

# Welcome!

## Please:

- Take a seat at any table
- Ensure you have your nametag & your handout
- Grab a pen if you don't have one
- Put your device(s) on silent



# **STAR** | **STRENGTHENING ADMINISTRATION OF RESEARCH**

**Networking Event: Building Stronger Research Administration Through Shared Knowledge**

June 24, 2025, 10:00 am – 1:00 pm

- **Jennifer Doucet**, R & P Program Manager, CRAFT, Faculty of Applied Science & Engineering
- **Joanna King**, Manager, Business & Research Administration, Temerty Faculty of Medicine
- **Lulu Yang**, Business Officer, Department of Psychology, UTSC
- **Emi Yano**, Training & Projects Officer, Division of the Vice-President, Research & Innovation

# 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 access issue that may affect your participation in this session, please approach Emma or I for help.

# 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."

# Agenda *(Times are approximate)*

10:00 am	Welcome
10:05 am	Opening Remarks: Renee Brost, Chief Administrative Officer, VPRI
10:10 am	Networking Code of Conduct
10:15 am	Meet Your Neighbours
10:25 am	STAR Talk Show
11:55 am	- Break —
11:00 am	Collaborative Challenge
11:50 am	Trivia Treasure!
12:15 pm	Informal Networking Lunch
1:00 pm	Event Ends

# OPENING REMARKS

Renee Brost, Chief Administrative Officer, VPRI

# NETWORKING CODE OF CONDUCT



- Take turns
- Listen well
- Respect confidentiality
- Speak supportively
- Safe space



# Conversation Spark #1

With the group of people at your table, answer the following questions:

1. What is your name and role at U of T?
2. What is your favourite game (e.g., video, sport, board game)?

Spark Icon by Icons8





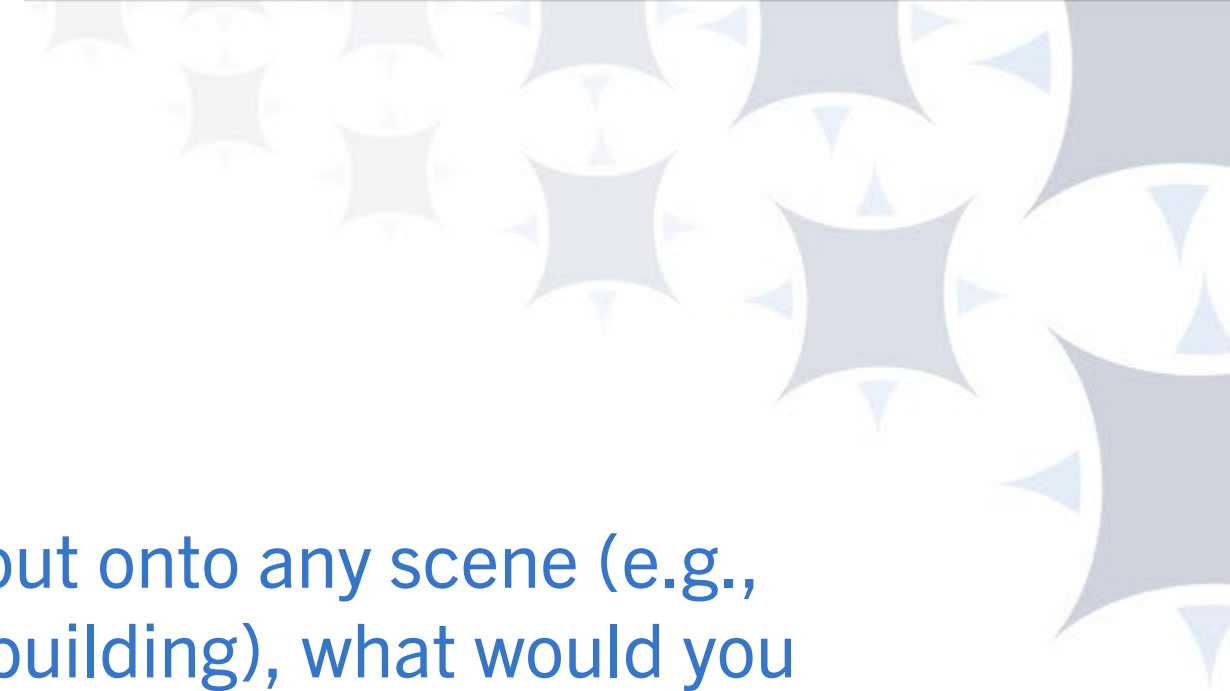
# **STAR** | STRENGTHENING ADMINISTRATION OF RESEARCH

