

## UTSC Clusters of Scholarly Prominence Program (CSPP)

*Revised: October 30, 2023*

### THE VISION

Game-changing research and innovation increasingly require both collaborations across a broad range of disciplines and multi-sectoral partnerships. To help facilitate such outcomes, the University of Toronto Scarborough's (UTSC) strategic plan, [\*Inspiring Inclusive Excellence Beyond 2030: A strategic vision for the University of Toronto Scarborough\*](#), is committed to the establishment of three research institutes, "organized around areas of established and emerging strength, [...] and [are] supported by an appropriate funding framework", thus building "the capacity in people and infrastructure necessary to realize [UTSC's] vision of global prominence in particular areas of scholarship." The three established research institutes are: the Institute for Environment, Conservation, and Sustainability (IECS) (safeguarding planetary health); the Institute for Inclusive Health and Well-Being (ensuring health and well-being for all); and the Institute for Inclusive Economies and Sustainable Livelihoods (imagining sustainable and just economic futures in an age of necessary degrowth).

The funding framework identified in [\*Inspiring Inclusive Excellence\*](#) is the **Clusters of Scholarly Prominence Program (CSPP)**. Its objective is to promote self-sustaining, interdisciplinary, interdepartmental and, if appropriate, interdivisional collaborative clusters of scholarship in areas of established and emerging strengths at UTSC that have a demonstrable capacity to augment the University of Toronto's (U of T) global standing through prominence in scholarship, creative activity, and exceptional learning. Funded clusters can contribute in new ways to the enterprises of the three institutes that represent UTSC's established strengths or can contribute to emerging strengths.

Further information about the program, including a list of the funded projects can be found on the OVPRI website at: <https://utsc.utoronto.ca/research/clusters-scholarly-prominence-program-cspp>.

### CSPP PURPOSE

The purpose of each research 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 present bold ideas seeking big impacts, involve external organizations as collaborators/partners (when needed for the success of the project) and have significant potential to secure major new external funding to sustain the projects and their impact beyond

the period covered by the CSPP award. CSPP-supported clusters are expected to transcend traditional departmental and institutional boundaries and thereby enable UTSC to create and disseminate new knowledge that will benefit society. 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/global-opportunities/international-doctoral-clusters/>).

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

- Elevate UTSC's provincial, national, and international profile as a cluster of scholarly excellence across a wide diversity of fields.
- Succeed in major, large-value funding competitions (e.g., NSERC Alliance, NSERC CREATE, SSHRC PG and IG, NFRF, NCE, CFI).
- Help attract new top-tier faculty, high-quality students, and other highly qualified personnel.
- Support and enhance undergraduate and graduate education and post-doctoral fellowship programs.
- Draw upon regional, provincial, and national assets and partnerships to promote knowledge mobilization (i.e., knowledge co-creation, sharing, translation, operationalization) and/or to generate socio-economic impact.
- Become financially and administratively self-sustaining.

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 three established research institutes. However, the CSPP also supports other nodes of high-profile, high-impact research and creative activity that may be new, emerging, and/or not fit into the above-noted three institutes but show the capacity to achieve the goals of the CSPP.

Projects supported by the CSPP are also expected to address the University of Toronto's commitments, as articulated in its Institutional Strategic Research Plan 2018-2023 (ISRP) (<https://research.utoronto.ca/reports-publications-metrics/institutional-strategic-research-plan>). In particular, the ISRP 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 engagements.
- Advance diversity, inclusion, and equity.
- Support integration of research into student curricular and co-curricular experiences.
- Strengthen the institutional supports that foster research and innovation excellence.

Faculty considering submitting a CSPP application are encouraged to consult the OVPRI as early as possible for informational and administrative assistance. Please contact the Associate Vice-Principal Research & Innovation-Strategic Initiatives and Partnerships, Dr. Alison Mountz (avpr.si.utsc@utoronto.ca), with any questions.

