



NEW FRONTIERS IN RESEARCH FUND (NFRF) – SPECIAL CALL: RESEARCH FOR POSTPANDEMIC RECOVERY FULL APPLICATION TIPS & CHECKLIST

Research Services Office

KEY DATES:

Optional Editorial Review Deadline:	June 27, 2022, 9:00 am
Internal Deadline: (UofT MRA Submission)	August 2, 2022, 12:00 pm ET
Sponsor Deadline: (on Convergence Portal)	August 9, 2022, 12:00 pm ET
Anticipated Results:	January 2023

BEFORE YOU BEGIN:

- Updates to Funding Opportunity.** We recommend checking the [NFRF funding opportunity](#) periodically for any revisions/clarifications.
- Creating the Full Application.** The [Convergence Portal](#) will open for Full Application submissions on May 3, 2022. Access to create a Full Application is granted only to NPIs who registered at the NOI stage. Only the latest versions of Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox will be compatible.
- Review Criteria.** When you are preparing your Full Application, please keep in mind the five assessment criteria that the multidisciplinary review panel will use:
 - Interdisciplinarity/Fit to program (pass/fail)
 - Equity, diversity, and inclusion (pass/fail)
 - High risk (30%)
 - High reward (40%)
 - Feasibility (30%)

TIP: Please use the program's [evaluation matrices](#) to structure the development of your Full Application. Ensure that your proposal speaks to the various points for each criterion.

PREPARING YOUR FULL APPLICATION IN THE [CONVERGENCE PORTAL](#):

COMPLETE THESE SECTIONS DIRECTLY WITHIN THE CONVERGENCE PORTAL:

- NOI Information.** All relevant information from the NOI will be pre-populated into the full application.
- Changes from the NOI.** New team members (co-PIs and co-applicants) can be added at the Full Application stage.

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RESEARCH SERVICES OFFICE, 3rd Floor McMurrich Building, 12 Queen's Park Crescent West, Toronto, ON, M5S 1S8. See contact information on the website: www.research.utoronto.ca

- Proposed Budget – Direct + Indirect Costs.** The maximum you may request is \$250,000 per year, **including indirect costs.** UofT applicants must request **25%** of their direct costs budget for indirect costs. For example a \$250K/year request would include \$200K direct costs plus \$50K indirect costs, per year.
- Socio-economic Objectives.** Select the relevant objectives from the [Canadian Research and Development Classification codes](#).
- Gender-based Analysis Plus (GBA+).** Indicate whether GBA+ considerations have been integrated into the proposed research.

NOTE: GBA+ is distinct from the EDI criterion, which addresses equity, diversity, and inclusion in the context of the team and HQP training.

- Certifications, licenses and permits.** Answer each question with respect to the proposed project. With the exception of research taking place outdoors, which may require submission of an Impact Assessment, no forms or certifications are required at the time of application.
- Equity, Diversity, and Inclusion (EDI).** Please complete the required information in the text boxes provided on the Convergence Portal. For additional resources for completing this section, please see the separate EDI tips sheets available on the [VPRI funding opportunity web page](#), as well as resources found on the [EDI in Research & Innovation website](#).

An application that does not receive a passing score for the EDI program criterion will not be considered fundable, so it is especially important to present a complete and detailed discussion.

NOTE: The EDI section **must not include any self-identifying information** about members of the research team (e.g., personal demographic information).

