

New Faculty Onboarding: Getting Started in Research & Innovation at the University of Toronto

Congratulations on your faculty appointment and welcome to the University of Toronto (U of T)! The Division of the Vice-President, Research & Innovation (VPRI) created this onboarding guide to help you get oriented to *research-specific* resources and processes as you transition to your new role at U of T.

The VPRI has the expertise and connections to help researchers at every stage, by providing advice and resources. Working with our Faculties and affiliated hospitals, we are the administrative support hub for U of T's research and innovation activities.

IMPORTANT: This guide is meant to complement the general onboarding process managed by your unit head and home department/faculty. Please ensure you consult with your unit head and home department/faculty for a complete set of steps. As department/faculty structure can vary, please take note of the following information.

- Multi-department faculties: Most departments within multi-department faculties at U of T have not only a Chair, but also an Associate Chair – Research, or similar. Your Chair can refer you to the relevant leader within your unit for advice and mentorship relating to research that is specifically tailored to the academic norms within your field(s)
- Single-department faculties: Typically, a single-department faculty has an Associate Chair – Research or similar, who is available for expert advice and mentorship

The Onboarding Guide

Instructions

- A. Please review the guide and customize it to your research situation as needed. The guide is organized into these sequential phases.
 - 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 potential problems with sequential steps.
- C. Explore the websites listed in the Other Resources section, found at the end of this guide, and the [VPRI Acronym Glossary](#) for additional helpful information

Prior to Start Date		
Action	Contact for assistance	Notes
<p><i>Explore the VPRI website</i></p> <p>The VPRI is the administrative support hub for U of T's research and innovation activities. Find information about procedures, regulations, web systems & tools, and who to contact for support.</p> <ul style="list-style-type: none"> • View the VPRI Website Tour (3 minutes) • See Key VPRI Links for New Faculty • For an overview of the services provided by the unique VPRI teams, consult the VPRI staff directory 	<p>See the 'Contact Us' section at the bottom of each page for a subject-specific contact or search the VPRI staff directory.</p>	
<p><i>Explore the Centre for Research & Innovation (CRIS) website</i></p> <p>Find researcher-centered services, training, tools, and expertise offered across the university, such as the following.</p> <ul style="list-style-type: none"> • CRIS Programming • CRIS Resource Hub 	<p>General Inquiries: CRIS cris@utoronto.ca</p>	

Prior to Start Date		
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<p><i>Transfer existing research funds</i> Contact VPRI staff (see Contact for Assistance) to check that the transfer of research funds from your current institution to U of T is underway.</p>	<p>Canadian funds</p> <ul style="list-style-type: none"> • Search the VPRI staff directory by sponsor name to find the relevant contact <p>US & International Funds</p> <ul style="list-style-type: none"> • Contact a Research Funding Manager, US & International Funding 	
<p><u>Understand who can be a Principal Investigator (PI) at U of T</u> Learn how U of T, for research purposes, defines who is eligible to be a PI on a research grant or contract.</p>	<p>Unit head / home department or faculty staff</p>	

Prior to Start Date		
Action	Contact for assistance	Notes
<p><i>If your research involves any of the following:</i></p> <ul style="list-style-type: none"> • Human participants or biological materials • Live animals • Biological agents • Chemicals • Lasers • Radioisotopes • X-Rays • Cannabis or regulated substances <p>Please complete the Research Oversight and Compliance Office (ROCO) Research Needs Assessment Tool, and the appropriate ROCO unit will follow up with you regarding next steps.</p> <p><i>Laboratory space & set-up</i> Plan ahead to ensure your research space meets safety requirements and will be ready to use. Please note:</p> <ul style="list-style-type: none"> • Any renovations or preparation of the research lab(s) may take time and is dependent on the nature of the renovations • Some work with biological agents regulated by the Canadian Food Inspection Agency (such as foreign or emerging animal pathogens) may require special infrastructure and certifications 	<ul style="list-style-type: none"> • Laboratory Space Needs Unit head/Home department or faculty staff • Biological Agents ehs.biosafety@utoronto.ca • Radioisotopes, X-Rays, and Lasers ehs.rps@utoronto.ca • Chemical Use ehs.whmis@utoronto.ca • Live Animals acc.coordinator@utoronto.ca • Human Participants and Specimens ethics.review@utoronto.ca • Cannabis & Regulated Substances ehs.cannabis.research@utoronto.ca 	