## **ELIGIBILITY**

- Faculty from other postsecondary institutions can be involved in projects undertaken by a cluster, but the primary aim of the program is to promote and facilitate the establishment of clusters of expertise at UTSC.
- Each cluster shall consist of five to 10 members, typically with representation from at least three UTSC units, if the cluster is entirely comprised of UTSC faculty, and at least two UTSC units if it includes members from either one or both of the other University of Toronto campuses.
  - Recognizing that some academic departments at UTSC encompass a number of different disciplines within their single department, a proposal can seek to make the case that team members from the same department nevertheless legitimately constitute representation from different units (i.e., "... with representation from at least three UTSC units").
- Each cluster can have a maximum of two cluster leads. When two cluster leads are named, one must be identified as the "cluster administrative lead".
- While cluster lead(s) and most cluster members must be faculty whose primary appointment is at UTSC, cluster members are encouraged to include faculty from the other campuses of the University of Toronto.
- The cluster lead/administrative lead must be a full-time faculty member with a primary appointment at UTSC. There is no expectation that cluster leads will be only senior Associate Professors or Professors, they can include Assistant Professors, but proposed cluster leads are expected to be able to provide evidence of noteworthy previous research leadership.
- Individual faculty can lead only one cluster at one time and can participate in a maximum of two clusters at one time.
- Any member of the adjudication committee that is a proposed lead or member of a proposed cluster will be recused from the responsibilities of the adjudication committee.

## **AWARD DETAILS**

- Proposals can request funding ranging up to \$200,000 per year. The budget does not have to be equal each year of the proposed project if the expected spending each year is based on the research goals, objectives, and methods proposed and justified in the application. Successful applications will be funded for 1, 2 or three years.
- Successful proposals can be awarded full or partial funding at the discretion of the VPRI.
- The normal budget year is September 1 – August 31

The cluster lead(s) will be required to:

- Work with UTSC's OVPRI throughout the funding period to review annual budgets, expenditure forecasts, and activity planning.
- Demonstrate by no later than the conclusion of Year 2 that the cluster members have applied for one or more major external grants.

- On the first Tuesday in **October** of each year, following the award, provide an annual report that clearly outlines progress toward identified goals, the emergence and response to any unforeseen challenges and opportunities, and a detailed description of the use of 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 the on-schedule submission of the annual report.
- Following submission and assessment of the annual report, the Associate Vice-Principal Research & Innovation–Strategic Initiatives and Partnerships shall arrange a meeting with the cluster lead(s) to discuss progress towards fulfilling CSPP expectations and achieving that year’s objectives. This meeting is mandatory for cluster leads and is a condition for the release of the next instalment of funding. Following the annual meeting, a determination will be made by the Vice Principal of Research & Innovation in consultation with the Associate Vice-Principal of Research & Innovation – Strategic Initiatives and Partnerships as to whether sufficient progress has been made in achieving identified yearly goals to warrant the release of the subsequent year’s funding.

## **BUDGET AND ELIGIBLE EXPENSES**

Proposed budgets should be realistic and justified, containing expenses related only to activities that will support the development and success of the cluster. As a rule, expenses should conform with the University of Toronto Financial Guidelines (<http://finance.utoronto.ca/policies/gtfm/>) to be considered eligible. While all direct research costs are in principle eligible, they must be demonstrably connected to advancing the development of the cluster at UTSC. (NB: A revised budget will be required for clusters that are awarded only partial funding.)

### **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 (both on and off campus training) and their HQP (e.g., EDI training or cultural competence 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 research-related travel.
- Cluster member research-related 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
- Computer/server systems

Any questions regarding the eligibility of a particular expense should be directed to Brice Rousseau, Research Partnerships & Business Development Officer, OVPRI (brice.rousseau@utoronto.ca).

