

## **INTERDISCIPLINARY RESEARCH GROUP FUNDING OPPORTUNITY (IRGFO)**

The Interdisciplinary Research Group Opportunity (IRGFO) aims to provide support for emerging (Research Team Creation - RTC) and established (Grant Proposal Development - GRD) research teams initiated at the University of Ottawa to develop grant proposals for external funding competitions.

*\*\* Joint program with the Office of the Vice-President Research – Research Management Services*

There are 2 streams:

- Stream 1 - Research Team Creation (RTC), for new and emerging teams
- Stream 2 - Grant Proposal Development (GPD), for established interdisciplinary team

## Stream 1 - Research Team Creation (RTC)

RTC supports Faculty of Health Sciences researchers to recruit people interested in forming a new research team. These new teams can either be interdisciplinary or interfaculty. This funding also helps researchers elaborate their projects and prepare for external funding competitions. If needed, researchers awarded through Stream 1 can apply to [Stream 2](#) for more funding.

### ELIGIBILITY CRITERIA

#### Applicant Level Criteria

- Hold a full-time tenure or a tenure track position in the Faculty of Health Sciences
- Demonstrate previous research project experience
- Demonstrate expertise contributing to the larger academic/research community
- Demonstrate a minimum of 5 years of research activities and experience as an independent researcher
- Demonstrate a strong track record in the research discipline of the application
- Hold external funding; preference will be given to applicants with Tri-Council funding
- Not have received funds through the IRGFO stream 1 in the past

#### Team Level Criteria

Involve a minimum of 3 researchers in distinct disciplines

- The principal investigator applying to the IRGFO stream 1
- One researcher from a different uOttawa faculty
- One researcher from a different external institution

### DEADLINE AND REQUIREMENTS

Internal application deadlines:

There is one competition per year for the RTC:

- January 10<sup>th</sup>

**IMPORTANT NOTE:** \*\*Both at the Faculty and Institutional levels, a multi-disciplinary selection committee will review the applications. Taking this into consideration, the proposal should be written for non-experts.

**Proposals must be submitted electronically (in a single PDF file) to:** [fssrecherche@uottawa.ca](mailto:fssrecherche@uottawa.ca), and include:

A completed Application Form for Operational Support (does not count towards application page number), supported by:

A summary of the proposed research project, including:

- The scope and scale of the project
- The impact of the research
- The linkages to one of the [uOttawa Strategic Areas of Development of Research](#)
- The funding organization that will be targeted for future funding, including the type, funding opportunity and date of the targeted competition

The expertise required for the project including:

- A budget and budget justification for the activities

- Research expertise required to complete the project
- Common CV or equivalent of the principal investigator (PI)
- A short bio for each potential team members (co-researchers), describing how their expertise could contribute to the project
- The strategy to recruit team members

### Proposal format

Researchers should develop their application in a format that respects the presentation standards generally accepted by the granting councils.

#### General Presentation

- 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

#### Research Proposal

- Use portrait format, with a single column, unless specified otherwise
- Set margins at 3/4 of an inch (1.9 cm) all around (minimum)
- Number pages sequentially

#### **IMPORTANT NOTES:**

- 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 in comparison with those that are complete and respect the presentation standards
- Color images submitted in the application will not be duplicated in colour for the peer reviewers

#### Suggestions on how to present an application

- Be concise
- Avoid acronyms and abbreviations or explain them fully
- Write the proposal for a multidisciplinary scientific audience not expert in your discipline
- Include a clear description of your research objectives, why the research you are proposing is important, how it relates to prior work/state of the art and what the impact of the findings will be on the discipline
- Explain and support the methodological approach
- Describe any prior work that you may have performed to demonstrate your ability to deliver on the project
- Outline the risks and pitfalls, if any, and explain how they will be addressed
- Outline the resources available for this project and specify how they will help you develop your research
- Provide a realistic timeframe
- Explain your plans for disseminating the results
- Explain how the proposed research supports or enhances a future application

#### Budget justification, eligible and non-eligible expenses

The maximum award for the RTC funding is \$10,000.00 (\$5,000.00 RTC & \$5,000.00 from the faculty) over one year. The budget section should describe the entire budget, including the RTC and the Faculty contributions.

Budget Justification must:

- Explain how the costs were established for each item in the budget
- Describe and justify how the funds will be used to recruit the members of the interdisciplinary team
- Contribute to the direct costs to recruit members for the interdisciplinary team and to develop research project
- Show economical use of the funds

Examples of Eligible Expenses:      Examples of Non-eligible Expenses:

<p>Travel/Teleconferencing fees;</p> <p>Expenses related to meetings/workshops;</p> <p>Other direct recruitment costs.</p>	<p>Professional fees to the grantee;                  Administrative fees/standard monthly connection or rental costs of telephones/connection or installation of lines (telephone or other links), voice mail;                  Passport and/or immigration fees;                  Education costs: thesis preparation, tuition and courses fees, thesis examination/defense fees;                  Cell phones, Blackberry devices, and/or personal digital assistant devices;                  Library acquisition, computer and other services already provided by the University;                  Cost of alcohol, entertainment, or gifts.</p>
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**IMPORTANT NOTE:** Application packages **must not exceed 10 pages** including CV. Any additional pages will be removed.

