



NOMINATION OF A CANADA RESEARCH CHAIR ¹

Identification

File number: 216083

Nominating University: University of Toronto

University contact

Surname or family name: Chadwick

Given name and initials: Judith L.

Title or position: Assistant Vice-President,
Research Services

Department/ Research and Innovation
faculty:

Telephone: Area code 416 Number 978-5129 Extension

Fax:

E-mail address : j.chadwick@utoronto.ca

Nominee

Surname or family name: Sample

Given name and initials: University of Toronto

Title or position: Financial Officer

Department: Research Services

University/ organization: University of Toronto

Country: CANADA

Telephone: Country code Area code Number Extension

Fax :

E-mail address: melissa.tetley@utoronto.ca

Chair information

Type of Chair applied for: Tier 1 Tier 2 Special Tier 1 Special Tier 2
NSERC CIHR SSHRC

If this Chair represents a change in the original allocation by Tier or Council, please send the Chairs Secretariat a separate covering letter indicating what changes you are making.

Are you nominating someone for a Tier 2 Chair who received their highest degree more than 10 years ago ?

Yes No

¹ See Program Details section at www.chairs.gc.ca



Justification for the Tier 2 Chair

Tier 2 Chairs are intended for emerging researchers. If the nominee is a professor who received his/her highest degree more than ten years ago, please justify this nomination (e.g. clinical training, years in industry, breaks in career, etc).



Research project summary

Provide a 100 word summary, written in lay language, describing the uniqueness and importance of the proposed research program. This summary may be used for publicity purposes.

The research project summary should be a "media-friendly" summary of your research program, highlighting the key objectives, innovations and potential impacts/outcomes of the project.

Remember - you are selling your research project here. Use this summary to grab the reviewers attention and get them to want to read more. MAKE IT MORE EXCITING!

Keywords

Provide keywords which describe the proposed research program (use a comma to separate keywords):
These keywords describe the proposal. Suggested reviewers should share at least one keyword (they must have the relevant expertise to review the proposal). You should share ALL keywords on your CV (you must have all the expertise required to carry out the project).



Letters of reference

List the names and institutional affiliations of **three** people who will be writing letters of reference for this nomination. Referees must **not be** in a **conflict of interest** with the nominee. The Canada Research Chairs program complies with the [Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations](#) to ensure the effective management of conflict of interest of any participant in the review process.

To instruct referees on how to compose their letters and to consult the program's conflict of interest policy, please see [Guidelines for referees](#).

Eligibility

Tier 1 Nominations

All three letters **must** be from established authorities in the field who are **not** in a **conflict of interest** with the nominee. **One** letter **must** be from an international authority in the field, i.e., a recognized authority in the nominee's field who does not reside in the country in which the nominee is currently working.

Tier 2 Nominations

One of the three letters must be from an established authority in the field who is **not** in a **conflict of interest** with the nominee. In addition, for the other two letters of reference, referees may not be affiliated with the nominating institution unless they are the candidate's PhD or postdoctoral supervisor.

Note : Referees cannot be suggested as reviewers for nominations.

Name of Referee :

Institution of Affiliation :

Conflict of interest (for Tier2 Nominations only): Yes No

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Institution of Affiliation :

Conflict of interest (for Tier2 Nominations only): Yes No



Funding from Chairs program

Indicate how Canada Research Chairs funds will be used according to the line items (five years for Tier 2 nominees; seven years for Tier 1 nominees). Actual expenditures may deviate from planned expenditures as long as program guidelines on the use of funds are respected. This information is requested for information and evaluation purposes for the College assessors, as well as for program administrative and accountability purposes.

Contributions of Chairs Program to:	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Salary costs of incumbent							
Salary and benefits of the incumbent (including any bonus paid to the incumbent)	61,095	63,667	66,214	69,001	71,761		
Student salaries and benefits							
Undergraduate	2,000	5,000	3,000	5,000			
Master's							
Doctoral	24,000	11,000	15,000	13,000	12,000		
Non-student salaries and benefits							
Postdoctoral fellows		5,500	3,000		3,000		
Other (clerks, secretaries, research assistants, research associates)							
Other expenses							
Professional / technical services							
Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI							
Materials, supplies and other expendables							
Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.)							
Travel and workshops	1,483	3,411	1,364	1,577	1,817		
Other expenditures (specify) Please include University Wide Costs which is as follows: Tier 1 on-campus: \$22,844 Tier 2 on-campus: \$11,422 Tier 1 off-campus: \$8,566 Tier 2 off-campus: \$4,283	11,422	11,422	11,422	11,422	11,422		
Total (maximum \$200,000 for Tier 1 and \$100,000 for Tier 2)	100,000	100,000	100,000	100,000	100,000		



Funding from the University

Indicate any funds committed in support of the Chair by the university (five years for Tier 2 nominees; seven years for Tier 1 nominees). This information is requested for information and evaluation purposes for the College assessors.

