

## Early Researcher Award Application Checklist

PI name: \_\_\_\_\_ Faculty: \_\_\_\_\_

Completed	Sec.	Forms and sections	Details
		<b>MRA</b>	Completed MRA due to RSO by May 28, 2021, with application attached; note you should allow time for your MRA to go through system approvals (i.e. submit earlier than the deadline).
<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 - Total Expenditure Budget
			Appendix B - Proposed Research
			Appendix C - CV (Research Productivity and Recognition)
			Appendix D - Reference Letters (3)
			Appendix E - Mitigation Economic and Geopolitical Risk Checklist
<b>ERA Application Form Sections</b>			
	1	Applicant Researcher	Must be a UofT faculty member
	2	Applicant Institution	University of Toronto
	3	Title of Proposal	Ensure this section is completed using non-technical language
	4	Alignment Category	Select one category, two if required. Do not select more than two categories
	5	Alignment by Candian Research and Development Classificaiton Code (CRDC)	Select CRDC classification code for each area: Type of Activity, Field of Research, and Socioeconomic Objective. Refer for Appendix A of <b>Program Guidelines</b> document for details
	6	Key Words	Provide a maximum of 10 words to describe the research area
	7	Institutional Contact	Kevin Hamilton, Director, Institutional Initiatives
	8	Research Summary	150 words maximum; use non-technical language
	9a	Description of Researcher (PI)	150 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	Degrees(s) Earned	Must be 10 years from having completed first Ph.D., MD, or Doctor of Veterinary Medicine, as of January 1, 2010 (i.e. graduated no earlier than January 1, 2010)
	9c	First Academic Appointment	Must have started independent academic research career on or after January 1, 2015
	9d	Interruptions or Delays	150 words maximum; provide specific dates for any/all instances. If applicant falls outside of eligible dates in sections 8b and 8c, this section <u>must</u> be completed. If none were experienced, state "none".
	10	Research Supervisors	ensure section is completed; indicate Ph.D. and Postdoctoral supervisor(s) as applicable
	11a	Research Background in Training - Highly Qualified Personnel (HQP)	Indicate the number of students, fellows and other research personnel that you have supervised
	11b	Research Background in Training - HQP Training Details	150 words maximum; outline the training experience provided in the development of HQP
	11c	Research Background in Training - Co-supervised HQP	150 words maximum; outline specific roles and responsibilities required as a co-supervisor
	11d	Policy Exemption - HQP Training	150 words maximum; outline any institutional/departmental policies or circumstance(s) that may have affected training experience
	12	Training Plans for Research Team	300 words maximum; describe the training plans for the research team
	13	Strategic Value to Ontario	200 words maximum; demonstrate how the anticipated research results are of strategic value to Ontario
	14	Youth Outreach Plan	200 words maximum; outline the plan for annual youth outreach activities
	15	Milestones & Deliverables	Ensure section is completed; maximum of 10 key milestones per category. 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	Referee #1 - arm's length source; suggested international stature
			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)
		- each referee biography should be 100 words max	

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Appendices			
		Appendix A - Total Expenditure Budget	Total Expenditures: \$150,000 Youth Outreach: maximum of \$1,000 ERA funds
		Appendix A - Budget Justification	100 words maximum
		Appendix B - Proposed Research	Text must be single-spaced, with no more than six lines per inch <del>Arial 12-point font must be used.</del>
		Appendix 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; User 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: <b>PI LAST NAME_ERA_APPENDIX C</b>
		Appendix D - Reference Letters	Include 3 original signed letters of reference (do not submit more than 3). See guidelines for further details. Ensure the same referees are discussed in Section 18 of the application Letters can be and named with the following format: <b>PI LASTNAME_ERA_APPENDIX D</b>
		Appendix E - Mitigation Economic and Geopolitical Risk Checklist	Applicants are required to complete this checklist and submit it as part of their application package
		Confirmations & Signature	To be completed by the Research Services Office

Final Version of ERA - submitted to the Research Services Office	
	<b>Electronic Copy</b>