ADJUDICATION OF APPLICATIONS

*Evaluation Criteria*

Applications will first be assessed by the Faculty Research Committee using the following criteria (same evaluation criteria as for the institutional competition):

- Potential interdisciplinary research team:
  - Strategy to recruit interdisciplinary research team members
  - Value added of member/expertise required
  - Success rate of creating the team
- Scientific merit of the proposed research project to be developed including, without limitation:
  - Originality and innovation
  - Clarity and scope of objectives
  - Linkage with the [uOttawa strategic research priorities](#)
  - Importance of the expected outcome of the research
  - Quality of the presentation, clear, concise, legible and complete
- Record of research achievement, including:
  - Quality and significance of past contributions
  - Level of research activity relative to the stage of the applicant's career
- Need for funds, including, without limitation, the following factors:
  - Justification of the budget relative to the strategy to recruit team members
  - Need for RTC funds and justification of the request relative to other currently-held and/or available funding. Other currently-held funds must be clearly indicated in the applicant's C.V.

- Plan to apply for external, peer-reviewed funding
- Plan for accessing large-scale peer-reviewed external funding; specifically target granting councils, industry, foundations, government etc.
  - Explain how the application aligns with the evaluation criteria and guidelines of the external funding organizations

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

**Should the application be approved after review by the Faculty Research Committee, the Faculty Research Office will:**

- Provide a written letter of recommendation from the Faculty confirming that, should the request to the OVPR be approved, financial support will be provided in an amount at least equal to the amount being requested of the RTC;
- Request two completed RE forms for the amount requested from the Office of the Vice-President Research (OVPR) and from the Faculty; and
- Submit the full application to the OVPR RTC for review.

At the institutional level, two selection committees will be established for the RTC:

- In the Social Sciences and Humanities
- In Sciences, Engineering and Health Sciences

**IMPORTANT NOTE:** The Vice-President, Research or their delegate will chair the review committees. Applicants can suggest which committee should review their proposal. RMS will direct the application to the appropriate committee. For each competition, RMS will draw committee members from a pool of potential members.

### REPORTING REQUIREMENTS

Awardees must, on request of the Office of the Vice-President Research (or delegate), submit a final report to RMS (1 page) describing progress in light of original project objectives and your plans to pursue the research.

The funds will be released once all certification requirements are met (ethics of research with human subjects and/or stem cells, animal care, radiation safety, etc.)

Any unused funds at the end of the project must be returned to the RTC program. Researchers can request an extension to use the funds. The extension will be in time only, not funds. To request a one year extension, researchers have to write to RMS and justify how the extension will help them advance their project. For more information please contact Research Management Services at [info-sgr-rms@uottawa.ca](mailto:info-sgr-rms@uottawa.ca).

## STREAM 2 - Grant Proposal Development (GPD)

Stream 2 funds Faculty of Health Sciences researchers leading an established interdisciplinary research team. The funding enables established research teams to develop their grant proposal for large-scale external funding competitions. A researcher with an established interdisciplinary research team can apply directly to Stream 2 of the IRGFO.

### ELIGIBILITY CRITERIA

#### Applicant Level Criteria

- Hold a full-time tenure or a tenure track position in the Faculty of Health Sciences
- Demonstrate previous research project experience
- Demonstrate expertise contributing to the larger academic/research community
- Demonstrate a minimum of 5 years of research activities and experience as an independent researcher
- Demonstrate a strong track record in the research discipline of the application
- Hold external funding; preference will be given to applicants with Tri-Council funding
- Not have received funds through the IRGFO stream 2 in the past

#### Team Level Criteria

- Involve a minimum of 3 researchers in distinct disciplines
- The principal investigator applying to the IRGFO stream 2
  - One researcher from a different uOttawa faculty
  - One researcher from a different external institution

### DEADLINE AND REQUIREMENTS

#### Internal application deadlines:

- Researchers can apply at any time to the GDP competition
- Researchers progressing from Stream 1 to Stream 2 are required to submit their proposal prior to the end of the funded year from Stream 1
- Researchers with an established Interdisciplinary team (meeting criteria of GPD) can apply directly to Stream 2 and bypass Stream 1

**IMPORTANT NOTE:** \*\*Both at the Faculty and Institutional levels, a multi-disciplinary selection committee will review the applications. Taking this into consideration, the proposal should be written for non-experts.