## DEADLINES

**A mandatory Notice of Intent (NOI) is due February 15<sup>th</sup> each year.** NOIs will be reviewed by the Vice-Principal Research & Innovation (VPRI) and the Associate Vice-Principal Research–Strategic Initiatives (AVPR–SI) to identify any overlap between proposals. In cases of overlap, relevant applicants will be contacted to discuss the possibility of collaborating on a single application. The NOI is also used by the OVPRI to identify appropriate reviewers of CSPP applications. **NOIs are not adjudicated.**

**The annual deadline for the submission of full applications is March 31st.**

If the deadline for either the NOI or full application falls on a weekend or public holiday, the submission deadline will be the next business day. Please email the NOI document (as a PDF, *Appendix 1*) and, in turn, a full application (as a PDF, *Appendix 2*), to the OVPRI via [researchoffice.utsc@utoronto.ca](mailto:researchoffice.utsc@utoronto.ca).

Files should use the following title format: Cluster lead(s) surname(s)-CSPP NOI/Full Proposal-Year.

## ADJUDICATION PROCESS

Each application will be evaluated by **at least** two external reviewers, who have expertise in the area(s) covered by the proposals. Each reviewer will submit a written assessment of the proposal. Cluster-leads are asked to nominate suitable reviewers, and may indicate unsuitable reviewers, on their NOI. The adjudication committee is not obligated to select the proposed reviewers.

A reviewer cannot be a member of the proposed cluster and must not violate the following conflict of interest rules (reflecting the Tri-Agencies “[Conflict of Interest and Confidentiality](#)” policy):

A Conflict of Interest means a conflict between a reviewer’s responsibilities regarding the review process, and a reviewer’s private, professional, business, or public interests. There may be a real, perceived, or potential conflict of interest when the reviewer:

- would receive professional or personal benefit resulting from the funding opportunity or application being reviewed;
- has a disqualifying professional or personal relationship with an applicant or the applicant’s institution; or

- c. has a direct or indirect financial interest in a funding opportunity or application being reviewed.

It is recognized that instances may arise in which the emergent or niche character of the area of research on which the proposal is based results in a relatively limited pool of suitably qualified potential reviewers. In such cases, it is acceptable for a Departmental colleague (either at the local or institutional level) of the applicant to serve as a reviewer, provided the applicant can offer a satisfactory explanation as to why it is necessary and/or desirable for their Departmental colleague to serve as a reviewer, and can confirm that none of the conflict-of-interest rules are being violated. Reviewers will be requested to complete a conflict-of-interest form based on the above-stated conflict-of-interest rules.

The adjudication committee will be composed of UTSC academic and administrative leaders. Any member of the adjudication committee that is a proposed lead or member of a proposed cluster will be recused from the responsibilities of the adjudication committee. The adjudication committee will make funding recommendations to a core executive team. The core executive team will make the final decisions on funding.

The core executive team reserves the right to fund successful proposals fully or partially. Each proposal will be assessed based on the evaluation criteria listed below and U of T's strategic research objectives outlined above.

Following the adjudication process, applicants will receive anonymized reports submitted by external reviewers, as well as a summary of the adjudication committee's evaluation.

## **PROPOSAL EVALUATION CRITERIA AND CRITERION WEIGHTING**

The full proposal should be no longer than 8 pages (excluding any references/bibliography section and the budget). Each proposal must include the following (**see Appendix 3: CSPP Evaluation Rubric**):

### **Vision and Management (30%):**

A clear vision for the cluster, which includes a description of its potential to:

- Have a transformative impact on UTSC, UofT, and on society.
- Establish itself as a cluster of excellence in collaborative scholarship and related partnerships.
- Serve as a mechanism for faculty to engage with students and other highly qualified personnel in different departments and divisions.
- Serve as a mechanism to support training opportunities for undergraduate and graduate students and postdoctoral researchers,
- Attract external funding and become self-sustaining following the CSPP funding period.
- Elevate UTSC's provincial, national, and international profile as a cluster of excellence in interdisciplinary scholarship.

- Support or contribute to other strategic initiatives (e.g., UTSC-based Institutional Strategic Initiatives, the institutes for Resilient and Inclusive Societies and Ecosystems – [IRISE](#) , the [EaRTH](#), HeART, and Cultural Innovation Districts).<sup>1</sup>

This component must also offer:

- 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 scholarly excellence.
- An account of expected outputs (deliverables), anticipated outcomes, 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 UTSC Departmental Chair(s) or Institute Director(s) of the cluster lead(s) indicating how the Departments/Institutes will support the initiative. This letter is required even if the lead’s Department or Institute is not providing any type of support (funding or in-kind). Letters of support from external partners (e.g., government, industry, or community organizations) may be included as well, but are not mandatory. If the Departmental Chair/Institute Director is participating in the application, the Dean for Chair’s or the VPRI for Institute Directors must provide the letter of support.

