2024 INTERNAL EQUIPMENT GRANT COMPETITION OVERVIEW

Available Funding	Maximum $20,000 per grant.
Purpose	The Internal Equipment Grant is intended to provide funding for the purchase of research-related tools and/or equipment to support existing and proposed SRC activity at Toronto Metropolitan University.
Submission Deadline	Monday, May 6, 2024, at 12:00 p.m. (noon) EDT. Late or incomplete applications will not be accepted.
Eligible	Tenured or tenure-track professors across all faculties are eligible to apply. Emerging researchers/scholars and established researchers/scholars are encouraged to apply and will be reviewed against the weighted criteria as set out in the review procedures below. Priority, however, will be given to: ● Emerging researchers/scholars. ● Researchers/scholars who are moving in a new SRC direction. Applications can be submitted by an individual researcher or a team of researchers (consisting of one principal applicant and one or more co-applicants and/or collaborators). Individuals can apply as the principal applicant for only one Internal Equipment Grant per competition.
Not Eligible	You are not eligible to apply for this competition if you: ● Were previously awarded an Internal Equipment Grant within the last 5 years (2019-2023) or are holding Equipment Grant funds in an extension year. ● Have any internal or external funding for any research-related tools and/or equipment proposed for funding in the Internal Equipment Grant proposal. This means that proposals must be independent of, but can be built upon or related to existing or past funded work. There must, however, be no duplication of funding.
Review Process	The Internal Equipment Grant Review Committee will assess the submitted applications and recommend a ranked list to the Vice President, Research & Innovation (VPRI) for final approval and dissemination of funds.
How to Apply	Download and complete the Application Package. Please see the Application Guidelines below for full details. Submit for funding online via the university's Research Information System (RIS). Applications will not be accepted via email.
Information Session	Thursday, April 4, 2024, from 2:00 p.m. to 3:00 p.m. EDT. This session will review the application process and requirements. Sign up for the information session to receive the Zoom link.
OVPRI Contact	Laura Zeno, Program Assistant, Internal SRC Funding & Awards Email: mailto:srcfunding@torontomu.ca	Phone: 416-979-5000 ext. 553553

2024 INTERNAL EQUIPMENT GRANT
COMPETITION APPLICATION GUIDELINES

SUBMISSION DEADLINE

Monday, May 6, 2024, at 12:00 p.m. (noon) EDT.

Applications submitted to RIS after this deadline will be considered late and will not be accepted by the system.

FUNDING AVAILABLE

The maximum amount of funding that will be granted per award is $20,000.

You will not be penalized if your budget request is less than the maximum amount.

DESCRIPTION

The Internal Equipment Grant is intended to provide funding for the purchase of research-related tools and/or equipment to support existing and proposed SRC activity at Toronto Metropolitan University.

Foundational to SRC activity at the university are the principles of equity, diversity, inclusion and access (EDIA). Together, these principles underscore our commitment to and expression of social justice and are essential to our integrated approach to SRC activity as they crosscut the university's strategic SRC themes and objectives and contribute to inclusive excellence.

As outlined in the Tri-Agency statement on equity, diversity and inclusion, we are "acting on the evidence that achieving a more equitable, diverse and inclusive Canadian research enterprise is essential to creating the excellent, innovative and impactful research necessary to advance knowledge and understanding and respond to local, national and global challenges."

The incorporation of an EDI strategy in funding applications is encouraged. For more information, please refer to EDI Considerations in the Research Process.

Learn more about equity, diversity, inclusion and access at TMU.

ELIGIBILITY

Eligible

Tenured or tenure-track professors across all faculties are eligible to apply. Emerging researchers/scholars and established researchers/scholars are encouraged to apply and will be reviewed against the weighted criteria as set out in the review procedures below. Priority, however, will be given to:

- Emerging researchers/scholars.
- Researchers/scholars who are moving in a new SRC direction.

Not Eligible

You are not eligible to apply for this competition if you:

- Were previously awarded an Internal Equipment Grant within the last 5 years (2019-2023) or are holding Equipment Grant funds in an extension year.
- Have any internal or external funding for any SRC project that funds the proposed research-related tools and/or equipment. This means that proposals must be independent of but can be built upon or related to existing or past funded work. There must, however, be no duplication of funding.

