[DCD #6 2016-17]

MEMORANDUM

To: UTSC Academic Administrators

From: Professor Maydianne Andrade, Vice-Dean Faculty Affairs and Equity

Date: 30 January 2017

Re: Self-Funded Research Grant Program

As indicated in the memorandum from the Vice-Provost Faculty and Academic Life of November 22, 2016, the University of Toronto has re-launched the Self-Funded Research Grant Program for faculty members and librarians with some changes. This program permits a faculty member or librarian to receive a grant—not to exceed 25% of the researcher's salary – in lieu of a portion of their regular salary in order to pursue research. Full and part-time faculty and librarians may be eligible for this grant. All applications must be peer-reviewed. If approved, the researcher's appointment will be reduced during the grant period by an amount that takes into account the reduction in salary and the reduction in time the researcher will direct towards his/her regular university research due to taking on the special research project.

The Guidelines and Application Form are available on the Vice-Provost, Faculty and Academic Life web site at: http://www.faculty.utoronto.ca/self-funded-research-grant-program-re-launch/

It is important that you read the guidelines carefully when reviewing an application for this grant. There are several important provisions and requirements.

The key provision of this program is that the faculty member or librarian must be undertaking a special research project that is not considered in the normal course of his/her research as an employee of the University.

- The researcher must be performing research as an independent researcher and not in his/her capacity as an employee of the University.

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- The research funded by the grant must be different from the type of research work ordinarily expected to be performed by the researcher in his/her employment with the University.
- Research conducted using funds from a research grant awarded under this program constitutes a major paid professional activity and must be reflected as such on the researcher's annual activity report.[1]
- The use of university resources to perform the research is not permitted.

The role of the Academic Administrator

- Applications are submitted to the Chair/Director/Chief Librarian of the researcher's home unit.
- The Chair/Director/Chief Librarian is responsible for designating one or more UofT faculty member(s) or librarians(s) to conduct "an academic assessment of whether the proposed activities meet the University's definition of research as set out in various University research-related policies, and that the proposed budget is relevant and reasonable in relation to the proposed research activities."
- **While the Chair/Director/Chief Librarian is responsible for approving the application, they must consult with the Dean's Office prior to approval.**
- The structure of the reduction in duties should be agreed upon between the researcher and their Chair/Director/Chief Librarian.

Application Deadlines are: May 1 and November 1 of each year.

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[1] For more on Paid Professional Activities, please review the Policy on Conflict of Interest – Academic Staff at:
http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun221994.pdf