Contribution of University to :	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Salary costs of incumbent							
Salary and benefits of the incumbent (including any bonus paid to the incumbent)	92,423	101,244	106,306	111,621	117,202		
Student salaries and benefits							
Undergraduate							
Master's							
Doctoral							
Non-student salaries and benefits							
Postdoctoral fellows							
Other (clerks, secretaries, research assistants, research associates)	6,300	6,564	6,892	7,236	7,598		
Other expenses							
Professional / technical services	2,500	2,600	2,730	2,870	3,000		
Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI	500	500	500	500	500		
Materials, supplies and other expendables	1,500	1,550	1,600	1,650	1,700		
Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.)	4,239	4,366	4,500	4,632	4,770		
Travel and workshops	1,250	1,250	1,250	1,250	1,250		
Other expenditures (specify) Reserch allowance (\$10,000/-) for non-Faculty of Medicine applicants.	10,000	10,000	10,000	10,000	10,000		
Total from university :	118,712	128,074	133,778	139,759	146,020		



Funding from other sources

Indicate any funds committed in support of the Chair by sources other than the Chairs program or the university (five years for Tier 2 nominees; seven years for Tier 1 nominees) (e.g., federal government departments and agencies, provincial funding agencies and relevant provincial and territorial departments, charities, non-governmental organizations, industry, and international organizations). In-kind contributions may also be included. Exclude the concurrent or any subsequent application to CFI associated with the nomination; however, include any other CFI investment that supports the Chair or the cluster. If included, this information may be used for information and evaluation purposes for the College assessors.

Contribution from other sources :	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Salary costs of incumbent							
Salary and benefits of the incumbent (including any bonus paid to the incumbent)							
Student salaries and benefits							
Undergraduate							
Master's							
Doctoral							
Non-student salaries and benefits							
Postdoctoral fellows							
Other (clerks, secretaries, research assistants, research associates)							
Other expenses							
Professional / technical services							
Acquisition, maintenance, operation of research equipment and other research resources; do not include funds requested concurrently from CFI							
Materials, supplies and other expendables							
Administrative costs related to the chair program (recruitment and relocation, fitting research and office space for the incumbent and his/her research team, proposal writing, technology transfer, publication acquisitions, research services, etc.)							
Travel and workshops							
Other expenditures (specify) See CV for more details. Include only *Confirmed* funding from other sources, portion it to per current plans. Keep in mind that Year 1 is expected start date of the Chair. Context for funding on this page can be provided within the application.							
Total from other sources :							



Suggested reviewers

The University is invited to suggest three potential reviewers, for this nomination. Suggested reviewers may be from Canada or abroad. Reviewers must not be in a **conflict of interest** with the nominee. The Canada Research Chairs program complies with the

[Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations](#)

to ensure the effective management of conflict of interest of any participant in the review process.

To consult the program's conflict of interest policy, please see [conflict of interest](#).

Note: Referees cannot be suggested as reviewers for nominations. Reviewers must be able to evaluate the nomination in the language in which it is written. The Chairs Secretariat reserves the right to make the final selection of reviewers for any nomination.



Attachment

Presentation

- Put your name at the top of each page and number all pages.
- Use **12-point** font or larger and a maximum of six lines per inch, single spaced.
- Paper must be **8 1/2" x 11"** (22x 28 cm) and margins **must be at least 3/4"** (2 cm) around.
- Submit the following information as one attachment.

1) Quality of the Chair (maximum 1 page)

Demonstrate that:

- you distinguish yourself as an outstanding and innovative world-class researcher whose accomplishments have made a major impact and who is recognized internationally as a leader in your field (Tier 1); or;
- you are developing into an excellent researcher of world-class caliber who has demonstrated particular research creativity and the potential to achieve international recognition in your field in the next five to ten years (Tier 2).

2) Description of the proposed research program (maximum 6 pages)

Using the following guidelines, describe the program in enough detail to allow informed assessment by qualified reviewers.

Objectives

- Briefly state the explicit objectives of your proposed research program.

Context

- Situate the proposed research in context of the relevant scholarly literature.
- Explain the relationship and relevance of the proposed research to your ongoing research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.
- Explain the importance, originality, innovativeness and anticipated contribution to knowledge of the proposed research.
- Describe the theoretical approach or framework (if applicable).
- Demonstrate how the proposed research will contribute to the attainment of the research objectives as outlined within your institution's Strategic Research Plan.

Methodology

- Describe the proposed research strategies and key activities, including methodological approaches and procedures for data collection and analysis that will be used to achieve the stated objectives.
- Justify the choice of methodology.

Engagement with research users and communication of results

Outline plans for engaging research users and communicating research results:

- Describe how you will engage with research users (e.g. the media, academics, industry, government, not-for-profit, practitioners, policy makers, educators, private sector, artistic and cultural community etc) during the various stages of your research (i.e. conception of research project(s), implementation, communication of results etc).
- Describe how you will disseminate the results of your research (e.g. conference presentations, publishing in peer reviewed publications, copyrights, products, patents, services, technology transfer, and creative or artistic works etc).