ETHICS APPROVAL

Toronto Metropolitan University (TMU) research is governed by policies and practices that ensure the protection of research participants, researchers (faculty, students and staff members), the university and the public. These policies and practices cover research involving humans, the use of animals, controlled goods and hazardous materials, among others.

All funded or unfunded research involving humans, animals or controlled goods undertaken at the university's facilities and conducted by university faculty, students and staff is subject to university review and approval prior to the disbursement of any funds.

For more information, please visit the [TMU research ethics website](#).

TERM OF AWARD

Internal Equipment Grants will be awarded for a period of one year. Projects must commence within three months of funding.

Extensions will not be permitted except under extraordinary circumstances. Unused funds at the end of the grant period will be automatically returned to the OVPRI.

ACKNOWLEDGEMENT

Recipients of an Internal Equipment Grant must acknowledge the university for their research or research-related activities in all outputs. The following wording is suggested:

"This research [or activity] has been supported by Toronto Metropolitan University's Internal Equipment Grant."

REPORTING REQUIREMENTS

Recipients of an Internal Equipment Grant must submit a report within three months of completion of the project or one year after the release of funds, whichever comes first. Recipients will receive information about how to complete the online report.

APPLICATION REQUIREMENTS

1. Please download and complete the Application Package. This package must be completed and uploaded in order to be deemed eligible for review. This fillable PDF form consists of the following sections:

   a. **Cover Page** (maximum 1 page)

   b. **Proposal**

      i. **Proposal Description** (maximum 2 pages)

      Applications should describe the proposal in enough detail to allow informed assessment by the Internal Equipment Grant Review Committee members. Since not all Committee members will have an intimate knowledge of the subject matter of all proposals, the proposal must avoid jargon and highly technical content.

      The description must include:

      1) SRC program and/or SRC activities to be supported by the requested equipment. Current funding is not a requirement, but the requested equipment must relate to an active/pending funding for an SRC program and/or SRC activities.
      2) Description of the applicant's relevant experience and demonstrated ability to use the requested equipment.
      3) Need and urgency for the equipment.
         ● How much equipment funding does the applicant have for their SRC program and/or SRC activities? Applicants are encouraged to leverage, not duplicate, external and/or other internal funding for their equipment needs.
         ● Is the equipment essential to do the work? Are there alternative options that may be available?
         ● If there is similar equipment available to the applicant, please include this information and indicate what may be limiting the applicant from using or accessing the equipment. If not, applicants should indicate that there is no similar equipment available and accessible to them.
         ● How accessible will the equipment be in terms of location and technical support?

- What is the applicant/team's capability to fully utilize the equipment?

4) Impact potential.
- What is the ability of the requested equipment to be transformative and impactful to the applicant's SRC program and/or SRC activities (i.e., how would this grant position a future application or applications for new external funding)?

5) Importance of the requested item(s) for the training of highly qualified personnel (HQP).
- Will this training be a marketable/transferable skill for students?
- Is there an opportunity for hands-on training?
- Is the requested equipment necessary for the completion of student projects and theses?

    ii. List of References (maximum 1 page – OPTIONAL)

  c. Equipment Description/Budget Justification (maximum 1 page and quote, if applicable)

Provide a brief description of the equipment and list of items requested, including model, supplier and cost. For equipment costing more than $5,000 before taxes, attach at least one quote.

Note on eligible expenses: Funds are intended to be used solely for the purchase of research-related tools and equipment. Specialized computer equipment and/or the rental or lease of tools and equipment must be appropriately justified. Please refer to the [Financial Services website](#) for guidance.

Note on ineligible expenses: Non-capital purchases, such as access to data; basic computers and related equipment; supplies, materials and other consumables; items typically covered by departmental budgets (e.g., printers, office furniture); and indirect costs.

2. Updated Common CV (CCV)
Please submit your updated CCV. If you cannot provide a CV in CCV format, please submit your updated OCGS CV. See "Curriculum Vitae (CV) in the OCGS Format" on the [Faculty Affairs website](#). Please highlight, in yellow, relevant key contributions related to the proposal.

APPLICATION SUBMISSION

Log in to the University [Research Information System (RIS)](#):

1. Under "Grant Authorization Form (GAF)," select "New GAF."
2. Select "Internal OVPRI Programs."
3. From the Internal Program drop-down list, select "2024 Internal Equipment Grant."
4. Note: If you select the wrong program, your application will not be considered.

