

Office of the Dean

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Memorandum

To: All Full-time Faculty Members at LA&PS

Cc: David Cuff, Director, Strategic Research & Partnerships; Ives Polking, Administrative Assistant, Research

From: Ravi de Costa, Associate Dean, Research & Graduate Studies

Date: May 12, 2022

Subject: Expanding course release support as Faculty commitments for new large grant applications

Rationale:

The recent Research Leaders Release Program (RLRP) invited calls for proposals to support significant new research activity, including major new external funding. The RLRP embraced the latter objective in particular because concerns about teaching load are regularly cited by colleagues as a barrier to developing and managing multiple and/or complex grant applications. We intend to continue the RLRP in the next year but are now introducing a new process for requests from faculty seeking course release support in relation to major grant applications.

The goal is to encourage new grant applications, provide additional support for doing so, and ensure that any Faculty-funded course release is only provided for proposals that have been externally peer-reviewed and funded, e.g. by SSHRC. Informed by principles of transparency and equity, this program would provide a clear framework for assessment and approval of a course release commitment as part of a grant application, contingent on the application's success. For reference, the only program that we currently provide this kind of support for is the SSHRC Partnership Grant. We are now opening this to a wider range of programs (see below).

Eligibility:

All full-time, probationary and tenured professorial stream faculty who are members of YUFA are eligible.

Not eligible:

Dean / Associate Dean; CLA, postdoctoral fellows, postdoctoral visitors / visiting professors, teaching-stream faculty, CUPE contract faculty, retired faculty.



Transparency and Equity: A consistent process for assessing course release requests will be beneficial for both colleagues and the Dean's Office by providing a clear framework for all. Any Faculty commitments for course release will be proportionate to the project scale as demonstrated in the full application draft. Ad-hoc or late requests for course release in relation to research grants that deviate from the process outlined below will not be considered.

Eligible programs:

- SSHRC Insight Grant.
- SSHRC Partnership Development Grant/SSHRC Partnership Grant.
- NSERC Discovery.
- NSERC CREATE.
- NSERC Alliance Grants.
- CIHR Project Grant.
- ORF-RE.
- New Frontiers in Research Fund – Exploration (NFRF-E).
- Tri-Agency 'special call' programs (amount requested \$100,001 or more), e.g. SSHRC Race, Gender, Diversity Initiative.
- Major non-Tri Council opportunities (e.g. IDRC, Templeton) will be subject to approval.

Ineligible Programs:

- Internal Grants.
- SSHRC Insight Development Grant.
- 1-year small grants (less than \$75,001), e.g. SSHRC Connection Grant; SSHRC Partnership Engage, CIHR Planning and Dissemination, among others.
- Fellowships.
- Award Nominations.
- Grants whose primary purpose is not research.

Eligible Project Roles:

Recipients must have the role of Principal Investigator (or equivalent term). In a team grant, Co-Principal Investigator (or equivalent term) eligible only if LA&PS is lead Faculty for grant submission.

Not eligible:

Co-Applicants and Collaborators (or equivalent term); Co-PI where LA&PS is not the lead Faculty for grant submission.

Process:

1. **Expression of Interest:** applicants must submit a "concept note" outlining the proposal of maximum 3 pages to lapsrsc@yorku.ca, along with an updated CV (no page limit), by a published deadline (see below). This step is mandatory for anyone seeking course release support, however, the level of course release will only be considered at the full application stage. A suggested template for the Concept Note is attached.

2. Early Advice: LA&PS Research Office will provide “early advice” to applicants within 2 weeks of submission of EOI, including updated program information, connecting applicants to relevant resources for consideration, such as on EDI or KMb, and identifying early any potentially complex aspects to the proposal, e.g. documenting and designing new partnerships.
3. Full Draft: by next published date, applicants will provide the Research Office a “full” first draft, which should include drafts of all substantive sections, including the budget.
4. Peer Review: This is strongly recommended but not required. Research Office will identify and liaise with a suitable peer reviewer. Reviews will be double-blind and returned within 3 weeks.
5. Confirmation of Faculty contributions: on receipt of the peer review (if relevant) and in discussion with the applicant, the Dean’s Office will confirm any course release commitment as part of Faculty contributions. This will be documented in the ORS Checklist and the Proposal Budget as per our normal processes.
6. Finalization of application for submission to agency: Applicant works directly with Research Office to prepare proposal for internal and then agency submission by deadline.
7. Confirmation of support: Upon notice from the agency that applications are successful, PIs will have course release confirmed by the Dean’s Office.

Additional Process Notes:

Timelines will depend on institutional and agency deadlines for each program. See the **Appendix** for timing in relation to eligible programs.

For Grants with rolling (i.e. no specific) deadlines, the process for eligible programs is structured around “weeks before submission” (WBS).

For Grants with where deadlines are may change from cycle to cycle in unpredictable ways (e.g. provincial grant programs), the process for eligible programs is structured around “weeks before submission” (WBS).

