

Partnership for Change: The RBC Immigrant Diversity and Inclusion Project at Ryerson University

CALL FOR RESEARCH PROPOSALS – Fall 2019 GUIDELINES

We are now accepting research proposals from Ryerson faculty members as part of the Fall 2019 call for proposals. The RBC Immigrant, Diversity and Inclusion Project emphasizes primary research as well as outreach and knowledge mobilization to ensure real-world impacts on policy and practice.

1. Funding Amount and Duration

Grants up to \$50,000 will be awarded for a one-year period. An extension of up to six months may be granted upon written request to the Project Coordinator before the expiration of the Term. Eligible expenses will follow Tri-council guidelines.

2. Submission Deadline

The application deadline is **Wednesday December 18, 2019 at 4pm.** Applications arriving after this time will not be considered.

3. Eligibility

All Ryerson University full-time tenured, tenure-track and limited-term faculty members are eligible for funding. The RBC Immigrant, Diversity and Inclusion Project encourages applications from emerging scholars and projects that involve industry or community collaborations, although all faculty are eligible to apply.

4. How to apply

Completed application packages must include the following documents:

- **RBC Immigrant, Diversity and Inclusion (RBC IDI) Project Proposal**

This document includes four sections:

- Project Description – maximum 4 pages
 - Objectives
 - Context (literature review)
 - Methodology
 - Timeline
- Knowledge Mobilization and Outcomes – maximum 1 page
- List of References – maximum 2 pages
- Budget and budget justification – maximum 1 page

- **Canadian Common CV (CCV) for all faculty applicants**

Complete the CCV as specified in the Canadian Common CV instructions (<https://ccv-cvc.ca>). Once complete, save your CCV to your computer and upload as part of your RBC IDI application. Note that a CCV must be included for any Ryerson Co-Applicant.

Applications are submitted through [Ryerson's Research Information System \(RIS\)](#).

To ensure that your application is received, it is important to follow the instructions below:

1. Login to the Ryerson Research Information System (RIS)
2. Select “New Application”

3. Select "Internal Sponsor"
4. Under the Project Details, select "Lookup Sponsor" and using the drop down menus select the following:
 - Sponsor: "Ryerson University"
 - Division: "The RBC Immigrant, Diversity and Inclusion Project"
 - Program: "Fall 2019 RBC Faculty Stream"
5. Complete the fields in the Grants Authorization Form (GAF)
6. Upload your (i) RBC IDI Proposal Proposal and (ii) Canadian Common CV for all applicants
7. Click "Submit for Approval"

Two-factor authentication will be required to access RIS. Please go to my.ryerson.ca to set up your two-factor authentication. If you require assistance with the setup of two-factor authentication, please contact the CCS help desk at extension 6806.

5. Application Review

Applications meeting the eligibility criteria outlined above will be considered by an adjudication committee composed of selected faculty. The Committee's recommendations on the awarding of all grants are not subject to appeal. Committee members may not apply for grants themselves during their tenure on the Committee.

6. Expectations and reporting requirements

Research award recipients and their research teams are required to:

- Sign a Funding Agreement before any research funded, in whole or in part, is carried out;
- Throughout the duration of the research project, submit all expenses, along with supporting documents, as they are incurred;
- Six months into the project, submit a midterm report using the template provided by the project team;
- Upon completion of the project, submit a short final report using a template provided by the project team and present research findings in a community forum;
- Upon completion of the research project, or up to sixty (60) days after the expiration of the Term, return unused research project funds to the Office of the Vice-President, Research and Innovation;
- Throughout the duration of the research project and upon completion of the research project, advise the Project Coordinator of any conference, materials and publications, and/or applications for funding (e.g., to any of the Tri-Council Funding Agencies) resulting from research project findings; and
- Throughout the duration of the research project and upon completion of the research project, acknowledge the "Partnership for Change: The RBC Immigrant, Diversity and Inclusion Project at Ryerson University" in any conference or congress materials and publications resulting from research project findings.

7. Eligible expenses

Grants can be used only for research related costs that are acceptable under SSHRC guidelines. See the [Tri-Agency Financial Administration Guide](#) for a complete list of eligible and ineligible expenses. Examples of eligible expenses include:

- Research assistant;
- Technical services such as computer services;
- Manuscript preparation;
- Purchase of rental or software and equipment not available through the University;

- Disposable supplies such as stationary, postage, long distance phone/fax charges;
- Photocopying charges, and;
- Books, documents and duplicated material not available through Ryerson Library;
- Travel: related to data collection

8. Ineligible expenses

Ineligible expenses include expenses not incurred for research activities directly relevant to the approved project and expenses excluded by SSHRC guidelines. Examples of ineligible expenses include:

- Purchase or rental of software and equipment available through Ryerson University;
- Membership in professional societies;
- Child care expenses;
- Costs related to the preparation of teaching materials or a text book;
- Publications or other activities of a commercial nature, including costs associated with contract researcher consultancies;
- Research leading to a degree or professional certification;
- Stand-alone conference travel;
- Release time

9. Ethics Approval

Research activities that involve humans or animals undertaken by Ryerson University researchers, regardless of location, will be expected to adhere to [Ryerson's Policy and Ethics Review of Research Involving Humans or Animals](#). Approval by the Research Ethics Board will be required for all research awards prior to the disbursement of any funding.

10. Acknowledgement

Recipients of RBC IDI funds must acknowledge the RBC Immigrant, Diversity and Inclusion Project at Ryerson University in the dissemination of research results. The following wording is suggested.

This research has been supported by Partnership for Change: The RBC Immigrant, Diversity and Inclusion Project at Ryerson University.

If you have any questions, please contact the RBC Immigrant, Diversity and Inclusion Project team at rbcpartnership@ryerson.ca.