5. Check your appointment status. Only TFA members are eligible to apply.
6. Upload the following application documents as two separate PDF documents:
    a. Completed Application Package (1 PDF document).
    b. Updated Common CV (or OCGS CV) (1 PDF document).
7. When the application is ready to submit, click the "Submit for Approval" button before the deadline.

The completed application must be submitted by 12:00 p.m. (noon) EDT on Monday, May 6, 2024. Late or incomplete applications will not be accepted.

REVIEW PROCEDURES AND SELECTION CRITERIA

Committee Structure

The Internal Equipment Grant Review Committee will consist of two TFA faculty members recommended by the Associate Deans, Research from each of the faculties. The Executive Director, Research Services, OVPRI will chair the Committee. The recommended ranked list will be forwarded to the VPRI for final approval and dissemination of funds.

Preparation for Review

The SRC Grant Review Committee will be guided by:

- SSHRC EDI in the research enterprise.
- SSHRC Guide to addressing EDI in applications.
- NSERC EDI Guidelines.
- CIHR EDI Guidelines.

- For a proposal which falls under [SSHRC's definition of Indigenous research](#), please review the [Guidelines for the Merit Review of Indigenous Research](#) (as required).

Selection Criteria

Applications will be reviewed using the following weighted criteria:

Criterion	Emerging Scholar Scoring	Established Scholar Scoring
Merit of the proposal.	10	15
Excellence of the applicant.	10	15
Specific need and urgency of the requested equipment for the SRC program and/or SRC activities.	35	25
Ability of the equipment to be transformative and impactful to SRC program and/or SRC activities.	30	25
Importance of the requested item(s) for the training of highly qualified personnel (HQP) as relevant to the field.	15	20
Total	**100**	**100**

For the purposes of this funding opportunity, the following definition of an emerging researcher/scholar will be used.

Emerging Researcher/Scholar: An emerging researcher/scholar is someone who has not yet had the opportunity to establish an extensive record of SRC achievements but is in the process of building one. To identify themselves as an emerging scholar, the applicant must meet at least one of the following criteria:

- Have completed their highest terminal degree no more than seven years before the competition deadline (TMU considers only the date of completion of the first terminal degree).
- Have held a tenured or tenure track academic appointment for less than seven years total at any institution.

The emerging researcher/scholar window can be adjusted for all eligible approved leaves. Professional leaves (e.g., training, sabbatical, administrative) are not credited.

Communication of Results

Applicants will be informed of the competition results via email no later than mid-July 2024. Reviewers' comments will be shared anonymously with applicants after the results have been announced.

ADDITIONAL GUIDANCE AND RESOURCES

Applicant Checklist

The following questions are designed to guide applicants toward preparing a successful application. This list is for personal use only and is not included as part of the application package.

- Have you confirmed on the cover page whether or not you are an emerging scholar?
- How much equipment funding do you currently have for this research?
- Have you examined alternative options that may be available?
- Have you attempted to locate the requested equipment item(s) elsewhere on campus?
    - Where is the nearest piece of comparable infrastructure?
    - What would you have to do to gain access to it?
    - What is your current working relationship to access that equipment?
- Have you explained how HQP will benefit from the purchase of the equipment?
- Does your application address EDI considerations in the research process?
- Have you attached quotes for items over $5,000 (if applicable)?

EDI Considerations in the Research Process

Below are some guiding questions* for incorporating Equity, Diversity and Inclusion considerations into your SRC planning and development.

Planning

- Is your research team diverse? How do you recruit your team members?
- What proactive measures have been/could be put in place to ensure there is wide diversity in the pool of applicants for your research team?
- Is your research topic relevant to the community/communities that you aim to understand or include?
- Have you/should you meaningfully consult and engage communities and community members?

Research Questions

- Do your research questions reflect EDI principles?
- Does your literature review address relevant EDI considerations?
    - What keywords could be used in your literature review to gain deeper and broader knowledge of who might or might not be impacted by or contribute to the research?

