

## Canada Research Continuity Emergency Fund – Stage 3 – Research Maintenance and Ramp-up Open call to UofT campus-based Principal Investigators

### 1. **Background**

On May 15, 2020, the Prime Minister announced \$450 million in funding to help Canada's academic research community during the COVID-19 pandemic. The [Canada Research Continuity Emergency Fund](#) (CRCEF) was launched by the Tri-Agency Institutional Programs Secretariat (TIPS) in four stages. Stages 1, 2 and 4 provide wage supports to universities and health research institutes, so they can retain research staff who are funded from industry or philanthropic sources and are unable to access some of the government's existing COVID-19 support measures. Stage 3 supports universities and health research institutes to maintain essential research-related activities during the crisis, and to ramp back up to full research operations once physical distancing measures are eased.

The University's approach to the four stages of the CRCEF program is described in greater detail [here](#).

*This page addresses Stage 3 eligibility and requirements only.*

### 2. **CRCEF Stage 3**

As per the [CRCEF program website](#), Stage 3 *"is to support direct costs of research that have been incurred to: 1) maintain essential research-related commitments during the COVID-19 pandemic; and 2) support ramping-up to full research activities as physical distancing measures are eased and research activities can resume. Only direct costs of research that are extraordinary and incremental to those already covered by existing sources of funds and have been incurred between March 15 and November 15, 2020 will be reimbursed, at up to 75%.*

*Extraordinary incremental costs incurred for research projects funded by either governmental or non-governmental sources are eligible for Stage 3 support. Extraordinary incremental costs are defined as unanticipated additional costs that would not normally have been incurred in the absence of the COVID-19 pandemic and cannot be funded by existing sources of funds."*

Examples of eligible expenses include:

a) Maintenance costs - Costs incurred within the eligible period and associated with maintaining essential research-related activities during the pandemic that are exceptional and incremental to those already covered by existing sources of funds, funded at up to 75%. This includes:

- animal and specimen care through the crisis period;
- maintenance of equipment, software, cohorts, datasets, including warranties, licenses and service contracts;
- technological equipment for remote access to maintain assets; and
- safety equipment for personnel dedicated to maintenance.

b) Ramp-up costs - Costs incurred within the eligible period and associated with full ramp-up of research activities, as physical distancing measures are eased and research activities can resume. Only costs that are exceptional and incremental to those already covered by existing sources of funds will be supported, at up to 75%. Eligible expenses include those incurred at the project level and associated with:

- re-organizing the research environment and activities;
- additional costs to bring the research back to its pre-pandemic level, including experiments or related to the restart of collections and datasets (e.g., population-based, environmental);

- user fees charged by shared platforms to researchers to restart research activities (e.g., animal-care facilities, digital labs);
- re-scheduling and restarting human and clinical trials;
- exceptional costs to access special facilities, shared platforms and resources, knowledge transfer meetings and workshops;
- restarting, reassembling and safety checks of equipment and facilities;
- reacquiring lost and donated laboratory and field supplies and equipment, reagents, perishable materials, laboratory animal and other living specimens; and
- personal protective equipment and related items for research-related personnel.

**PLEASE NOTE: salary costs related to the above are only eligible during the period August 30 – November 15, 2020. Additional information on Stage 3 is available in the [CRCEF program Stage 3 FAQs](#).**

Timelines:

- **November 23, 2020** – deadline for submitted claim information to academic division contacts (see section 3, below)
- December 15, 2020 – deadline for University of Toronto submission to the CRCEF program
- January 31, 2021 – award notification and payment
- February 2021 – UofT internal determination of application of funds awarded against eligible claims

### **3. Making a CRCEF Stage 3 Claim**

The CRCEF program is institutional in nature, therefore individuals cannot make direct application. The Division of the Vice-President Research & Innovation (VPRI) is working in partnership with academic divisions (and affiliated hospitals in relation to hospital-based faculty) to collect information on all eligible claims. These will be consolidated into a single application and submitted to the Program by December 15, 2020.

