

Scholarly, Research and Creative (SRC) Activity Supports & Resources

Last Updated: December 9, 2020

2020 / 2021

The Faculty of Community Services (FCS) is committed to creating as supportive an environment as possible so that our researchers, innovators, and learners can do what they do best – advance understanding and apply new knowledge.

At FCS, we are committed to an ethical and inclusive culture of research excellence that supports and promotes equity, diversity, and inclusivity.

The FCS Research Support Team serves and supports our faculty researchers by identifying potential funding, facilitating funding applications and providing grant/funding administration and guidance. We strive to implement Ryerson's research strategy and foster enhanced research activity in FCS.

Here, we have assembled a variety of resources that we think will be useful as you begin your work.

The sections of the FCS SRC Supports and Resources information package are organized by broad topic area. Each section includes links to a variety of resources. As you browse these materials, please let us know if you think some additional topics should be included.

Jennifer Martin, PhD
Associate Dean, Graduate Studies and SRC
Associate Professor, School of Child and Youth Care
Faculty of Community Services

FACULTY OF COMMUNITY SERVICES

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The Faculty of Community Services

FCS Leadership Team

Leadership at the Office of the Dean, Faculty of Community Services (FCS) is comprised of the following:

ACADEMIC LEADERSHIP

Lisa Barnoff

Dean

Associate Professor, School of Social Work

Jennifer Martin

Associate Dean, Graduate Studies and Scholarly, Research & Creative (SRC) Activity

Associate Professor, School of Child and Youth Care

Nadya Burton

Associate Dean, Undergraduate Studies, Students and Pedagogy

Associate Professor, Midwifery Education Program

Lynn Lavallée

Strategic Lead, Indigenous Resurgence

Associate Professor, School of Social Work

SENIOR MANAGEMENT AND OPERATIONS

Nadia Bello

Director, Dean's Office and Strategic Initiatives

Ying Li Zhang

Director, Finance, Administration and Planning

The Faculty of Community Services

THE FACULTY

The Faculty of Community Services (FCS) is comprised of nine (9) schools:

SCHOOL	ABBREVIATION	UNDERGRADUATE PROGRAM DIRECTOR
School of Child and Youth Care	CYC	Judy Finlay
School of Disability Studies	DST	Esther Ignagni
School of Early Childhood Studies	ECS	Kathleen Peets
Midwifery Education Program	MWF	Karline Wilson-Mitchell
Daphne Cockwell School of Nursing	NUR	Maher El-Masri
School of Nutrition and Food	NUT	Fiona Yeudall
School of Occupational and Public Health	OPH or SOPHe	Richard Meldrum
School of Social Work	SWK	Valerie Borum
School of Urban and Regional Planning	URP or SURP	Pamela Robinson
Chairs		
Jack Layton Chair		Ken Moffatt (SW)
John C. Eaton Chair in Social Innovation and Entrepreneurship		Kiaras Gharabaghi (CYC)
Research Chair in Urban Health		Josephine Wong (NUR)
Canada Research Chair in Design and Evaluation of Health Interventions		Souraya Sidani (NUR)

FCS GRADUATE PROGRAMS

SCHOOL	LINK	GRADUATE PROGRAM DIRECTOR
Child and Youth Care (MA)	http://ryerson.ca/cyc/programs/child-youth-care-ma/	Tara Collins
Early Childhood Studies (MA)	http://www.ryerson.ca/ecs/programs/early-childhood-ma/	Rachel Berman
Master of Nursing (MN)/Primary Health Care Nurse Practitioner Certificate (PHCNP)	http://www.ryerson.ca/graduate/programs/nursing/programs/	Cristina Catallo
Nutrition Communication (MHSc)/Dietetics (PMDip)	http://www.ryerson.ca/nutrition/programs/nutrition-communication-mhsc/	Enza Gucciardi
Social Work (MSW)	http://www.ryerson.ca/socialwork/programs/msw/	Jennifer Poole (to January 2021) & May Friedman
Urban Development (MPI)	http://www.ryerson.ca/surp/programs/urban-development/	Nina-Marie Lister

LOCATION OF THE OFFICE OF THE DEAN

Sally Horsfall Eaton building, 6th floor, 99 Gerrard Street East, SHE-697 (at Gerrard and Mutual) General Inquiry 416-979-5000, extension 5034, Website: <http://www.ryerson.ca/fcs/>

SCHOOLS LOCATIONS

FCS Schools are spread all over the Ryerson University campus. For location, faculty and staff names, room numbers and extensions and email addresses please visit: <http://www.ryerson.ca/contact/>

SRC Supports and Resources

FCS Research Support Team

The FCS Research Support Team provides support to researchers and is comprised of the following:

NAME	ROLE
<p>Jennifer Martin <i>Associate Dean, Graduate Studies and Scholarly, Research & Creative Activity (SRC)</i> jjmartin@ryerson.ca</p>	<ul style="list-style-type: none"> ● Develops and implements strategies that enhance and nurture SRC activities within FCS ● Supports and promotes research initiatives, partnerships, collaborative projects, and interdisciplinary SRC activities ● Provides leadership alongside graduate program directors regarding research and training opportunities for graduate students
<p>Linda Ling <i>Research Accounts Support Officer (RASO)</i> lindaling@ryerson.ca</p>	<ul style="list-style-type: none"> ● Provides post-award financial support and contact point for the following Schools: <ul style="list-style-type: none"> ➤ Child and Youth Care; Midwifery; Nutrition; Social Work; Urban and Regional Planning
<p>Natalia Kovaleva <i>Research Accounts Support Officer (RASO)</i> natalia.kovaleva@ryerson.ca</p>	<ul style="list-style-type: none"> ● Provides post-award financial support and contact point person for the following Schools: <ul style="list-style-type: none"> ➤ Disability Studies; Nursing; Occupational and Public Health; Early Childhood Studies
<p>Linn Clark <i>Research and Grants Specialist</i> linn.clark@ryerson.ca</p>	<ul style="list-style-type: none"> ● Point of contact for faculty in developing external research proposals and securing external funding ● Advises faculty on short- and long-term funding opportunities from external funders and sponsors ● Advises faculty on developing their research and publication trajectories
<p>Sarah Bukhari <i>Administrative Coordinator</i> sarah.bukhari@ryerson.ca</p>	<ul style="list-style-type: none"> ● Supports the following SRC initiatives: <ul style="list-style-type: none"> ➤ Positioning for Success in Academia ➤ University and Faculty Awards ➤ Internal Grants ➤ Research Insights ➤ Special Projects

The FCS SRC Committee is composed of faculty members representing all nine FCS Schools all of whom bring their expertise, their passion for research and their support for their colleagues to the table. The Committee meets monthly to adjudicate internal grants and special initiatives, such as the FCS COVID-19 Rapid Response Research Grant (RRRG), and provide ongoing communication between faculty members and the Associate Dean, SRC regarding research support initiatives and directives.

It is highly recommended that new faculty get to know the FCS SRC Committee representative in their respective Schools, as they are an excellent resource.

2020-2021 SRC Committee Members are:

Jennifer Martin (**Chair**)

Linn Clark, Dean's Office

Esther Ignani, School of Disability Studies

Julie James, School of Child and Youth Care

Shelagh McCartney, School of Urban and Regional Planning

Coralee McLaren, Daphne Cockwell School of Nursing

Richard Meldrum, School of Occupational and Public Health

Henry Parada, School of Social Work

Sejal Patel, School of Early Childhood Studies

Mary Sharpe, Midwifery Education Program

Jessica Wegener, School of Nutrition

SRC Initiatives

SRC Initiatives at a Glance

The following are SRC initiatives at the Faculty of Community Services:

DIMENSIONS PROJECT

The purpose of the Dimensions Project is to identify and dismantle SRC-related barriers experienced by women, Indigenous Peoples, disabled people, members of visible minorities/racialized groups and members of LGBTQ2+ communities.

