

RESEARCH DEVELOPMENT PROGRAM (RDP)

The Research Development Program (RDP) aims to provide a competitive edge to University of Ottawa researchers through the provision of direct, short-term funding. This funding will enable researchers to conduct research which lays the groundwork for a new or revised research grant application to the Social Sciences and Humanities Research Council (SSHRC), the Natural Sciences and Engineering Research Council (NSERC) or the Canadian Institutes of Health Research (CIHR).

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

There are 2 streams:

- Seed Funding Opportunity (SFO) for early career researchers
- Bridge Funding Opportunity (BFO) for established researchers revising an unsuccessful proposal to a tri-council competition

SEED FUNDING OPPORTUNITY (SFO)

ELIGIBILITY CRITERIA

Eligible candidates must:

- Hold a full-time tenure or a tenure track position in the Faculty of Health Sciences
- Be within their first 5 years as an independent researcher
- Hold no funds from external peer-reviewed sources at the time of application
- Have not held funding from one of the three Canadian granting councils (NSERC, SSHRC or CIHR)
- Intend to submit a proposal to one of the agencies within the next 12 – 18 months
- Have not held funding from the RDP program in the previous three years
- Obtain matching contribution from faculty

DEADLINE AND REQUIREMENTS

Internal application deadlines: There are two competitions per year for the SFO.

Please refer to the website <https://health.uottawa.ca/research/funding> for information on deadlines to apply for this opportunity. Announcements will also be made in the research office newsletter, as well as through email communications.

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

A completed Application Form for Operational Support, supported by:

Completed [Seed Funding Application Form](#)
Common CV or equivalent

Guidelines 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 help you advance your research
- Provide a realistic timeframe
- Explain your plans for the dissemination of results
- Explain how the proposed research supports or enhances a future application

Budget Justification, Eligible and Non-eligible Expenses

The maximum award for the SFO is \$10,000 (\$5,000.00 SFO & \$5,000.00 faculty) over one year. The budget section must describe the budget for the entire research project, including both the SFO & the Faculty matching contribution.

Budget Justification

The justification must:

- Demonstrate the need for the SFO funds relative to other funding available to the applicant
- Explain how the costs were established for each item in the budget
- Describe and justify how budget items are needed to accomplish the objectives
- Demonstrate how the funds contribute towards the direct costs of the research
- Demonstrate the economical use of funds

Example of Eligible Expenses:

Examples of Non-eligible Expenses:

Research assistant students salaries	Professional fees to the grantee; Administrative fees/standard monthly connection or rental costs of telephones/connection or installation of lines (telephone or other links), voicemail;
Materials and supplies for research	Passport and/or immigration fees; Education costs: thesis preparation, tuition and courses fees, thesis examination/defense fees;
Research-related travel (P only) for data collection	Cell phones, Blackberry devices, and/or personal digital assistant devices; Library acquisition, computer and other services already provided by the University;
Other direct research costs	Cost of alcohol, entertainment, or gifts; Travel to conferences and scholarly meetings; Buy-out related cost

ADJUDICATION OF APPLICATIONS

**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.

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

Evaluation Criteria

- Scientific merit of the proposal, including:
 - Originality and innovation
 - Clarity and scope of objectives
 - Feasibility and adequacy of methodological approach
 - Importance of the expected outcome of the research
 - Quality of the presentation, clear, concise, legible and complete
- Record of research achievement, including, without limitation, the following factors:
 - Quality and significance of past contributions
 - Level of research activity relative to the stage of the applicant's career
- Need for funds and budget justification:

- Need for SFO 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 CV)

- Plan to apply for external, peer-reviewed funding

The applicant must demonstrate their plans for applying for peer-reviewed external funding within the next 12 – 18 months. The primary objective of this program is to increase the likelihood of competing successfully for such funding. The applicant should briefly demonstrate that they have identified potential external funding organizations (including granting councils, industry, foundations, government etc.), that they have an awareness of the evaluation criteria and guidelines of the said external funding organizations and that the proposed work will support and strengthen a future grant application.

- Contribution to the training of students:

- Applicants must clearly explain how they plan to involve students in the project and how their project will contribute to the training of highly qualified personnel

IMPORTANT NOTE: The evaluation for the SFO is based on the available documentation in the original application.

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 RDP;
- 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 RDP for review.

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

- 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 RDP 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.

BRIDGE FUNDING OPPORTUNITY (BFO)

ELIGIBILITY CRITERIA

Eligible candidates must:

- Hold a full-time tenure or a tenure track position in the Faculty of Health Sciences
- Be within their first 20 years as an independent researcher
- Have obtained external committee comments on their unsuccessful proposal
- Provide a plan of action to address the comments in order to improve their chance to secure funding from the same agency
- Have held as principal applicant at least a one year grant from one of the three funding organizations (NSERC, SSHRC, CIHR)
- Obtain matching contribution from faculty

DEADLINE AND REQUIREMENTS

Internal application deadlines:

There are two competitions per year for the BFO.

Please refer to the website <https://health.uottawa.ca/research/funding> for information on deadlines to apply for this opportunity. Announcements will also be made in the research office newsletter, as well as through email communications.

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

A completed Application Form for Operational Support, supported by:

[Completed Bridge Funding Application Form](#)

Common CV or equivalent

Comments from agency

Proposal Formats

Guidelines 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 help you advance your research
- Provide a realistic timeframe
- Explain your plans for the disseminating results
- Explain how the proposed research supports or enhances a future application

Budget Justification, Eligible and Non-eligible Expenses

The maximum award for the BFO is \$10,000 (\$5,000.00 BFO & \$5,000.00 faculty) over one year. The budget section must describe the budget for the entire research project, including both the BFO & the Faculty matching contribution.

