

## Research Infrastructure Fund

### Description

The Research Infrastructure Fund (RIF) is managed by the Office of the Vice-President Research, Innovation & International and funded through the indirect costs of research policy framework.

The purpose of this fund is to provide financial support to tenured and tenure-track faculty members to enhance their research capacity at UOIT. The fund will support the purchase of research equipment, operating and maintenance costs of equipment, and other related infrastructure costs required to acquire and maintain research equipment. Eligible faculty members are strongly encouraged to secure matching funds from other sources (e.g. Faculty, industry, external funding agencies); however, this is not a requirement of the funding program.

The RIF has a portion of funds set aside specifically for use of the ACE facility. Faculty members applying for these funds will need to provide a quote from ACE.

The RIF has three application streams:

- **Stream A:** Open (Approximate funding envelope available is \$250,000)
- **Stream B:** OPG (Approximate funding envelope available is \$440,000)
- **Stream C:** ACE User Fees (Approximate funding envelope available is \$50,000)

Applicants must submit proposal budgets within the range of the funding envelopes identified above.

### Eligibility Requirements

All tenured and tenure-track faculty members are eligible to apply to the RIF. No priority will be given to early-career or established researchers. Co-applicants are permitted and strongly encouraged.

### Deadlines

The Notice of Intent Deadline is: January 31<sup>st</sup>, 2018

The Full Application Deadline is: March 2<sup>nd</sup>, 2018

### Eligible Expenses

Examples of eligible expenses for the Research Infrastructure Fund include:

- ACE user fees
- Tools and instruments that form a comprehensive system intended to support research
- The purchase of new, used or refurbished equipment, or for the repair or upgrade of equipment, or for the fabrication of equipment that is not readily available off the shelf

- Database licenses and other licensing fees
- Special-purpose communications equipment for research

## How to Apply

1. Submit a Notice of Intent (NOI) to apply to [research@uoit.ca](mailto:research@uoit.ca).
2. For the full application, complete the Application Form and prepare the following attachments:
  - a. **Research Proposal (4 pages)**, including:
    - A description of the research infrastructure being requested;
    - A description of the research program(s) to be supported;
    - The need and urgency to purchase the proposed infrastructure to undertake the research program(s) effectively, including availability of, and access to, similar equipment;
    - The importance of research infrastructure for the training of highly qualified personnel;
    - The timeliness of the infrastructure and how it will impact the research program and UOIT;
    - How the research infrastructure will help attract additional funding.
    - **Stream B** – A description why the research is important and relevant to OPG.
    - **Stream C** – A description how you plan to utilize ACE facilities.
  - b. **Budget and Budget Justification (2 pages)**:
    - Include a detailed budget breakdown with justification for each item requested.
    - Explain how you will use the funds and why they are needed.
    - If the requested infrastructure requires operation and maintenance costs, explain how these will be covered.
    - **Stream C – Include ACE quote.**
  - c. **References (1 page)**
  - d. **CV (no page limit)**
    - NSERC Form 101, SSHRC CV, or CCV format preferred, but not required.
    - Each co-applicant must provide a CV.

### Prepare your documents following the requirements below:

- i. Explain any acronyms and abbreviations fully;
- ii. Pages must be 8 ½" x 11";
- iii. Pages must be single-spaced, with no more than six lines of type per inch;
- iv. All text must be in 12 pt. font;
- v. Margins must be set at a minimum of ¼";
- vi. Your name and project title must appear outside the set margins of the page, at the top of every page;
- vii. Pages must be numbered sequentially.

3. Save the application cover sheet and attachments into **ONE pdf file**.
4. Submit application by email to [research@uoit.ca](mailto:research@uoit.ca) by the application deadline.

## Evaluation Criteria

Please note that Proposals will be evaluated by a multi-disciplinary committee. Applicants are therefore encouraged to write their Proposals for a broad audience.

Applications will be evaluated based on:

- **The excellence of the applicant(s)**
  - extent to which the applicant(s) has relevant experience and demonstrated ability to fully use the equipment and/or facilities.
  
- **The merit of the proposed research program(s)**
  - overall quality of the research program(s);
  - feasibility of the research program(s);
  - potential for major advances in the discipline.
  - **Stream B** – relevance of research to OPG.
  
- **The need and urgency for the equipment/facilities, including availability of, and access to, similar equipment**
  - impact of a delay in acquisition of equipment/facilities;
  - potential for the new equipment to move the research forward or to help launch new research directions;
  - availability of other equipment/facilities/services in the vicinity;
  - impact of limited or lack of access to existing equipment/facilities, and the need to upgrade or replace obsolete or failed equipment.
  
- **The suitability of the requested item(s) for the proposed research program(s)**
  - for multi-user applications, demonstration that the proposed equipment is suitable for a multi-user facility and for the desired applications;
  - demonstration that the equipment is essential to do the work, and that there are no other more cost-effective ways of obtaining the results;
  - capability of applicant(s) to fully utilize the equipment;
  - demonstration of how on-going maintenance, warranty and operating costs will be covered;
  - how the equipment will aid in attracting external research funds and/or extent to which equipment requested is co-funded.
  
- **The importance of the equipment for the training of highly qualified personnel (HQP)**
  - the quality and extent of training;
  - the opportunity for hands-on training.

## Adjudication Process

Applications will be reviewed by a multi-disciplinary Selection Committee formed by the Vice-President Research, Innovation & International. This committee will be comprised of (at a minimum) the following representatives:

- 3-5 faculty members
- A representative from the Office of Research Services (non-voting)

- ACE representative (if applicable). For applications requesting ACE user fees a review and approval by ACE representatives will be part of the adjudication process.

External *ad hoc* reviewers will be added as required. Notification of results will be sent to all applicants once decisions have been finalized.

The Selection Committee will make funding recommendations to the Vice-President Research, Innovation and International who will make the final decision. All of the Vice-President Research, Innovation and International's decisions are final.

#### Questions?

Contact the Office of Research Services at [research@uoit.ca](mailto:research@uoit.ca).