



Quick Reference Sheet for Grant & Budget Preparation

Quick Reference Sheet for Grant & Budget Preparation for Arts Researchers
Prepared by Patrizia Albanese, Associate Dean
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1. Staff in the Faculty of Arts who handle research administration:

- **Alvin Ying**, Graduate Admin and SRC Coordinator (aying@ryerson.ca), for internal Arts grants and general inquiries.
- **Tammy Fuoco**, Research Accounts Support Officer (RASO) (tfuoco@ryerson.ca) – manages your external research finances, and new faculty start-up accounts.

2. Key staff in the OVPRI Research Services group who support your research:

- **Richard McCulloch** (Executive Director, Research Services) richard.mcculloch@ryerson.ca
- **Iain McQueen** (SSHRC Officer) ext. 2648. imcqueen@ryerson.ca
- **Sanja Obradovic** (CIHR Officer) ext. 7521 sanja.obradovic@ryerson.ca
- **Linda Hurrell** (NSERC Officer) ext. 4179 lhurrell@ryerson.ca
- **Charlotte Mihailov** (various sponsors, non Tri-Council): charlotte.mihailov@ryerson.ca
- **Zakiya Atcha** (Research Ethics Manager) ext. 4841 zakiya.atcha@ryerson.ca

For a directory of OVPRI contacts, see: [Contact Us - Research and Innovation](#)

For funding-related tweets and updates follow: [@RU_GrantsTeam](#)

3. Other important OVPRI information and resources:

- **New Ryerson Strategic Research Plan** - <https://www.ryerson.ca/content/dam/research/documents/publications/Ryerson-University-Strategic-Research-Plan-2020-2025.pdf>
- **OVPRI**net - a listserv that communicates funding opportunities. To subscribe, see: [OVPRI](#)net - [Research and Innovation](#)
- **OVPRI's "Find a Researcher"** Database - To join and facilitate partnerships, see: [Find a Researcher](#) - [Research and Innovation](#)
- **Ryerson's Media Room Faculty Experts** - if you would like media to contact you as an expert in your research area, join the list of Faculty Experts: [Faculty Expert Submission Form - Media](#)
- **OVPRI Researcher Resources** - [Researcher Resources - Research and Innovation](#)
- **Ryerson Research Ethics Board** - [Research Ethics - Research and Innovation](#)
- **Preparing Grant applications at Ryerson** - [Preparing Your Grant Application - Research and Innovation](#)

- **Research Contracts** - Please do NOT sign research contracts; they require a review of terms and conditions and senior admin signatures:
See [Execution of Contracts Policy, Schedule, Appendix - University Administrative Policies](#)

4. Research grant and funding opportunities:

- **External & Internal through OVPRI** - [Funding Opportunities - Research and Innovation](#)
- **Internal in Faculty of Arts** - [Grants & Funding - Faculty of Arts](#)

5. Importance of EDI in your research:

- **Tri-Agency Statement on Equity, Diversity and Inclusion** - [NSERC - Equity, Diversity and Inclusion](#)
- **Dimensions** - [NSERC - Dimensions](#)
- **CRCs & EDI** - [Equity, Diversity and Inclusion Requirements and Practices](#)
- **Ryerson & EDI** - [Office of the Vice-President, Equity and Community Inclusion \(OVPECI\)](#)

6. Preparing your grant application:

- **OVPRI Resources** - [Preparing Your Grant Application - Research and Innovation](#)

7. Some Ryerson-specific procedures:

- **RIS** – Research Information System: an on-line system for recording and obtaining approvals for research proposals; has required forms to be completed prior to submission of all external grant applications to the potential funder; [Research Information System \(RIS\) - Research and Innovation](#))
- **GAF** - Grant Authorization Form: an on-line form located within the RIS; required prior to submitting external grants applications.
- **RAP** - Research Account Profile: used by OVPRI and Financial Services as the basis on which a research account is established and administered. It serves as a quick reference and accountability tool, outlining the terms and conditions which govern an award. [Setting Up and Managing Research Accounts & Finance Records](#)

8. Research budgets:

- **External Grants Reimbursement Guide** - [The Faculty of Arts Research Accounts Support Officer \(RASO\) – Tammy Fuoco provides individual researchers with administrative](#);
- **Financial Services Research Account** website for additional information - [Research Accounting - Financial Services](#).
- **Quick forms** (travel authorization forms, expense claims forms, etc) - [Research Accounting - Financial Services](#)
- **Eligible research expenses** - [Eligible Research Expenses - Financial Services](#)
- **Indirect Costs/ Overhead/ Policy 143** on the Indirect Costs Associated with Scholarly, Research and Creative (SRC) Funding (see section 4.1): [Policy on the Indirect Costs Associated with Scholarly, Research and Creative \(SRC\) Funding](#)

