

UTSC Clusters of Scholarly Prominence Program (CSPP)

The Vision

Game-changing research and innovation increasingly requires both collaboration across a broad range of disciplines and multi-sectoral partnerships. To help facilitate these outcomes, our strategic plan, *Inspiring Inclusive Excellence Beyond 2030: A strategic vision for the University of Toronto Scarborough*, commits to the establishment of “three research institutes, organized around our areas of established and emerging strength, and supported by an appropriate funding framework which will build the capacity in people and infrastructure necessary to realize our vision of global prominence in particular areas of scholarship.” As noted in the strategic plan, the institutes are to be provisionally known as:

- a. Institute for Globalization, Transnationalism and the Advancement of Resilient, Inclusive Suburbs and Ecosystems (GTA-RISE) - related to global cultures, connectivities, identities, and livelihoods
- b. Institute for Environmental, Conservation, and Sustainability Research (ECSR) - related to environment, conservation, and sustainability and related technologies
- c. Institute for Integrated Health Research (IHR) - related to health, well-being, and resilient communities

Opportunities will also exist to establish additional Institutes or areas of collaboration that are yet unknown. The institutes will provide administrative support for the development and operation of strategic clusters of research excellence at UTSC, foster synergies among clusters within each institute, and facilitate collaboration across institutes. See Appendix 1 – UTSC Inclusive Excellence Strategic Framework for Scholarly Collaboration and Prominence – Global Research, Local Relevance.

While the CSPP is primarily meant to support areas of established and emerging strength, in line with the strategic plan’s priorities as represented by the institutes, it is also available to support

other nodes of high-profile, high-impact research and creative activity that may not fit into the three institutes but show the capacity to achieve the goals of the CSPP.

The funding framework identified in *Inspiring Inclusive Excellence Beyond 2030* is to be known as the **Clusters of Scholarly Prominence Programme (CSPP)**. Its purpose is to promote self-sustaining, interdisciplinary, inter-departmental, collaborative clusters of scholarship in areas of established and emerging strength at UTSC and which have a demonstrable capacity to augment UofT's global standing through prominence in research, creative activity and exceptional learning.

CSPP-supported clusters are expected to generate impactful, transformative research that transcends traditional departmental and institutional boundaries and thereby enables UTSC to create and disseminate new knowledge and innovations that will benefit the citizens of Canada and beyond. The clusters are expected to foster strategic global research alliances such as the VPRI/VPI initiative of Global Research Alliances (see: <https://global.utoronto.ca/idc-application/>).

Clusters funded by the CSPP should clearly exhibit significant potential to:

- attract new top-tier faculty and high-quality trainees;
- succeed in major, large-value funding competitions (e.g. CFI, NSERC CREATE, NCE, SSHRC-IG and PG);
- support and enhance undergraduate, graduate training and post-doctoral fellowship programs;
- draw upon regional, provincial and/or national assets and partnerships to promote knowledge co-creation, sharing, translation and/or to generate socio-economic impact;
- elevate the University of Toronto Scarborough's provincial, national and international profile as a cluster of research excellence across a wide diversity of fields; and
- become financially sustainable.

Projects supported by the CSPP are also expected to address the University of Toronto's (U of T) commitments, as articulated in its Strategic Research Plan 2018-2023 (SRP)

(<http://www.research.utoronto.ca/wp-content/uploads/documents/2018/01/2018-2023-ISRP-final.pdf>). In particular, the SRP identifies five strategic objectives – informed by key societal challenges – to enable U of T to continue to increase its research excellence:

- demonstrate national and global leadership in research and innovation
- foster collaborations, partnerships and engagement
- advance equity, diversity and inclusion
- support integration of research into student curricular and co-curricular experiences
- strengthen the institutional supports that foster research and innovation excellence

ELIGIBILITY

- Proposed clusters shall consist of between five and ten members, with representation from at least two departments and/or centres at the University of Toronto Scarborough.
- Each cluster can have a maximum of two cluster leads. When two cluster leads are named, one must be identified as the “administrative cluster lead”.
- Individual faculty can lead only one cluster, and can participate in a maximum of two clusters.
- While cluster lead(s) and the majority of cluster members must be faculty whose primary appointment is at UTSC, cluster members may include faculty from the other campuses of the University of Toronto.
- Faculty from other institutions can be involved in projects undertaken by a cluster, but the primary aim of the programme is to promote and facilitate the establishment of multidisciplinary clusters of expertise at UTSC.

