

Memo

To: All faculty

From: David Dewitt (AVP Research Social Sciences & Humanities)
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Date: January 13, 2009

Subject: Obtaining institutional signatures on grant and contract applications



In order to provide the best possible service to faculty and to ensure the interests of both the institution and faculty members are protected, the following grant and contract application submission practice will be implemented.

With the exception of the most common tri-council grants (see “Exceptions #1” below) effective January 19, 2009, the Office of Research Services (ORS) will be enforcing a strict **48 hour (= 2 working days)** signature practice for all grant applications and contract proposals. No institutional signatures will be provided to any other applications or contract proposals brought into ORS less than 48 hours before the deadline.

Exceptions #1:

Most Common tri-council grants

Applications for the programs listed below will be signed any time before the deadline, provided they are complete (i.e. have all supporting documentation) and accompanied by a signed, completed ORS checklist. These applications must be received by noon on the day of submission.

SSHRC: Standard Research Grant, Aid to Conferences and Workshops in Canada, RDI, Capturing the Outcomes and Impacts of Publicly Funded Research, Image Text and Sound Grants, International Opportunities Fund, Northern Research Development Program, Research Creation Grants in the Fine Arts, Homelessness and Diversity Issues in Canada, Aid to Open Access Research Journals

NSERC: Discovery Grant, Northern Supplement, Strategic Workshops, Collaborative Health Research Projects, Strategic Research Opportunity Program, Research Tools and Instruments

CIHR: Operating Grant, New Investigator Award, Meetings, Planning and Dissemination Grants

Implementation:

In order to illustrate how the practice will be implemented a sample of possible scenarios are presented.

Scenario 1: If an application has a deadline of noon on a Friday at the agency a complete application (including signatures and a signed ORS checklist) must be received in ORS by noon on Wednesday in order to receive an institutional signature.

Scenario 2: If an application has a deadline of 4 pm at the agency on a Sunday which by agency deadline is extended to a Monday a complete application (including signatures and a signed ORS checklist) must be received in ORS by 4 pm Thursday in order to receive an institutional signature.

Scenario 3: If an application has an electronic submission of midnight on a Thursday a complete application must be submitted by 4:30pm (normal close of business) on Tuesday.

If York is a co-applicant and there is a deadline from the lead institution in advance of the agency deadline the deadline for York's submission to the lead institution will be considered the deadline for implementation of this institutional signature practice.

Please note that ORS normal business hours are 8:30am - 4:30pm. Applications or proposals left under the door or submitted electronically after this time will be considered to have been delivered the next business day.

Exceptions #2:

Applications and agreements requiring negotiation.

Research agreements and, in some cases, grant applications and contract proposals are accompanied by legal terms that will legally bind York or may require certification or additional information from the University. Some examples include Canadian Patient Safety Institute, Inukshuk, RFPs from federal agencies (like Canadian Space Agency) and provincial agencies (such as Higher Education Quality Council of Ontario) or any response to an RFP posted on MERX. In these cases, the signature policy is increased to **one week** to allow for appropriate review and negotiation when required.

Applications to foreign agencies

Many international funding programs e.g. NIH, NSF, UN, WHO, require electronic submission and subscription to electronic submission systems not routinely used by York or York faculty, some of which have a 5 day registration period to register user names and receive ID numbers. In these cases ORS requires **notification of intent to apply 2 weeks in advance** of the deadline and must receive the complete application (i.e. have all supporting documentation) accompanied by a signed, completed ORS checklist **one week** in advance of the deadline to accommodate review of the application and adherence to electronic registration systems and procedures.



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