University of Toronto campus-based faculty members who believe they have an eligible claim (a cost incurred between March 15 and November 15 that meets the eligibility criteria noted in section 2, above, and further described on the CRCEF program website and FAQs) should bring the following information to the attention of the designated CRCEF contact in their academic division (see Section 5):

- A brief description of the expense
- details of the expense (FIS document posting number, Fund Number, invoice date)
- indication, where relevant, if the claim involves any equity, diversity or inclusion (EDI) considerations (Please see section 4.)

**Given the administrative intensity of this program, it is not intended to address small claims. Faculty members are asked to bring forward only substantial expenses, the recovery of which will have a meaningful impact on their research.**

*In order to be considered for the institutional submission, complete claim information must be brought to the divisional contact **by no later than November 23<sup>rd</sup>**. Please note that academic divisions and departments may establish their own complementary processes for Stage 3.*

**PLEASE NOTE: Hospital-based faculty members should be in touch with their hospital's research office regarding Stage 3 claims for research undertaken at/under the auspices of the hospital.**

Results of our institutional application for Stage 3 funds are expected at the end of January 2021. Should the amount awarded be less than the total of our eligible claims, VPRI will allocate proportional amounts to academic divisions according their notional shares, and delegate to those divisions – who are closest and more knowledgeable about specific claims – responsibility for recommending application of funds to eligible claims. In so doing, academic divisions are required to first address the reasonable requirements of instances involving EDI considerations – further information on this step will be provided when the level of funding is known in January 2021. After EDI-affected claims have been addressed, academic divisions may apply remaining funds proportionally across eligible claims, or may make adjustments based on the following criteria:

- a minimum incremental cost for a project to be considered for the funding;
- the financial impact of the COVID-19 pandemic on the grant’s budget exceeding a certain percentage of the annual grant value;
- priority given to projects that are at the beginning or in the middle of their terms, versus those that are close to their grant end date; and
- non-eligibility of projects with considerable financial balances at the end of the fiscal year (March 31, 2020).
- earmarking a certain percentage of its allocation for supporting researchers at a specific career stage (e.g., early career researchers); or
- setting a maximum amount or percentage of the CRCEF contribution by project.

Each division will provide a brief explanation of the divisional decision-making process along with their proposed allocation plan. These plans will be reviewed by the VPRI’s Institutional Research Leadership Group before central approval is provided to reimburse expenses.

#### **4. Equity, Diversity and Inclusions**

As per the [CRCEF equity, diversity and inclusion requirements](#), *“Institutions should carefully consider their support for individuals who have been personally impacted by the pandemic (e.g., their own or their immediate family’s health has been directly impacted by the COVID-19 pandemic, family obligations for dependent care or limited access to medical care for persons with disabilities). Evidence shows the pandemic is having a disproportionate impact on equity-seeking groups, resulting in further inequities for these individuals regarding their research activities in the long term, and further exacerbating existing inequities and underrepresentation in the research ecosystem more broadly.”*

Accordingly, the University is incorporating in its Stage 3 process the ability for Principal Investigators and academic divisions to flag eligible claims that have EDI considerations (without requiring personal details). In considering whether it is appropriate to apply an EDI flag to your request, the following information may be helpful:

**Equity** is defined as the removal of systemic barriers and biases enabling all individuals to have equal opportunity to access and benefit from the program. To achieve this, all individuals who participate in the research ecosystem must develop a strong understanding of the systemic barriers faced by individuals from underrepresented groups (e.g., women, persons with disabilities, Indigenous peoples, racialized minorities, individuals from the LGBTQ2+ community) and put in place impactful measures to address these barriers.

**Diversity** is defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression and age. A diversity of perspectives and lived experiences is fundamental to achieving research and training excellence.