POSITIONING FOR SUCCESS IN ACADEMIA WORKSHOPS

Regular workshops that focus on issues or topics of interest for faculty members in their academic roles.

MENTORSHIP CIRCLE

The FCS Mentorship Circle supports new faculty in their early years and provides a network of collegial support and resources.

WRITING LAUNCH

Writing Launches are held four times a year. After each Writing Launch, attendees will receive up to 10 hours of editorial support to assist them with their scholarly writing.

FCS INTERNAL GRANTS

The Office of the Dean currently offers six (6) internal grants – Publication, Seed, Travel, Proposal Development, Knowledge Mobilization and Community Impact and the New Collaborative Grant through two competitions held in February and September of every year.

START UP FUNDS

New faculty receive start-up funds from the Dean of the Faculty of Community Services to support their SRC activities.

GRANT APPLICATION SUPPORT

The FCS Research and Grants Specialist provides proposal development support and research/publication trajectory planning to faculty members who are working toward the submission of a grant application to external research granting agencies.

RESEARCH BUDGET DEVELOPMENT

FCS provides assistance in budget development to faculty during the process of developing an external research grant proposal.

RESEARCH INSIGHTS

FCS supports plain language summaries of faculty research and for those members interested in showcasing their completed research via the [FCS Knowledge Translation Portal \(KTP\)](#).

FCS RESEARCH BLOG AND RESEARCH WEBPAGE

These are in development and will be active in Winter 2021

Dimensions Project

Launched in May 2019 and marked by a “thoughtful name”, *Dimensions: Equity, Diversity and Inclusion Canada* is an initiative of the country’s three major funding bodies (NSERC, CIHR, and SSHRC) in collaboration with Universities Canada as well as Colleges and Institutes Canada. Its aim is to drive cultural change for equity, diversity, and inclusion in post-secondary research ecosystems across Canada. With one of the most diverse campuses in the country, and signatory to the Dimensions Charter, Ryerson University was chosen to host a Dimensions pilot project. Beginning in 2020, along with 16 other colleges and universities, the project will identify SRC-related barriers experienced by women, Indigenous Peoples, disabled people, members of visible minorities/racialized groups and members of LGBTQ2+ communities.

Reporting to the Vice-President, Equity and Community Inclusion (OVPECI) and to the Vice-President, Research and Innovation (OVPRI), Dr. Art Blake (he/him), Professor of History, Faculty of Arts, has been appointed to lead the work at Ryerson.

Informed by membership on the Advisory Board, **Dr. Kathryn Church** (she/her), Associate Professor in the School of Disability Studies has agreed to act as Dimensions Chair in the Faculty of Community Services.

In the coming months, a major task for Dimensions Chairs in each faculty is to engage researchers of all aspects in gathering information that will enable in-depth assessment of systemic issues affecting “under-represented groups” in SRC activities. In the Faculty of Community Services, critical conversations of these relations (and their framing) are already active and multiple. Skilled leaders, relevant strategic plans and facilitative funding initiatives are already in place. Starting from a full appreciation of this context, the opportunity of Dimensions in FCS is to work with and alongside in ways that recognize, connect, and communicate towards a university-wide amplification of existing efforts and analysis.

Positioning for Success in Academia Workshops

The Faculty of Community Services offers monthly SRC workshops that focus on issues or topics of interest and importance for faculty members in their academic roles as part of its Positioning for Success in Academia (PSA) program.

These workshops are open to faculty, staff and students and are usually facilitated by FCS or Ryerson faculty/staff.

For more information, please contact Jennifer Martin, Associate Dean at jjmartin@ryerson.ca or Sarah Bukhari, Administrative Coordinator at sarah.bukhari@ryerson.ca.

Mentorship Circle

The Faculty of Community Services Mentorship Circle began in August 2012 to support new faculty in their early years at Ryerson University.

As a new faculty member, you may have many questions and be unsure where to get the information you need. When you join our faculty, you will be invited to join the Mentorship Circle, where you will have the opportunity to meet with colleagues on a regular basis to discuss questions and share ideas. The Mentorship Circle provides new faculty members with a network of collegial support, a sense of belonging and a safe space to discuss concerns and learn strategies from both mentors and fellow mentees.

At FCS, we believe that mentoring will support faculty members' success and satisfaction across their career and is an intellectual and relational journey, worthwhile for all participants.

Mentorship Circle Facilitators for 2020 – 2021:

Jennifer Martin, Associate Dean - Lead Facilitator

Richard Meldrum, School of Occupational and Public Health

Marni Binder, School of Early Childhood Studies

Annette Bailey, Daphne Cockwell School of Nursing

FCS Writing Launches are designed to support faculty members in their scholarly writing and publication. Writing Launch workshops are held in February, May, August and October.

REGISTRATION AND ATTENDANCE

- Faculty will be notified of topic and date for each workshop in advance.
- Registration with Sarah Bukhari, Administrative Coordinator at sarah.bukhari@ryerson.ca is required.
- Attendance at a Writing Launch workshop is mandatory in order to receive up to 10 hours of editorial support.
- Editorial support is for **one** manuscript per Writing Launch

MANUSCRIPT MATTERS

- After attending a Writing Launch, interested faculty will send an email to the Administrative Coordinator requesting editorial support
- Faculty members forward their near-to-complete manuscript within **2 months** of the workshop to the Administrative Coordinator. Please include the anticipated journal to which the manuscript will be submitted, type of editorial support required (e.g. structural, stylistic, copy editing etc.) and journal deadline for submission
- The Administrative Coordinator will assign the manuscript to an editor
- The editor will get in touch directly with the faculty member
- Upon completion of editorial support, faculty members will inform the Administrative Coordinator to arrange payment to the editor
- Faculty are requested to provide the title of the completed manuscript and the journal to which the manuscript was submitted

EDITORIAL SERVICES

Please see the Editorial Support page for further information.

The Faculty of Community Services disseminates FCS researchers' academic research to the wider community through [Research Insights](#).

Research Insights provides plain language summaries highlighting key research findings in a manner that is accessible to various audiences such as: community partners; policymakers and key decision-makers; stakeholders and community groups; community and health services providers; and families with an interest in our research.

Dissemination of publicly funded research is an ethical and professional responsibility. There is a growing recognition that disseminating academic research through traditional channels such as books and journal articles may not be enough to influence policy and practice change – communication of research findings using other media and targeting key audiences is equally as important.

Faculty members interested in showcasing their completed research via Research Insights are requested to contact Jennifer Martin, Associate Dean at jjmartin@ryerson.ca or Sarah Bukhari, Administrative Coordinator at sarah.bukhari@ryerson.ca for more information.

SRC Resources

Editorial Services Support

The Office of the Dean, Faculty of Community Services provides editorial services support as part of its Writing Launch initiative. **Please see the Writing Launch information, included in this package, for more detailed information about how to arrange editorial services.**

Attendance at Writing Launch workshops provides faculty up to ten (10) hours of editorial support at the rate of sixty dollars (\$60) per hour for editing services of manuscripts for submission to peer-reviewed journals.

The Faculty of Community Services maintains a roster of editors who are available for editorial support. Once the work is completed and approved by the faculty member, the editors will submit an invoice to the Administrative Coordinator.