#### **Research Excellence (30%):**

- A description of the cluster’s planned interdisciplinary research plan, including approaches and methodologies, to address key questions facing society, and why those approaches are needed.
- Evidence from a literature review that the proposed cluster’s work will be novel and have the potential for a positive transformative impact.
- Evidence that cluster members have demonstrated global leadership and excellence in the proposed research and/or activity areas and are top-tier scholars/practitioners with established or emerging leadership experience in their area(s) of specialization; that evidence can include professional and lived experience in the area(s) upon which the proposed cluster is focused.
- Evidence of suitable leadership experience on the part of the cluster lead(s).
- Evidence that the cluster's members possess the expertise necessary to execute an interdisciplinary approach (i.e., the cluster team should represent the different disciplines and departments/divisions involved in the cluster).
- A team is comprised of faculty at different career stages.

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<sup>1</sup> The Environmental and Related Technologies Hub ([EaRTH](#)), Health and Resilience Together (HeART), and Cultural Innovation Districts are, respectively, aligned with UTSC’s strategic priorities in the areas of planetary health, equitable healthcare, and inclusive cultures and communities. The innovation districts will create a regional hub of innovation excellence, spurring entrepreneurship with the goal of generating important benefits for individuals and communities locally, regionally, nationally and globally.

**Engagement and Commitments (15%):**

- Proposed or completed engagements with external partners (e.g., governments, industries, community organizations) as needed for the success of the project.
- A plan to communicate or engage with the public to transfer/translate the knowledge generated.
- Demonstrate financial or personnel commitment (e.g., matching support [cash and/or in-kind]) from the academic departments/divisions involved.

**Equity, Diversity, and Inclusion (10%)**

- Commitment to the principles and practices of inclusive excellence must be clearly present in the vision, activities, and budget for the cluster.
- Explain how the cluster will satisfy the University of Toronto's expectations concerning diversity, inclusion, and equity, as articulated in the [University of Toronto's ISRP](#) and in UTSC's Strategic Plan [Inspiring Inclusive Excellence](#) (e.g., how does diversity, inclusion, and equity inform the composition of the Cluster [for instance, the diversity of the applicants, collaborators, partners and trainees is one way of helping to demonstrate a commitment to satisfying EDI expectations], decisions made regarding the leadership team and the vision, activities, budget of the proposed cluster?). Applicants may refer to [Tri-Agency EDI guidelines](#) and contact the University of Toronto's or UTSC's Equity, Diversity and Inclusion office for further directions in this regard.

**Budget (15%):**

- Provide an appropriate and itemized budget, with each item and related amount justified (e.g., "\$33k for student support" is a less desired justification than "3 students supported at \$11k per year").
- Support from other sources, if applicable.
- A plan to utilize existing resources and share any newly created resources.
- Provide a feasible plan for applying for major external grants.

**Additional Information**

- The term of the grant is three years, with funding for Years 2 and 3 being conditional upon the receipt and approval of an annual report that details satisfactory progress toward the expectations of the CSPP program and the goals, milestones and outcomes articulated in the proposal.
- Disbursement of funding for Years 2 and 3 is also contingent on a closing balance at the end of the previous annual reporting period of less than 50% of the funding allocated for that year.
- Budget changes of greater than 10% of the total budget must be justified and must have a positive impact on the planned cluster-building and research activities of the cluster.
- Changes in cluster faculty composition, including the addition of new researchers, are



permissible following the approval/establishment of a 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 OVPRI. With justification, a one-year, no-cost extension may be granted at the end of Year 3 at the discretion of the OVPRI.
- CSPP funding can be used as matching funds to support grant applications for other related projects, provided that the other funding being sought will support activities beyond that which can be provided by the CSPP funding alone, and the project associated with the other funding is aligned with and helps advance the CSPP's research plan.

