

SHARED RESEARCH PLATFORM SUPPORT

Shared Research Platform Support aims to optimize the use of space and equipment within the Faculty, by extending capabilities and enhancing availability of infrastructure, instrumentation and expertise.

Priority will be given to proposals where it is demonstrated that:

- the infrastructure is properly used
- the appropriate ongoing maintenance is done, where applicable
- the infrastructure is still operating within its normal life expectancy
- no similar infrastructure is available to meet research needs

ELIGIBILITY CRITERIA

Open to Shared Research Platform groups (infrastructure shared between at least 3 research teams). This is a cost-sharing program, where **researchers must match investment by the Faculty.**

For an application to be eligible for support, the proposal must:

- Be submitted on behalf of a Shared Research Platform group
- Demonstrate the scientific significance of the infrastructure
- Demonstrate the ongoing need of the equipment for research purposes, and describe processes in place to promote optimal utilization
- Provide cost sharing details (e.g. FOAP for matching contributions by the researchers)
- The maximum award granted by the Faculty per request is \$10,000, but may be increased depending on availability of funds.

Eligible costs

- Operational cost of the infrastructure (includes salaries of highly qualified personnel (HQP) for time dedicated to the operation and maintenance of the infrastructure)
- Cost of repair, replacement, or reconfiguration of the infrastructure
- Extension to warranty coverage (beyond that obtained at purchase) and software upgrades
- Maintenance and service contracts
- Specialized training costs

**Costs for upcoming and past expenses (6 months from date of application) are eligible.

DEADLINES AND REQUIREMENTS

There are 2 competitions per year:

Proposal Submission Dates

Results to be Announced

March 1st

End of April

November 1st

End of December

Proposals must be submitted electronically (in a single PDF file) to: fsrecherche@uottawa.ca.

Proposals must be formatted in accordance with generally accepted standards at the granting councils, as follows:

- Text must be single-spaced, with no more than six lines per inch and in black color
- The accepted font is Times New Roman regular 12 pts, or any comparable font – nothing smaller
- Condensed font and applications completed strictly in italics are not acceptable
- All text, including references, must conform to these standards. Incomplete applications and/or applications that do not meet the presentation standards may be rejected or be at a disadvantage.

Requirements

Requests for shared research platform support must include the following information:

A completed Application form for infrastructure request, supported by:

- A short description of the infrastructure, its usage and location (max 1 page)
- A justification of the request detailing the importance of the infrastructure for the researcher, other research projects, and training of highly qualified personnel (HQP; max 1 page)
- The maintenance and/or accessibility program in place to ensure optimal use of the infrastructure and proposed sustainability plan (max 1 page)
- The list of currently funded research projects using the infrastructure (max 1 page) that includes:
 - name of principal investigator
 - research project title
 - funding agency name, amount granted, and years of support
 - number of HQP involved
- A detailed budget for the entire request, including installation costs (if relevant) and confirmation (FOAP) of contributions from researchers and/or other sources of funding (max 1 page)
- If applicable and possible, at least 2 quotes confirming the cost of the request
- Common CV or equivalent
- A letter from the shared research platform group, stating support for the request, and signed by the main users (regular professors) of the infrastructure, as well as the signature of the Shared Research Platform Representative.

ADJUDICATION OF APPLICATIONS

As a limited number of awards are available, applications will be evaluated and selected by the Faculty Research Committee, which is chaired by the Vice-Dean Research, and includes five faculty members, one member from each School.

The evaluation is based on the documentation available in the original proposal, and ranked according to the following criteria:

- Demonstration of essentiality of the infrastructure
- Appropriateness of the maintenance and accessibility plan for ongoing optimal use

- Age and mechanical lifespan of the infrastructure
- Number of researchers and students using the infrastructure
- Justification of budget and availability of funds
- Shared research platform group support and recommendation

All requests will be acknowledged and notification of Committee recommendation, as well as comments, will be sent to each applicant after the review process.

Post-award procedures

Should the request be approved, the Faculty Research Office will coordinate appropriate next steps with the successful applicant and financial services.