ENGAGING OTHER EDITORS

Should faculty members elect to engage the services of an editor outside of the roster of FCS editors, an email message should be sent to Sarah Bukhari, Administrative Coordinator (copied to Jennifer Martin, Associate Dean) for approval planning purposes. Please note that the number of hours and hourly rate will be upheld as detailed above.

IMPORTANT: Both the **faculty member** and the **editor** are responsible for ensuring that the expenses are incurred for legitimate University business purposes in accordance with these guidelines.

The editor is to present to the faculty member an invoice that clearly indicates the faculty member's name and school, title of manuscript, detail of services rendered, number of hours of service and Business/HST number. The invoice is to be forwarded to the Administrative Coordinator for processing.

All editors should be members of the Editors' Association of Canada.

The Associate Dean, Graduate Studies and Scholarly, Research & Creative Activity, engages the services of the following editors to support faculty members in manuscript submission.

Linn Clark: In addition to her work as FCS's Research and Grants Specialist, Linn is also available for editing. Her editing and writing includes journal articles, research materials (including ethics protocols and surveys), best practice guidelines (e.g., United Nations and CAMH), news releases (Statistics Canada), and book-length manuscripts. Linn has seen numerous books through from the developmental stage (pre-contract) to the final preparation for publication (i.e., for Oxford, Routledge, McGill-Queen's, University of Toronto Press, Johns Hopkins University Press, and University of Illinois Press). Linn's editing includes structural and developmental editing, stylistic/line-editing, copy-editing, and proofreading.

Margaret Oldfield received her PhD in Rehabilitation Science from University of Toronto in 2015. She began her editing and research career in 1990. She joined the Editors' Association of Canada and took training seminars in various aspects of the editing trade. Over the following two decades, alongside research roles at various universities, Margaret edited theses, journal articles, and book chapters for faculty members and students at the Ontario Institute for Studies in Education, University of Toronto, York University, and McMaster University, among others.

Scott Uzelman holds a PhD in Communication and Culture from York University and worked in the academic sector as a researcher and lecturer for more than ten years before turning to a full-time career as a freelance editor, writer, and researcher. He has drawn on his interdisciplinary training and skills as a writer to edit manuscripts for academics in a wide range of disciplines (e.g., communication studies, cultural studies, education, geography, history, philosophy, political science, psychology, social work, sociology, nursing). Scott is also a grant editor and has assisted in the preparation of successful research grant and scholarship proposals. Recently, he acted as managing grant editor for a SSHRC Partnership Grant.

Michael LaPointe has written for *The Atlantic*, *The New Yorker* and *The New York Times*. He is a columnist with *The Paris Review* and a regular contributor to the *Times Literary Supplement*. His first novel will be published by Random House Canada in 2021. His work has been nominated for the National Magazine Awards, the Digital Publishing Awards, and the Journey Prize, and anthologized in *Best Canadian Stories* and *Best Canadian Essays*.

Research Grant Support

The Faculty of Community Services is committed to supporting our faculty's external research funding applications through matching, supplementary, and in-kind funds where such support is deemed critical to the success of the application. There is no guarantee that all requests will be funded. It is expected that the principal applicant/primary investigator be an FCS RFA member and that the grant will be administered by Ryerson University. If the FCS faculty member is not the primary applicant (i.e., is a Co-applicant/Co-PI), please contact Jennifer Martin, Associate Dean, in advance to discuss.

Process

- To request funds, the PI must complete the Research Grant Support Application Form and submit to Jennifer Martin, Associate Dean, at least 3 weeks in advance of the external deadline.
- All available supporting documentation and budgetary information must be included with the request.
- Requests that are not made 3 weeks ahead of the application deadline date may not be considered.

How to Apply

Completed application forms must be submitted to Jennifer Martin, Associate Dean, Graduate Studies and Scholarly, Research & Creative (SRC) Activity jjmartin@ryerson.ca

Research Grant Support Application Form

Please provide all the requested information using the format outlined below:

1. APPLICANT INFORMATION

Name and Affiliation

Name:	School:	E-mail:
Co- applicant(s):	Faculty/University:	E-mail:

2. RESEARCH PROJECT INFORMATION

Title:

Deadline for Application:

Funding Agency/Sponsor:

Project Description:

*Please provide a **brief description** of the proposed project that addresses:*

- central focus or theme
- significance for the relevant discipline(s) and alignment with Ryerson’s SRC priorities
- nature of undergraduate/graduate student involvement
- anticipated length of project
- anticipated outcome and impact of the project

3. BUDGET (Please attach a copy of the full project budget, if available)

Total amount of funding requested for this project (from all sources, separate cash from in-kind)	
Total amount of funding received from or committed by your school in support of your project (Please indicate cash or in-kind)	
Total amount of funding requested from external sources(s) (Please indicate cash or in-kind)	
Other sources of funding (if applicable)	

Breakdown of costs (Only if the full budget is not available/attached):	
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4. Is institutional support required by the external agency/sponsor's funding program?

Yes NO

If YES, please indicate cash or in-kind requirements and attach the guidelines.

5. SIGNATURES

Applicant: _____ Date _____

Chair/Director: _____ Date: _____

Associate Dean, SRC: _____ Date: _____

Professional Development (PD) Funds

Members of the Ryerson Faculty Association (RFA) are reimbursed for eligible expenses related to teaching, SRC, and/or related academic and professional activities up to an annual limit.

PD funds provide reimbursement for expenses related to the performance of teaching, SRC and professional duties. PD monies cannot be used to cover deficits in other cost-centres, including externally funded projects, and cannot be used to directly pay research assistants or other employees. Eligible expenditures include but are not limited to:

- Travel and associated expenses related to meetings, conferences, study leave or other similar professional activities;
- Registration fees and other expenses for meetings;
- Membership fees;
- Books, journals, subscriptions and other similar professional publications;
- Purchase of supplies, academic gowns, equipment, software or invoiced services,

Submitting Claims

- Submit an iExpense reimbursement report to the RFA member's one up for approval. Original receipts are to be forwarded to Financial Services.
- If reimbursement is requested for services billed monthly, the individual bills should be retained and submitted annually in one claim, or when they total \$200.
- Once approved, the iExpense claim will be forwarded electronically to Financial Services for processing of the reimbursement.

For further information, please see https://www.ryerson.ca/content/dam/faculty-affairs/procedures/PDRF_procedures_2012.pdf

Scholarly Research and Creative Activity (SRC) is an important faculty commitment at Ryerson. Start-up funds are provided to new faculty to help them get their SRC activities underway. The intent of this Protocol is to define the appropriate use of these funds.

GUIDELINES

1. Start-up funds are provided to new RFA tenure stream faculty. The amount and duration (from 4 to 6 years) of start-up funds provided to an individual faculty member is determined by the Dean and is specified in the letter of appointment.
2. Start-up funds are released to the faculty member upon submission to their Dean or designate of a high-level budget of proposed expenditures as they relate to the faculty member's short and long-term SRC plans.
3. Start-up funds can be used for equipment and supplies related to the individual's SRC activities. The funds may also be used for SRC related travel and for hiring research assistants.
4. The following are ineligible expenses:
 - a. Purchase of teaching release time;
 - b. Purchase of office supplies and stationery;
 - c. Tuition; and
 - d. Items that have a commitment beyond the period of the SUF without written approval from the Dean.
5. All expenditures must have prior approval from the Dean or designate and must be incurred in accordance with University policies and procedures related to purchasing, travel and hiring.
6. All items purchased using start-up funds are the property of the University.
7. All funds must be spent within the 4- to 6-year period as specified in the letter of appointment, and any funds remaining after that time will be returned to the Dean. If a faculty member leaves the University before the specified period, any unexpended funds will be returned to the Dean.
8. Funds will be tracked through the University financial system by employee number; the Faculty Dean is responsible for monitoring start-up fund expenditures.