## The Talk Show!

**Have a question for our guests?  
Submit it via Slido.**



Go to [Slido.com](https://www.slido.com)  
Enter code #2703248




If your office window could look out onto any scene (e.g., city, beach, neighbouring office building), what would you choose to see?



Tell us about the kind of research administration that you do...

- I. Which awards/programs do you administer?
- II. What is the size of your faculty/department/office?
- III. How many Principal Investigators/researchers do you support?
- IV. How many years have you worked in research administration?




Currently, what do you see as the biggest administrative challenge facing the University research administrator community today?

How do you think U of T researcher administrators can meet this challenge?



Collaborative research involving multiple researchers can come with unique administrative challenges.

What are some of the challenges you have encountered and what tips do you have to support these complex projects?



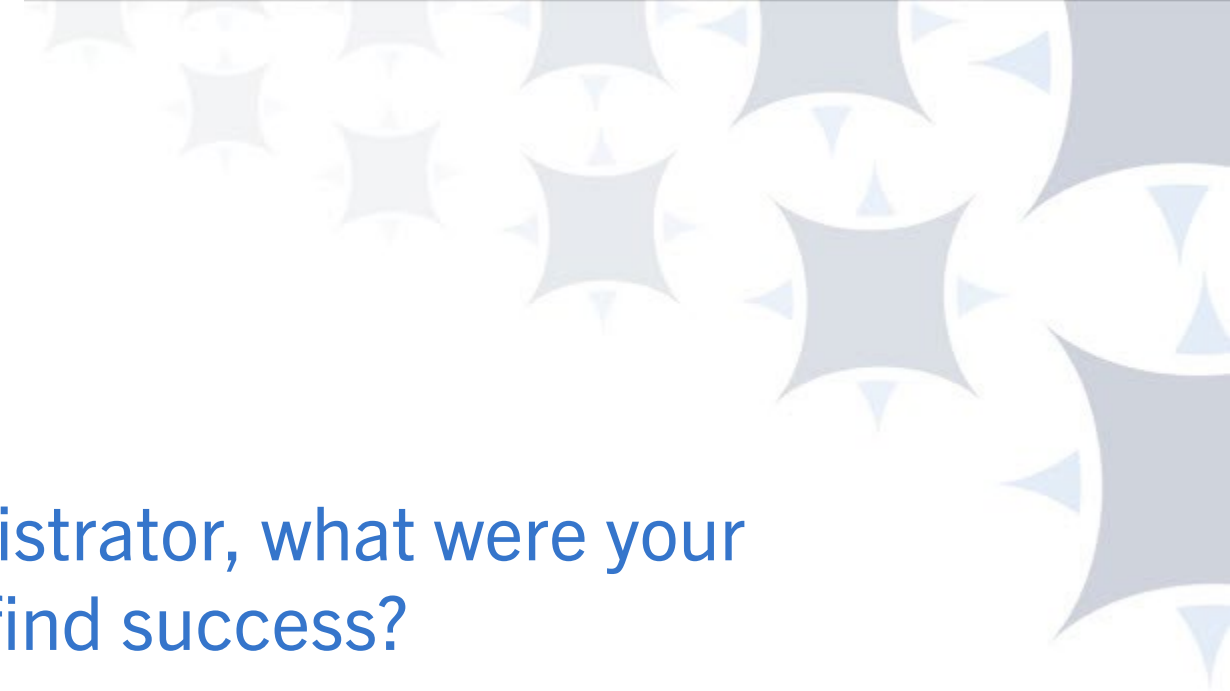
On an individual level, what is the biggest research administration challenge you face in your job and how do you manage it?