## Appendix 1

### NOTICE OF INTEREST (NOI)

#### UTSC Clusters of Scholarly Prominence Program (CSPP)

<b>1. ADMINISTRATIVE CLUSTER LEAD'S CONTACT INFORMATION:</b>	
<b>First Name:</b>	
<b>Last Name:</b>	
<b>Title:</b>	
<b>Department:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>2. TITLE OF PROPOSAL:</b>	
<b>4. NAME, DEPARTMENT OF CLUSTER MEMBERS:</b>	
<b>5. TOTAL BUDGET REQUEST (FOR 3 YEARS)</b>	
<b>6. PROJECT SUMMARY:</b> Provide brief plain-language summary of the project (maximum of 250 words)	

#### Suggested Reviewers

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Instructions:

Recommend up to three potential reviewers for your proposal (*keeping in mind conflict of interest rules*). Please also identify opposing reviewers who should not be contacted.

<b>REVIEWER 1</b>			
SURNAME:		GIVEN NAME:	
INSTITUTION/CAMPUS:		FACULTY/DEPARTMENT:	
TELEPHONE:		E-MAIL ADDRESS:	
<b>REVIEWER 2</b>			
SURNAME:		GIVEN NAME:	
INSTITUTION/CAMPUS:		FACULTY/DEPARTMENT:	
TELEPHONE:		E-MAIL ADDRESS:	
<b>REVIEWER 3</b>			
SURNAME:		GIVEN NAME:	
INSTITUTION/CAMPUS:		FACULTY/DEPARTMENT:	
TELEPHONE:		E-MAIL ADDRESS:	
<b>EXCLUSION OF POTENTIAL REVIEWERS (INDIVIDUALS YOU SUGGEST SHOULD NOT BE APPROACHED)</b>			
SURNAME	GIVEN NAME	INSTITUTION/CAMPUS	FACULTY/DEPARTMENT

## Appendix 2

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

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

ANNUAL FUNDING REQUEST (MAXIMUM \$200,000 PER YEAR)			
YEAR 1:	YEAR 2:	YEAR 3:	TOTAL:
DOCUMENT CHECKLIST			
<ul style="list-style-type: none"> <li><input type="radio"/> PROPOSAL (8 PAGE MAXIMUM)</li> <li><input type="radio"/> ANNUAL BUDGETS AND JUSTIFICATION (ON BUDGET TEMPLATE PROVIDED)</li> <li><input type="radio"/> 2-PAGE CVS FOR ALL TEAM MEMBERS, HIGHLIGHTING ACCOMPLISHMENTS RELEVANT TO THE PROPOSED CLUSTER (2 PAGE MAXIMUM PER PARTICIPANT)</li> <li><input type="radio"/> LETTERS OF SUPPORT FROM SECURED PARTNERS</li> <li><input type="radio"/> LETTERS OF SUPPORT FROM UNIVERSITY OF TORONTO ACADEMIC DIVISIONS INVOLVED (i.e., non-UTSC units)</li> <li><input type="radio"/> LETTERS OF SUPPORT FROM UTSC DEPARTMENTAL CHAIR(S) AND CENTRE DIRECTORS (i.e., those of the Cluster Lead and, if applicable, Co-Lead, and any other Departments/Institutes/ Centres that are providing either cash or in-kind support to the Cluster)</li> </ul>			
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\*\***

## BUDGET

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

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### 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 University of Toronto 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** (rows can be added as needed)

#	Expense Category	Description	\$ Requested
1	Expense Category		
2	Expense Category		
3	Expense Category		
4	Expense Category		
5	Expense Category		
6	Expense Category		
7	Expense Category		
8	Expense Category		
9	Expense Category		
10	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** (rows can be added as needed)

#	Expense Category	Description	\$ Requested
1	Expense Category		
2	Expense Category		
3	Expense Category		
4	Expense Category		
5	Expense Category		
6	Expense Category		
7	Expense Category		
8	Expense Category		
9	Expense Category		
10	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** (rows can be added as needed)

