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Memo


To: All Researchers

From: Jennifer Hyndman, Associate Vice-President Research
 Jennifer Steeves, Associate Vice-President Research

Date: April 1, 2024

Subject: Obtaining Institutional Approval of Research Applications

To provide the best possible service to researchers and to ensure the interests of both the institution and researchers are protected, the following research grant and contract application approval practices are in place:

<p>Common Tri-Council Grants</p>	<p>Applications for the programs listed below will be signed/e-approved any time before the deadline, provided copies of these applications are received by ORS by 10am on the agency deadline. The copies must be complete (i.e., have all supporting documentation, including confirmation of any York commitments) and be accompanied by a completed, fully signed ORS Checklist.</p> <p>SSHRC: Insight Grant, Connection Grant, Partnership Engage Grant</p> <p>NSERC: Discovery Grant, Northern Supplement, Idea to Innovation Grant</p> <p>CIHR: Project Grant, Operating Grant, Meetings, Planning and Dissemination Grants</p> 
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<p>Applications with limits on the number of applications that York can submit</p>	<p>There are some funding calls that limit the number of applications that an institution can submit. This is often the case on opportunities from Federal or Provincial Agencies (eg., IDRC, GAC, Canada Service Corps, etc). In those cases, if York has more applicants wishing to apply than are allowed by the funder, time is required for internal adjudication to select the application(s) that will be approved for submission.</p> <p>Research Officers can help identify limits on the numbers of applications that York can submit.</p> <p>When ORS is aware of these calls, internal deadlines are set to allow for adjudication and the details are sent on the research listserv and posted to yu link: https://yulink-new.yorku.ca/group/yulink/selected-funding-opportunities.</p> <p>If there is a call that limits the number of applications and it is not listed in yu link, please notify ORS as soon as possible of the opportunity and submit a draft application and budget no later than 15 working days in advance of the agency deadline. Applications received less than 15 working days in advance of the deadline will only be considered if there were no applications received 15 working days in advance of the agency deadline. If there are other applicants then the first application received less than 15 days in advance of the funder deadline will be approved for submission to the agency.</p>
<p>Applications requiring Institutional Letters of Support</p>	<p>If your research application requires an institutional letter of support this must also be requested using the Letter of Support Form at least 10 business days in advance of the deadline of the grant competition (if partnering with another institution, use their internal deadline), unless otherwise noted in internal competition process communications.</p>
<p>Applications with Terms and Conditions</p>	<p>In some cases, grant applications and contract proposals are accompanied by legal terms that legally bind York or may require certification/attestation or additional information from the University. Some examples include Canadian Patient Safety Institute, RFPs from federal agencies (like the Canadian Space Agency) and provincial agencies (such as Higher Education Quality Council of Ontario) or any response to an RFP posted on MERX.</p> <p>Research Officers can help identify Terms and Conditions that need review by ORS.</p> <p>In these cases, please notify ORS as soon as possible and the signature policy is increased to 5 working days to allow for appropriate review and negotiation when required.</p>
<p>Applications to Foreign Agencies</p>	<p>Many international funding programs 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 create an institutional account, register user names, and receive ID numbers.</p> <p>In these cases, ORS requires notification of intent to apply at least 10 working days in advance of the deadline and must receive the complete application (i.e., have all supporting documentation) accompanied by a completed, fully signed ORS Checklist 5 working days in advance of the deadline to accommodate review of the application and adherence to electronic registration and submission systems and procedures.</p>

SIRI-led Applications/ Nominations	Given the complex nature of programs in its portfolio, SIRI develops individualized timelines with applicants on a case-by-case basis. Applicants are encouraged to contact SIRI as early as possible in the process to develop timelines suitable to them, the institution, and the agency. SIRI distributes timelines and calls for proposals to the Faculty Research Offices and the research opportunities page . For a list of key SIRI programs, please see Appendix 1.
All Others	<p>The Office of Research Services (ORS) has a 48-hour (= 2 working days) approval/signature practice for all other research grant applications and contract proposals.</p> <p>No institutional signatures/approvals will be provided to any applications or contract proposals brought into ORS less than 48 hours before the deadline. Please see Appendix 2 for illustrative examples.</p>

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 approval/signature practice.

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



Jennifer Hyndman
Associate Vice-President Research



Jennifer Steeves
Associate Vice-President Research

Appendix 1 – Key SIRI Programs

The following is a list of key programs supported by the Strategic and Institutional Research Initiatives (SIRI) Unit:

- Canada Foundation for Innovation – Innovation Fund
- Canada Foundation for Innovation – John R. Evans Leaders Fund
- Canada Research Chairs
- Governor General’s Innovation Awards
- Guggenheim Fellowships
- Killam Prize
- New Frontiers in Research Fund Transformation Stream
- NSERC Alliance with requests from NSERC >\$750k
- NSERC Collaborative Research and Training Experience (CREATE) Program
- NSERC Arthur B. McDonald Fellowship
- NSERC Synergy Awards for Innovation
- Ontario Early Researcher Awards
- Ontario Research Fund – Research Excellence
- Ontario Research Fund – Research Infrastructure
- Royal Society of Canada Fellows and College of New Scholars, Artists and Scientists
- Sloan Fellowships
- SSHRC Impact Awards
- SSHRC Partnership Grant
- York Research Chairs

Appendix 2 – Scenarios of the 48 hour (= 2 working days) Approval Protocol

Several illustrative scenarios are presented below in respect of the **48 hour (= 2 working days)** submission deadline.

- Scenario 1:** If an application has a deadline of 12noon on Friday at the agency, a complete copy of the application (including signatures and a signed ORS Checklist) must be received in ORS by 12noon on Wednesday in order to receive an institutional signature/approval.
- Scenario 2:** If an application has a deadline of 4pm at the agency on a Sunday, which by agency deadline is extended to Monday, a complete application (including signatures and a signed ORS Checklist) must be received in ORS by 4pm Thursday in order to receive an institutional signature/approval.
- Scenario 3:** If an application has an electronic submission of midnight on Thursday, a complete application must be submitted by 4:30pm (normal close of business) on Tuesday.