Upon Start Date (First day to first few weeks)		
Action	Contact for assistance	Notes
<p><u>Activate your UTORid</u> Your UTORid (with password) is your key to numerous services at U of T, including a range of essential VPRI systems.</p>	<p>Information Commons Help Desk 416-978-HELP (4357) help.desk@utoronto.ca.</p>	
<p><i>Orient yourself to U of T's research systems and web tools</i> Refer to this list of <u>Key Information Systems Used in Research Administration</u> as you complete further steps.</p>	<p>Information Commons Help Desk 416-978-HELP (4357) help.desk@utoronto.ca.</p>	
<p><u>Access your My Research (MR) system account</u> Check to make sure you can login to your MR system account.</p>	<p>RAISE Helpdesk 416-946-5000 raise@utoronto.ca</p>	

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<p><i>Orient yourself to research funding/career development resources.</i></p> <ul style="list-style-type: none"> • Understand the Research Funding Life Cycle • Funding Opportunities • Connaught Fund • Establish a Partnership with Industry and Researcher's Guide to Industry Partnerships • Institutional Strategic Initiatives • Understand the Research Funding Life Cycle • U of T Research Honours & Awards 	<ul style="list-style-type: none"> • <i>Connaught Fund</i> Research Funding Manager, Internal Programs 416-978-3211 m.hussey@utoronto.ca • <i>Industry Partnerships</i> 416-978-5557 innovations.partnerships@utoronto.ca • <i>Institutional Strategic Initiatives</i> strat.initiatives@utoronto.ca • <i>All other resources</i> See the 'Contact Us' section at the bottom of each webpage for a subject-specific contact, or search the VPRI staff directory 	
<p>Learn how to Apply for Funding</p>	<p>Search the VPRI staff directory for a subject-specific contact</p>	
<p><i>Consult your Chair, Vice-Dean Research, and/or Research Facilitator for services available at the department and faculty level for specific funding programs.</i></p>	<p>Unit head / home department or faculty staff</p>	

Upon Start Date (First day to first few weeks)		
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<p>Review U of T's Guide to Financial Management, a key resource on how to handle financial related matters, including research funding.</p>	<p>Financial Services Department 416-978-2140 Financial Services Staff Directory</p>	
<p>Complete relevant MR system training.</p> <ul style="list-style-type: none"> • My Research Applications & Agreements • My Research On Line (MROL) My Research Human Protocols (MRHP) • My Research Animal Protocols (MRAP) 	<p>RAISE Helpdesk 416-946-5000 raise@utoronto.ca</p>	
<p>Create a DiscoverResearch profile</p> <ul style="list-style-type: none"> • Showcase your research and expertise; signal availability for media requests, graduate student supervision, industry, and academic collaboration, etc.; identify other academics for collaboration opportunities; leverage automated data from trusted sources; and download up-to-date CVs or a listing of your scholarly activities • Log into Elements to create your profile; you will need a valid UTORid 	<p>DiscoverResearch Community Site discover.research@utoronto.ca</p>	
<p>Attend Basic Health & Safety Awareness Training</p>	<p>Environmental Health & Safety ehs.courses@utoronto.ca</p>	

Upon Start Date (First day to first few weeks)		
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<p><i>If your research involves human participants, please review Ethics in Human Research for requirements and support regarding ethics protocols.</i></p>	<p>General Inquiries: Human Research & Ethics Unit (HREU) 416-946-3273 ethics.review@utoronto.ca</p>	
<p><i>If your research involves animals, please review Ethics in Animal Research & Teaching for requirements regarding animal use protocols, mandatory animal handler training, field work, controlled drug exemptions, and biohazard permits.</i></p>	<p>General Inquiries: Animal Ethics & Compliance Unit (AECU) acc.coordinator@utoronto.ca</p>	

Upon Start Date (First day to first few weeks)		
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<p><i>If your research involves biological agents, chemicals, lasers, radioisotopes, and/or X-rays</i></p> <p>Permits A valid university permit is required for possession of, and before work with, hazardous materials including biological agents, certain chemicals, radioisotopes, lasers and x-rays, Please review the relevant programs for further information.</p> <ul style="list-style-type: none"> • U of T Biosafety Program • U of T Chemical Safety Program • U of T Radiation Protection Program (including Lasers and X-rays) <p>Contact the applicable EHS team for guidance before starting your permit application(s).</p> <p><i>Attend relevant Environmental Health & Safety (EHS) Training and review the EHS website</i></p> <ul style="list-style-type: none"> • Review the Training Matrix: Laboratory Personnel to determine which courses you and your lab personnel need to complete • Access online courses and register for in-person sessions as applicable at My EHS Training • Review these key items: <ul style="list-style-type: none"> ○ Incident Reporting ○ Respiratory Protection Training & Fit-Testing 	<ul style="list-style-type: none"> • See Environmental Health & Safety: Contact Us for relevant contacts for Biosafety, Chemical Safety and/or Radiation Safety (includes Lasers and X-rays). 	

