

Early Researcher Award Application Checklist

PI name:

Faculty:

Completed	Sec.	Forms and sections	Details
		MRA	Completed MRA due to RSO by Thurs. Nov. 17, with application attached; note you should allow time for your MRA to go through system approvals (i.e. submit at least 3 days earlier than the deadline)
General Format			
		Application Format	Fill in templates provided in application form
			Text must be single spaced, one-inch margins on all sides
			Funding amounts should be in Canadian dollars, no cents
			Use clear language, avoid technical jargon
		Application Order	Application Form
			Appendix A - Total Expenditure Budget
			Appendix B - Proposed Research Proposal
			Appendix C - Research Productivity and Recognition (CV)
			Appendix D - Letters of Reference (3)
			Attachment A - Mitigating Economic and Geopolitical Risk Checklist
ERA Application Form Sections			
	1	Applicant General Information	Must be a full-time UofT faculty member
	2	Applicant Institution	University of Toronto
	3	Title of Proposal	Use non-technical language
	4	Alignment by Category	Select the most applicable category. Do not select more than one
	5	Alignment by Canadian Research and Development Classification Code (CRDC)	Select CRDC classification code for each area: Type of Activity, Field of Research, and Socioeconomic Objective. Refer for Appendix A of Program Guidelines document for details
	6	Key Terms	Provide a maximum of 10 terms to describe the research area
	7	Institutional Contact	Kevin Hamilton, Director, Institutional Initiatives Research Services Office 3rd floor, 12 Queen's Park Crescent West, Toronto, ON M5S 1S8 Tel: (647) 302-8717 kevin.hamilton@utoronto.ca
	8	Research Summary	200 words maximum; use non-technical language
	9a	Description of Researcher (PI)	200 words maximum; highlight expertise and accomplishments
		Other Roles	Confirm any other positions and/or roles as indicated; if "yes" is selected, provide details for each instance
	9b	First Degrees(s) Earned	Must have completed first Ph.D., MD, or Doctor of Veterinary Medicine, on or after January 1, 2011 (i.e., January 1, 2011 refers to the 'conferral' date or date of convocation)
	9c	First Academic Appointment	Must have started independent academic research career on or after January 1, 2016
	9d	Interruptions or Delays	200 words maximum; provide specific dates for all instances. If applicant falls outside of eligible dates in sections 9b and 9c, this section <u>must</u> be completed. If none were experienced, state "none"
	10	Research Supervisors	Indicate Ph.D. and Postdoctoral supervisor(s) as applicable
	11a	Research Background in Training - Highly Qualified Personnel (HQP)	Indicate the number of students, postdoctoral fellows, and other research personnel you have supervised
	11b	Research Background in Training - HQP Training Details	200 words maximum; outline the training experience provided in the development of HQP
	11c	Research Background in Training - Co-supervised HQP	200 words maximum; outline specific roles and responsibilities required as a co-supervisor
	11d	Policy Exemption - HQP Training	200 words maximum; outline any institutional/departmental policies or circumstance(s) that may have affected training experience
	12	Training Plans for Research Team	200 words maximum; describe training plans for research team; list the number and level of each team member (do not include names); demonstrate commitment to EDI
	13	Strategic Value to Ontario	200 words maximum; demonstrate how the anticipated research results are of strategic value to Ontario
	14	Intellectual Property (if applicable)	200 words maximum; describe how the IP generated from the project will be determined
		Intellectual Property Training (if applicable)	List any IP training the research team has taken or plans to do
		Youth Outreach Plan	200 words maximum; outline the plan for annual youth outreach activities; this is a mandatory component of the award
	15	Milestones & Deliverables	Maximum of 10 key milestones per category. Listed for full 5-year term of the project. Include youth outreach milestone for each year of the award
	16	Funding Received by Researcher	Confirm all funding, as indicated; if "yes" is selected, provide details
	17	Government Awards received	Ensure section is completed and selected "No" (if you answer "Yes" to any of these questions, then you are NOT eligible for an ERA)
	18	Reference Letters - <i>each referee biography 100 words max</i> ; follow formatting on pg. 15-16 of Program Guidelines	Referee #1 - arm's length source; suggested international stature
			Referee #2 - arm's length source; suggested international stature
			Referee #3 - former supervisor, mentor, or collaborator familiar with the applicant's work (non-arm's length)

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Appendices & Checklist			
	A	Total Expenditure Budget	Total Expenditures: \$150,000 Youth Outreach: maximum of \$1,000 ERA funds Total Direct Costs (ERA amount): \$100,000 Total Matching Contributions: \$50,000 Total Operating (Indirect) Costs: \$40,000 Budget must be planned out for full 5 years of ERA award
		Budget Justification	200 words maximum
	B	Proposed Research Proposal	Text must be single-spaced, with one-inch margins in all sides Arial 12-point font must be used 6 page maximum, including appendices, excluding references All pages in attachments should be numbered Describe integration of equity, diversity, and inclusion in research design and development of research team Clearly communicate how research project meets the relevant ethical obligations Files should be named with the following format: PI LASTNAME_PI FIRSTNAME_APPENDIX B
	C	Research Productivity and Recognition (Researcher's Full CV)	Arial 12-point font must be used; Should be formatted in the following order: Personal Information; Education; Recognitions; Researcher (PI) Profile; Employment History; Research Funding History; Activities; Contributions. See guidelines for further details on content and formatting requirements Files should be named with the following format: PI LASTNAME_PI FIRSTNAME_APPENDIX C
	D	Reference Letters	3 original signed letters of reference (do not submit more than 3); See Program Guidelines for details on best practices; ensure formatting on pg. 15-16 of guidelines is followed. Ensure the same referees are discussed in Section 18 of the application form. Research Services Office will embed the reference letters in the application form. Letters can be named with the following format: PI LASTNAME_PI FIRSTNAME_APPENDIX D
		Mitigating Economic and Geopolitical Risk Checklist	Applicants are required to complete this checklist and submit as a separate file with their application package. One box in each row must be filled in. If any of your responses are "No" or "Not Applicable", please briefly explain in the free text box. Signature will be completed by Research Services Office
		Confirmations & Signature	To be completed by the Research Services Office

Final Version of ERA - submitted to the Research Services Office	
Document 1	Electronic Copy of Application Form 1 electronic PDF document of complete application including appendices embedded in application form (scanned copies will not be accepted) ***Research Services Office will attach reference letters File should be named with the following format: UNIVERSITYOFTORONTO_PI LASTNAME_PI FIRSTNAME_ELECTRONIC
Document 2	Flat PDF of Application Form a PDF of the electronic application (as above) along with appendix B and C saved as one combined PDF document. ***Research Services Office will attach reference letters File should be named with the following format: UNIVERSITYOFTORONTO_PI LASTNAME_PI FIRSTNAME
Document 3	Mitigating Economic and Geopolitical Risk Checklist a PDF of the completed Mitigation Economic and Geopolitical Risk Checklist. File should be named with the following format: UNIVERSITYOFTORONTO_PI LASTNAME_PI FIRSTNAME_MEGRC
UofT Internal Matching Letter (not to be included in application - for submission to Research Services Office only)	
Document 4	Matching Letter Ensure matching letter is complete: \$50k of matching is confirmed, signed by Department Chair, CFC/CC included