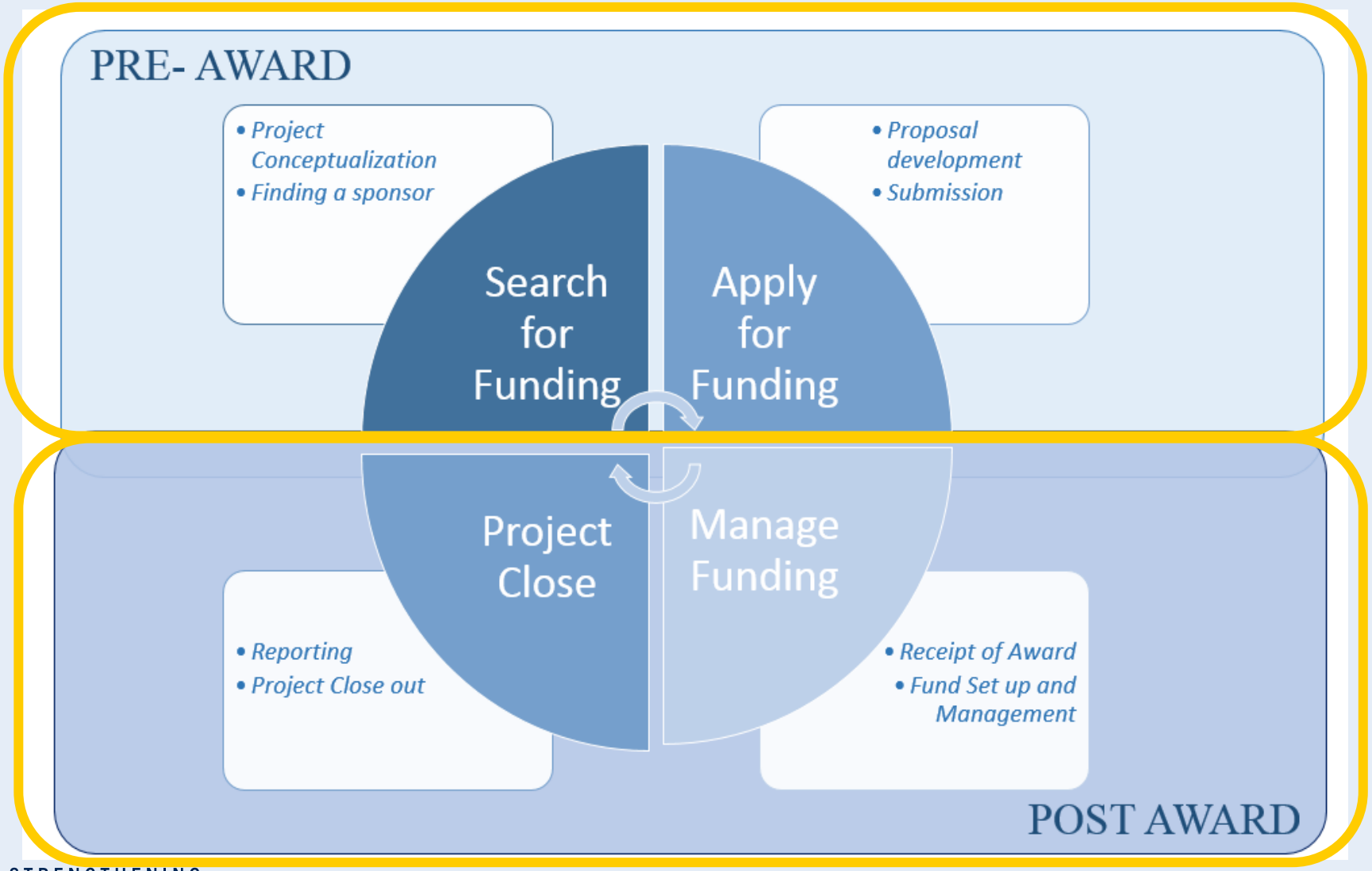
Agenda

- Research Funding - Ecosystem
- Overview of the Research Fund Lifecycle: 4 phases
- Pre-Award: Search for Funding
- Pre-Award: Apply for Funding
- Key Points
- Question & Answer