Appendix – 2022-2023 Timelines for Specific Grant Programs (all dates 4pm deadline)

SSHRC Programs

SSHRC Insight Grant Program

March/April	Annual Insight Grant Information Session
June 6	Project Concept Note
June 22	Early Advice Review
July 22	Full Draft for Peer Review
Mid-August	Return of Peer Review
Late August – September 29	Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
September 29	Mandatory deadline for Faculty submission of application to ORS (two business days before deadline)
October 1	Agency Submission Deadline
Next March	Notice of Decision from Agency / ORS

SSHRC Partnership Development Grant

March/April	Annual PDG Information Session
June 30	Project Concept Note
July 15	Early Advice Review
September 15	Full Draft for Peer Review
October 7	Return of Peer Review
Mid-October – November 12	Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
November 13	Mandatory deadline for Faculty submission of application to ORS (two business days before deadline)
November 15	Agency Submission Deadline
Next March	Notice of Decision from Agency / ORS

NSERC Programs

NSERC Discovery Grant Program

April/May	Annual Discovery Grant Information Session
June 15	Project Concept Note
June 30	Early Advice Review
July 30	Full Draft for Peer Review
August 1	Mandatory NSERC Notice of Intent due to Agency
Late August	Return of Peer Review
September – October 28	Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
October 28	Mandatory deadline for Faculty submission of application to ORS (two business days before deadline)
November 1	Agency Submission Deadline
Next April	Notice of Decision from Agency / ORS

NSERC CREATE Grant Program

February	Annual CREATE Grant Information Session
Feb. 15	Project Concept Note
March 1	Early Advice Review; LA&PS Letter of Support Request
March 17	Internal NOI (VPRI)
Early April	SPORT Committee Review (VPRI)
Late April	Mandatory deadline for Faculty submission of application to ORS for review
May 1	Agency deadline for Letter of Intent
Late June	Agency decision on invitation to second stage of application
Mid-August	(On Invitation Only) Full Draft for SPORT Review and/or Additional LA&PS Peer Review
Late August	(On Invitation Only) Return of Peer Review from SPORT and/or Additional LA&PS Peer Review
Late August – late September	(On Invitation Only) Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.

September 15	(On Invitation Only) Full Second Draft for ORS and LA&PS Decanal Review
Late September	(On Invitation Only) Mandatory deadline for Faculty submission of application to ORS (two business days before deadline)
Late September	(On Invitation Only) Agency Submission Deadline
Next March	(On Invitation Only) Notice of Decision from Agency / ORS

NSERC Alliance Grant Program (Rolling Deadline)

14 WBS	Project Concept Note
12 WBS	Early Advice Review
8 WBS	Full Draft for Peer Review
3 WBS	Return of Peer Review
2 WBS	Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
Rolling Date	Faculty submission of application to ORS

CIHR Programs

CIHR Project Grant Program (Fall)**

April	Annual Project Grant Information Session
June 15	Project Concept Note
June 30	Early Advice Review
July 15	Full Draft for Peer Review
August (TBD)	Mandatory CIHR Registration Notice of Intent due to Agency
August 15	Return of Peer Review
August 16 - September 12	Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
September 13	Mandatory deadline for Faculty submission of application to ORS (two business days before deadline)
September 15	Agency Submission Deadline

Next February	Notice of Decision from Agency / ORS
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CIHR Project Grant Program (Winter)**

December 15	Project Concept Note
January 15	Early Advice Review
January 30	Full Draft for Peer Review
Feb (TBD)	Mandatory CIHR Registration due to Agency
Feb 21	Return of Peer Review
Feb. 22 – March 13	Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
March 14	Mandatory deadline for Faculty submission of application to ORS (two business days before deadline)
March 16	Agency Submission Deadline
Mid-July	Notice of Decision from Agency / ORS

****CIHR Dates may vary but generally align with the above. Most recent timelines provided as baseline. Specific dates subject to change pending confirmation by the Agency.**

Interdisciplinary Tri-Agency Programs

NFRF Exploration Grant Program**

April/May	Annual NFRF Grant Information Session
June 15	Project Concept Note
June 30	Early Advice Review
July 1 - August 8	Research Office staff support NOI proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
August 9	Mandatory deadline for Faculty submission of application to ORS (1 business day before deadline)
August 10	Mandatory Notice of Intent due to Agency
August 24	Full Draft of Peer Review
September 15	Return of Peer Review

September 15 – October 3	Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
October 3	Mandatory deadline for Faculty submission of application to ORS (two business days before deadline)
October 5	Agency Submission Deadline
Next March	Notice of Decision from Agency / ORS

****NFRF Dates may vary but generally align with the above. Most recent timelines provided as baseline. Specific dates subject to change pending confirmation by the Agency.**

Tri-Agency “Special Call” and Non-Tri-Agency Programs

Specific dates for non-Tri-Agency grant programs will vary. The Research Office may adjust the following framework depending on Agency-specific requirements. Service standards will allow for a minimum of three weeks of time for peer reviews.

12 WBS	Project Concept Note
10 WBS	Early Advice Review
6 WBS	Full Draft for Peer Review
3 WBS	Return of Peer Review
2 WBS	Research Office staff support final proposal development; Confirmation of Faculty contributions, ORS Checklist etc.
Rolling Date	Faculty submission of application to ORS