#	Expense Category	Description	\$ Requested
1	Expense Category		
2	Expense Category		
3	Expense Category		
4	Expense Category		
5	Expense Category		
6	Expense Category		
7	Expense Category		
8	Expense Category		
9	Expense Category		
10	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)**

### Appendix 3

#### CLUSTERS OF SCHOLARLY PROMINENCE (CSPP) EVALUATION RUBRIC

	<b>EXCEPTIONAL</b> The application excels in most or all relevant aspects. Any short-comings are minimal SCORE: 4.5 – 5.0	<b>OUTSTANDING</b> The application excels in many relevant aspects, and reasonably addresses all others. Certain improvements are possible. SCORE: 4.0 – 4.4	<b>STRONG</b> The application excels in some relevant aspects, and reasonably addresses all others. Some improvements are necessary. SCORE: 3.5 – 3.9	<b>MODERATE</b> The application broadly addresses relevant aspects. Major revisions are required. SCORE: 3.0 – 3.4 ( <i>unfundable</i> )	<b>POOR</b> The application fails to provide convincing information and/or has serious inherent flaws or gaps. SCORE: <3.0 ( <i>unfundable</i> )
Vision for/Management of the Cluster (30%)	<p>Vision is clearly presented, is extremely original and innovative and is likely to:</p> <ul style="list-style-type: none"> <li>lead to groundbreaking advances in the area of focus and/or to a social or technological innovation that addresses identifiable societal needs.</li> <li>elevate UTSC’s provincial, national, and international profile as a cluster of excellence in interdisciplinary scholarship.</li> <li>support or contribute to other UTSC-based strategic initiatives.</li> </ul> <p>Offers a clear and detailed:</p> <ul style="list-style-type: none"> <li>description of planned activities (e.g., governance meetings, strategic planning meetings, research workshops, etc)</li> <li>management plan that considers governance, communications, team-building and administrative supports that will enable the cluster’s success.</li> </ul> <p>Long-term goals and short-term objectives are clearly defined and well planned.</p> <p>All relevant letters of support are provided and clearly indicate an enthusiasm for the proposal and how the unit in question will support the initiative.</p>	<p>Vision is clearly presented, is highly original and innovative and seems likely to:</p> <ul style="list-style-type: none"> <li>lead to groundbreaking advances in the area of focus and/or to a social or technological innovation that addresses identifiable societal needs.</li> <li>elevate UTSC’s provincial, national, and international profile as a cluster of excellence in interdisciplinary scholarship.</li> </ul> <p>Offers a clear and noteworthy:</p> <ul style="list-style-type: none"> <li>description of planned activities (e.g., governance meetings, strategic planning meetings, research workshops, etc).</li> <li>management plan that considers governance, communications, team- building and administrative supports that will enable the cluster’s success.</li> </ul> <p>Long-term goals are clearly defined and short-term objectives are well planned.</p> <p>All relevant letters of support are provided and clearly indicate an enthusiasm for the proposal and support the initiative.</p>	<p>Vision is clearly presented, is original and innovative and has the potential to</p> <ul style="list-style-type: none"> <li>lead to groundbreaking advances in the area of focus and/or to a social or technological innovation that addresses identifiable societal needs.</li> </ul> <p>Offers a clear:</p> <ul style="list-style-type: none"> <li>description of planned activities (e.g., governance meetings, strategic planning meetings, research workshops, etc).</li> <li>management plan that considers governance, communications, team- building and administrative supports that will enable the cluster’s success.</li> </ul> <p>Long-term goals are defined and short-term objectives are planned.</p> <p>All relevant letters of support are provided and indicate an enthusiasm for the proposal and an intention to seek to identify ways to support it.</p>	<p>Vision is presented, has original and innovative aspects and may have an impact and/or help to address identifiable societal needs.</p> <p>Offers a:</p> <ul style="list-style-type: none"> <li>description of planned activities (e.g., governance meetings, strategic planning meetings, research workshops, etc).</li> <li>management plan that considers governance, communications, team-building and administrative supports that will enable the cluster’s success.</li> </ul> <p>Long-term goals and short-term objectives are described.</p> <p>All relevant letters of support are provided.</p>	<p>Vision, as presented, lacks clarity, and/or is of limited originality and innovation.</p> <p>Description of planned activities is vague and/or limited (i.e., engaging only a few relevant items).</p> <p>Management plan is vague and/or limited (i.e., engaging only a few relevant items).</p> <p>Long-term goals and short-term objectives are not clearly described and/or likely not attainable.</p> <p>Only some letters of support are provided and they fail to clearly demonstrate an enthusiasm fpor the proposal and/or an interest in trying to support it.</p>