Research Fund Lifecycle: Overview

Part A

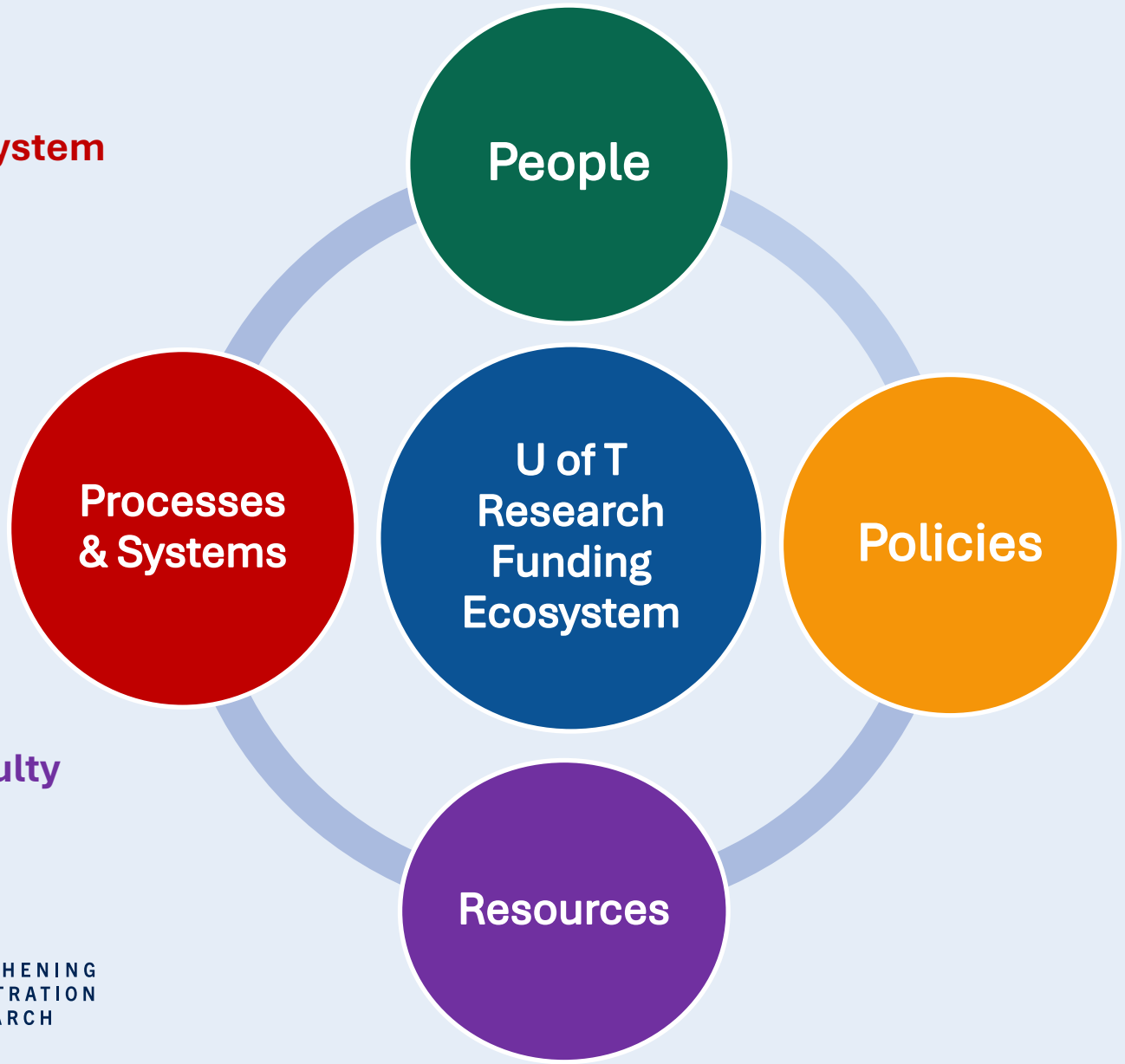
Part B



Research Funding Ecosystem

- ✓ MR – My Research system
- ✓ AMS
- ✓ SOPs & Guidelines

- ✓ Online databases (e.g., U of T Funding Opportunities Database)
- ✓ Blue Door / CRIS
- ✓ Guides
- ✓ Chair's Office or Faculty Research Office



- ✓ Researchers
- ✓ Department and Faculty Staff
- ✓ VP, Research & Innovation Staff

- ✓ Research Administration Policy (PI eligibility, full cost recovery of research)
- ✓ Policy on Academic Freedom
- ✓ Policy on Approval and Execution of Contracts
- ✓ Inventions Policy

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DIVISION OF THE VICE-PRESIDENT, RESEARCH & INNOVATION

Question 1 - Poll

Which office should be consulted when a Principal Investigator (PI) is interested in applying for research funding? (Select the best answer)

A. Research Services Office (RSO)/Innovations and Partnerships Office (IPO)
B. Faculty Research Office
C. Departmental Research Team
D. All of the above