Ryerson Purchasing Card (P-Card)

[The Ryerson Purchasing Card \(P-Card\)](#) program offers an efficient and convenient method of payment.

It is the recommended means of payment for employees who make frequent low-dollar value purchases for goods, services and travel-related expenses.

For information about the P-Card, faculty should contact FCS Research Accounts Support Officers (RASOs) Linda Ling (lindaling@ryerson.ca) or Natalia Kovaleva (natalia.kovaleva@ryerson.ca)

FCS Internal Grants

FCS NEW COLLABORATIVE RESEARCH GRANT POLICY

PURPOSE

The New Collaborative Research Grant provides support to new interdisciplinary research teams who will go on to apply for external team-based funding. The grant will support teams of a minimum of three (3) applicants as specified below.

MAXIMUM REQUEST: \$3,000

ELIGIBILITY

- The New Collaborative Research Grant is for tenure and tenure-track faculty members for whom research related activities are part of their contractual obligations.
- Teams must be composed of at least three (3) applicants including the Principal Investigator (PI) who must be a tenured or tenure-track FCS member. The second team member must be a tenured or tenure-track RFA within FCS but from a different department/faculty than the PI. The third team member can be: either a tenured or tenure-track RFA within FCS, a community partner, or a tenured or tenure-track faculty member at a different Ryerson faculty or a different university.
- Because this grant supports new collaborations, these team members must not have worked together on a project, grant, or contract before.
- Research assistantships offered through internal grants should prioritize support for FCS students and their training/mentoring/CV and skills building. Applicants who plan to hire research assistants outside FCS and/or Ryerson, must provide a strong rationale.
- All grants are conditional on continued employment at Ryerson.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed.
- All academic applicants are required to submit a recent CV. The Canadian Common CV (CCV) is required for applicants who have held an academic position in FCS where research related activities are part of their contractual obligations for more than 12 months.
- A detailed budget and budget justification specific to the requested funding and timeline for project completion must be provided. A maximum of \$500 for local and \$750 for international travel to bring team members to Toronto will be considered. Travel to community will also be considered if the grant proposal outlines justification for this.
- If applicants intend to apply or have applied to other funding sources, a list of the other funding sources (including potential sources) and their respective levels of funding must be provided.

When developing your budget, please refer to [HR's Pay Information](#) page. Current minimum RA salary rate is \$18.85 plus 18% benefits.

EVALUATION CRITERIA

- The New Collaborative Research Grant will be reviewed by the FCS SRC Committee composed of faculty members who are representatives of FCS Schools. Applicants must provide enough detail with regard to the background, planned approach, and community partner (if applicable) to allow for a comprehensive review.
- All proposal requirements have been provided in full.
- Originality, significance, and expected outcomes of the project.
- Quality of proposed collaboration and collaborative activities.
- Quality of proposed student training and mentoring opportunities.
- Plan to share project outcomes with relevant audiences.
- Feasibility of completing project within the timeframe.
- Appropriateness of budget and justification.

RESPONSIBILITIES

- SRC activities that will involve the use of human subjects ("any person who is used as a source of raw or unformulated data in the conduct of research and who is not acting in the capacity of principal investigator or assisting such an individual") must receive approval from the Ethics Review Board before full funds will be released. If a portion of Collaborative Grant funds are being requested to obtain ethics approval, then proof of ethics approval must be forwarded to the Associate Dean, SRC, upon receipt.
- Recipients of the New Collaborative Research Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from the New Collaborative Research Grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- Funds cannot be used as matching funds for a proposed or existing project.
- A final report to be submitted to the office of the Associate Dean, SRC, three (3) months after the completion of the project or 18 months after the awarding of the grant, whichever comes first. The report describes the outcomes and future plans of this new research team. Subsequent funding will be conditional on timely submission of final report. The letter of award will outline report format and requirements. Recipients are encouraged to carefully examine the requirements.
- Recipients of FCS Grants are expected to present their work at the Faculty of Community Services' Faculty Achievement Event, which is usually held annually in April. They are also expected to disseminate their work in peer-reviewed scholarly journals and venues.
- All dissemination should acknowledge the support of the Faculty of Community Services, Ryerson University. The following wording is suggested: "This research has been supported by the New Collaborative Research Grant, Faculty of Community Services, Ryerson University."
- Funds must be spent according to the budget approved by the SRC Committee and within one year of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC,

Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via Ryerson University's Research Information System (RIS).

Timeline	Competition Open	Competition Close	Funding Available
Spring	February 15	March 29 at 4:00 p.m.	April
Fall	September 14	October 31 at 4:00 p.m.	December

For more information, please contact:

Jennifer Martin, Associate Dean, SRC at extension 6314 or by email at jjmartin@ryerson.ca

FCS KNOWLEDGE MOBILIZATION AND COMMUNITY IMPACT GRANT

PURPOSE

The Knowledge Mobilization and Community Impact Grant supports researchers to share knowledge and engage the broader community and public through dissemination avenues beyond academic publishing. Projects that would be considered under this grant include (but are not limited to) arts-based and creative knowledge sharing, art installations, performances, and panels or speaker series aimed at and including non-academic participants. The Knowledge Mobilization and Community Impact Grant does not support direct research or evaluation activities.

MAXIMUM REQUEST: **\$2,000 for individual grants**
 \$4,000 for team grants

ELIGIBILITY

- The Knowledge Mobilization and Community Impact Grant is for tenure and tenure-track faculty members for whom research related activities are part of their contractual obligations.
- The project can involve multidisciplinary teams, communication or community engagement specialists, community partners, or student community-engaged learning opportunities.
- **Eligible expenses include:** research assistants; supplies for artistic creation; ASL interpretation and costs associated with accessible dissemination; and speaker fees.
- **Ineligible Expenses include:** conference travel; direct research costs; personal remuneration or speakers fees for applicant or project personnel; publication page charges and open access fees; refreshments; social media campaigns.
- Research assistantships offered through internal grants should prioritize support for FCS students and their training/mentoring/CV and skills building. Applicants who plan to hire research assistants outside FCS and/or Ryerson, must provide a strong rationale.
- All grants are conditional on continued employment at Ryerson.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed.
- Applicants are required to submit a recent CV. The Canadian Common CV (CCV) is required for applicants who have held an academic position in FCS where research related activities are part of their contractual obligations for more than 12 months.
- Applicants must provide a detailed budget description and justification.

When developing your budget, please refer to [HR's Pay Information](#) page. Current minimum RA salary rate is \$18.85 plus 18% benefits.

EVALUATION CRITERIA

- The Knowledge Mobilization and Community Impact Grant proposals will be reviewed by the FCS SRC Committee composed of faculty members who are representatives of FCS Schools. To assist committee members to constructively review proposals, enough detail needs to be provided with regard to the dissemination activity being proposed including a timeline and plan to engage students.
- All proposal requirements have been provided in full.
- Plan to engage with and share knowledge with community stakeholders and/or the general public.
- Innovation, significance, and expected outcomes of the project in terms of knowledge dissemination with non-academic stakeholders.
- Quality of student training and mentoring opportunities.
- Feasibility of completing the project within the timeline provided.
- Appropriateness of budget allocation and justification.

