

## Early Researcher Award Application Checklist

PI name:

Faculty:

Completed	Sec.	Forms and sections	Details
		<b>MRA</b>	MRA submitted with application attached (due to RSO Sept 26, 2019).
<b>General Format</b>			
		<b>Application Format</b>	
			Fill in templates provided in application form
			Text must be single spaced, no more than 6 lines/inch
			Funding amounts should be in Canadian dollars, no cents
			Use clear language, avoid technical jargon
		<b>Application Order</b>	
			Application form
			Appendix A - Budget form
			Appendix B - Proposed Research
			Appendix C - CV
			Appendix D - Reference Letters (3)
<b>ERA Application Form Sections</b>			
	1	Applicant Researcher	must be UofT faculty
	2	Applicant Institution	University of Toronto
	3	Title of Proposal	ensure section is completed
	4	Alignment Category	one category chosen (two is fine if required)
		Research Discipline/Area of application	select primary and secondary CFI code for research discipline and area of application code
	5	Key Words	10 words maximum
	6	Institutional Contact	MayLiza Baak, Director, Institutional Initiatives
	7	Research Summary	150 words maximum; Use non-technical language
	8a	Description of Researcher	150 word maximum
	8b	Degrees(s) Earned	10 years from having completed their first Ph.D., MD, or Doctor of Veterinary Medicine, as of January 1, 2019 (i.e. graduated no earlier than January 1, 2009)
	8c	First Academic Appointment	No more than 5 years from having started their independent academic research career as of January 1, 2019. Should have first academic appointment on or after January 1, 2014
	8d	Interruptions or Delays	150 words maximum. Provide specific dates. If applicant falls out side of eligible dates in sections 8b and 8c, this section must be completed. If no interruptions/delays, state "None".
	9	Research Supervisors	ensure section is completed
	10a	Research Background in Training Highly Qualified Personnel (HQP)	ensure section is completed
	10b	Research Background in Training HQP Training Details	150 word maximum
	10c	Research Background in Training Co-supervised HQP	150 word maximum
	10d	Policy Exemption - HQP Training	150 word maximum
	11	Training Plans	300 word maximum
	12	Strategic Value to Ontario	200 word maximum
	13	Youth Outreach Plan	200 word maximum
	14	Milestones & Deliverables	ensure section is completed. Include youth outreach milestone for each year of the project. Maximum of 10 key milestones per category.
	15	Funding Received by Researcher	ensure section is completed

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	16	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
	17	Reference Letters	Referee #1 - arm's length source; suggested international stature
		- each referee biography should be 100 words max	Referee #2 - arm's length source; suggested international stature
			Referee #3 - former supervisor, mentor, collaborator or corporate sponsor familiar with the applicant's work (non arm's length)
		Authorized Signing Officer	RSO Sign-Off
<b>Appendices</b>			
		Appendix A - Total Expenditure Budget	Total Expenditures: \$150,000 Youth Outreach: maximum of \$1,000 ERA funds Total ERA amount: \$100,000 Total Matching Amount: \$50,000 Total Indirect Cost: \$40,000
		Appendix A - Budget Justification	100 word maximum
		Appendix B - Proposed Research	Text must be single-spaced, with no more than six lines per inch Arial 12 point font must be used Margins must be standard (1" x 1") 5 page maximum, excluding references Files should be named in the following format: <b>UniversityofToronto_PI Last Name_ProposedResearch</b>
		Appendix C - Research Productivity and Recognition (Researcher's Full CV)	Arial 12 point font must be used; Should be formatted as: Personal Information; Education; Recognitions; User Profile; Employment History; Research Funding History; Activities; Contributions. See guidelines for further details Files should be named in the following format: <b>UniversityofToronto_PI Last Name_CV</b>
		Appendix D - Reference Letters	Include 3 original signed letters of reference (do not submit more than 3). See guidelines for further details. Ensure referees are discussed in section 17 of the application
<b>Final Version of ERA - submitted through RSO</b>			
	<b>Electronic Copy</b> - 1 electronic PDF document of complete application including appendices (scanned copies will not be accepted)		
<b>UofT Internal Matching Letter (not to be included in application - for submission to RSO only)</b>			
	Matching Letter		Ensure letter is complete, \$50k matching confirmed, signed by Chair, CFC/CC included