

## University of Toronto Call for Proposals in Latin America and/or the Caribbean

January 2024

**Notice of Interest Deadline:** February 18, 2024, at 11:59 pm EST

**Submission Deadline:** April 14, 2024, at 11:59 pm EST

The University of Toronto (U of T) is providing seed funds to support collaborative education and research initiatives through a Call for Proposals. U of T is committed to the positive impact that universities can have through international partnerships and, through this Call, is supporting new or existing collaborations on **Human Migration**, and/or on **Climate Change and Sustainability**.

Between three (3) and five (5) joint initiatives will be selected for a funding period of one (1) year. The proposals will be assessed and recommended for selection by a peer review committee appointed by the Office of the Vice-President, International (OVPI) at U of T.

### 1. Initiatives

- i. To be eligible, a proposal must be led by at least one Principal Investigator (PI)<sup>1</sup> from U of T and at least one PI whose home institution must be based in Latin America and/or the Caribbean<sup>2</sup>.
- ii. Teams led by Early Career Researchers<sup>3</sup> are encouraged and will be given preference.
- iii. Proposals that demonstrate additional committed funding, including from the non-U of T PI(s)/their institution(s), and/or other funding source are encouraged.
- iv. The initiative must demonstrate an equal partnership amongst all members of the project team, with clearly articulated outcomes.
- v. The proposal must have a clear plan, at the local and/or global level, in developing and implementing the initiative.
- vi. The application must include how the seed funding will support the collaboration to access further research funding and continue its work.
- vii. Proposals may include workshops/symposia, faculty/student exchanges, digital teaching models, and joint research projects.
- viii. The proposed activities and outcomes must be realistic and achievable within the required timelines.
- ix. Applications from all disciplines with a focus on **Human Migration**, and/or **Climate Change and Sustainability** will be accepted. The proposals must comply with the university's policies on ethics, health, safety, and international travel.
- x. U of T is a member of the Canada Caribbean Institute (CCI), and engagement with its [member institutions](#) in the Caribbean are welcomed.

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<sup>1</sup> Definition of Principal Investigator at U of T, see page 3: <https://research.utoronto.ca/media/45/download>

<sup>2</sup> The partnering Principal Investigator must be a faculty member under continuing appointment at their institution.

<sup>3</sup> An individual who is within five years of their first faculty appointment. This duration excludes any period of career break.

## 2. Eligibility

- i. Eligibility to submit proposals:
  - a. U of T faculty member must have a continuing appointment.
  - b. The home institution of faculty members outside U of T must be based in Latin America and/or the Caribbean.
  - c. The application must include a letter of engagement from the PI(s) based in Latin America and/or the Caribbean, describing their planned involvement in the proposed project, their desired outcomes, and benefits, and how these outcomes and benefits contribute to their organizational goals and objectives. The letter must be on the Latin American and/or the Caribbean institution's letterhead and be signed by the PI(s).
  - d. In order to be eligible for academic exchange, faculty members must have a continuing appointment at an institution based in Latin America and/or the Caribbean, or at U of T. Likewise, only students under the academic supervision of a PI holding the funds will be eligible for student exchange.

## 3. Value and Duration

Between three (3) and five (5) successful proposals will be selected and will receive between CAD \$15,000 and CAD \$25,000 for one year.

Eligible Costs	Ineligible Costs
<ul style="list-style-type: none"><li>• Travel costs including flights, hotels, and subsistence.</li><li>• Costs associated with organizing workshops and meetings.</li><li>• Research costs, including consumables and research assistants (up to 25% of total requested budget)</li></ul>	<ul style="list-style-type: none"><li>• Replacement research/teaching costs</li><li>• Teaching Assistants</li><li>• Directly allocated costs including applicants' time</li><li>• Indirect costs</li><li>• Equipment</li><li>• Scholarships</li><li>• Conference attendance</li><li>• Honoraria</li><li>• Student stipends / Tuition fees</li></ul>

## 4. Timeline

<b>Call for Proposals opens</b>	Monday, February 5, 2024
<b>Notice of Interest</b>	Sunday, February 18, 2024, at 11:59 pm EST
<b>Deadline for submission of proposal</b>	Sunday, April 14, 2024, at 11:59 pm EST
<b>Communication of results to applicants</b>	Monday, May 27, 2024
<b>Start date of awards</b>	From Monday, June 10, 2024
<b>Final report</b>	One year + 3 months after start of project

## 5. Notice of Interest and Submission of Proposals

Principal Investigators at U of T must submit a short Notice of Interest, in order to be eligible for submission of a proposal, through the following online form: <https://uoft.me/OVPI-CfP-LAC>

An application template will become available for downloading upon completion of the Notice of Interest.

A single application in English should be submitted to the [OVPI Application Portal](#).

