PI name: **Faculty/department:**

Included?	Forms and sections	Details
	MRA	MRA submitted with draft application (due February 11, 2022).
General Format		
	Application Format	Use font Arial 11 if text is copied and pasted into the application form.
	Page Restrictions	Section 2-9 should be no more than 30 pages in total (excluding References and Figures). Section 11 Attachments must be no more than 20 pages in total.
1. General Information		
	Proposal Title	Be concise. Use non-technical language.
	Amount Requested from ORF	**Stream 2:** minimum support from ORF is $300,000; max is $1,000,000
	Project Sector	Indicate the targeted sector.
	Technology Readiness Level (TRL)	TRL must be 3 or higher. Max. 0.5 pages.
	Expected Project Start Date	September 28, 2021
	Lead Institution	University of Toronto
	Lead Institution Contact	Kevin Hamilton, Director, Institutional Initiatives
	Principal Investigator	
	Co-Principal Investigtor	Max of two lead co-Principal Investigators is allowed.
	Alignment by CRDC	Provide CRDC Codes for each of the three areas listed.
	Project Keywords	List up to ten words.
	Collaborating Institutions(s)	If any, ensure Institutional Letters of Support are included. Please also ensure that these institutions are included in the budget if receiving ORF funding and/or providing matching.
	Private Sector Partners	Ensure that the PSP are also included in Section 10 project budget.
	Researchers Interest in Private Sector Partners	Describe the relationship between the researcher and the company.
	Advanced Research Computing Infrastructure	Indicate if there is a request for new or advanced research infrastructure resources in excess of $99,999.
2. Research Excellence (Suggested 4-4.5 pages)		
	Scientific Merit	Suggested 0.5 page.
	Linkages to previous ORF-RE projects	Suggested 0.5 page.
	Proposal Integration	Suggested 0.5 to 1 page.
	Research Collaboration	Suggested 0.5 to 1 page.
	Principal Investigator & Co-Investigator	Maximum 0.5 page per investigator. List Institution for each investigator. Each Investigator to have CV in Section 11 Attachments. Suggested 1-1.5 pages total.
3. Commercialization Potential (Suggested 8.5-10.5 pages)		
	Proposal Brief	No more than 3 lines. Non-technical language.
	Proposal Abstract	Do not include images. Non-technical language. Suggested 0.5 of a page.
	Proposal Description	Suggested 6-7 pages.
	References	Attached. Max. 3 pages. Be selective and succinct when choosing references. A condensed reference format is recommended. Files should be named in the following format: **UniversityofToronto_PI Last Name_References**
	Figures	Max. 10 pages.
	Proposal Innovation	Suggested 0.5 to 1 page.
	Market Analysis	Suggested 0.5 page.
	Principal Investigator & Co-Investigator	Maximum 0.5 page per investigator. List Institution for each investigator. Each Investigator to have CV in Section 11 Attachments. Suggested 1-1.5 pages total.
4. Strategic Value to Ontario (Suggested 5 pages)		
5. Plan for Achieving Impact (Suggested 2-3.5 pages)		
	Commercialization Implementation Plan	Suggested 0.5 to 1 page.
	Commercialization Financial Strategy	Suggested 0.5 to 1 page.
	Commercialization Management Plan	Suggested 0.5 to 1 page.

	Intellectual Property Strategy	Suggested 0.5 page.
6. Development of Research Talent		
	Plan for development of Research Talent	Suggested 1 page.
	Total Number of HQP Trained	
7. Project Management and Governance		
	Project Management and Governance	Including an image is encouraged. Suggested 1.5 pages.
8. Other Project Requirements (Suggested 1 page)		
	Intellectual Property Training	Suggested 0.5 page.
	Youth Outreach Plan	Annual Youth Outreach required, can use up to 1% of ORF grant.
9. Milestones and Deliverables (Suggested 2-3 pages)		
	Project Management	Each milestone has 250 character limit. Avoid technical jargon.
	Research Capacity Building	
	Research Excellence Milestones	
	Achieving Impact Milestones	
	Youth Outreach Milestones	
	Other Milestones	
10. Project Budget (Suggested 5 pages)		
	Annual Budget and Contributions	Ensure that the numbers match the Internal Budget Template. "Facilities and Equipment" and "Management and Administration" may account for up to 10% of total direct costs each. ORF funding can be used to cover up to $20,000 for graduate student research assistants and $50,000 for post-doctoral fellows.
	Private Sector Contributions	Ensure all PSP's are listed on page 4 of the application under "Private Sector Partner(s)". Ensure each partner has a letter of support and that amounts listed for cash and in-kind contributions match letters of support (Section 11. Attachments).
	Budget Justification	Provide a detailed justification for the amount requested in EACH expense category. Outline total costs in each category, # of people and % of time dedicated to the project.
11. Expert Reviewers		
	Recommended External Expert Reviewers	Do not provide more than 2 names in this section. Experts should not have conflict of interest with proposal or PI. Include name, title, institution, phone/fax, email and brief description of expertise.
	Excluded Expert Reviewers	Provide up to five names of experts the applicant does not want to be selected as reviewers.
12. Attachments (Maximum 20 pages total)		
	Institutional Letters of support	Each LOS should be a max of 1 page. Cover page req'd. Combined into single pdf file, which should be named **UniversityofToronto_PI Last Name_Ins LoS.**
	PSP Letters of Support	Each LOS should be a max of 1 page. Cover page req'd. Combined into single pdf file, which should be named **UniversityofToronto_PI Last Name_PSP LoS.**
	End User Letters of Support	Each LOS should be a max of 1 page. Cover page req'd. Combined into single pdf file, which should be named **UniversityofToronto_PI Last Name_User LoS.**
	Stream 2: Additional Letters of Support	Ontario-based company, Industry Liason Office, Industry partners. Combined into single pdf file, which should be named **UniversityofToronto_PI Last Name_Stream2_LoS**
	CVs of Named Investigators and Key Project Staff	Each CV should be 2 pages max. Cover page req'd. Combined into single pdf file, which should be named **UniversityofToronto_PI Last Name_CVs.** Publications restricted to last five years only.
Mitigating Economic and Geopolitical Risk Checklist	Max. 4 pages.	
	Potential Risk Identified & Risk Mitigation Plan	Max. 5,600 characters
UofT Internal Budget (not to be included in application - for submission to RSO only)		
	Total Budget	Ensure numbers match with Ministry budget.

Additional Requirements
Any scanned PDF documents should be done at a lower resolution to reduce the size of the file.