RESPONSIBILITIES

- Recipients of a Knowledge Mobilization and Community Impact Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from this grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- A final report must be submitted to the office of the Associate Dean, SRC, 3 months after the completion of the project or 18 months after the grant is awarded, whichever comes first. The report describes the outcomes and future plans of this project. Subsequent funding will be conditional on timely submission of the final report.
- Recipients of FCS grants are expected to present their work at the Faculty of Community Services' Faculty Achievement Event, which is usually held annually in April. They are also expected to disseminate their work in peer-reviewed scholarly journals and other venues.
- All dissemination should acknowledge the support of the Faculty of Community Services, Ryerson University. The following wording is suggested: "This research has been supported by a Knowledge Mobilization and Community Impact Grant, Faculty of Community Services, Ryerson University."
- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project the project may not be funded or the budget may be adjusted.
- Funds must be spent according to the budget approved by the SRC Committee and within **one year** of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC, Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via Ryerson University's Research Information System (RIS)

Timeline	Competition Open	Competition Close	Funding Available
Spring	February 15	March 29 at 4:00 p.m.	April

Fall	September 14	October 31 at 4:00 p.m.	December
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For more information, please contact:

Jennifer Martin, Associate Dean, SRC at extension 6314 or by email at jjmartin@ryerson.ca

FCS PROPOSAL DEVELOPMENT GRANT POLICY

PURPOSE

The Proposal Development Grant provides support to FCS RFA members for the development of grant applications for external funding agencies (e.g. SSHRC, CIHR, government agencies, foundations etc.). Eligible expenses for this grant are student research assistant support and editorial support.

MAXIMUM REQUEST: \$2,000

ELIGIBILITY

- The Proposal Development Grant is for tenure and tenure-track faculty members for whom research related activities are part of their contractual obligations.
- Applicants for the Proposal Development Grant must be the Principal Investigator (PI) or the Lead PI for a research team for the external proposal application.
- Research assistantships offered through internal grants should prioritize support for FCS students and their training/mentoring/CV and skills building. Applicants who plan to hire research assistants outside FCS and/or Ryerson, must provide a strong rationale.
- All grants are conditional on continued employment at Ryerson.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form including providing details about research for which external funds will be sought and a plan to develop an external funding proposal. Incomplete proposals will not be reviewed.
- Applicants are required to submit a recent CV. The Canadian Common CV (CCV) is required for applicants who have held an academic position in FCS where research related activities are part of their contractual obligations for more than 12 months.
- Applicants must provide a detailed budget description and justification.
- A plan to submit an external funding proposal within 12 months of award must be included.

When developing your budget, please refer to [HR's Pay Information](#) page. Current minimum RA salary rate is \$18.85 plus 18% benefits.

EVALUATION CRITERIA

- Proposal Development Grant proposals will be reviewed by the FCS SRC Committee composed of faculty who are representatives of FCS Schools. To assist committee members to constructively review proposals, enough detail needs to be provided with regard to the research being proposed (i.e., objectives, theoretical framework, context, methods, and expected outcomes) as well as plans to develop and submit the external funding application.
- Clarity and timeliness of submission.

- Significance and quality of the research for which external funds will be sought.
- Likelihood of seed funding leading to external grant application within 12 months.
- Quality of student training and mentoring opportunities.
- Appropriateness of budget allocation and justification of budget items.

RESPONSIBILITIES

- Recipients of a Proposal Development Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from a Proposal Development Grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project, the project may not be funded or the budget may be adjusted.
- Recipients of a Proposal Development Grant are expected to submit a full copy of their application to the Associate Dean, SRC, Faculty of Community Services at the time of submission to the external funding agency (i.e. within one year following receipt of the funds).
- Recipients of a Proposal Development Grant who are successful in obtaining an external grant are expected to present their work at the Faculty of Community Services' Faculty Achievement Event, which is usually held annually in April. Subsequent funding will be conditional on timely submission of the funding application and a copy of the completed application.
- Should a recipient's application be funded, they are also expected to disseminate their work in peer-reviewed scholarly journals and venues.
- All dissemination should acknowledge the support of the Faculty of Community Services, Ryerson University. The following wording is suggested: "This research has been supported by a Proposal Development Grant, Faculty of Community Services, Ryerson University."
- Funds must be spent according to the SRC Committee's approved budget and within **one year** of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC, Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via Ryerson University's Research Information System (RIS)

Timeline	Competition Open	Competition Close	Funding Available
Spring	February 15	March 29 at 4:00 p.m.	April
Fall	September 14	October 31 at 4:00 p.m.	December

For more information, please contact:

Jennifer Martin, Associate Dean, SRC at extension 6314 or by email at jjmartin@ryerson.ca

FCS PUBLICATION GRANT POLICY

PURPOSE

The Publication Grant supports manuscript completion and submission. Eligible manuscripts should be close to completion and can include books, special issues, and edited volumes in addition to multiple articles published from your PhD. Eligible expenses include hiring a professional editor, paying for costs of publication as charged by some journals and small presses, hiring a qualified research assistant to assist with manuscript completion, and translation charges. Ineligible expenses for a Publication Grant include initial literature review, data collection, and data analysis.

MAXIMUM REQUEST: \$1,500

ELIGIBILITY

- The Publication Grant is for tenure and tenure-track faculty members for whom research related activities are part of their contractual obligations.
- RFA members are expected to be the first author. If not, an explanation of their contribution as co-author and the contribution of the first author to publication costs to the manuscript is required.
- Research assistantships offered through internal grants should prioritize support for FCS students and their training/mentoring/CV and skills building. Applicants who plan to hire research assistants outside FCS and/or Ryerson, must provide a strong rationale.
- All grants are conditional on continued employment at Ryerson.

APPLICATION REQUIREMENTS

- All sections of the application must be complete. Incomplete proposals will not be reviewed.
- Applicants are required to submit a recent CV. The Canadian Common CV (CCV) is required for applicants who have held an academic position in FCS where research related activities are part of their contractual obligations for more than 12 months.
- Applicants must provide a detailed budget description and justification.
- The manuscript(s) must be close to completion.
- Close-to-completion draft(s) of the manuscript(s) must be attached to the online application.
- Co-author contributions must be clearly stated.

When developing your budget, please refer to [HR's Pay Information](#) page. Current minimum RA salary rate is \$18.85 plus 18% benefits.

EVALUATION CRITERIA

- Publication Grant proposals will be reviewed by the FCS SRC Committee composed of faculty who are representatives of FCS Schools. To assist committee members to

constructively review proposals, enough detail needs to be provided with regard to the background and plans for completion of the manuscript.

- Manuscript is close to completion.
- Funds requested are well justified.
- Clarity and timeliness of submission.
- Feasibility of completion within the proposed time frame and budget.
- Priority will be given to RFA members who are applying within their first 3 years of contract, or are first-time applicants.
- Quality of student training and mentoring opportunities.
- Previous Publication Grant recipients who have, as a result of an FCS Publication Grant, completed peer published/peer reviewed manuscript(s) or have manuscript(s) currently under peer review should attach the manuscript(s).