AWARD DETAILS

Proposals can request funding ranging from \$100,000 to \$200,000 per year. The budget (and funding) does not have to be equal each year of the project as long as expected spending each year is based on the research goals and methodology proposed and justified in the application. Successful applications will be funded for three years, with the option of applying for an additional two years of funding for those who are assessed to have demonstrated satisfactory progress toward realizing their stated goals. There will be a yearly review to assess progress towards project goals, following which release of subsequent year’s funding will be determined.

A revised budget will be required for clusters that receive only partial funding.

The cluster Lead(s) will be required to:

- work with the Office of the VPRI (UTSC) throughout the funding period to review annual budgets, expenditure forecasts, and activity planning; and
- demonstrate in year 1 that they have or are applying for major external grants
- provide an annual report that identifies progress toward identified goals, the emergence and response to any unforeseen challenges and opportunities, and a detailed description of the use of all funds secured during the year in question. The cluster lead(s) is/are responsible for managing all aspects of the cluster, including financial oversight, and on **October 1** of each year, following the award, will provide to the VPR an annual report that describes progress against identified milestones.

ELIGIBILITY OF BUDGET REQUESTS

Proposed budgets (*form attached below as Appendix 4*) should be realistic and justified, containing expenses related only to activities that will support the development and success of the cluster. While all direct research costs are eligible, they must be demonstrably connected to advancing the development of the cluster at the University of Toronto Scarborough.

Eligible expenses

- The costs of cluster meetings, workshops, and/or conferences
- Community and stakeholder engagement costs, such as per diems or honorariums
- Communications and marketing materials or services
- Costs for professional development or training of team members and their HQP (for e.g. EDI training or cultural safety training)
- Consumables needed to conduct research
- Postdoctoral stipends and/or top-ups
- Undergraduate and Graduate student stipends and/or top-ups
- Critical shared research equipment that is demonstrably of benefit to cluster members (one-time, to a maximum of \$25,000)
- Cluster member travel between U of T's three campuses in Scarborough, Toronto and Mississauga
- Cluster member travel to important conferences and meetings (annual maximum of \$5,000 per cluster)
- Faculty or trainee recruitment visits (annual maximum of \$5,000 per cluster)

Non-eligible expenses:

- Furniture
- Renovations
- Course/teaching releases

DEADLINE

A mandatory Notice of Intent (NOI) is due **May 4th of each year** and the deadline for the submission of full proposals will be **June 15th each year**. If the deadline falls on a weekend or public holiday The submission deadline for the NOI and full proposal will be the next business day. Please email the NOI document (*attached below as Appendix 2*) and full proposal including all forms (*attached below as Appendix 3 and Appendix 4*) as one attachment in PDF format to the Office of the Vice-Principal Research to researchoffice@utsc.utoronto.ca

ADJUDICATION PROCESS

- An adjudication committee composed of accomplished external reviewers, from the University of Toronto's St. George and Mississauga campuses and/or other universities/organizations, who have expertise in the area(s) covered by the proposals. Final decisions on funding will be made by the UTSC Principal, the Vice-Principal - Academic and Dean, and the Vice-Principal -Research and Innovation (VPRI).
- Each proposal will be assessed based on the evaluation criteria listed below and UofT's strategic research objectives outlined above.

EVALUATION CRITERIA

The purpose of each cluster is to support the establishment of new research collaborations involving UTSC researchers from multiple disciplines, to pursue research projects the initiation of which is not easily accomplished by a single individual or discipline. The proposed collaborative projects must involve bold ideas seeking big impacts and have significant potential to secure major new external funding to sustain the projects and their impact beyond the period covered by the CSPP.