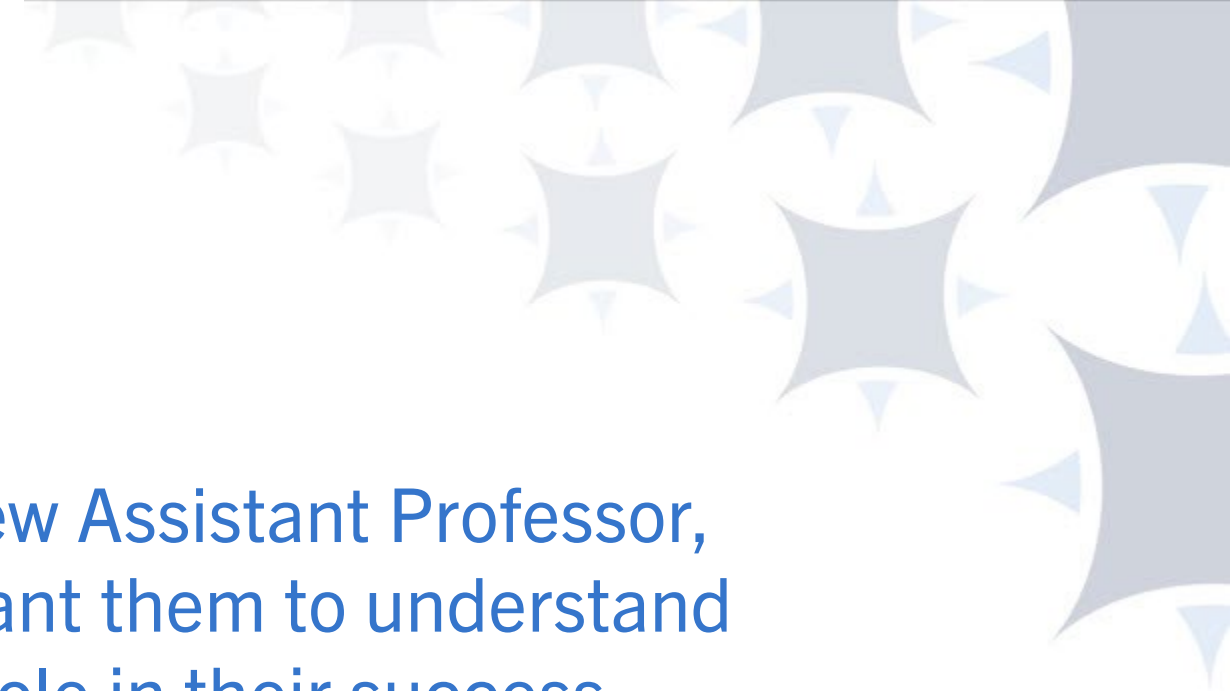
How is technology changing the way you manage research?

What are a pro and a con of technology?





As a relatively new research administrator, what were your initial challenges and how did you find success?



If you were in an elevator with a new Assistant Professor, what is the one thing you would want them to understand about a research administrator's role in their success, beyond just "we handle the funds and logistics"?



If you could give one piece of advice to someone just starting out in research administration, what would it be?

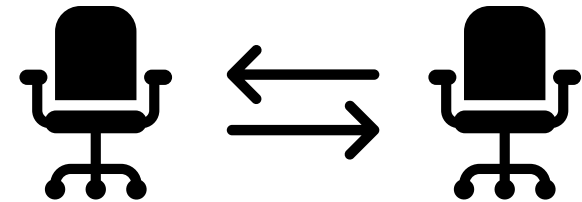


What is your favorite task to do or skill that you get to use as a research administrator?

