



Faculty of Medicine Research Office

Faculty of Medicine Dean's Fund Terms of Reference

General Information

Eligibility for the Dean's Fund is restricted to Faculty within the first 3 years of their academic appointment in the Faculty of Medicine at the University of Toronto with the rank of Assistant Professor. The first faculty appointment at any university refers to situations indicated in most cases by the opportunity to carry out independent research. Dean's Fund grants can only be awarded once during this eligibility period. The current maximum award is \$20,000, however for new faculty who have received \$150,000 or more in start-up support (funding provided by your department, university, hospital or research institute upon your appointment) the maximum award is limited to \$10,000.

Applicants who have had a longer appointment than 3 years but have experienced career interruptions for family or other reasons, may provide an explanation in a covering letter, listing the time period(s) and reason(s) for the interruption(s).

Applicants who have not yet taken up their appointment at the University must be within six months of doing so and include an appointment letter from the University Department Chair. Applicants should seek clarification from the Research Services Officer if there is any question regarding their eligibility under the three-year limit for applications. In particular, applicants with foreign work histories are encouraged to consult with the Research Services Officer to determine whether a previous appointment would be considered academic. **Faculty members enrolled in a degree program are ineligible.**

Where an applicant is proposing a relevant and important project that includes work in an area in which his or her own experience may still be limited, it is strongly advised that the supplementary material include a letter from a more senior and experienced investigator indicating willingness to serve as mentor. **In this challenging funding environment, the prime objective of the Dean's Fund is to provide seed funding for new staff recruited by the academic unit to meet its research mission. Thus all applicants must demonstrate that research support for the project submitted to the Dean's Fund has been or will be also be submitted to an external peer-reviewed funding source, e.g. CIHR, Heart and Stroke Foundation, Physician Services Inc.** Funds will not be released to successful Dean's Fund applicants without proof that an external grant has been submitted and was not funded.

Applicants must be the sole principal investigator. The project may call for inclusion of collaborators;

- A collaborator is an individual who provides a special service, advice, reagent, animal etc. to facilitate the proposed research. His/her intellectual contribution to the work may be limited such as to preclude a role as an applicant of the proposal (i.e., as a co-investigator). A collaborator may be reimbursed from the grant for the services, materials etc. that are provided. Where an applicant is proposing a relevant and important project that requires a special service, advice, reagent, animal model etc., it is strongly advised that the supplementary material include (a) letter(s) from (an) investigator(s) willing to serve as collaborators.

Dean's Funds are awarded for stand alone projects. However, in some cases applications submitted may be part of a larger grant. In such cases, applicants must indicate what part of the larger grant the Dean's Fund will be used for. Applicants must also address the issue of how useful the Dean's Fund will be in the event of an inability to obtain funding for the larger project.

Applications will be reviewed and considered on the basis of scientific merit, the applicant's previous research training, productivity during training, and the suitability of the applicant's present research environment including the resources available to carry out the work. Applicants are encouraged to acknowledge limitations and potential issues that may arise during the project and which alternative approaches will be used to overcome these challenges.

Applicants must be able to devote at least 50% of their time to research. Signature of the University Department Chair on the application form will be taken as verification of protected research time. In cases where the applicant also works under the direction of a hospital department or research institute, the signature of the Department Head/Research Institute Director is also required as verification of time available for research.

Some of the funds awarded through the Dean's Fund are designated through bequests to support research in particular areas. Therefore, applicants are required to indicate in the space provided on the application form all areas to which they feel their research might apply. This award is managed by the Faculty of Medicine Research Office. No MRA application is required and, if successful, no restricted research fund will be created. Funds will be transferred via FIS and tracked with an internal order and hospital based researchers will be asked to invoice the Faculty of Medicine Research Office. There are no overhead expenses provided with the Dean's Fund award. Funds will not be released to successful applicants until all necessary ethical approvals have been obtained. In addition, grantees will be required to indicate by signature on the letter of award their understanding that all funds awarded must be used in accordance with the original request. **Funds MUST be administered by the Faculty of Medicine Research Office and will be available to the successful applicant for the duration of two years. After that time, any money remaining in his/her account will automatically revert back to the Dean's Fund accounts.** The trustees of these funds reserve the right to request a summary of the research project if they so desire.

Applications MUST receive internal (departmental or institutional) review for content and merit before submission. Applicants should choose as the internal reviewer of their application an established researcher with recognized expertise in the area of research being proposed and, if applicable, could be someone who would also be serving as a research collaborator and/or mentor with/of the applicant in the completion of the proposed project. Please remember that applications are peer-reviewed, but may or may not be reviewed by researchers with expertise in the applicant's field. ***Therefore, grants must be written to be understandable to a scientifically educated but not necessarily expert audience. Also, the use of acronyms should be limited.*** Research proposals are reviewed by members of the Faculty Research Grants Committee. Additional external peer review will not normally be sought. All award decisions are made by the Faculty Research Grants Committee and are final.

Requests for academic or secretarial salary support, or for office furniture will not be considered. Requests for salary support for post-doctoral fellows, graduate students and summer students are discouraged, and will normally not be funded. Applicants are advised that requests for computer equipment must be justified and a copy of the quotation from the supplier must be included. In addition, applicants who request travel funds for themselves as part of their budget must provide a clear and persuasive reason why the proposed travel is essential to the research project. Travel fund requests are limited to the Principal Investigator.

Applicant's CV (Common CV) should contain a list of publications in which he/she identifies his/her role, Principal Author, co-principal author, collaborator.

There is a STRICT FIVE (5) PAGE LIMIT to the research proposal. Excess pages will be discarded. Any additional material other than what is specified in item # 9 – Supplementary Material of the application form will be removed prior to being sent to committee members.

Applications must be signed by the appropriate University Department Chair and, where applicable, the applicant's hospital department head or Research Institute Director. Complete applications, in original and electronic version, must be submitted to the Faculty of Medicine Research Office, Room 2331, Medical Sciences Building, University of Toronto, 1 King's College Circle, Toronto, M5S 1A8 (e-mail: cindy.faber@utoronto.ca) by 5:00 p.m. on December 1 of each year (or the next business day if deadline falls on weekend or holiday). **DEADLINE IS FIRM.**

- **Submit 1 signed original application** (no staples) signed by the applicant and the Institute Research Director if the research is to be conducted in a hospital or institute;

and

- **Four separate files (accepted format: PDF or Microsoft Word)** should be sent attached ONE email to cindy.faber@utoronto.ca

1. *Application form sections 1-7*
2. *Research proposal, section 8*
3. *Supplementary material, section 9*
 - a. *Proof of external grant submission*
 - b. *Preprints and reprint*
 - c. *Letters of support*
 - d. *Quotations*
4. *Common CV*

Application forms are available at the following URL:

http://www.medresearch.utoronto.ca/fmro_deans_fund.html

Contact Information:

Cindy Faber (tel: 416-978-5834; e-mail: cindy.faber@utoronto.ca)

or

Joanna King (tel: 416-978-8316; e-mail: joanna.king@utoronto.ca)