Each proposal must include the following:

Vision:

- A clear vision for the cluster, which includes a description of its potential to:
 - have a transformative impact on the University of Toronto and on society;
 - establish itself as a cluster of excellence in collaborative scholarship and related partnerships;
 - attract substantial external funding and become self-sustaining following the CSPP funding period;
 - support training opportunities for graduate and undergraduate students and postdoctoral fellows;
 - a mechanism for faculty to work with trainees in different disciplines/units
 - elevate the University of Toronto Scarborough's provincial, national and international profile as a cluster of research excellence in the particular area of multi/inter-disciplinary scholarship.
- A detailed description of the planned activities – such as governance meetings, strategic planning meetings, research workshops, conferences and other knowledge mobilization initiatives, co-supervision/training of students, etc – that will facilitate the development and enhancement of a sustainable cluster of excellence.
- An account of the anticipated outcomes, expected outputs (deliverables), and the potential impacts and benefits for stakeholders and society.

- A management plan for the cluster that considers governance, communications, team-building and administrative supports that will enable the cluster's success.
- A letter of support from the respective UTSC Departmental Chairs/Centre Directors indicating how the departments/centres will support the initiative.

Research Excellence:

- Proposal includes a literature review that demonstrates the novelty and/or impact of the proposal, research questions, methodology, anticipated findings and their significance, a knowledge translation/mobilization plan and detailed budget. This component of the overall proposal should be **no longer than 4 pages long** (excluding the budget);
- Evidence of demonstrated global leadership and excellence in the proposed research areas represented by top tier scholars with established or emerging leadership in their area(s);
- evidence of suitable leadership experience for the cluster lead(s);
- a description of the cluster's planned multi/inter-disciplinary research approaches to address key questions facing society, and why those approaches are needed;
- evidence that the cluster's members possess the expertise necessary to execute a multi/inter-disciplinary approach.

Engagement and Commitments:

- Consideration of the essential and/or desirable involvement/engagement of community organizations/groups;
- Plan to address the initiative's impact on communities and/or society;
- Plans for stakeholder consortia (e.g. industry, clinical, community);
- Plan to communicate or engage with the public or to mobilize or translate the knowledge generated;
- A team comprised of faculty at different career stages;
- An explanation of how the cluster will satisfy the requirements and expectations contained in the University of Toronto's SRP and the University of Toronto Scarborough's Strategic Plan concerning Indigenization, equity, diversity, inclusion (e.g., a management/governance plan that embodies EDI best practices, systems and structures and provides for recruitment and training of diverse trainees) networks and partnerships, as embodied in its commitment to inclusive excellence and in its anchor strategy. Such commitments must be accounted for in the vision, activities, and the proposed budget for the cluster;
- Demonstrated financial or personnel commitment (e.g., matching support [cash and/or in-kind]) from the academic divisions involved.

Budget:

- Appropriateness of, and justification of budget
- Plan to utilize existing resources and/or facilities, and/or to share any newly created resources (e.g., management and operations staff; trainees; instruments; core facilities)
- Feasible plan for applying for applying for major external grants

ADDITIONAL INFORMATION

The term of the grant is for three years, with funding for Years 2 and 3 conditional upon receipt and approval of an annual report that details progress towards goals, milestones and outcomes articulated in the proposal.

Financial distribution for Years 2 and 3 is contingent on achieving satisfactory progress and a closing balance at the end of the annual reporting period of less than 50% of the annual award.