Credit: Opinion icons created by noomtah

Search for Funding

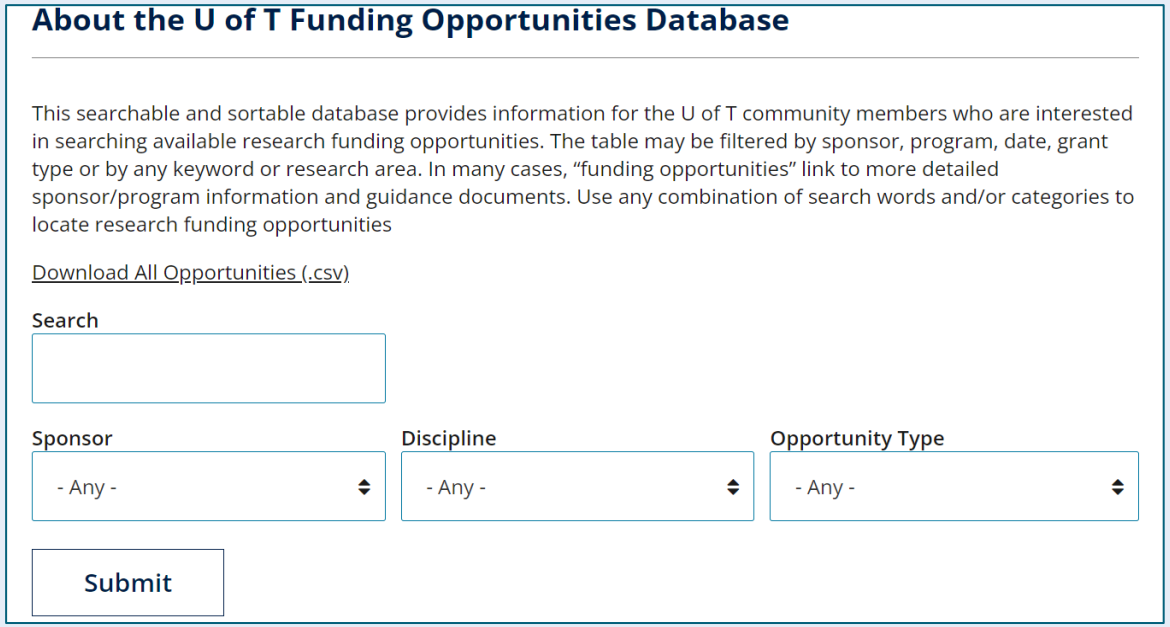
- **Research Alerts (Sign-up required)**
  - These are sent out by email to notify subscribers of funding opportunities and/or changes to funding programs
    - https://alerts.research.utoronto.ca/

- **Sponsor websites and listservs**
  - VPRI is not aware of all funding opportunities and PIs are encouraged to review opportunities with relevant sponsors
  - Sponsors include government (federal, provincial), non-profits, foundations/associations, private sector, etc.

Search for Funding

U of T Research Funding Opportunities Database

- A list of current opportunities open to university PIs
  - https://research.utoronto.ca/funding-opportunities/overview



About the U of T Funding Opportunities Database

This searchable and sortable database provides information for the U of T community members who are interested in searching available research funding opportunities. The table may be filtered by sponsor, program, date, grant type or by any keyword or research area. In many cases, "funding opportunities" link to more detailed sponsor/program information and guidance documents. Use any combination of search words and/or categories to locate research funding opportunities

Download All Opportunities (.csv)

Search

Sponsor - Any -

Discipline - Any -

Opportunity Type - Any -

Submit

Program Name	Sponsor	Internal Deadline	Sponsor Deadline
Horizon Europe Partnership Development Seed Grants	Office of the Vice-President, International & Division of the Vice-President, Research & Innovation	Nov 27, 2025	Nov 27, 2025
J. P. Bickell Foundation Medical Research Grant	J. P. Bickell Foundation	Mar 25, 2025	Apr 30, 2025
Community Partnership Research Program	Connaught Fund	Mar 17, 2025	May 01, 2025
Connaught Mid-Career Researcher Award	Connaught Fund	Mar 15, 2025	Mar 15, 2025
Canada Research Chairs (CRC)	Canada Research Chairs (CRC)	Mar 12, 2025	Apr 22, 2025

Search for Funding

ResearchNet

- Relevant for health and life sciences research (CIHR (Canadian Institutes of Health Research) opportunities are listed here).
  - https://www.researchnet-recherchenet.ca/rnetsso/ssologin