# AUDIENCE QUESTIONS

# BREAK TIME

After this break, make sure you are seated at a different table.





# Conversation Spark #2

With the group of people at your table, answer the following questions:

1. What is your name and role at U of T?
2. What is a 'comfort' food for you when you need a boost/are sick?

Spark Icon by Icons8

# Collaborative Challenge Support Staff

- **Annaliza Co**, Research Financial Systems Specialist, VPRI
- **Deanna Pong**
- **Nadia Saracoglu**, Manager, Projects & Process Optimization, VPRI
- **Rames Paramsothy**, Senior Business Analyst, Financial Services



# Collaborative Challenge

## Small Group Discussion

1. At your table, appoint a:
  - **Note-taker: To take notes on solutions**
  - **Speaker: To share your group's answers with the large group**
2. Note the Challenge (A or B) designated to your group
3. Discuss the designated Challenge provided in your handout
4. Discuss possible solutions by answering your scenario's questions posed in the handout



**~15 minutes**

# Collaborative Challenge

## Strategies and solutions for Challenge A

### 1. Dinner:

- Eligible with conditions
- Documentation required:
  - *Justification/relevance to University business*
  - *List of attendees (University employees, non-employees) and how they contributed towards achieving the business purpose*
  - *Dinner receipt and cost breakdown*

# Collaborative Challenge

## Strategies and solutions for Challenge A

### 2. Raj's trip to California

- Ineligible, the travel dates are outside of the grant date and Raj is not listed on the grant

# Collaborative Challenge

## Strategies and solutions for Challenge A

### 3. Caregiver expenses

- Eligible with conditions
- Documentation required:
  - Original receipts for caregiver services
  - Pre-approval of caregiver services
  - Authorization for Dr. Badana's travel

# Collaborative Challenge

## Strategies and solutions for Challenge B

1. Incorrect amount:
  - Correct entry by reversing posting

# Collaborative Challenge

## Strategies and solutions for Challenge B

### 2. Germany travel:

- GL-840010, GL-840020, GL-841070: TRAVEL-EMPL
- All above GLs are acceptable as long as the expenses don't exceed the Travel-S budget.

For expenses that exceed the available funds::

- Look for another source of funding where the expense is eligible
- Charge it to the Principal Investigator Funds Centre
- Coordinate with the Research Officer to determine if the Sponsor allows budget reclassification and increase the Travel-S commitment item

# Collaborative Challenge

## Strategies and solutions for Challenge B

### 3. Lab renovation

- Review sponsor rules on pre-award expense eligibility/'Claw-back' rule
- If no 'Claw-back' rule, Nov 2024 expenses incurred before the award date and cannot be posted to this research account
- GL- 835206 is the appropriate GL for renovations, however, the Commitment Item must be overwritten with SPECIAL 1 to draw the funds out of the appropriate Commitment Item from the Funds Available Budget Hierarchy.

# Collaborative Challenge

## Strategies and solutions for Challenge B

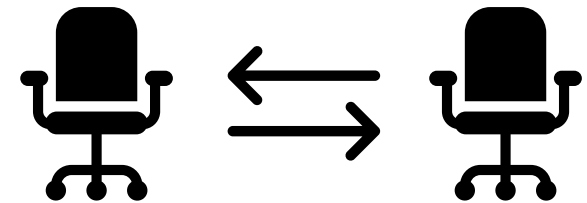
### 4. Research expenses

- LogicPro Digital Audio software license: GL-825201
- MacBooks and peripherals: GL-821110 - the corresponding Commitment Item – “Equipment: Computing: Purchase” rolls up to Equip-S in the Funds Available Budget Hierarchy.
- Extended warranty for MacBooks: GL-835000. An extended warranty is deemed as ‘Services’. Note: Extended warranty is eligible for research provided that the warranty period is within the research grant period.