RESPONSIBILITIES

- Recipients of a Publication Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from a Publication Grant cannot be transferred to a faculty member's Professional Development (PD) Fund or an OVPRI cost centre.
- Recipients of an FCS grant will be required to submit a final product or a URL to the final product to the office of the Associate Dean SRC, three (3) months after the completion of the project or 18 months after the grant is awarded, whichever comes first. The report describes the outcomes, future plans, and outputs as well as the final title of the manuscript. Subsequent funding will be conditional on timely submission of the final report.
- Recipients of an FCS grant are expected to present their paper abstract/publication at the annual Faculty of Community Services' Faculty Achievement Event, which is held annually in April.
- All publications should acknowledge the support of the Faculty of Community Services, Ryerson University. The following wording is suggested: "This publication has been supported by Publication Grant, Faculty of Community Services, Ryerson University."
- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project may not be funded or the budget may be adjusted.
- Funds must be spent according to the SRC Committee's approved budget and within **one year** of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC, Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via Ryerson University's Research Information System (RIS).

Timeline	Competition Open	Competition Close	Funding Available
Spring	February 15	March 29 at 4:00 p.m.	April
Fall	September 14	October 31 at 4:00 p.m.	December

For more information, please contact:

Jennifer Martin, Associate Dean, SRC at extension 6314 or by email at jjmartin@ryerson.ca

FCS SEED GRANT POLICY

PURPOSE

The Seed Grant supports research initiatives, such as pilot and feasibility studies, that will provide the foundation for external funding applications. In addition to being used to support external funding applications, it is expected that outcomes from Seed Grants will be disseminated via peer reviewed conferences and/or journals OR via a report or workshop to public, non-profit, professional associations, or groups. Mentoring and training student Research Assistants should comprise a significant portion of the budget.

MAXIMUM REQUEST: \$6,000

ELIGIBILITY

- The Seed Grant is for tenure and tenure-track faculty members for whom research related activities are part of their contractual obligations.
- Applicants for the FCS Seed Grant must be the Principal Investigator (PI).
- The SRC Committee will give priority to support tenure-track faculty members who are not holding any grants.
- Research assistantships offered through internal grants should prioritize support for FCS students and their training/mentoring/CV and skills building. Applicants who plan to hire research assistants outside FCS and/or Ryerson, must provide a strong rationale.
- All grants are conditional on continued employment at Ryerson.

INELIGIBLE COSTS

Publications or activities of a commercial nature including costs associated with contract research are not eligible.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed.
- Applicants are required to submit a recent CV. The Canadian Common CV (CCV) is required for applicants who have held an academic position in FCS where research related activities are part of their contractual obligations for more than 12 months.
- Applicants must provide a detailed budget description and justification.
- Quality of student training and mentoring opportunities.
- If applicants intend to apply or have applied to other funding sources, a list of the other funding sources and their respective levels of funding must be provided. Applicants are also requested to indicate areas of overlap between these and the current request for funding.

When developing your budget, please refer to [HR's Pay Information](#) page. Current minimum RA salary rate is \$18.85 plus 18% benefits.

Faculty who have received previous Seed Grants are required to:

- Indicate the title(s) of the grant(s).
- Upload related peer-reviewed dissemination products (e.g. completed manuscripts, draft manuscripts, reports, conference proceedings, proposals, arts-based dissemination products for external funding).

EVALUATION CRITERIA

- FCS Seed Grant proposals will be reviewed by the FCS SRC Committee composed of faculty members who are representatives of FCS Schools. To assist committee members to constructively review proposals, enough detail needs to be provided with regard to the research being proposed (i.e., objectives, theoretical framework, context, methods, expected outcomes, and timelines for research and knowledge dissemination activities).
- All proposal requirements have been provided in full.
- Originality, significance, and expected outcomes of the project.
- Appropriateness of literature review/context.
- Appropriateness of theoretical framework.
- Quality of student training and mentoring opportunities.
- Feasibility of completing the project within the timeline provided.
- Appropriateness of budget allocation and justification.

RESPONSIBILITIES

- SRC activities that will involve the use of human subjects (“any person who is used as a source of raw or unformulated data in the conduct of research and who is not acting in the capacity of principal investigator or assisting such an individual”) must receive approval by the REB before full funds will be released. If a portion of Seed Grant funds are being requested to obtain ethics approval, then proof of ethics approval must be forwarded to the Associate Dean, SRC, upon receipt.
- Recipients of a Seed Grant cannot transfer the grant or any part of it to other research or operating accounts within the University. Funds from the Seed Grant cannot be transferred to a faculty member's Professional Development (PD) fund or an OVPRI cost centre.
- Recipients of the Seed Grant are required to provide proof of ethics protocol approval prior to funds being fully released.
- A final report must be submitted to the office of the Associate Dean 3 months after the completion of the project or 18 months after the grant is awarded, whichever comes first. The report describes the outcomes and future plans of this project. Subsequent funding will be conditional on timely submission of the final report.
- Recipients of FCS grants are expected to present their work at the Faculty of Community Services' Faculty Achievement Event, which is usually held annually in April. They are also expected to disseminate their work in peer-reviewed scholarly journals and other venues.
- All dissemination should acknowledge the support of the Faculty of Community Services, Ryerson University. The following wording is suggested: “This research has been supported by an SRC Seed Grant, Faculty of Community Services, Ryerson University.”

- Funds cannot be used as matching funds for a proposed or existing project. If you are receiving internal RU funds for the same project the project may not be funded or the budget may be adjusted.
- Funds must be spent according to the budget approved by the SRC Committee's and within **one year** of receiving the funds.
- Any changes to the approved budget must be approved by the Associate Dean, SRC, Faculty of Community Services.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via Ryerson University's Research Information System (RIS).

Timeline	Competition Open	Competition Close	Funding Available
Spring	February 15	March 29 at 4:00 p.m.	April
Fall	September 14	October 31 at 4:00 p.m.	December

For more information, please contact:

Jennifer Martin, Associate Dean, SRC at extension 6314 or by email at jjmartin@ryerson.ca

FCS TRAVEL GRANT POLICY

PURPOSE

The Travel Grant provides partial financial support for RFA members to present at academic conferences. It is expected that faculty members have accessed their Professional Development (PD) fund and other funding sources, such as external grants, to contribute to their travel expenditures.

Recipients of a Travel Grant cannot transfer the award to other project accounts. For example, funds from a Travel grant cannot be transferred to a faculty member's PD Fund, or an OVPRI cost centre.

MAXIMUM REQUEST: **\$1,000** for conferences held in Canada and
\$1,500 for conferences outside Canada.

ELIGIBILITY

- The Travel Grant is for tenure and tenure-track faculty members for whom research related activities are part of their contractual obligations.
- All grants are conditional on continued employment at Ryerson.

APPLICATION REQUIREMENTS

- Applicants must complete all sections of the online form. Incomplete proposals will not be reviewed.
- Applicants are required to submit a recent CV. The Canadian Common CV (CCV) is required for applicants who have held an academic position in FCS where research related activities are part of their contractual obligations for more than 12 months.
- Applicants must provide a detailed budget description and justification.
- Faculty who have received previous Travel Grant funding are required to include the title of the previous grant and upload related peer-reviewed dissemination products and statements.

ELIGIBLE EXPENSES

- Accommodation: Reimbursement for hotels and other lodging will be limited to reasonable amounts in the particular circumstances and should not exceed the single occupancy rate. Faculty should give due consideration to location and economy prior to making arrangements for accommodations. Receipts are required.
- Air Travel: Travel should be via the most direct route, but indirect routing can be approved by the appropriate signing authority if the cost does not exceed that of the direct route. If travel fare can be attained at substantially lower than University sources, through advance purchase or minor changes to travel arrangements, (e.g. extra night's accommodation), the traveler is encouraged to consider that alternative.
- Per Diem allowance: RFA members are eligible for a \$50/day travel per diem within North America. For travel outside Canada and the United States, the rate is \$75/day.