Budget Justification

The justification must:

- Demonstrate the need for the BFO funds relative to other funding available to the applicant
- Explain how the costs were established for each item in the budget
- Describe and justify how budget items are needed to accomplish the objectives
- Demonstrate how the funds contribute towards the direct costs of the research
- Demonstrate the economical use of funds

Example of Eligible Expenses:

Examples of Non-eligible Expenses:

Research assistants, students salaries	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;
Materials and supplies for research	Passport and/or immigration fees; Education costs: thesis preparation, tuition and courses fees, thesis examination/defense fees;
Research-related travel (PI only) for data collection	Cell phones, Blackberry devices, and/or personal digital assistant devices; Library acquisition, computer and other services already provided by the University;
Other direct research costs	Cost of alcohol, entertainment, or gifts; Travel to conferences and scholarly meetings; Buy-out related cost

ADJUDICATION OF APPLICATIONS

**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.

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

Evaluation Criteria

- Relevance of the action plan to significantly improve the researcher's chances of obtaining external funding at the granting agency for the research project:
 - Action plan, including timelines and associated activities, must be feasible and adequate
- Quality of the presentation:
 - Proposal should be clear, concise, legible and complete

- Record of research achievement, including, without limitation, the following factors:
 - 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 action plan
 - Need for BFO 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 CV

IMPORTANT NOTE: The evaluation for the BFO is based on the available documentation in the original application.

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 RDP;
- 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 RDP for review.

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

- 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.

By accepting this award, researchers agree to re-apply to the selected agency within two years.

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 RDP 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.

IMPORTANT NOTES:

- The evaluation for the CWCO is based on documentation available in the original application
- 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 color for the peer reviewers

Suggestions

- Be concise
- Avoid acronyms and abbreviations or explain them fully
- Write the proposal for a multidisciplinary scientific audience not experts 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
- Outline the risks and pitfalls, if any, and explain how they will be overcome and/or outline alternative plans
- Outline the resources available to you for this project and the additional resources you are requesting in support of the activities you are proposing
- Explain your dissemination plans and provide an expected timeframe for the performance of the activity (conference publications etc)

Applications must be submitted electronically (in a single PDF file) to fssrecherche@uottawa.ca, accompanied with a completed Application form for support of knowledge dissemination and network activities (does not count towards application page number), supported by:

- **Summary of the conference/workshop consisting of:**
 - The title and theme of the conference/workshop
 - The need and significance of the conference/workshop for the research area
 - A description of how the conference/workshop will enhance the visibility of the discipline in research, the uOttawa, its researchers and students
 - The total number of anticipated participants (students and researchers)
 - The total number of anticipated participants from the National and/or International scene
 - A draft agenda/Opportunity for the activity
 - A list of the anticipated speakers, their home institution and their expertise
 - Proposed deliverables and/or dissemination/publication plan
 - Overall budget (revenues/expenses) for conference/workshop and budget justifications
 - Projected sources of revenues; (other sources/registration fees revenues/etc.)
 - Budget Justification:
 - Demonstrate the need for funds from the CWCO relative to other funding available to the applicant (i.e.: faculty, external sources, registration fees for the conference, etc.)
 - Explain how the costs were established for each item in the budget
 - Describe and justify how the budget items are needed to accomplish the objectives
 - Show how the funds contribute towards the project
 - Show economical use of funds

Examples of Eligible Expenses

- Travel and subsistence fees for out-of-town speakers (maximum of 2 days)
- Room and audio-visual equipment rentals
- Publication and conference proceedings

Examples of Non-eligible Expenses

- Professional fees and/or honoraria fees
- Cell phones, Blackberry devices, and/or personal digital assistant devices
- Cost of alcohol, entertainment, or gifts

**It is expected that conferences will charge registration fees to help cover costs

- **Common CV or equivalent**

*****The application package limit is 10 pages in total, including CV.**

The maximum contribution from CWCO and the Faculty is \$3,000 each (\$6 000 total), over the period of one year. Within the application, the budget section must describe the budget for the entire project, including both the CWCO & the Faculty matching contribution.

Adjudication Process

Evaluation Criteria

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

- Quality and importance of the conference/workshop and its contribution to research and scholarship
- Soundness of the planning, organization and appropriateness of the opportunity, presenters and, for workshops, the participants
- Adequacy and value of the planned deliverables and dissemination vehicles
- Provisions for the involvement of students from the University of Ottawa
- Provisions taken to promote diversity and inclusion of the panelists and presenters
- Contribution of the conference/workshop to the advancement of research and to enhancing the visibility of the University of Ottawa research, researchers and students
- Budget and budget justification, including:
 - justification of the proposed budget—its appropriateness, comprehensiveness and clarity, including prospective balancing of expenditures and revenues
 - extent to which the applicant is pursuing all potential sources of support
 - need for funds in relation to other funding available and conference/workshop activities and budgets

All requests will be acknowledged by the research office 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 CWCO;
- 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 CWCO for review.

At the institutional level, the Vice-President of Research or their delegate will chair the review committee. For each competition, RMS will draw committee members from a pool of potential members. Funds are awarded through a competitive process, on the basis of the criteria set out above.

Reporting Requirements

Within three months after the conference/workshop, the awardees must submit a final report to RMS (1 to 2 pages) describing the results of the conference/workshop in light of original summary submitted.

Other Requirements

- Release of funds is conditional on receipt of confirmation of external funding, with priority being granted to peer-adjudicated conference funding sources.
- Any funds remaining at the end of the validity period indicated on the official Notification of Decision will be reverted to the Opportunity.
- For more information please contact the Research Office at fsrecherche@uottawa.ca.