# STRETCH & SWAP!

Stand up and swap your spot so you are seated at a different table.





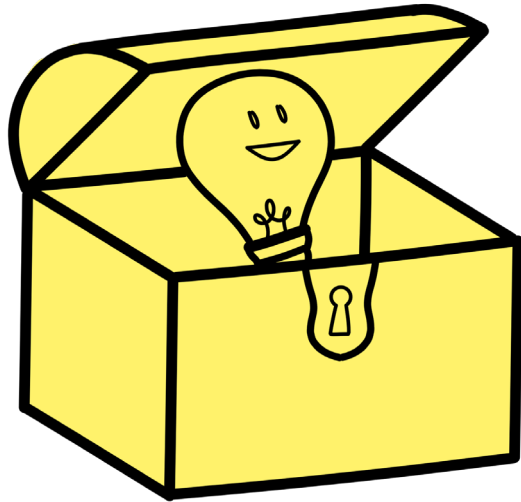
## Conversation Spark #3

With the group of people at your table, answer the following questions:

1. What is your name and role at U of T?
2. What is your favorite task to do or skill that you get to use as a research administrator?

Spark Icon by Icons8

# Trivia Treasure!



1. Work with the people seated at your table to answer the trivia questions
2. No Internet!
3. One point per correctly answered question (up to 10)

The table with the most points wins a prize!

# Trivia Treasure: The Riches...

1) Name one subscription-based communication medium for VPRI's news and events

- [CRIS Research Roundup \(Subscribe\)](#)
- [Research Alerts \(Sign Up\)](#)

The screenshot displays three subscription options on the VPRI website:

- CRIS Research Roundup:** A weekly digest of research & innovation communications curated by the [Centre for Research & Innovation Support \(CRIS\)](#). The Research Roundup is published on Tuesday, and includes information communicated in the preceding week. A button labeled "Visit Research Roundup >" is present.
- Upcoming Workshops & Events for Researchers & Staff:** A section with a "See all Events >" link. Below this, two event cards are shown:
  - CIHR Project Grant: Strategies for Success – July 24, 2025**
  - CFI JELF Application: Strategies for Success – July 17, 2025**
- Research Alerts:** Sign up for Research Alerts to get e-mail notifications about your preferred research topics. Requires a valid [UTORid](#). A button labeled "Visit Research Alerts >" is present.

Find these resources at the [VPRI website](#).

# Trivia Treasure: The Riches...

2. Name the database where research staff find U of T research facilities and equipment available for shared use.

[Institutional Core Facilities & Equipment Database](#)


### Equipment Database

The ICF Equipment Database provides a current listing of research equipment available for shared use to both U of T and external researchers. As each facility has its own guidelines around use, access, and pricing, please refer to the facility website, calendar link (if an approved user), or listed facility contact for details or additional information.


[ICF Equipment Database](#)