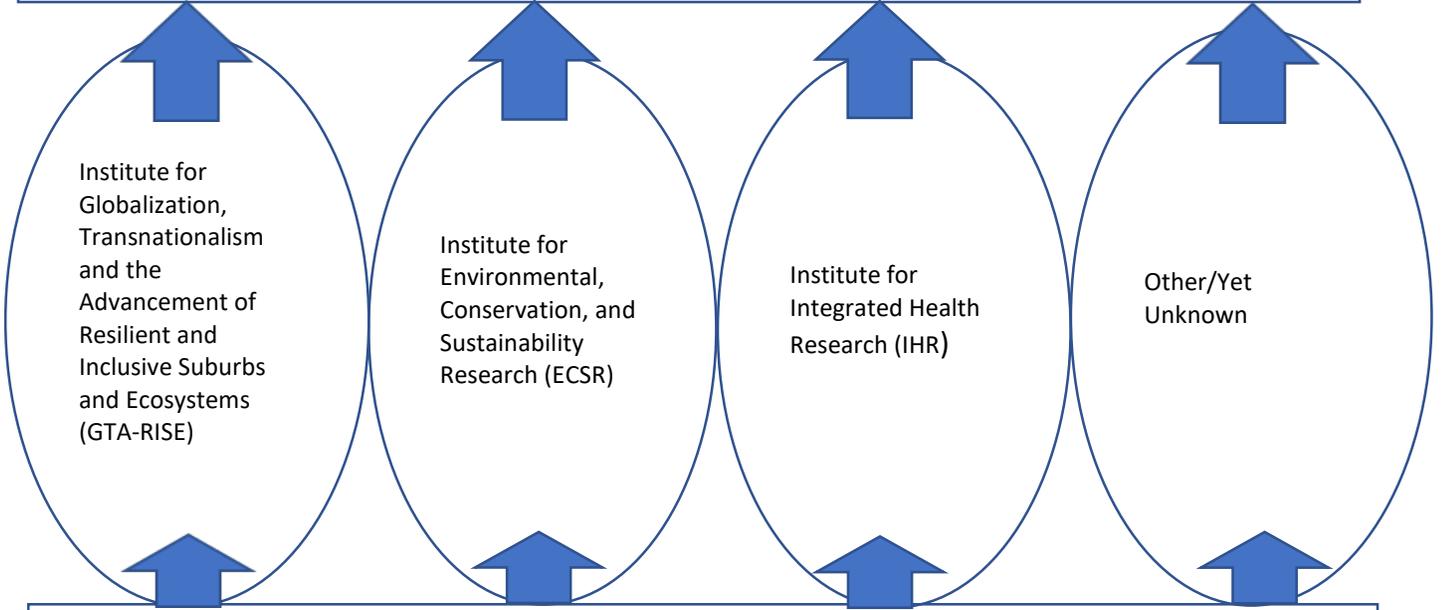
Budget changes must be justified and must have a positive impact on the planned cluster-building and research activities of the cluster.

All eligible expenditures must be incurred prior to the end of the award term, after which time any unspent funds will be returned to the VPRI. With justification, a one year, no-cost extension may be granted at the end of Year 3 at the discretion of the VPRI.

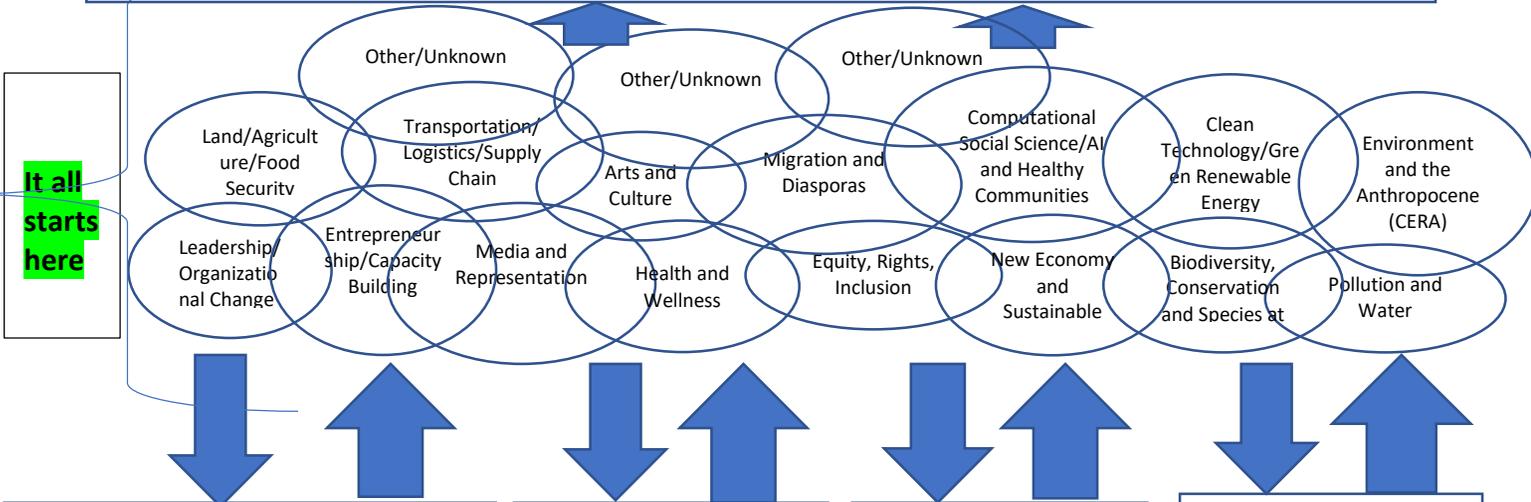
Appendix 1
UTSC INCLUSIVE EXCELLENCE STRATEGIC FRAMEWORK FOR SCHOLARLY COLLABORATION AND PROMINENCE – GLOBAL REACH, LOCAL RELEVANCE

