



**Office Of
Research Services**

Fifth Floor,
York Research Tower
4700 KEELE ST.
TORONTO ON
CANADA M3J 1P3
Tel 416 736 5055
Fax 416 736 5512
www.research.yorku.ca

Memo

To: All Faculty
Date: 17 June 2011
Subject: SSHRC's New Architecture

Attached are the two memos from the AVPs of the Office of the Vice-President Research & Innovation on the signature policy as well as a cover memo – please review them carefully.

The Social Sciences and Humanities Research Council of Canada (SSHRC) is in the process of implementing a new architecture which will result in the previous competitions being discontinued and replaced by new funding opportunities. The implementation of the new architecture will not be completed until 2012, at which time the list of SSHRC competitions in the memo below will be updated to reflect the new competitions. In the interim, the same principles apply and new programs that are similar in size and scope to the programs listed in the memo below are due in ORS by noon on the deadline date in order to obtain institutional signature.

If it is not clear whether a new program is considered a common tri-council grant for determining the deadline for obtaining institutional signature, please contact the Office of Research Services.



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Memo

To: All Faculty
Date: 10 March 2010
Subject: Signature process for grant and contract applications update

Attached are the two memos from the AVPs of the Office of the Vice-President Research & Innovation on the signature policy – please review them carefully.

Please note that the lists of the most common tri-council grants that can be submitted by noon on the day of submission are not exhaustive but rather are exemplary. New programs that may be offered periodically by the tri-councils that are similar in size and scope to the programs listed below will also be signed if they are complete and submitted by noon on the day of submission and are accompanied by a completed and signed ORS checklist. For example, the SSHRC Public Outreach grants are not listed below because they were announced after the January 2009 memo was circulated but they can be considered to fall within the most common tri-council grants category and can be submitted by noon on the day of submission.

Please feel free to contact the Office of Research Services for clarification of whether or not a new program is a most common tri-council grant for the purpose of determining the deadline for obtaining institutional signature.

Memo

To: All Faculty

From: David B. Dewitt (AVP Research, Social Sciences & Humanities)
K.W. Michael Siu (AVP Research, Science & Technology)

Date: 28 January 2010

Subject: Signature process for grant and contract applications



The Office of Research Services (ORS) has seen a sharp increase in the number of complex funding calls that include terms and conditions that legally bind York at the application stage for grant applications and contract proposals and/or that require additional information/signatures or certification from the University.

Under our authority, effective **Monday, 8 February 2010**, ORS will be strictly enforcing the attached signature process. An institutional signature will not be provided to any application or contract proposal that does not meet this submission procedure. It has now been a year since the process was communicated to faculty members, giving ample time for researchers to become familiar with the guidelines and to plan accordingly when developing funding applications.

The signature procedure's timelines for providing an institutional signature to grant and contract applications are as follows:

- Complex applications and agreements that include terms and conditions that legally bind York or require certification or additional information/signatures from the University must be submitted to ORS **no less than one week** before the submission deadline (along with a completed and signed ORS checklist). If you have a question whether or not your application falls into this category please contact your research officer who can confirm with ORS.
- Applications to foreign agencies that must be submitted electronically through electronic submission systems not routinely used by York require that ORS be given **notice of intent to apply no less than 2 weeks in advance** of the submission deadline. The complete application and a completed and signed ORS checklist must be submitted to ORS **no less than one week** in advance of the deadline.

- Common tri-council grant applications listed in the attached memo must be submitted to ORS by **noon on the day of submission** and they will be signed as long as they are complete and submitted with a completed and signed ORS checklist.
- With the exceptions of all complex applications, applications to foreign agencies described in the attached memo and applications to the most common tri-council programs listed also in the memo, all other grant applications and contract proposals must be received by ORS **no less than 48 hours (= 2 working days)** before the deadline.

Please refer to the attached signature policy memo for complete information.



David B. Dewitt
Associate Vice-President Research,
Social Sciences & Humanities



K.W. Michael Siu
Associate Vice-President
Research,
Science & Technology

Memo

To: All faculty

From: David Dewitt (AVP Research Social Sciences & Humanities)
K.W. Michael Siu (AVP Research Science and Technology)

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.



David B. Dewitt
Associate Vice-President Research,
Social Sciences & Humanities



K.W. Michael Siu
Associate Vice-President Research,
Science & Technology