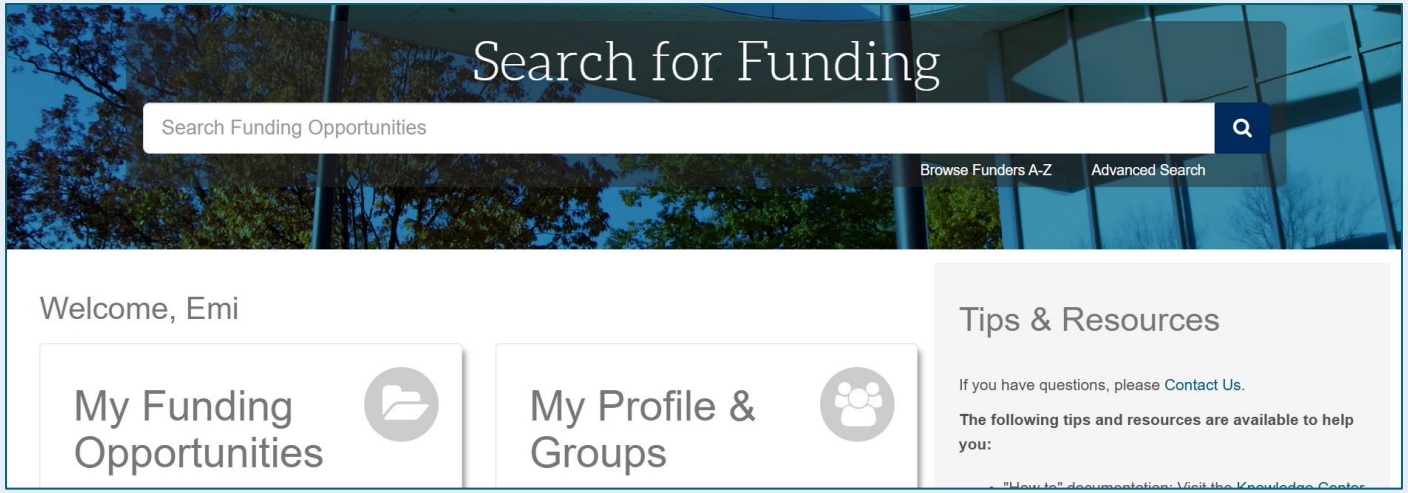
Current funding opportunities

Name	Registration/LOI Deadline	Application Deadline
Other: CIHR-IMHA Inclusive Research Excellence Prizes	2025-01-23	2025-02-19
Team Grant: Healthy Youth (2024)	2024-12-10	2025-02-04
Operating Grant: Pandemic Research Platforms Interim Funding	N/A	2025-02-04
Project Grant: Fall 2024 and Spring 2025	2025-02-05	2025-03-05
Project Grant: Spring 2025 Priority Announcement (Specific Research Areas)	2025-02-05	2025-03-05
Team Grant: ERDERA Joint Transnational Call 2025	N/A	2025-02-20
Operating Grant: Research on Research Joint Initiative	N/A	2025-02-20
Team Grant: Bringing Biology to Cancer Prevention	2025-04-01	2025-06-19

Search for Funding

Pivot Funding Opportunities Database

- Pivot is a comprehensive international funding database to which U of T subscribes on behalf of faculty
  - https://research.utoronto.ca/secure/funding-opportunities/pivot-funding-opportunities-database



Question 2 - Discussion

What are some of the barriers you have experienced supporting a researcher in applying for funding?

A. Unclear where to find funding opportunities.
B. Unclear guidelines and requirements.
C. Difficulty in developing the proposal due to time constraints.
D. Other (please comment in chat if you feel comfortable).

Credit: Opinion icons created by noomtah

Apply for Funding - Sponsored Research **with a** deadline

Step 1

- **Identify** a funding opportunity; review sponsor and program eligibility requirements and deadlines
- **Notify** approvers (in IPO or RSO) of intention to apply

