



# Overview of Research Services

Vivian Saridakis  
Associate Dean Research & Partnerships

# Key Research Services Contacts

## Director, Research and Partnerships

- Jerusha Lederman ([scidrp@yorku.ca](mailto:scidrp@yorku.ca))

## Research Officer

- Phoebe Chan ([phoebetw@yorku.ca](mailto:phoebetw@yorku.ca))

PRE-awards

## Senior Financial Officer

- Wendy Booth

## Research Administrators

- Jin Min Mao
- Jervis Sequeira

POST-awards

## Associate Dean, Research and Partnerships

- Vivian Saridakis ([sciadres@yorku.ca](mailto:sciadres@yorku.ca))

## Administrative Assistant, Research and Partnerships

- Joanne Sequeira ([sequeira@yorku.ca](mailto:sequeira@yorku.ca))

# Funding Opportunities Newsletter

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

# FSc Research Website

**Faculty of Science**

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Research Areas  
Research Chairs  
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Funding Opportunities  
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## Research

The [Associate Dean – Research & Partnerships](#) provides leadership and direction for matters related to (1) the research enterprise of FSc, (2) partnerships with industry, government, and other Faculties/educational institutions, and (3) oversees matters related to postdoctoral fellows or visitors.

The [Director of Research and Partnerships](#) and the [Research Officer](#) provide local support to faculty members by identifying funding opportunities, reviewing and editing funding applications, and assisting with developing research budgets. Assistance may also include coordinating agreements, transferring funds to or from other institutions, or liaising with funding agencies or institutions to clarify policy questions or procedures.

[Faculty Research Administrators](#) provide assistance in the financial administration of research grants or contracts. They answer questions about the eligibility of expenses against research grants, provide information on York's Finance policies and procedures, and assist with expense forms completion, as well as other Finance and HR/payroll related forms.

### QUICK LINKS

[YSciCore](#)  
[Undergraduate research](#)  
[Graduate studies](#)  
[Publications](#)



### Research funding\*

<b>\$14.7M</b> Total new research funding	<b>\$6.6 M</b> Canada Foundation for Innovation (CFI)	<b>\$4.8 M</b> Natural Sciences and Engineering research Council of Canada (NSERC)	<b>\$940 K</b> Canadian Institutes of Health Research (CIHR)
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\*Amounts are for calendar year 2021

<https://www.yorku.ca/science/research/>

# Research Info for Faculty

Popular Links ▾

Faculty of Science

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## Research Info for Faculty

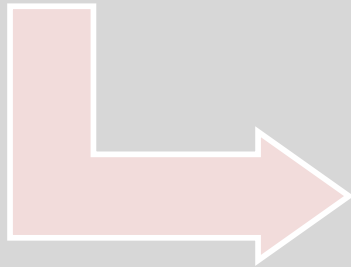
The FSc Office of Research Services provides support for grant applications and other research related matters. Please contact us early in the grant application process at [sciapps@yorku.ca](mailto:sciapps@yorku.ca) so that we can provide support.

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

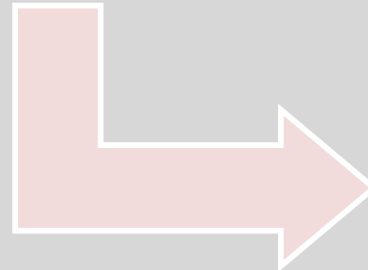
- [Research documents and forms](#)
- [Research policies and procedures](#)
- [YSciCore](#)
- [Advanced Light and Electron Microscopy](#)
- [Flow Cytometry](#)
- [Expense and travel claims](#)
- [Research accounting](#)
- [Hiring research staff](#)
- [Procurement services](#)
- [Research ethics](#)
- [Risk management services](#)

# Application Submission Process

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](mailto: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, sub-contracts, 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 \(https://yulink-new.yorku.ca/documents/20182/1250813/Signature+Policy+Memo/420ed568-51d7-479a-a377-c3d772980ff6\)](https://yulink-new.yorku.ca/documents/20182/1250813/Signature+Policy+Memo/420ed568-51d7-479a-a377-c3d772980ff6)).

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:

	YES	NO
<b>Human Participants:</b> 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: <a href="http://research.info.yorku.ca/ore/policies-guidelines/">http://research.info.yorku.ca/ore/policies-guidelines/</a> . For all relevant information on human research ethics review: <a href="http://research.info.yorku.ca/ore/human-participants/">http://research.info.yorku.ca/ore/human-participants/</a>		
<b>Vertebrate Animals:</b> <a href="http://research.info.yorku.ca/research-involving-animals/">http://research.info.yorku.ca/research-involving-animals/</a>		
<b>Cannabis:</b> <a href="https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/industry-licensees-applicants/applying-licence.html">https://www.canada.ca/en/health-canada/services/drugs-medication/cannabis/industry-licensees-applicants/applying-licence.html</a>		
<b>Biohazards</b> (viruses, cells, microbes, recombinant DNA, lab animals, human/animal body fluids and/or their tissues): <a href="http://research.info.yorku.ca/ore/biological-agents/">http://research.info.yorku.ca/ore/biological-agents/</a>		
<b>Controlled Goods</b> (e.g. firearms, ammunition, munitions, goods and technologies that guide weapons systems, etc.): <a href="http://research.info.yorku.ca/research-services/controlled-goods/">http://research.info.yorku.ca/research-services/controlled-goods/</a>		

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://yulink-new.yorku.ca/documents/20182/1250813/York+Overhead+Guidelines/9f01daab-9b2b-4fe5-876f-a8017c31b965>).

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

## 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.

Supervisor's Name

E-mail

Supervisor's Faculty

Supervisor's Department

Telephone

Cost Centre to be used for Salary Payment

PDV Name

PDV E-mail

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 NSERC grants is time limited and does not exceed 2 years. Salary from CIHR 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

Supervisor's Signature

Date

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.

# Fall Rush Deadlines

## 2022 FALL RUSH INTERNAL AND EXTERNAL DEADLINE DATES FOR THE FACULTY OF SCIENCE

Fall 2022 Tri agency Application Type	FSc Research Services Full Review (Optional) Deadline (min. 10 working days prior to mandatory external due date)	FSc Research Services (without full review) Mandatory Internal Deadline (3 working days prior to external due date)	External Deadline
<b><i>CIHR Project Grants</i></b>	Fri Sep. 2, 2022	Fri. Sep. 9, 2022 by 9 a.m.	Wed. Sep. 14, 2022 <b>by noon</b>
<b><i>NSERC Discovery &amp; Northern Research Supplement (NRS)</i></b>	Fri. Oct. 14, 2022	Thurs. Oct. 27, 2022 by 9 a.m.	Tues. Nov. 1, 2022 <b>by noon</b>
<b><i>SSHRC Insight</i></b>	Thurs. Sep. 15, 2022	Wed. Sep. 28, 2022 by 9 a.m.	Mon. Oct 3., 2022 <b>by noon</b>