RESEARCH INSTITUTES IN AREAS OF ESTABLISHED AND EMERGING STRENGTH
 (Under Overall Leadership of the Vice-Principal Research Office, and supported by research-support and administrative staff)

Institute Governance
 Chair – Associate Vice-Principal – Special Research Initiatives
 Members: Institute Directors; representative group of cluster leads



CLUSTERS OF SCHOLARLY PROMINENCE
 (Examples of potential clusters to be supported by Clusters of Scholarly Prominence Program (CSPP), based on evidence of critical mass of research and creative activity and productivity)



<p>MAJOR CAPITAL PROJECTS (TEACHING AND RESEARCH)</p> <ul style="list-style-type: none"> • INDIGENOUS HOUSE • INSTRUCTIONAL CENTRE 2 • CENTRE FOR CULTURES, ARTS, AND PLURALISM (C-CAP) • SCARBOROUGH ACADEMY OF MEDICINE AND INTEGRATED HEALTH (SAMHI)/BIOLOGICAL AND HEALTH SCIENCES CENTRE • EARTH AND RELATED TECHNOLOGIES HUB (EARTH) 	<p>ACADEMIC PROGRAMMING AND PEDAGOGICAL INNOVATIONS (Supported with Learning Enhancement and Related Networks (LEARN) Fund)</p>	<p>ANCHOR INSTITUTION PARTNERSHIPS AND NETWORKS MOUs, IRCs, Joint/Adjunct Appointments, etc.</p>	<p>ADVANCEMENT (Student Support, Capital Projects, Chairs, Distinguished Series, Mentorship, Fellowships, etc.)</p>
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Appendix 2



Office of the Vice-Principal Research

NOTICE OF INTEREST

UTSC Clusters of Scholarly Prominence Program (CSPP)

1. ADMINISTRATIVE CLUSTER LEAD’S CONTACT INFORMATION:			
First Name:			
Last Name:			
Title:			
Department:			
Telephone:			
E-mail:			
2. TITLE OF PROPOSAL: Enter the proposal title in non-technical language.			
3. NAME, DEPARTMENT OF CLUSTER MEMBERS:			
4. TOTAL BUDGET REQUEST (FOR 3 YEARS)			
5. PROJECT SUMMARY : Provide brief summary of the project (maximum of 250 words)			

Appendix 3



****PLEASE INCLUDE ALL DOCUMENTS AS A SINGLE PDF ATTACHMENT****

CLUSTER LEAD (ADMINISTRATIVE LEAD)			
CLUSTER LEAD SURNAME:		CLUSTER LEAD GIVEN NAME:	
FACULTY:		DEPARTMENT:	
TELEPHONE:		E-MAIL ADDRESS:	
CLUSTER CO-LEAD (IF APPLICABLE)			
CLUSTER CO-LEAD SURNAME:		CLUSTER CO-LEAD GIVEN NAME:	
FACULTY:		DEPARTMENT:	
TELEPHONE:		E-MAIL ADDRESS:	
PROJECT DETAILS			
TITLE OF PROPOSAL			
CLUSTER TEAM – (MAX OF TEN PARTICIPANTS, INCLUDING LEAD(S))			
TEAM MEMBER SURNAME	TEAM MEMBER GIVEN NAME	INSTITUTION/CAMPUS	FACULTY/DEPARTMENT
PLAIN LANGUAGE SUMMARY (100 WORDS MAXIMUM)			