UPLOAD THESE SECTIONS AS PDF ATTACHMENTS:

Attachments must adhere to the following formatting guidelines:

- 1) Any acronyms and abbreviations must be explained.
 - 2) Pages must be 8 ½" x 11" (216 mm x 279 mm).
 - 3) Text must be single-spaced, with no more than six lines of type per inch.
 - 4) All text must be in black, using 11-point Arial font; condensed fonts will not be accepted.
 - 5) Margins must be set at a minimum of ¾" (1.87 cm).
 - 6) In multi-page attachments, pages must be numbered sequentially.
 - 7) The application identification number (i.e., NFRFx-xxxx-xxxxx) must appear at the top of each page of the attachment.
 - 8) No personally identifying information should be included in the headers and/or footers (e.g., name, PIN, institution, etc.).
 - 9) The name of the document must appear at the top (e.g., Literature References).
- Research Proposal Attachment.** The research proposal attachment, comprising the sub-sections below, must be uploaded to the Portal as a single PDF, with a total maximum length of **11 pages**.

Research Proposal (suggested maximum: 5 pages)

Describe the proposed research project, providing a rationale for how it meets program expectations and describing why the research should be considered **high risk** and **high reward**.

Be sure to address the following:

- The [UN Roadmap](#) priority that is being addressed and how the project responds to this priority
- The expected outcomes (short- and medium term-impacts, achievement of UN Sustainable Development Goals)
- The research methodology and design, including the novelty and interdisciplinarity
- A workplan and associated timeline
- How the project will engage with end users/position the research for uptake
- Approaches to Indigenous research, if appropriate, including the engagement of Indigenous communities

TIPS:

- Use headings and sub-headings to structure your proposal and make it easy for reviewers to find what they are looking for.
- Use language appropriate for a multidisciplinary audience.
- An application with an overall rating of “fail” for interdisciplinarity/fit to program will not be considered fundable. To help make your case for this criterion, include a paragraph/sub-section that explicitly states how the project is interdisciplinary (e.g., how it was designed from interdisciplinary perspective, how it integrates interdisciplinary perspectives throughout the scope of the project, how researchers from different disciplines will work collaboratively) and how an interdisciplinary approach is necessary to achieve the research outcomes.

GBA+ Analysis (suggested maximum: 1 page)

- Demonstrate that GBA+ has been embedded in the research design, methods, and implementation. Include a thorough analysis.

NOTE: GBA+ will be assessed under the Feasibility criterion.

TIP: For more information on integrating sex, gender, and other diversity factors into your proposed research design and methods, please consult the [resources available on the EDI in Research & Innovation website](#). Here you will find resources related to a variety of disciplines and approaches.

Biographical Information About the Research Team (suggested maximum: 3 pages)

- Provide a brief overview of the research team’s knowledge, background, and expertise.
- Identify the anticipated contributions of each team member (NPI, co-PI, co-applicants, and collaborators, as applicable).
- Explain how team members’ contributions will be coordinated and integrated.
- If a team member’s self-identification information (gender, Indigenous identity, disability, or racialized identity) is relevant to the research, that information may be included here, but **only with that team member’s consent**.

Budget Justification (suggested maximum: 2 pages)

- Provide a breakdown and explanation of the **direct costs** of the research project. Include sufficient details to allow reviewers to assess the appropriateness of the requested resources.
 - A breakdown of the indirect costs of research is not required and should not be included here.
 - Describe **where** the funds will be used, indicating if they will support activities in Canada or abroad.
- Literature References (maximum 5 pages)**
Provide a list of references cited in the Full Application.

SUBMITTING YOUR FULL APPLICATION ON THE CONVERGENCE PORTAL:

- Finalize and Submit to the Research Services Office (RSO).** The NPI must accept the Terms and Conditions prior to submitting the application on the Convergence Portal. The internal deadline to submit the Full Application on the Convergence Portal is **August 9, 12:00 pm ET**. Once submitted, the status of the application will change to “Received by Administrator.”

IMPORTANT: Submitting your Full Application on the Convergence Portal means you are ready for RSO to forward your proposal to NFRF.

- RSO to Approve and Submit.** Once RSO has approved and submitted the Full Application, the status will change to “Received by Agency.” **No changes can be made after submission to NFRF.**

Results. Full Application results are expected in January 2023. Successful applications will have a grant start date in February 2023.

U OF T CONTACT

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