### Institutional Core Facilities


#### Open Centre for the Characterization of Advanced Materials (OCCAM)




#### Centre for the Analysis of Genome Evolution & Function (CAGEF)




#### Toronto High Containment Facility (THCF)




#### Toronto Neuroimaging (ToNI)



#### Analytical Laboratory for Environmental Science Research and Training (ANALEST)



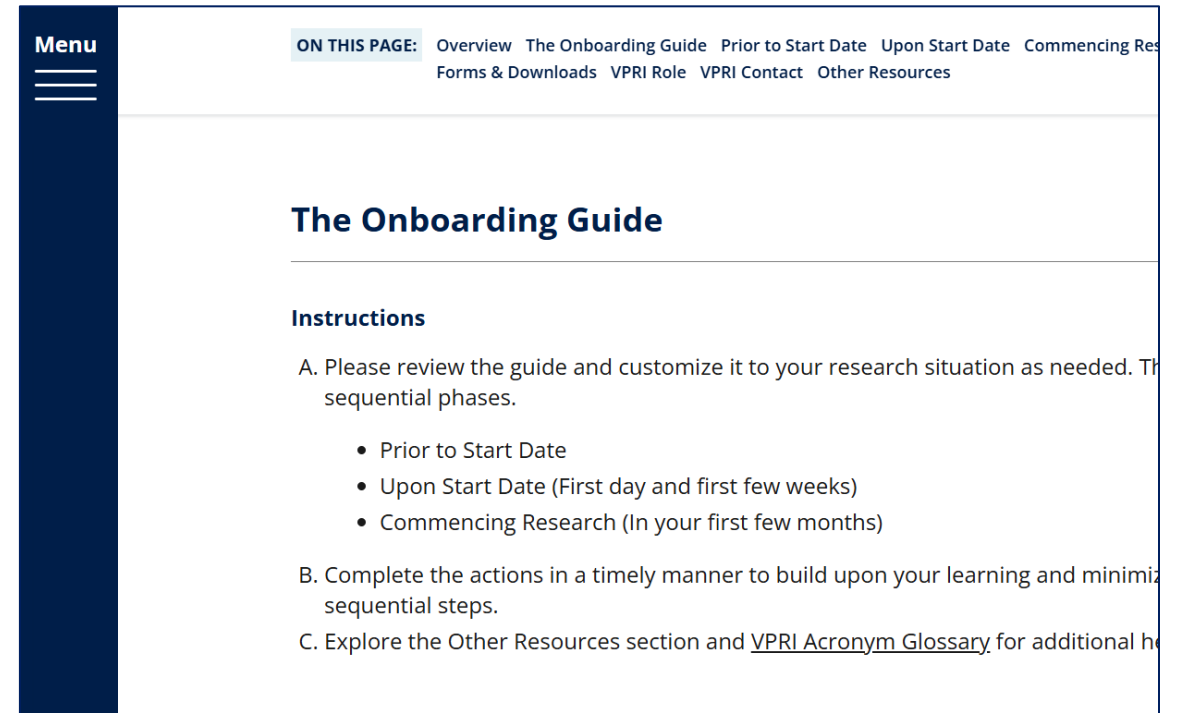
#### The Centre for Spectroscopic Investigation of Complex Organic Molecules and Polymers (CSICOMP) NMR Facility



# Trivia Treasure: The Riches...

3. What VPRI web-based resource supports onboarding new faculty?

[New Faculty Onboarding webpage](#)  
with the [New Faculty Onboarding Guide \(.pdf\)](#)



The screenshot shows a webpage titled "The Onboarding Guide". On the left is a dark blue vertical sidebar with a "Menu" label and three horizontal lines. The main content area has a light blue header with "ON THIS PAGE:" followed by links: Overview, The Onboarding Guide, Prior to Start Date, Upon Start Date, Commencing Research, Forms & Downloads, VPRI Role, VPRI Contact, and Other Resources. Below the header, the title "The Onboarding Guide" is displayed. Underneath is the "Instructions" section, which includes three main points: A. Please review the guide and customize it to your research situation as needed. The sequential phases. (with a bulleted list: Prior to Start Date, Upon Start Date (First day and first few weeks), Commencing Research (In your first few months)), B. Complete the actions in a timely manner to build upon your learning and minimize sequential steps, and C. Explore the Other Resources section and [VPRI Acronym Glossary](#) for additional help.