- Foreign Currency Conversion: Actual rates of conversion will be used if documented with a copy of the bank slip or credit card statement. If that information is not available, conversion will be calculated based on OANDA's conversion rate for the period of travel.
- Auto allowance: When using a personal vehicle, the auto allowance will be computed at \$0.50 per kilometre.

REIMBURSEMENT

- All reimbursement related to Travel Grants must be submitted online through an i-Expense report.
- In order to receive reimbursement for travel, the following documentation is required:
- Letter of acceptance of the conference abstract.
- Original receipts, such as hotel bills, taxi and meal receipts, etc. Credit card statements are required for online purchases and/or purchases made in foreign currency.
- Original tickets and boarding passes.
- Copy of the conference program showing dates of the conference.
- If original receipts have been lost, travel grant recipients must complete a Supplemental Receipt Form.
- Recipients of a Travel Grant will be required to file reimbursement claims within 2 weeks of return from the conference attended.

APPLICATION DEADLINES AND SUBMISSION

Applications must be submitted electronically via Ryerson University's Research Information System (RIS)

Timeline	Competition Open	Competition Close	Funding Available
Spring	February 15	March 29 at 4:00 p.m.	April
Fall	September 14	October 31 at 4:00 p.m.	December

For more information, please contact:

Jennifer Martin, Associate Dean, SRC at extension 6314 or by email at jjmartin@ryerson.ca

University Level SRC Support

Office of the Vice-President, Research and Innovation (OVPRI)

The Office of the Vice-President, Research and Innovation (OVPRI) is Ryerson's central research administration office and point of contact for the federal granting councils (NSERC, SSHRC, and CIHR), government ministries, industry, associations, and foundations that provide financial support for university scholarship, research, and creative activities (SRC).

Click on <https://www.ryerson.ca/research/about/ovpri/> to access information on funding opportunities, Research Information System (RIS) and forms and guidelines.

The Office of the Vice President, Research and Innovation is located at 1 Dundas Street West, Suite YDI-1100,

The Office of Research Services Electronic Mailing List (OVPRI-net) provides research funding opportunities and other research-related notices, as they are announced to Ryerson faculty and staff. To join OVPRI-net, please send a blank email to ovprinet+subscribe@ryerson.ca from your Ryerson email address.

ResearchNet allows you to communicate to your colleagues about research-related activities. For example, postings about upcoming seminars, exhibitions, student defenses, etc. Some members also use this list to ask research-related questions, or to identify colleagues who would be interested in collaborating on new projects. To subscribe to the listserv, please email majordomo@ryerson.ca.

OVPRI Contact List

NAME	TITLE	EXT	EMAIL
Steven N. Liss	Vice-President, Research and Innovation	5283	ovpri
Naomi Adelson	Associate Vice-President, Research and Innovation (September 2018)	6066	naomi.adelson
Melanie Martin-Griem	Executive Director	2794	mmartingriem
Anna Sotnykova	Executive Operation and Communications Coordinator	6606	asotnykova
RESEARCH GRANTS			
Richard Mcculloch	Executive Director, Research Services	7609	richard.mcculloch
Iain McQueen	Grants/Contracts Officer, Social Sciences and Humanities	2648	imcqueen
Sanja Obradovic	Grants/Contracts Officer, Health Sciences	7521	sanja.obradovic
Linda Hurrell	Grants/Contracts Officer, Science and Engineering	4179	lhurrell
Lisa Leung	Grants/Contracts Officer, Government Agencies (non-tri- council)	3283	lisa.leung
RESEARCH FINANCE			
Vivian Chan	Chief Administrative Officer	2792	viv.chan
Liz Ing	Manager Research Accounting	6434	elizing
RESEARCH ETHICS			
Zakiya Atcha	Research Ethics Coordinator	4841	zakiya.atcha
Farid Pesteh	Research Ethics Administer	2963	f1pesteh

For more information, please visit: <https://www.ryerson.ca/research/about/ovpri/>

Research Ethics Board (REB)

All funded or unfunded research involving humans, animals, or controlled goods undertaken at Ryerson University facilities and conducted by Ryerson University faculty, students, and staff is subject to review and approval by the Research Ethic Board (REB).

The Research Ethics Board (REB) approves, rejects, proposes modifications to, or terminates any proposed or ongoing research involving humans that is conducted by faculty, staff, or undergraduate students of the university so as to protect research subjects and ensure that research is conducted in an ethical manner.

The REB:

- Interprets and applies the Tri-Council Policy Statement and relevant legislation.
- Establishes guidelines and procedures consistent with the Tri-Council Policy Statement and relevant legislation.
- Facilitates research by consulting with and assisting researchers.

The REB is located within the Office of the Vice-President, Research and Innovation at 1 Dundas Street West, 11th Floor.

For more information, please visit: <https://www.ryerson.ca/research/resources/ethics/>

Teaching and Students

Teaching at Ryerson

This one-pager provides the link to information related to teaching at Ryerson University. Please visit the links regularly as information may be updated by the Office of Faculty Affairs.

Teaching at Ryerson <https://www.ryerson.ca/faculty-affairs/>

This site is maintained by the Office of Provost, Faculty Affairs and provides access to teaching related information and resources at the University

Here you will find information on the following topics (among others):

REPORTS AND SURVEYS

[RFA Annual Report: Logging in and submission](#)

POLICIES

[Collective Agreement for RFA](#)

COMMITTEES

[Types of Committees](#)

RESOURCES

[The Centre of Excellence in Learning and Teaching](#), [Human Resources](#)

SCHEDULES

[Training opportunities for Faculty members](#)

Centre for Excellence in Learning & Teaching

WHAT

The Centre for Excellence in Learning and Teaching is an important resource for all matters relating to teaching at Ryerson University.

The Centre's collaborative approach fosters a community dedicated to big thinking about curriculum, pedagogy and creative ways to develop inclusive teaching practices that enrich the student learning experience.

The Centre's website has information related to teaching and learning and lists of workshops and events.

Please visit their website: <https://www.ryerson.ca/centre-for-excellence-in-learning-and-teaching/>

FCS-CELT Liaison: Curtis Maloley, Educational Developer
Email: cmaloly@ryerson.ca
Extension: 544502

Location:
The Daphne Cockwell Health Sciences Complex
288 Church St. Ryerson University Toronto, Ontario, M5B 1Z5
7th Floor
Ext. 544502
Email: teachingcentre@ryerson.ca

Subscribe to the Centre's mailing list by sending a blank email to teachnet+subscribe@ryerson.ca

Teaching & Student Related Information

Please visit the links regularly as information may be updated by the department.

Teaching at Ryerson <https://www.ryerson.ca/faculty-affairs/>

■ The Office of Faculty Affairs site, which provides access to teaching related information and resources at the University

Academic Integrity and Personal Conduct <http://www.ryerson.ca/academicintegrity/>

■ The aim of this site is to promote a culture of integrity and educational excellence by informing, inspiring, and educating students and faculty members of Ryerson University. This site will assist students in their studies and educate them on maintaining their academic integrity. There are also resources for their families and for the faculty.

Accommodation for students with disabilities

<http://www.ryerson.ca/senate/policies/pol159.pdf>

This policy establishes guidelines for the academic accommodation of students with disabilities in order for them to access learning while maintaining the integrity of course content and objectives, and ensuring fairness for all students.

Student Guide and Handbook <https://www.ryerson.ca/studentguide/>

■ Ryerson University Administrative Policies: <http://www.ryerson.ca/policies/>

■ An alphabetical list of University administrative policy documents. Documents are identified by type, such as policy, procedure, guideline, or schedule to reflect where there are multiple related documents that should be read together.

