

My Research Applications (MRA) Block Grant: SIG FAQ Sheet

Last revised: May 4, 2022

1. I'm a PI and I would like to apply for the SIG Program. What steps should I follow?

SIG applications are now integrated into MRA. To apply to a SIG program, PIs will now follow the same steps to submitting an MRA and select the SIG program from the "Sponsors/Programs" page. However, your U of T administrative unit may have their own internal review processes for awarding SIG funding to its eligible faculty members, so you should check with your one-up or Business Officer for information on applying for SIG funding from your academic unit (but if a faculty member is awarded SIG funding from their academic unit, then an MRA from that faculty member for those SIG funds would be required, as the restricted research fund for the SIG award could not be set up without an MRA).

2. What is the approval process for a SIG application if a PI selected an administering unit other than their unit of primary appointment?

If a PI has selected the SIG program and has selected an Administering Unit other than the PI's Unit of Primary Appointment, the Application will flow to the Business Officer associated with the Administering Unit and from there to the Unit Head of the Administering Unit. In other words, no approvals are required from the PI's Unit of Primary Appointment if the funds are being requested from a unit other than the PI's unit of Primary Appointment for the SIG program.

3. Should our administering unit/division use MRA for our adjudication process when determining who in our unit/division is awarded SIG funding? (where all faculty members who wish to apply for SIG funding do so by submitting an MRA)

It is up to each unit/division how to handle their adjudication process for deciding who to award SIG funding to (as long as that process is consistent with the "Adjudication" and "Eligibility to Hold a SIG Award" guidelines from the unit's/division's SIG allotment letter). However, some things to consider:

- If the unit/division conducts its adjudication process outside of MRA (so basically conduct the process as the unit/division has generally done in the past), then once award decisions have been made, MRAs would only be required from those faculty members who have been awarded SIG funding. However, if the MRA process is used as part of the adjudication process, then all faculty members wishing to apply for SIG funding would have to submit an MRA, and for those who are not awarded SIG funding, then the unit/division would have to eventually "reject" the MRAs for those not awarded SIG funding.
- When an MRA is submitted for SIG funding, it is first directed to the person at the unit/division who has the "Business Officer" role in MRA. In order to share any proposals (with the unit's/division's SIG peer review committee) for SIG-funded projects that have

been attached to MRAs by faculty members, the Business Officer would have to download those proposals from the MRAs in order to share them with the committee (and that could easily be done if (for example) those faculty members were to just email their proposals to the Business Officer to whoever might be coordinating the adjudication process for the unit's/division's committee).

4. The PI has entered "SIG award" as their title in their MRA – is this a problem?

The title is used for reporting to SSHRC and must meet their standards. The title should be either the title of the project to be supported by the SIG funding, or the social science/humanities topic supported. It should NOT be a description of what is being purchased. For conference travel, the project/presentation title, and also the conference name, location, and date are requested. MRAs with incorrect titles should be returned to the applicant to revise and re-submit.

5. Can we make more than one SIG award in a year to one person?

Yes, if approved through the unit/division's peer review process but please note **there is a limit of \$7,000 on SIG funding per year to any single project, i.e., you cannot make multiple awards totalling more than \$7,000 for one project, whether to one or more researchers.** And if one person is given more than one SIG award in a given year, then that person would have to submit an MRA for each SIG award they are being given.

Contact Info:

Sarah Scott

Research Funding Manager, Social Sciences & Humanities

sja.scott@utoronto.ca

(416) 978-7324

Mark Bold

Research Funding Officer, Social Sciences & Humanities

mark.bold@utoronto.ca

(416) 946-3606

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1	5 May 2022	Document finalized and posted on SIG funding opportunities webpage