ORF-RE FAQs

1. **What funds can be used towards institutional contributions?**
   - Lead PI (Salary + 24.5% benefits @ X% of time towards project x duration of project)
   - Co-PIs (Salary + 24.5% benefits @ X% of time towards project x duration of project)
   - Start-up funds
   - CFI IOF Funds (30% of CFI award)
   - Note that there is also an additional 40% of in kind indirect costs (IDC, aka overhead) that can be counted as institutional contributions; the formula is in the internal budget sheet. In addition, we can count 40% of in-kind institutional IDC on the private sector's in-kind contributions, as they are not permitted to count in-kind IDC; budget 40% of total direct expenses (e.g., for a $1m grant, the IDC calculation would be $1m/1.4*0.4=$285,714).

2. **Maximum ask from ORF for the following items:**
   - Facilities and Equipment: no more than 10% of total direct costs.
   - Salaries for graduate students: ORF funding can be used to cover up to $20,000 per graduate student annually and $50,000 per PDF annually but other sources can be used to top up these amounts.
   - Management and Administration: up to 10% of total direct costs.
   - Youth Outreach: all applications must include a plan for annual youth outreach activities (up to 1% of the ORF portion).

3. **Budget Justification**
   - Provide details sufficient to allow a reviewer to best understand the rationale for the costs and necessity of the expense. For example, explain why you need a costly piece of equipment, X number of PDFs who are required to do ABC, etc. The review panel is likely to delve into these details and follow sections of your application to justify the validity of the individual costs.

4. **What is the difference between a Co-PI, collaborator, and end user?**
   - Co-PIs are individuals that significantly contribute to your research objectives. They usually also provide PSP and/or institutional matching and will receive ORF funds.
   - Collaborator is an individual who plays a significant role in the conduct of your research or research activity. They do not receive funds from your budget or provide matching.
   - End users are groups or individuals that benefit directly from the outcome of your research.

5. **Is a blended budget acceptable?**
   While a blended is acceptable, you should note that other applications will have full private sector contributions/commitments and this competition is highly competitive with an average success rate of 32%. Your IP/commercialization, benefits to Ontario, and end user engagement would need to be very strong as you will be competing with other projects that have the full 1/3 of private sector matching. Most of the UofT applications over the last eight competitions have had 1/3 PSP matching. We generally use it in post award if there are issues with the private sector contributions.

6. **Who do I contact for the commercialization portion of the proposal?**
   The Innovations and Partnerships Office should be contacted while putting together the commercialization aspect of your proposal. Please contact:
   Sonya Brijbassi, M.Sc.
   Business Development Officer – Industry Partnerships
   The Innovations and Partnerships Office
   Tel: 416.946-3483
   Email: s.brijbassi@utoronto.ca

   or

   Colin Swift
   Business Development Officer – Industry Partnerships
   The Innovations & Partnerships Office
   Tel: 416.978-6653
   Email: colin.swift@utoronto.ca

7. **What is the earliest start date for secured contributions and expenses?**
   Cash contributions can be counted as early as Sept 20, 2018 (i.e., one year prior to the application deadline) as long as they have not been spent prior to May 23, 2019 (i.e., the earliest expense date). In-kind contributions are eligible as of May 23, 2019.
   The maximum duration of a project is 5 years and generally projects are not less than 3 years.

8. **What are the Deadlines?**
   July 19 for the UT internal Notice of Intent to RSO

   August 6 for budgetary review
   Email excel file and budget justification (section 9 of application – any format is fine) to RSO

   August 12 for administrative and editorial review of application (word version) and available appendices
   Submit via MRA & email

   September 16
   PDF version of complete application with all attachments
   Excel budget