**Proposals must be submitted electronically (in a single PDF file) to:** [fsrecherche@uottawa.ca](mailto:fsrecherche@uottawa.ca), and include:

A completed Application Form for Operational Support (does not count towards application page number), supported by:

A preliminary description of the proposed research project, including:

- A summary/abstract
- A description of the envisioned project:
  - Hypothesis, objectives, proposed methodology and feasibility of the research
  - Linkages with the [University of Ottawa Strategic Areas of Development](#)
  - University of Ottawa student involvement/participation in the project
  - Expected outcomes
- A draft plan and timeline (project development plan) for the proposal development:

- The potential resources required for the proposal development
- A short description of the expertise required
- The planned activities and proposed deliverables with budget projection and justification to submit proposal to the funding organization
- The Common CV or equivalent of the principal investigator (PI)
- The CV of all confirmed co-researchers.
  - Three researchers from at least two different uOttawa faculties
  - Two researchers from two different external institutions

### Proposal format

Researchers should develop their application in a format that respects the presentation standards generally accepted by the granting councils.

#### General Presentation

- 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
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#### Research Proposal

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- Color images submitted in the application will not be duplicated in colour for the peer reviewers

#### Suggestions on how to present an application

- Be concise
- Avoid acronyms and abbreviations or explain them fully
- Write the proposal for a multidisciplinary scientific audience not expert in your discipline
- Include a clear description of your research objectives, why the research you are proposing is important, how it relates to prior work/state of the art and what the impact of the findings will be on the discipline
- Explain and support the methodological approach
- Describe any prior work that you may have performed to demonstrate your ability to deliver on the project
- Outline the risks and pitfalls, if any, and explain how they will be addressed
- Outline the resources available for this project and specify how they will help you develop your research
- Provide a realistic timeframe
- Explain your plans for disseminating the results
- Explain how the proposed research supports or enhances a future application

### Budget justification, eligible and non-eligible expenses

The maximum award for the GPD funding is \$10,000.00 (\$5,000.00 GDP & \$5,000.00 from the faculty) over one year. The budget section should describe the entire budget, including the GDP and the Faculty contributions.

#### Budget Justification must:

- Explain how the costs were established for each item in the budget
- Describe and justify how the funds will be used to recruit the members of the interdisciplinary team
- Contribute to the direct costs to recruit members for the interdisciplinary team and to develop research project
- Show economical use of the funds

Examples of Eligible Expenses:      Examples of Non-eligible Expenses:

<p>Travel/Teleconferencing fees;</p> <p>Expenses related to meetings/workshops;</p> <p>Other direct recruitment costs.</p>	<p>Professional fees to the grantee;</p> <p>Administrative fees/standard monthly connection or rental costs of telephones/connection or installation of lines (telephone or other links), voice mail;</p> <p>Passport and/or immigration fees;</p> <p>Education costs: thesis preparation, tuition and courses fees, thesis examination/defense fees;</p> <p>Cell phones, Blackberry devices, and/or personal digital assistant devices;</p> <p>Library acquisition, computer and other services already provided by the University;</p> <p>Cost of alcohol, entertainment, or gifts.</p>
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## ADJUDICATION OF APPLICATIONS

### *Evaluation Criteria*

Applications will first be assessed by the Faculty Research Committee using the following criteria (same evaluation criteria as for the institutional competition):

- Confirmed interdisciplinary research team:
  - Three researchers from at least two different uOttawa faculties
  - Two researchers from two different external institutions
  - Value-added of member/expertise required
- Scientific merit of the proposed research project to be developed including, without limitation:
  - Originality and innovation
  - Clarity and scope of objectives
  - Linkage with the [uOttawa strategic research priorities](#)
  - Feasibility and adequacy of the methodological approach
  - Importance/impact of the expected outcome of the research
- Strategy for the grant proposal development for submission to external, peer-reviewed funding competition:
  - Resources required
  - Activities and deliverable with associated projected budget
- Quality of the presentation:



- Proposals should be clear, concise, and complete.
- Record of research achievement:
  - Quality and significance of past contributions
  - Level of research activity relative to the stage of the applicant's career
- Need for funds, including, without limitation, the following factors:
  - Justify the budget relative to the requirements of the proposed project
  - Justify the request relative to other currently-held and/or available funding. Other currently-held funds must be clearly indicated in the applicant's C.V.
  - Plan for accessing large-scale peer-reviewed external funding (specifically target granting councils, industry, foundations, government etc.)
  - Explain how the application aligns with the evaluation criteria and guidelines of the external funding organizations

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

**Should the application be approved after review by the Faculty Research Committee, the Faculty Research Office will:**

- Provide a written letter of recommendation from the Faculty confirming that, should the request to the OVPR be approved, financial support will be provided in an amount at least equal to the amount being requested of the GPD;
- Request two completed RE forms for the amount requested from the Office of the Vice-President Research and from the Faculty; and
- Submit the full application to the OVPR GPD for review.

At the institutional level, two selection committees will be established for the GPD:

- In the Social Sciences and Humanities
- In Sciences, Engineering and Health Sciences

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### REPORTING REQUIREMENTS

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The funds will be released once all certification requirements are met (ethics of research with human subjects and/or stem cells, animal care, radiation safety, etc.)

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