# Trivia Treasure: The Riches...

4. What forms need to be completed to formalize a partnership between the University and an external research sponsor?

- My Research Application
- Sponsored Research Agreement
- Confidential Information & Intellectual Property (CIIP) Agreement

Find more details at [Sponsored Research & Collaboration Agreements](#)

# Trivia Treasure: The Riches...

5) Name three Nobel Prize winners associated with the University of Toronto

- i. Arthur Schawlow (Physics)
- ii. Bertram Brockhouse (Physics)
- iii. Frederick Banting (Physiology or Medicine)
- iv. Geoffrey Hinton (Physics)
- v. John Charles Polanyi (Chemistry)
- vi. Lester B. Pearson (Peace)
- vii. Michael Spence (Economic Sciences)
- viii. Walter Kohn (Chemistry)



# Trivia Treasure: The Riches...

6) In 2023 - 2024, how much sponsored research funding was awarded to the University of Toronto?

*\$1.54 billion*

*For more details see [Explore Research by the Numbers](#)*

## Dashboards

### Awards & Honours



Key global and national research awards and honours held by U of T researchers.

### Funding Research



Investments into U of T research and innovation from funding partners.

### Infrastructure



U of T research infrastructure funding compared to Canadian peers.

### Research Impact



Research impact in terms of publications and citations.

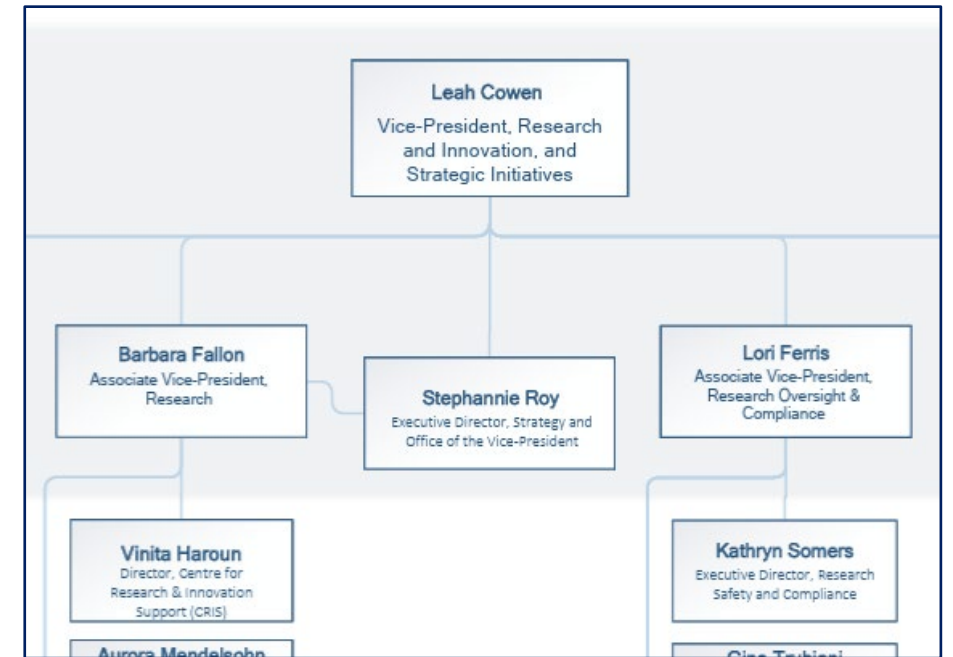
# Trivia Treasure: The Riches...

7) Which of the following units is not part of the Division of the Vice-President, Research & Innovation?

Internal Audit is not part of VPRI

For details on VPRI units, see:

- [VPRI Contact Us](#)
- [VPRI Organizational Structure](#)



# Trivia Treasure: The Riches...

8) What days and hours can you reach a member of the My Research Help Desk by phone?