Teaching in the Time of COVID-19

WHAT

During this time of physical distancing, we recognize the incredible task facing faculty and instructors who need to adapt their courses quickly. Many courses are well-established, were never intended to be delivered virtually, and benefit greatly from in-person delivery. While this situation poses a significant challenge, often without perfect solutions, it is also an opportunity to consider new approaches. This page is intended to help with the process of adapting existing in-person courses for remote delivery as efficiently and effectively as possible.

Remote teaching:

<https://www.ryerson.ca/centre-for-excellence-in-learning-and-teaching/remote-teaching/>

Student Supports & Development

WHAT

Student Learning Support (SLS) is a group of services and programs aimed at helping students engage more effectively in their academic studies. At SLS, we teach essential academic skills and study techniques that help students to more effectively express their intelligence, apply their knowledge and communicate their ideas.

Further information can be found at: <https://www.ryerson.ca/studentlearningsupport/>

ServiceHub

For help with admissions, financial matters, technical issues and support related to enrolment, RAMSS, forms and other services please visit:

<https://www.ryerson.ca/registrar/servicehub/services/>

Student Development and Counseling

Please visit <https://www.ryerson.ca/healthandwellness/counselling/> for more information.

Consult the [Accessibility Checklist for Faculty](#) and see Ryerson's [Continuity of Teaching page](#) for more information about the move to an online environment.

Academic Accommodation Support (AAS): 416-979-5290

This service supports students with disabilities at Ryerson. Staff work with students to create and implement individualized academic accommodation plans so that each student can more fully participate in their studies.

FCS Liaison:

Stephanie Rohmer, FCS Academic Administrator Facilitator can be contacted at stephanie.rohmer@ryerson.ca

Student Health and Wellness Counsellor: Maria Chaparro

Maria is part of the Centre for Student Development and Counselling (CSDC) centralized appointment system. Contact her at maria.chaparro@ryerson.ca

For further information, please contact Dani Gomez-Ortega, Manager, Student Engagement at dgomezor@ryerson.ca

WHAT

Student Care works with members of the Ryerson community to identify students in distress, address disruptive student behaviour and help students who are dealing with challenging personal, academic and/or financial issues.

For further information, please visit: <https://www.ryerson.ca/student-care/faculty-staff/>

Frequently Asked Questions

Frequently Asked Questions

WHO IS THE BEST PERSON IN MY DEPARTMENT TO APPROACH IF I HAVE ANY QUESTIONS?

Your “Go To” person is your Department/School Administrative Coordinator who will have all the information you need.

WHAT KIND OF THINGS WILL THE DEPARTMENT/SCHOOL ADMINISTRATOR HELP ME WITH?

Your Department/School Administrative Coordinator will make sure to welcome you to the Department. They will also:

1. Order office keys, and help with your OneCard application
2. Arrange telephone and voice mail access
3. Order supplies and business cards
4. Organize the set-up of computer/office space
5. Review the department’s organization chart

In short, they’re amazing!

WHERE CAN I FIND RYERSON UNIVERSITY POLICIES?

An alphabetical list of University administrative policy documents, identified by type, such as policy, procedure, guideline, or schedule can be found at: <http://ryerson.ca/policies/>

WHERE CAN I FIND A MAP OF THE UNIVERSITY?

Please click on this link to find a map of Ryerson University:
<http://www.ryerson.ca/maps/index.html>

I’VE HEARD ABOUT “RYERSON TIME” AND “RYERSON ACADEMIC HOURS.” WHAT ARE THEY?

A Ryerson academic hour is 50 minutes in length and begins at **10 minutes past the hour** which allows students and instructors time to move between classes or buildings. It is important to finish class on-time (i.e. on the hour, or slightly before the hour) to allow for ease of class changeover.

WHEN DOES THE RYERSON FACULTY CONFERENCE TAKE PLACE?

The conference happens in May. Please refer to the Learning and Teaching Office’s website at: <http://www.ryerson.ca/lt/programs/> for updates, themes and programs.

I'M CALLING IN OFF-CAMPUS, HOW DO I CONNECT?

To call into the university, dial 416.979.5000, then 1, then the extension number of the party you wish to connect with.

DO I GET A COMPUTER TO WORK WITH WHEN I JOIN RYERSON UNIVERSITY?

Once you receive an offer letter, your Department/School will order you a computer.

WHERE CAN I GET A COPY OF MY OFFICE KEY?

You will be issued a key that allows you access to your office by your Department.

WHAT IS A RYERSON ONECARD?

Your OneCard is:

- Official Identification Card for Ryerson
- Library Card at Ryerson as well as affiliated Universities
- Department specified security access
- RAC access for purchased memberships
- Copy/laser print card at all machines and locations on campus
- Official Access for Presentation Technology classrooms
- Monthly [parking](#) access card
- Personal funds can be added for convenient spending at all Ryerson food service locations and vending machines on campus
- Official ID for purchasing discounted TTC monthly pass, discounts on software at the bookstore

WHERE CAN I GET MY ONECARD?

1. Call HR Client Services at 416.979.5000 extension 5075 to get your employee number
2. Activate your account at www.ryerson.ca/accounts and wait 24 hours
3. Print your OneCard form at <https://www.ryerson.ca/university-business-services/onecard/>
4. Take the print out along with one piece of government issued photo ID to the OneCard office Jorgenson Hall JOR- 02.

WHERE CAN I PARK?

Parking at Ryerson is scarce. For further information please visit:

<https://www.ryerson.ca/university-business-services/parking/permit-parking/>

HOW DO I GET AN EMAIL ACCOUNT?

1. Go to <http://www.ryerson.ca/accounts> to activate your faculty account
2. Begin the process by entering your personal information
 - a. Your employee number provided by Ryerson University
 - b. Create a password and setup password challenge phrases
3. Once you have completed the form, please wait 1-2 hours (may require up to 24 hours) for your Online Identity to be created.

HOW DO I ACCESS LIBRARY COLLECTIONS?

Library cards are valid for the term of employment. Your OneCard gives you access to the library collections and must be activated at the circulation desk

HOW CAN I APPLY TO BE AN EXPERT?

You can click on this link <https://www.ryerson.ca/media/faculty-experts/> to be added to the roster of Ryerson University faculty experts that the media would call on as needed.

I HAVE AN EMERGENCY SITUATION, WHAT DO I DO?

- Dial '80' from any office phone
- press the red "Emergency" button on any pay phone on campus
- Press the red "Emergency" button on any "Code Blue" phone, located at each corner of the Quad

WHAT ARE COMMONLY USED ABBREVIATIONS AT RYERSON?

CCS – Computing and Communications Services
DCC – Daphne Cockwell Health Sciences Complex
DEC – Departmental Evaluation Committee
DHC – Departmental Hiring Committee
eAppoint – System used for decentralized contract entry
FCAD – Faculty of Communication & Design
FCS – Faculty of Community Services
FEAS – Faculty of Engineering and Architectural Science
FIPPA – Freedom of Information and Protection of Privacy Act
FOS – Faculty of Science
FPC – Faculty Promotion Committee
ILLC – International Living/Learning Centre
OVPRI – Office of the Vice President for Research and Innovation
RAC – Recreation and Athletic Centre
RFA – Ryerson Faculty Association RU – Ryerson University

For additional common abbreviations, please click on:

<https://www.ryerson.ca/content/dam/governors/documents/handbook/5.5%20RyersonUniversityCommonAbbreviations.pdf>