Research Excellence (30%)	<p>Research program is clearly presented, is demonstrated to be extremely original and innovative (via literature review) and is likely to have impact by leading to groundbreaking advances in the area and/or leading to a social or technological innovation that addresses societal needs.</p> <p>Provides clear evidence of suitable leadership experience on the part of the cluster lead(s).</p> <p>Provides clear evidence that cluster members:</p> <ul style="list-style-type: none"> <li>have demonstrated global leadership in the proposed research and/or activity areas and are top-tier scholars/practitioners with established or emerging leadership in their area(s) of specialization</li> <li>possess the expertise necessary to execute an interdisciplinary approach (i.e., the cluster team should represent the different disciplines and departments/divisions involved in the cluster).</li> </ul> <p>Provides a clear description of the cluster's planned multi/inter-disciplinary research approaches to address key questions facing society, and why those approaches are needed.</p> <p>Contributions presented in the application are of the highest level of quality.</p> <p>Methodology is clearly defined and appropriate.</p>	<p>Research program is clearly presented, is demonstrated to be highly original and innovative (via literature review) and seems likely to have impact by contributing to groundbreaking advances in the area, and/or leading to a social or technological innovation that addresses societal needs.</p> <p>Provides evidence of suitable leadership experience on the part of the cluster lead(s).</p> <p>Provides evidence that cluster members:</p> <ul style="list-style-type: none"> <li>have demonstrated global leadership in the proposed research and/or activity areas and are top-tier scholars/practitioners with established or emerging leadership in their area(s) of specialization.</li> <li>possess the expertise necessary to execute an interdisciplinary approach.</li> </ul> <p>Provides a clear description of the cluster's planned interdisciplinary research approaches to address key questions facing society, and why those approaches are needed.</p> <p>Contributions presented in the application are of high quality.</p> <p>Methodology is clearly described and appropriate.</p>	<p>Research program is clearly presented, is original and innovative and has the potential to have impact by leading to advancements and/or addressing identifiable societal needs.</p> <p>Provides evidence of suitable leadership experience on the part of the cluster lead(s).</p> <p>Provides evidence that cluster members:</p> <ul style="list-style-type: none"> <li>have demonstrated global leadership in the proposed research and/or activity areas and are top-tier scholars/practitioners with established or emerging leadership in their area(s) of specialization</li> <li>possess the expertise necessary to execute an interdisciplinary approach.</li> </ul> <p>Provides a description of the cluster's planned interdisciplinary research approaches to address key questions facing society, and why those approaches are needed.</p> <p>Contributions presented in the application are above average in quality.</p> <p>Methodology is partially described and/or appropriate.</p>	<p>Research program is presented, has original and innovative aspects and may have impact and/or address identifiable societal needs.</p> <p>Provides information that intimates that:</p> <ul style="list-style-type: none"> <li>cluster lead(s) has/have evidence of suitable leadership experience.</li> <li>cluster members have demonstrated global leadership in the proposed research and/or activity areas and are top-tier scholars/practitioners with established or emerging leadership in their area(s) of specialization.</li> </ul> <p>Provides a description of the cluster's planned interdisciplinary research approaches.</p> <p>Contributions presented in the application are average in quality.</p> <p>Methodology is not clearly described and/or appropriate.</p>	<p>Proposed research program, as presented, lacks clarity, and/or is of limited originality and innovation.</p> <p>Lacks evidence that cluster lead(s) possess(es) suitable leadership experience.</p> <p>No evidence that cluster members are global leaders/top-tier scholars/practitioners.</p> <p>The cluster's planned interdisciplinary research approaches are not clearly described, and there is no evidence that cluster members possess the necessary expertise to execute proposed inter-disciplinary approach.</p> <p>Lacks any adequate description of the cluster's planned multi/inter-disciplinary research approaches.</p> <p>Contributions presented in the application are limited in quality.</p> <p>Methodology is not clearly described and/or appropriate.</p> <p>.</p>