**Inclusion** is defined as the practice of ensuring that all individuals are valued and respected for their contributions and equally supported. Ensuring that all team members are integrated and supported is fundamental to achieving research and training excellence.

EDI considerations may relate either to the needs of researchers, or to research design and methods. Examples of EDI considerations include:

**Needs of the Researcher and/or Project Team**

- The PI/research lead and/or research team members have been personally impacted by the pandemic (e.g., their own or their immediate family's health has been directly affected; they have experienced increased family obligations for dependent care, including child care, elder care, and care for those with medical needs; or they have been affected by limited access to medical care for persons with disabilities)
- Research maintenance/ramp-up includes costs associated with accessibility/universal design in the research space
- Research maintenance/ramp-up requires additional safety equipment or PPE to support those with diverse abilities or medical needs
- Research ramp-up requires reorganization of the research environment or activities to accommodate those with caregiving challenges related to COVID-19
- Research maintenance/ramp-up involves other eligible expenses designed to address systemic barriers experienced by under-represented groups

**Nature of the Research**

- Research that will benefit under-represented or historically marginalized populations
- Community-engaged research that applies an equity lens or engages under-represented or historically marginalized populations
- Research with and by Indigenous communities that incorporates Indigenous ways of knowing
- Research that integrates sex- and gender-based analysis or GBA+ (gender-based analysis plus)

In communicating a potential Stage 3 claim to the academic division, Principal investigators are encouraged to indicate if there are EDI considerations, either with respect to themselves/their team or in relation to the nature of the research, based on the above information, without including any private/personal information.

## 5. Designated UofT Divisional Contacts for CRCEF Stage 3 Claims

The following individuals have been designated by their academic division to receive Stage 3 claims and inquiries from campus-based researchers. They will liaise with the Division of the Vice-President Research and Innovation as required.

<b>Division</b>	<b>Designated Stage 3 Contact</b>	
APPLIED SCI & ENG	Elaine Footman	<a href="mailto:vdr@ecf.utoronto.ca">vdr@ecf.utoronto.ca</a>
ARCHITECTURE	Shirley Chan	<a href="mailto:Shirley.Chan@daniels.utoronto.ca">Shirley.Chan@daniels.utoronto.ca</a>
ARTS & SCIENCE	Lisa Rumiell	<a href="mailto:lisa.rumiell@utoronto.ca">lisa.rumiell@utoronto.ca</a>
DENTISTRY	Susan Rodgers	<a href="mailto:Susan.Rodgers@dentistry.utoronto.ca">Susan.Rodgers@dentistry.utoronto.ca</a>
DLSPH	Lee Vernich	<a href="mailto:lee.vernich@utoronto.ca">lee.vernich@utoronto.ca</a>
INFORMATION	Stephanie Fisher	<a href="mailto:s.fisher@utoronto.ca">s.fisher@utoronto.ca</a>
KPE	Jason Small	<a href="mailto:adr.kpe@utoronto.ca">adr.kpe@utoronto.ca</a>
LAW	Annette Henry	<a href="mailto:annette.henry@utoronto.ca">annette.henry@utoronto.ca</a>
LIBRARY	Glen Morales	<a href="mailto:g.morales@utoronto.ca">g.morales@utoronto.ca</a>
MANAGEMENT	Joanne Pereira	<a href="mailto:joannep.pereira@rotman.utoronto.ca">joannep.pereira@rotman.utoronto.ca</a>
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MUSIC	Ely Lyonblum	<a href="mailto:ely.lyonblum@utoronto.ca">ely.lyonblum@utoronto.ca</a>
NURSING	Shefali Ram	<a href="mailto:s.ram@utoronto.ca">s.ram@utoronto.ca</a>
OISE	Lara Cartmale	<a href="mailto:l.cartmale@utoronto.ca">l.cartmale@utoronto.ca</a>
PHARMACY	Mike Folinis	<a href="mailto:m.folinis@utoronto.ca">m.folinis@utoronto.ca</a>
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