Overview of Research Services

Vivian Saridakis
Associate Dean Research & Partnerships
Key Research Services Contacts

Director, Research and Partnerships
• Jerusha Lederman (scidrp@yorku.ca)

Research Officer
• Phoebe Chan (phoebetw@yorku.ca)

Senior Financial Officer
• Wendy Booth

Research Administrators
• Jin Min Mao
• Jervis Sequeira

Associate Dean, Research and Partnerships
• Vivian Saridakis (sciadres@yorku.ca)

Administrative Assistant, Research and Partnerships
• Joanne Sequeira (sequeira@yorku.ca)

PRE-awards

POST-awards
Funding Opportunities Newsletter

- Weekly summary of any new and current funding opportunities
- Past opportunities are archived on our website
FSc Research Website

https://www.yorku.ca/science/research/
Research Info for Faculty

The FSc Office of Research Services provides support for grant applications and other research related matters. Please contact us early in the grant application process at sciapps@yorku.ca so that we can provide support.

The links below provide important general information that you will find useful:

- Research documents and forms
- Research policies and procedures
- YSciCore
- Advanced Light and Electron Microscopy
- Flow Cytometry
- Expense and travel claims
- Research accounting
- Hiring research staff
- Procurement services
- Research ethics
- Risk management services
Researcher works with RO to prepare the grant application

Application is submitted to ORS for review and institutional release

ORS requires a copy of the application, final budget, and confirmation of FSc or YorkU commitments submitted along with a signed ORS checklist.

Institutional release and submission to agency

All research applications, i.e.
- ORS checklist
- Proposal + Final budget must be sent to sciapps@yorku.ca a minimum of 5 BUSINESS DAYS prior to external deadline.
ORS Checklist

ORS CHECKLIST

This form must be completed by all York researchers submitting applications as either principal investigators (or as lead on institutional applications) or co-applicants and by all York researchers entering into research contracts, subcontracts, and agreements.

Applications are expected to be reviewed by your Faculty-based research officer prior to submission to ORS.

The Office of Research Services (ORS) has a 48 hour (two working days) institutional signature practice for all grant and contract applications (for complete information on submission timelines please see Signature Policy (https://yorknew.yorku.ca/documents/2018/12/256813/Signature-Policy-Memo/450e-d568-41d7-759c-a9a377-33772980965)).

For hard copy application submission, please check your preference of the following two options:

☐ Return to PI to send to agency (or specify other __________________ ) or ☐ ORS will send application to agency

SECTION A

1. Name ___________________________ Role ☐ Principal Investigator ☐ Co-applicant

2. Faculty ___________________________ Department ___________________________ Address ___________________________

3. Telephone ___________________________ E-mail ___________________________

4. Project Title ___________________________

5. Name(s) of all Co-applicants (indicate external PI if applicable) ___________________________

6. Agency and Program ___________________________

7. Deadline ___________________________

8. By checking the “Yes” or “No” columns in the table below, please indicate whether or not your research involves:

| Human Participants: Research that is subject to review includes any research involving interaction with or use of data from human participants (primary and secondary data). For a definition of secondary data analysis: | YES | NO |
| http://research.info.yorku.ca/ethics/policies-guidelines/ | | |
| Vertebrate Animals:http://research.info.yorku.ca/ethics/policies-guidelines/ | | |
| Cannabis: https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/industry-licences/applicants/applying-licence.html | | |
| Biohazards (viruses, cells, microes, recombinant DNA, lab animals, human/animal body fluids and/or their tissues): http://research.info.yorku.ca/biological-agents | | |
| Controlled Goods (e.g. firearms, ammunition, munitions, goods and technologies that guide weapons systems, etc.): http://research.info.yorku.ca/ethics/policies-guidelines/ | | |

9. Some grants allow for the inclusion of overhead (i.e., indirect costs, FFA, and others) and all contracts must include overhead in the budget (https://yorknew.yorku.ca/documents/2018/12/256813/York+Overhead+Guidelines/9601daab-9e25-4f65-876f-ae017e31b966).

SOON TO BE AVAILABLE ON WEBSITE (PPY Protected):

• Samples of ORS checklists with most recent trainee stipend amounts for each department.
Post-Doctoral Fellows

York Terminology For Postdocs
- Impacts benefits & YUFA membership

Post-Doctoral Visitor (PDV)
- Funded via York PI’s Research Cost Centre

Post-Doctoral Fellow (PDF)
- Usually funded directly from granting agency (CIHR, MITACS, NSERC, Banting etc)
Letters of Offer

• Developed by Supervisor
• Signed by ADR (PDV) or Supervisor (PDF)

Content Considerations:
- Summary of research project
- Start/End Dates
- Salary
- Intellectual Property

• Joanne Sequeira (sequeira@yorku.ca)
PDV Checklist

Postdoctoral Visitor Contract Checklist

This form must be completed by Faculty of Science faculty members submitting a PDV letter of offer. Postdoctoral Visitors are included in the York University Faculty Association (YUFA). A minimum salary with 10% statutory employer contributions and healthcare spending account benefits should be budgeted by Supervisors. PDVs are entitled to 15 business days of paid vacation each year. To calculate PDV salaries, please visit the Faculty of Graduate Studies website.

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<th>Supervisor's Name</th>
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<th>Supervisor's Faculty</th>
<th>Supervisor's Department</th>
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<tr>
<th>Telephone</th>
<th>Cost Centre to be used for Salary Payment</th>
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<tr>
<th>PDV Name</th>
<th>PDV E-mail</th>
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Please Confirm

- The fellowship is time limited and does not exceed 4 years at York University.
- The fellowship does not have a duration of less than 3 months.
- Salary from INSRC grants is time limited and does not exceed 2 years. Salary from CHRI grants for individuals with a PhD is limited to 3 years.
- Intellectual Property has been discussed and, if required, an IP agreement has been put in place.
- A copy of the candidate's CV has been included with the PDV contract

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<th>Supervisor's Signature</th>
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Last Revised: October 6, 2017
Internal Funding Requests

There are machform links to be used for these requests.

• YUFA MRGs and JFFs
  – Information will be released in December 2022

• Tolerance Requests
  – This includes advances and bridge loans

• Funding for Scholarly Events
  – We will normally provide $500 until our budget is depleted.
## 2022 Fall Rush Internal and External Deadline Dates for the Faculty of Science

<table>
<thead>
<tr>
<th>Fall 2022 Tri agency Application Type</th>
<th>FSc Research Services Full Review (Optional) Deadline (min. 10 working days prior to mandatory external due date)</th>
<th>FSc Research Services (without full review) Mandatory Internal Deadline (3 working days prior to external due date)</th>
<th>External Deadline</th>
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<tbody>
<tr>
<td>CIHR Project Grants</td>
<td>Fri Sep. 2, 2022</td>
<td>Fri. Sep. 9, 2022 by 9 a.m.</td>
<td>Wed. Sep. 14, 2022 by noon</td>
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