ANNUAL FUNDING REQUEST (MAXIMUM \$200,000 PER YEAR)			
YEAR 1	YEAR 2	YEAR 3	TOTAL
DOCUMENT CHECKLIST			
<ul style="list-style-type: none"> <input type="radio"/> PROPOSAL(4 PAGE MAXIMUM) <input type="radio"/> ANNUAL BUDGETS AND JUSTIFICATION (ON BUDGET TEMPLATE PROVIDED) <input type="radio"/> 2-PAGE CVS FOR ALL TEAM MEMBERS, HIGHLIGHTING ACCOMPLISHMENTS RELEVANT TO THE PROPOSED CLUSTER (2 PAGE MAXIMUM PER PARTICIPANT) <input type="radio"/> LETTERS OF SUPPORT FROM SECURED PARTNERS <input type="radio"/> LETTERS OF SUPPORT FROM UNIVERSITY OF TORONTO ACADEMIC DIVISIONS INVOLVED <input type="radio"/> LETTERS OF SUPPORT FROM UTSC DEPARTMENTAL CHAIR(S) AND CENTRE DIRECTORS 			
SIGNATURES			
I verify that all the information contained within this application is true and complete, to the best of my knowledge.			
CLUSTER LEAD			
NAME:	SIGNATURE:	DATE:	
DEPARTMENT CHAIR/CENTRE DIRECTOR			
NAME:	SIGNATURE:	DATE:	
CLUSTER CO-LEAD (IF APPLICABLE)			
NAME:	SIGNATURE:	DATE:	
DEPARTMENT CHAIR/CENTRE DIRECTOR			
NAME:	SIGNATURE:	DATE:	

****PLEASE INCLUDE ALL DOCUMENTS AS A SINGLE PDF ATTACHMENT****

Appendix 4

Clusters may request funding from \$100,000 to \$200,000 per year.

Instructions:

Use this budget form to align specific activities with cluster goals and proposed outcomes. Add additional rows as needed. Be sure to reference specific budget line item numbers in the justification text below. Review committees will carefully consider each budget item and may recommend funding only some budget items. *See program terms for eligible costs.*

The budget (and funding) does not have to be equal each year of the project, as long as expected spending each year is based on the research goals and methodology proposed and justified in the application. Proposed budgets should be realistic and justified, containing expenses related only to activities that will support the development and success of the cluster. While all direct research costs are eligible, they must be demonstrably connected to advancing the development of the cluster at the University of Toronto Scarborough. Applicants are encouraged to consider timing of student and other HQP hires, which typically happen in the Spring or Fall, and forecast the salary costs appropriately.

The University of Toronto Scarborough and/or the Research Services Office will be offering training workshops on Equity, Diversity and Inclusion, as well as Indigenous Cultural Competency Training. Cluster participants are strongly encouraged to participate in these sessions.

Cluster Administrative Lead:

Cluster Title:

Year 1 – **to** (rows can be added as needed)

#	Expense Category	Description	\$ Requested
1	Select Expense Category		
2	Select Expense Category		
3	Select Expense Category		
4	Select Expense Category		
5	Select Expense Category		
6	Select Expense Category		
7	Select Expense Category		
8	Select Expense Category		
9	Select Expense Category		
10	Select Expense Category		
		Total \$ requested:	

Expense Categories

- Salaries and Stipends
- Cluster-building Activities
- Community and Stakeholder Engagement
- Direct Research Costs
- PD and Training
- Equipment
- Travel
- Recruitment
- Other

Y1 Budget Justification (1 page maximum):

Year 2 – to (rows can be added as needed)

#	Expense Category	Description	\$ Requested
1	Select Expense Category		
2	Select Expense Category		
3	Select Expense Category		
4	Select Expense Category		
5	Select Expense Category		
6	Select Expense Category		
7	Select Expense Category		
8	Select Expense Category		
9	Select Expense Category		
10	Select Expense Category		
		Total \$ requested:	

Expense Categories

- Salaries and Stipends
- Cluster-building Activities
- Community and Stakeholder Engagement
- Direct Research Costs
- PD and Training
- Equipment
- Travel
- Recruitment
- Other

Y2 Budget Justification (1 page maximum):

Year 3 – to (rows can be added as needed)

#	Expense Category	Description	\$ Requested
1	Select Expense Category		
2	Select Expense Category		
3	Select Expense Category		
4	Select Expense Category		
5	Select Expense Category		
6	Select Expense Category		
7	Select Expense Category		
8	Select Expense Category		
9	Select Expense Category		
10	Select Expense Category		
		Total \$ requested:	

Expense Categories

- Salaries and Stipends
- Cluster-building Activities
- Community and Stakeholder Engagement
- Direct Research Costs
- PD and Training
- Equipment
- Travel
- Recruitment
- Other

Y3 Budget Justification (1 page maximum):