The full proposal must include the following elements:

- i. **Initiative Overview** that includes a brief outline, details of the lead applicants and affiliations from each institution/organization with contact details, and any additional partner details.
- ii. **Initiative Description, of up to three (3) pages in total** that includes the following items in alignment with the **Selection Criteria** listed below:
  - a. **Project Summary:** in plain language, suitable for public use, describe the focus of this initiative (250 words maximum).
  - b. **Description of the Planned Activities:** for example, workshops/symposia, faculty/student exchanges, digital teaching models, joint research projects, including rationale and timeline. The location and format of the activities must be specified (virtual or in person). (500 words maximum).
  - c. **Impact on Indigenous individuals, communities, peoples, topics, lands, or areas of interest** (1,000 words maximum, not part of the 3 pages count). Please, include enough detail to fully evaluate the area of interest *only if this applies to the project*.
    1. Does your initiative take place with or in an indigenous community or communities? (if yes, please provide details);
    2. How was the research topic identified? Provide details of the process and the relationship with the community;
    3. Provide details about the community engagement process and activities of the research (timing, nature of engagement and involvement);
    4. Describe the benefit(s) of the research for Indigenous communities, and who has identified what those benefits are and how they are measured (researcher, university, community, other);
    5. Describe accommodations for local Indigenous language, culture, and community protocols in the research;
    6. How will Indigenous community members be involved in data analysis and knowledge translation?;
    7. Describe how the research uses and operationalizes the [Ownership, Control, Access, and Possession \(OCAP\) principles](#). Provide details about procedures;
    8. How will the Indigenous community have access to the data?;
    9. How is Indigenous data governance being addressed in the research? (Be specific).
  - d. **Initiative Impact:** Describe expected academic theoretical or practical outputs, and the potential impacts and benefits for stakeholders and society. Describe how the partnership may evolve over time and the potential for long-term sustainability beyond the proposed timeframe. (500 word maximum).
  - e. **Collaborative Team:**
    1. Describe the roles, responsibilities and contributions of the applicant, co-applicants, co-directors, and collaborators, as well as other key participants.

2. Describe how the activities and expertise of each member will support and enhance the proposed partnership. Please also describe how the collaboration will strengthen partnerships between U of T, Latin America and/or the Caribbean-based institution(s) (500 words maximum).
3. Include an abbreviated Curriculum Vitae (2 pages max) of each of the lead PIs from U of T and from the Latin America and/or the Caribbean-based institutions.
4. Include a letter of engagement for each of the PIs based in Latin America and/or the Caribbean, as described in point 2. i.c.

**f. Trainee & Early Career Researcher Involvement:** (NOTE: Please do not include any identifying information about team members/trainees).

1. Indicate whether the project includes any Trainee & Early Career Researcher. Please be advised that projects involving trainee and early career researchers will be given priority.
2. Describe how equity, diversity, and inclusion (EDI), as well as consideration of gender-based analysis plus (GBA+), and decolonization have been considered and addressed in the development of the project team. Provide at least one concrete practice to advance EDI team composition/the recruitment trainees; in training and career development activities; and/or in the research and training environment. If diversity factors are not relevant to the project, please provide a brief justification. (500 words maximum)

**g. Research Approach and Methods, Including EDI Considerations:** Describe the research approach and activities planned to achieve the project objectives. Describe how considerations of EDI and GBA+, and decolonization have been integrated into the research design, as applicable. (500 words maximum).

- For more information on incorporating EDI & GBA+ principles into research partnerships, please consult [SSHRC's Guide to Addressing Equity, Diversity and Inclusion Considerations in Partnership Grant Applications](#)<sup>4</sup>.

**h. Project Sustainability:** Specifically indicate sources of external funding the research team intends on applying for in the future to sustain and build upon the partnership program, if known. Describe the origin and allocation of additional funds provided by the non-U of T PI and/or other funding source, if applicable.

**i. Proposed Timeline and Budget:** The amount for one year as outlined in section 3, including a breakdown of the draft timeline costs of the activity e.g., virtual workshop facilitation, flights, travel, hotel, meals, research assistant stipends etc.

## 6. Adjudication

- i. Applications are received by the U of T OVPI and forwarded to an appointed peer review committee.
- ii. Proposals will be evaluated according to the following criteria:
  - a. **Project design and rationale:** how clearly presented and justified is the design and basis for the collaboration?
  - b. **Demonstrated commitment to collaboration:** how strong is the link between the proposed collaboration and current research or teaching project(s)?
  - c. **Project impact on Human Migration, and/or on Climate Change and Sustainability:** how clearly linked are the academic gains to the planned activities and

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<sup>4</sup> See: [https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership\\_edi\\_guide-partenariats\\_guide\\_edi-eng.aspx](https://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/guides/partnership_edi_guide-partenariats_guide_edi-eng.aspx)

performance indicators benefiting Latin America and/or the Caribbean addressing these topics?

- d. **Trainee involvement:** are there opportunities provided for students to engage in the collaboration? What are the anticipated benefits of student engagement to the project and for the students themselves?
  - e. **EDI Considerations:** How the project/team/approach consider aspects of EDI and GBA+, as noted above, as applicable.
  - f. **Capacity for future collaboration:** what is the extent to which future collaborations are possible as a result of the proposed activities? Does the project have the potential to scale up?
- iii. Respective reviews are returned to the U of T Office of the Vice-President, International, and results/scores tabulated to rank proposals.
  - iv. The peer review committee convenes to select 3-5 final proposals.

## **7. Communication**

Results will be announced via email to all applicants.

## **8. Final Reporting**

All awardees must, as a condition of receiving an award under this Call for Proposals, submit a report within three (3) months after the initiative ends, describing the outcomes, nature of collaboration, project impact, trainee involvement and opportunities for future collaboration that evolved from their initiative.

## **9. Information about this Call for Proposals**

In support of this Call, OVPI is pleased to facilitate the procurement of letters of support, make prospective partner introductions, and MOU renewals, where applicable/possible.

Questions can be directed to:

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