

**University of Toronto (U of T) and Humboldt-Universität zu Berlin (HUB) –  
Joint Call for Workshop Proposals:  
Developing Collaborative Projects and Exchange Activities**

U of T and HUB are contributing matching funds to support workshops aimed at developing collaborative research and education initiatives.

**Proposals:**

- i) To be eligible, a proposal must include a team of participants from both institutions.
- ii) This call invites workshop proposals in all areas that are of mutual interest to the project team and will strengthen the partnership between U of T and HUB.
- iii) This call will fund a workshop(s) to develop joint research or education projects.
- iv) Up to 4 joint proposals will be selected.
- v) The proposals will be assessed and recommended for selection by a committee composed of members from both institutions appointed by the Vice-Presidents International or their designate.
- vi) The funding provided by the Universities is intended to support the expenses of hosting a workshop, including but not limited to costs for travel and accommodation.

**Eligibility for U of T participants within the scope of this call:**

- Applications are open to faculty members in continuing appointments.
- Faculty members in continuing U of T appointments, and students and fellows under their supervision at U of T, are eligible to participate in exchange activities.

**Eligibility for HUB participants within the scope of this call:**

- Applications are open to faculty members in continuing appointments.
- Faculty members in continuing HUB appointments, and students and fellows under their supervision at HUB, are eligible to participate in exchange activities.

**Value and duration:**

Up to four (4) successful joint proposals will be chosen and each will receive up to 5.000 EUR of funding from HUB and up to \$7,500 from U of T. This funding will be used to cover the costs of a workshop beginning on January 3, 2022 i.e., the funds will be expended between January 3, 2022 and December 31, 2022

**Timeline:**

<b>Call for proposals</b>	September 7, 2021
<b>Deadline for submission of proposal</b>	October 29, 2021; 11:59pm EDT
<b>Communication of Results to applicants</b>	Late November, 2021
<b>Start date of Awards</b>	January 3, 2022

## Submission of Proposals:

i) Proposals are to be prepared and submitted jointly. Only one proposal should be submitted per project on behalf of the team at HUB and U of T by **October 29, 2021** by a faculty member from either institution.

ii) Proposals will be submitted online at the following link: [OVPI Application Portal](#).

**Note:** If you applied to an OVPI grant in the past, an account may have been created for you. If you receive an error message when signing up for a new user account, please use the forgot password option to gain access to your account or contact [international@utoronto.ca](mailto:international@utoronto.ca) for assistance.

iii) The **full proposal** should be comprised of the following elements:

- Proposal Cover that includes the faculty member and affiliations from each Institution with contact details

- A **Project Description** that includes the following items (in alignment with the **Selection Criteria** listed below):

- **Abstract** that describes the joint proposal
- **Workshop Design and Rationale:** description of the workshop, research question(s) and focus/foci of discussion, including the global importance of the area.
- **Impact of collaboration:** anticipated benefits of the collaboration to the faculty member's other active research and/or teaching projects and on strengthening the overall partnership between U of T and HUB.
- **Trainee involvement:** opportunities for graduate student(s) engagement in the proposed workshop and collaboration as it develops.
- **Capacity for future collaboration:** an outline of the potential future collaborations and outcomes that will be possible as a result of having undertaken the workshop. For example: joint publications, joint supervision of PhD students, joint teaching, joint patent applications, joint reports to governments, joint funding applications
- **Proposed budget:** A breakdown of the cost of the activity e.g. flights, travel, etc. to cover the costs of the workshop.

- **Curriculum Vitae:** Abbreviated two-page CV from one lead PI from each institution.

## Adjudication:

i) Applications are received jointly by the U of T Office of the Vice-President, International and HUB International Department (Office of the President's Representative for International Affairs) and forwarded to a respective internal review committee along with a template for ranking applications.

ii) **Selection Criteria:** The internal review committee will assess each full proposal according to the academic merit and compelling elements covered by the following criteria:

- **Workshop Design and Rationale:** a clear description of the workshop, research question(s) and focus/foci of discussion, including the global importance of the area.
- **Impact of collaboration:** the anticipated benefits of the collaboration to the faculty member's other active research and/or teaching projects and on strengthening the overall partnership between U of T and HUB.
- **Trainee involvement:** outlined opportunities for graduate student(s) engagement in the proposed workshop and collaboration as it develops
- **Capacity for future collaboration:** anticipated outcomes, including plans for scale up and potential future collaborations as a result of having undertaken the workshop.

iii) Respective reviews are returned to the U of T Office of the Vice-President, International and HUB International Department (Office of the President's Representative for International Affairs), and results/scores tabulated to rank proposals.

iv) Joint Committee convenes to select up to four final proposals.

## Communication of Results:

Final results will be announced by email to all applicants.

**Reporting After Workshop:**

All awardees must, as a condition of receiving an award under this call, complete a narrative report (of between 1 and 2 pages) that describes the outcomes, nature of collaboration, project impact, trainee involvement and opportunities for future collaboration that evolved from their project. The report will be due by January 30, 2023.

**Information about this Call:****At the University of Toronto:**

All questions related to this Joint Call for Workshops must be directed to: Office of the Vice-President, International

Email: [international@utoronto.ca](mailto:international@utoronto.ca)

**At Humboldt-Universität zu Berlin:**

All questions related to this Joint Call for Workshops must be directed to:

Dr. Britta Schumacher, Strategic Partnership Manager, HUB International Office

Email: [britta.schumacher@hu-berlin.de](mailto:britta.schumacher@hu-berlin.de)