Step 2

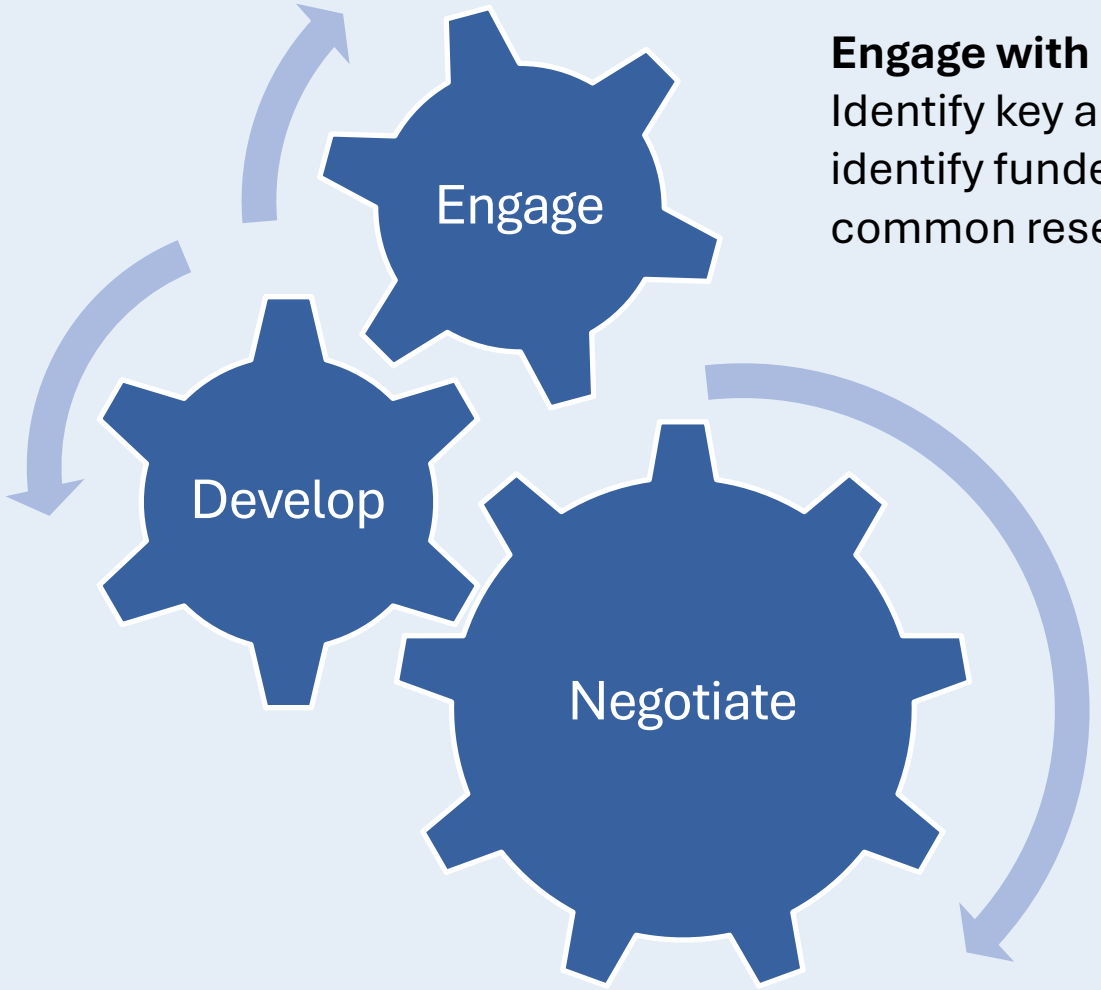
- **Develop** research proposal and budget, complete required forms (CCVs, support letters, certificates, research security attestations, etc.)

Step 3

- **Submit** MRA* as early as possible - ideally 1 week prior to sponsor deadline; include budget, scope of work, other required forms/documents
- **Submit** final application package to sponsor (PI/Division directly or IPO/RSO approvers depending on sponsor/Program)

*__MRA__: My Research Applications & Agreements

Apply for Funding - Sponsored research **with no** deadline



Engage with partner
Identify key areas of expertise and identify funder to collaborate on common research objectives.

Develop scope of work and budget
Draft description of the proposed project and budget.

Negotiate agreement
Consult with IPO/RSO to initiate negotiations and secure institutional sign off.

Question 3 - Poll

After a Principal Investigator (PI) submits a deadline-driven funding application and the MRA has been approved by the department/faculty, **what tasks do IPO/RSO complete before submission to sponsor**? (Select all that apply)

A. Develop budget
B. Complete attestation and declaration forms
C. Review academic qualifications and content proposals
D. Ensure all required documents are present
E. Facilitate review by Research Security Team and Equity, Diversity & Inclusion editor
F. Secure institutional signature
G. All of the above
H. Answers *B, D, E* and *F*

Credit: Opinion icons created by noomtah

Key Points

1. The U of T Research Funding Ecosystem includes people, processes, policies and resources that support researchers in securing and managing research funding.

2. Consult with the responsible central research office - Innovations and Partnerships Office (IPO) or Research Services Office (RSO) - prior to submission of research funding to ensure applications and agreements are submitted in full and on time.

3. MRA submission is required for all research funding (i.e., to obtain Chair or Dean approval)

4. Funding opportunities can be found in a variety of ways.

Questions & Answers

Upcoming Events

Understanding the Research Fund Lifecycle: An administrators guide to success: ***Part B***

Thursday, February 6, 2025, 10:00 – 11:30am

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Feedback, please!

Thank you!