- - o Are certain diversity factors and/or intersections known to affect the phenomenon of interest?
    - o What are the relevant knowledge gaps? Have previous studies failed to adequately incorporate relevant diversity factors and/or omitted investigating their intersections?
  - How will your research questions and the subsequent findings from your study apply to the needs or experiences of various groups? Who benefits from the findings and/or product developed? Have you considered which populations may experience significant unintended impacts (positive or negative) as a result of the planned research?
  - Who should be consulted about the needs and wishes of the group under study (study participants and/or users)?
  - What contextual factors are relevant and important, and what may be overlooked without a conscious, intersectional integration of these considerations?
  - Have you made assumptions regarding certain diversity factors? Are these based on empirical evidence?

Design of the Study

- Is a research agreement required to begin your work?
- Who are your research participants? Where and how will you recruit?
- Will members from the population/community of interest be invited to help shape the objectives of the study?
- Which diversity factor(s) could be embedded to strengthen the study? Why would you consider or not consider these factors and their intersections?
- What is your position relative to the context of the research problem or the subjects themselves? What biases related to identities, privileges and power imbalances could impact the study? How will they be mitigated?
- Does the proposed research follow relevant protocols and/or best practices on how, why and by whom research is to be conducted or with relevant or impacted communities and how knowledge is accessed and shared?
- In projects that involve a First Nations, Inuit or Métis research site or community, have you determined which Indigenous government or community has jurisdiction over or interests at the research site? Have you engaged the community and considered their research priorities and interests in the co-production of knowledge (even if you are from the community)? Are there opportunities for reciprocity in the design of the study such that both the community and the researcher benefit?

Methodology and Data Collection

- How will you collect data? Are question categories inclusive?
- How will you obtain information for each diversity factor under consideration? How will privacy be protected?
- How will you ensure that the research participants reflect the diversity categories that are included in the research design?
- If the analysis is based on existing data sets, is there potential for bias due to the cultural and/or institutional contexts in which the data were generated?
- For Indigenous-focused research, how will data collection, monitoring, usage, ownership and access be determined? Are you using established guides for/by Indigenous Peoples

(including Chapter 9 of the TCPS, OCAP Principles, Guidelines for the Merit Review of Indigenous Research, REB: Guidelines for Research Involving Indigenous Peoples in Canada, etc.)?

- How will bias be monitored, mitigated and recorded?
- Do EDI considerations impact relations between those conducting the research and those participating in it in ways that affect data collection? How will this be identified and mitigated?
- Does your proposal consider the different forms of support required (e.g., financial, logistical, cultural, linguistic) to ensure that the individuals or communities involved in the research are able to participate meaningfully?
- Have you created a research data management plan?

Analysis and Interpretation

- Where appropriate, have you:
  - Presented your data disaggregated by diversity factors?
  - Evaluated whether diversity factors and/or their intersections have an impact on outcomes?
  - Statistically tested your data to determine whether the magnitude of effects is different for each diversity factor and their intersections?
- If diverse groups are involved in the research, will they have the opportunity to participate in the interpretation of the data and the review of research findings before the completion of the proposed research?
- If the results are inconclusive, will they be reported in a disaggregated format for future studies?
  - Are you applying the findings of your research to the population as a whole when your method and design were in fact limited to certain groups?
  - Did you report the diversity factor(s) used in the study to ensure that experiments are reproducible and findings are not over-generalized? Have you considered including this information in the title, abstract or keywords?
- If relevant diversity factors were not included in the study, did you acknowledge that it is a limitation of the study? Did you discuss the implications of the lack of such analyses on the interpretation of the results?

Dissemination of Results

- Are you reporting back to communities? In what format(s)?
- What are you giving back to communities and/or individual study participants?
- What means of dissemination will be most effective in reaching those who will use and/or could benefit from the findings?
- How will inclusivity be integrated into dissemination? Will accessible formats be used? Will anyone who took part in the research receive a summary of the research findings and/or be invited to a presentation about the work?
- Does the dissemination plan consider the appropriate language/s depending on the group/s identified?
- Does the dissemination material take into account gender-sensitive and inclusive communication (e.g., gender-neutral language or unbiased content)?
- Are the dissemination strategies the product of collaborative efforts with a diversity of input or have they been envisioned in a narrower focus?

*These questions have been drawn from the [NSERC Equity, Diversity and Inclusion Considerations at Each Stage of the Research Process](#).