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<p><i>If your research involves cannabis, please review the license requirements at Research Involving Cannabis.</i></p>	<p>Research Compliance Manager 416-436-0452 ehs.cannabis.research@utoronto.ca</p>	
<p><i>If your research involves controlled or dangerous goods, please review Export Control & Controlled Goods Program to ensure you are complying with applicable regulations.</i></p>	<ul style="list-style-type: none"> • Export Controls Innovations & Partnerships Office 416-978-5557 innovations.partnerships@utoronto.ca • Transportation of Dangerous Goods Environmental Health & Safety 416-978-6011 ehs.biosafety@utoronto.ca • Controlled Goods Research Compliance Manager 416-436-0452 ehs.importexport@utoronto.ca 	

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<p>Review key U of T research related policies.</p> <ul style="list-style-type: none"> • Policy on Ethical Conduct of Research including the framework to Address Allegations of Research Misconduct • Code of Behaviour on Academic Matters • Policy on Research involving Human Subjects (if relevant) • Conflict of Interest – Academic Staff 	<p>Office of the Governing Council governing.council@utoronto.ca 416-978-6576</p>	
<p>Review the University’s expectations regarding Research Integrity</p>	<p>Manager, Research Oversight & Compliance 416- 946-0836 Rhain.louis@utoronto.ca</p>	
<p>Review the University’s expectations for Research Data Management</p>	<p>General Inquiries: CRIS cris@utoronto.ca</p>	
<p>Attend U of T’s new faculty & staff orientation</p>	<p><u>The Division of People Strategy, Equity & Culture: Contact</u></p>	
<p>Sign up for Research Alerts to get e-mail notifications about your preferred research topics. You will need a valid UTORid.</p>	<ul style="list-style-type: none"> • Self register at the Research Alerts website • Contact Rso.research@utoronto.ca if a manager has said you require authorship privileges or if you experience difficulties with sign-up 	
<p>Sign up for communications from CRIS</p>	<p>General Inquiries: CRIS cris@utoronto.ca</p>	

Commencing Research (In your first few months)		
Action	Contact for assistance	Notes
Learn how to Manage Funding	Search the VPRI staff directory for a subject-specific contact	
Ensure all relevant permits & approvals are in place (e.g., biosafety permits, ethics protocols, etc.)	Search the VPRI staff directory for a subject-specific contact	
Ensure that your research staff complete all required and relevant training (e.g., MR Systems, Environmental Health & Safety, etc.)	Search the VPRI staff directory for a subject-specific contact	
Learn how to move your research output to the market through Inventions, Commercialization & Entrepreneurship and the following helpful handbooks. <ul style="list-style-type: none"> • Inventor's Guide to Tech Transfer at U of T • Start Up Guidebook Find entrepreneurship-specific resources at University of Toronto Entrepreneurship	Search the VPRI staff directory for a subject-specific contact	
Review key U of T innovation related policies. <ul style="list-style-type: none"> • Inventions Policy • Copyright Policy 	Office of the Governing Council 416-978-6576 governing.council@utoronto.ca	

Commencing Research (In your first few months)		
Action	Contact for assistance	Notes
<p><i>Orient yourself to a few of the centrally supported services available at U of T.</i></p> <ul style="list-style-type: none"> • SciNet • Toronto Research Data Centre (Toronto RDC) 	<ul style="list-style-type: none"> • SciNet info@scinet.utoronto.ca 416-978-2922 • Toronto RDC rdc.info@utoronto.ca 	

Tips for Success

1. Take advantage of available online resources.
2. Incorporate time in your research planning for necessary administration (e.g., application processing, ethical review).
3. Understand your responsibilities as a PI. You are responsible for adhering to University policies, research integrity, sponsor requirements, policies concerning humans and animals in research, ethical conduct of research, etc.

Other Resources

[Centre for Research & Innovation Support \(CRIS\)](#)

[Center for Teaching Support & Innovation](#)

[Discover Research](#)

[Division of the Vice-President, Research & Innovation](#)

[Employee Self-Service](#)

[Environmental Health & Safety \(EHS\)](#)

[Financial Services: Guide to Financial Management](#)

[Information Technology Services](#)

[Office of the Governing Council: Policies](#)

[Office of the Vice-Provost, Faculty & Academic Life](#)

[People Strategy, Culture, & Equity](#)

[Research Alerts](#)

[SciNet](#)

[Toronto Research Data Centre](#)

[University of Toronto Entrepreneurship](#)

[U of T Contacts](#)

[UTORid Management](#)

Questions?

Please [Contact the VPRI Staff](#)