Description of proposed training strategies

- Describe the specific roles and responsibilities of students, research assistants, and postdoctoral fellows, and indicate the duties, especially with respect to research, that they will be undertaking and how these will complement their academic training.



3) List of references (maximum 1 page)

Attach a list of all references cited in your proposed research program (this is in addition to the six pages of the description).

4) Quality of the Institutional Environment, the Institutional Commitment, and the Fit of the Proposed Chair with the University's Strategic Research Plan (maximum 6 pages)

When deciding whether to recommend support of a nomination, reviewers assess the institutional environment, the institutional commitment, and the fit of the proposed Chair with the university's Strategic Research Plan. Reviewers are asked to give a global assessment of support based on these factors.

Institutional environment

The university describes:

- the existing or planned institutional environment for the proposed Chair.
- (if applicable depending on the nominee's career stage) any opportunities for collaboration with other researchers working in the same or related areas at the current institution and/or the nominating institution (as applicable), in the same region, within Canada or abroad.
- (if applicable depending on the nominee's career stage) any opportunities for attracting additional resources (including financial and non-financial resources).

Institutional commitment

The university describes:

- how it and (as applicable) any affiliated institutions, hospitals, institutes, etc., will provide the chairholder with the support they need to ensure the success of their work such as: protected time for research (e.g. release from teaching or administrative duties), mentoring, additional funds, office space, administrative support, hiring of other faculty members etc).
- how these commitments differ from those provided for regular faculty members.

Fit of the Proposed Chair with the Strategic Research Plan

- The university is required to demonstrate the importance of the Chair to its strategic research development and, as applicable, to its affiliated hospitals, research institutes, etc. Reviewers assess the fit of the proposed Chair with the university's Strategic Research Plan and gauge how the proposed Chair will contribute to the attainment of the university's objectives.
- Describe (if applicable) how the nominee has helped build relationships with other research initiatives in Canada and abroad.



Signature

It is agreed that the general conditions governing the Canada Research Chairs Program as outlined on the Canada Research Chairs Program Web site as well as the applicable policies of the relevant granting agency apply to this nomination and are hereby accepted by the University and the Nominee.

It is agreed by the University that the Nominee be shown all documentation relating to his/her Canada Research Chair nomination prior to submission of the nomination.

It is agreed by the University that the Nominee and, if applicable, all members of a cluster be shown all documentation relating to the Canada Foundation for Innovation component of the nomination prior to submission of the nomination.

It is agreed that the general conditions governing the use of Canada Foundation for Innovation (CFI) funds as outlined in the CFI Institutional Agreement and the CFI Policy and Program Guide apply to the infrastructure project outlined in this application and are hereby accepted by the University, the Nominee and, if applicable, all other members of a cluster nomination.

It is agreed that the uses and disclosures of information by the Canada Research Chairs Program, as outlined on the Canada Research Chairs Program Web site, are understood and hereby accepted by the University and the Nominee.

Recruitment process

The Chairs Secretariat advises the University that all Canada Research Chair recruitment processes must be transparent, open and equitable. They should be consistent with the principles and safeguards embodied in the University's existing tenure-track hiring practices (collective agreement or equivalent), and must contain features such as:

- Open advertising with a statement of commitment to equity in the nomination and appointment process.
- Encouragement for persons in designated groups to apply.
- Active recruitment measures for members of underrepresented groups.
- Involvement in the Chair recruitment, nomination and appointment process by university equity officers, or equivalent.

The Program's Secretariat reserves the right to ask institutions to provide at any time, within the 12 months following the nomination, proof that the process to recruit chairholders was transparent, open and fair. Your institution must be able to provide a copy of its open announcement, including a statement regarding its commitment towards equity and the participation of members from designated groups.

Did your institution abide by these principles in the recruitment and nomination of this Nominee?

Yes

No

University Signature

Nominee signature

Title

(President, Rector or Principal of the University
or authorised representative)

Date: _____

_____/_____/_____
Year Month Day

Date: _____
Year Month Day



INTEGRITY IN RESEARCH AND SCHOLARSHIP

I understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any nomination or by accepting funding from CIHR, NSERC and/or SSHRC, I affirm that I have read and I agree to respect all the policies of these Agencies that are relevant to my research, including the [Tri-Agency Framework: Responsible Conduct of Research](#)

CONSENT TO DISCLOSURE OF PERSONAL INFORMATION

As outlined in the tri-agency framework referenced above, in cases of a serious breach of Agency policy, the Agency may publicly disclose my name, the nature of the breach, the institution where I was employed at the time of the breach and the institution where I am currently employed. I accept this as a condition of applying for or receiving Agency funding and I consent to such disclosure.

Chairholder signature

Date: ____/____/____
Year Month Day