- ***New*** Tri-Agency Guide on Financial Administration (TAGFA) principles for the use of funds (from Tri-Council grants): https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp#10 (Four principles governing the use of grant funds from CIHR, NSERC and SSHRC:
 1. contribute to the **direct costs** of the research/activities for which the funds were awarded.
 2. not be provided by the administering institution to their **research personnel**
 3. be **effective and economical**
 4. not result in **personal gain** for members of the research team

9. HR - Hiring research staff:

- **HR materials** on hiring - [Hiring research staff - Human Resources](#)
- **Hiring research assistants** - [Research assistant - Human Resources](#)
- **Hiring post docs** - [Postdoctoral fellow - Human Resources](#)
- **Adjunct status** - [Adjunct Professor Appointment - Faculty Affairs](#)

10. Post Docs:

- **Info on and for post docs** - [Your Postdoctoral Community - Graduate](#)

11. Quick Access to other important considerations and costs/pricing:

- **Access Ryerson** - [website](#) has [guides and resources](#) to help create barrier-free environments, and best practices on [virtual events and meetings](#). [Ai-Media](#) is a vendor that we have used at Ryerson for post-production close captioning. They have recently acquired [ACS](#) who provides video remote interpreting for virtual events. [Canadian Hearing Services](#) provides video remote interpreting and captioning. See here for the most current version of the [Ontario Association of Sign Language Interpreters directory](#) that provides contact information for ASL interpreters; a good resource overall when coordinating ASL interpretation.
- **Event space reservations** - [Event & Space Reservations - University Business Services](#)
- **For Oakham House** - contact them directly for pricing and availability: [Ryerson Student Centre – Oakham Lounge](#)
- **Catering** – events at Ryerson must be catered through *Ryerson Eats*. For menus and pricing see: [Catering - University Business Services](#); you can find similar figures for Oakham by reaching out to them directly. Generally, you may want to budget ~\$10-15 for breakfast/person; ~\$20 for lunch/person and around \$5-10 for breaks.
- **Accommodations** – Ryerson has preferred rates through CAUBO ([Member Discounts](#)) – usually it is about \$10 cheaper than direct booking through the hotels so not a big difference. Typically the number of days covered per speaker who needs accommodation (ie. Outside GTA) is the same as the number of days of the event (+1 night for international speakers)
- **Transportation/airfare** – can usually estimate through travel sites like Expedia (return flights for speakers or for research trips). Don't forget to add possible mileage and/or local transportation to and from airports for all trips; consider parking if applicable)
- **Facilities Management** – [Facilities Management and Development](#)
- **Facilities Management service requests** (set-up; cleaning; signage, etc.) - [Service Requests - Facilities Management and Development](#)
- **Leasing space on campus, rates:** \$35 per square feet for office space (2017 figure), contact FMD for details

- **Tech Support/ CCS/ Media Service (including for events & conferences)** - [Media Services - Computing and Communications Services](#)
- **Ryerson Web Support** - [CQ \(AEM\) Basics - Web Support & Development Services](#)
- **Internet Guest Accounts** - [Guest User Account - Computing and Communications Services](#)
- **Ryerson Today event submission** - [Contact - News and Events](#)
- **Ryerson insurance policies** - [Insurance - Facilities Management and Development](#)
- **Filming on campus @SLC** - [Filming and Photography](#)
- **Arts marketing** - [Media & Event Resources - Faculty of Arts](#)
- **Per diem** – for Ryerson rates check the link above, but for quick reference:

Maximum daily per diem	Travel in	Recommended per diem value
\$50 CAD	Canada	Breakfast \$10, Lunch \$15, Dinner \$25
\$50 US	United States	Breakfast \$10, Lunch \$15, Dinner \$25
\$75 CAD	Other	Breakfast \$15, Lunch \$22, Dinner \$38

12. Research Centres, Institutes, Chairs & Zones:

- **University-based (and within Faculties) Centres:** [Centres and Institutes - Research and Innovation](#)
- **Arts-based Research Centres and Chairs:** [Research Centres & Chairs - Faculty of Arts](#)
- **Faculty of Arts' Democratic Engagement Exchange:** [Democratic Engagement Exchange - Faculty of Arts](#)
- **Canada Excellence Research Chair, Migration & Integration:** [Migration and Integration Program Faculty of Arts](#)
- **Zones & Zone Learning:** [Zones - Zone Learning](#)

13. Scholarly communication:

- **Ryerson Library (RULA) info on scholarly communication** - [Home - Scholarly Communication](#)
- **Open Access** - [Open Access Publishing - Scholarly Communication - Research Guides at Ryerson University Library](#)
- **RULA Tips on where to publish** - [Research Guides: Scholarly Communication: Tips on Where to Publish](#)