9am-5pm, Monday-Friday. See [EASI - My Research](#)


## My Research (MR)

The My Research system is the web-enabled gateway for Investigators, Academic Administrators, and Staff to the following systems supporting research-related administrative activities at the University of Toronto:

- My Research Applications & Agreements (**MRA**)
- My Research Animal Protocol (**MRAP**)
- My Research Human Protocol (**MRHP**)
- My Research On Line (**MROL**)
- My Research Funds (**MRF**)

**System availability:** 4:00 AM to 1:00 AM next day

### About

- [Overview of My Research System](#)
- [VP Research & Innovation](#) 

### Help Desk

Mon - Fri 9:00 AM - 5:00 PM

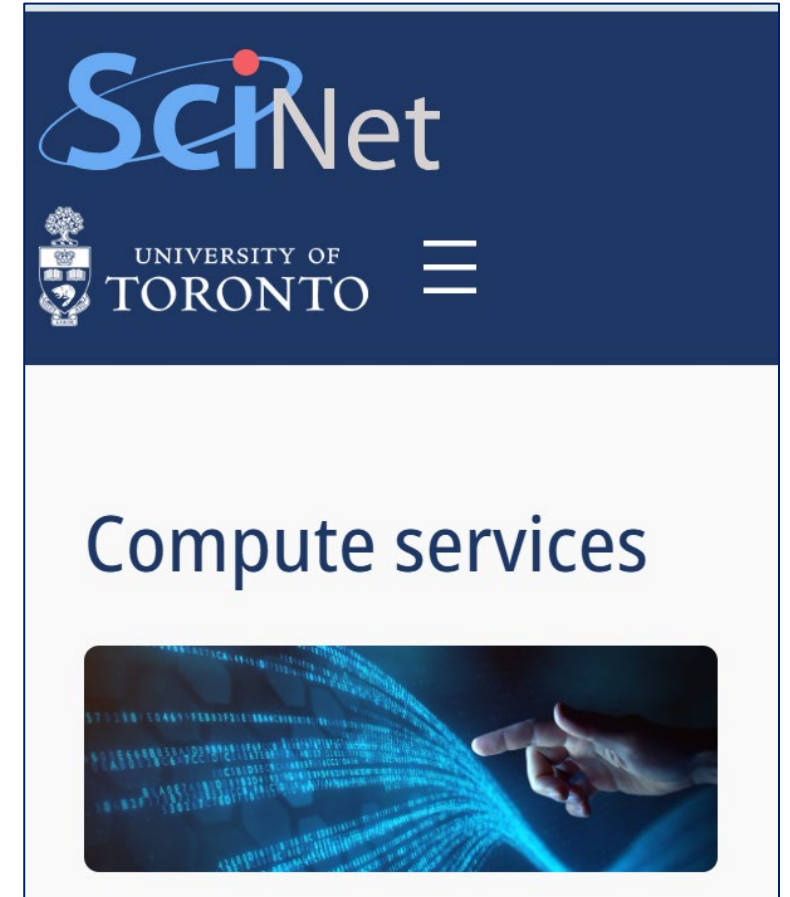
[\(416\) 946-5000](tel:(416)946-5000)

[RAISE@utoronto.ca](mailto:RAISE@utoronto.ca)

# Trivia Treasure: The Riches...

9) What is the name of the supercomputer centre providing computing resources at the University of Toronto?

[SciNet](#)



# Trivia Treasure: The Riches...

10) Which VPRI-hosted centre facilitates researcher access to social and economic datasets from Statistics Canada?

[Toronto Research Data Centre](#)

# Feedback, please!

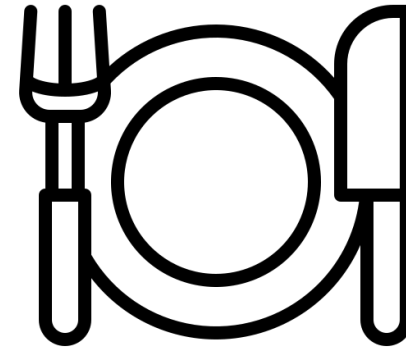
The first 25 people to respond are entered into a draw for a \$25 Indigo gift card!



# Networking Lunch

Spark a conversation with the suggested questions in your handout.

Event end time **1:00 pm**



Meal icons created by  
iconixar - Flaticon



# THANK YOU!