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Engagements & Commitments (15%)	<p>Clear evidence of proposed and/or completed engagements with external partners (e.g., governments, industries, community organizations) is clearly presented.</p> <p>Proposed and secured external partners are clearly necessary for the success of the project/add value to the undertaking.</p> <p>Confirmed noteworthy financial and/or personnel commitment(s) (e.g., matching support [cash and/or in-kind]) from the academic departments and divisions involved.</p>	<p>Clear evidence of proposed and/or completed engagements with external partners (e.g., governments, industries, community organizations) is clearly presented.</p> <p>Proposed and secured external partners are clearly necessary for the success of the project/add value to the undertaking.</p> <p>Confirmed financial and/or personnel commitment(s) (e.g., matching support [cash and/or in-kind]) from the academic departments and divisions involved.</p>	<p>Clear description of proposed and/or completed engagements with external partners (e.g., governments, industries, community organizations) is clearly presented.</p> <p>Proposed and secured external partners seem necessary or appropriate for the success of the project and/or add value to the undertaking.</p> <p>Confirmed financial and/or personnel commitment(s) (e.g., matching support [cash and/or in-kind]) from the academic departments or divisions involved.</p>	<p>Description of proposed and/or completed engagements with external partners (e.g., governments, industries, community organizations) is clearly presented.</p> <p>Proposed and/or secured external partners seem appropriate for the project.</p> <p>No confirmed financial and/or personnel commitment(s) (e.g., matching support [cash and/or in-kind]) from the academic departments or divisions involved.</p>	<p>Description of proposed and/or completed engagements with external partners lacks clarity and/or is absent.</p> <p>Lack of clarity regarding the necessity/appropriateness/value of the proposed and/or secured external partners.</p> <p>No financial and/or personnel commitment(s) (e.g., matching support [cash and/or in-kind]) from the academic departments or divisions involved.</p>
Equity, Diversity and Inclusion (10%)	<p>Clearly presented commitment to the principles and practices of inclusive excellence in the vision, activities, and budget for the cluster, and clear explanation of how they will be actualized (e.g., clear explanation of how diversity, inclusion and equity have informed and will inform the decisions made regarding the leadership and composition of the team and the vision, activities, budget of the proposed cluster).</p> <p>Clear and detailed explanation of how the cluster will satisfy the University of Toronto's expectations concerning diversity, inclusion, and equity, as articulated in the University of Toronto's Institutional Strategic Research Plan and in the University of Toronto Scarborough's Strategic Plan <i>Inspiring Inclusive Excellence</i>.</p>	<p>Clearly presented commitment to the principles and practices of inclusive excellence in the vision, activities, and budget for the cluster, and clear explanation of how they will be actualized (e.g., clear explanation of how diversity, inclusion and equity have informed and will inform the decisions made regarding the leadership and composition of the team and the vision, activities, budget of the proposed cluster).</p> <p>Clear and noteworthy explanation of how the cluster will satisfy the University of Toronto's expectations concerning diversity, inclusion, and equity, as articulated in the University of Toronto's Institutional Strategic Research Plan and in the University of Toronto Scarborough's Strategic Plan <i>Inspiring Inclusive Excellence</i>.</p>	<p>Clearly presented commitment to the principles and practices of inclusive excellence in the vision, activities, and budget for the cluster and clear explanation of how they will be actualized (e.g., clear explanation of how diversity, inclusion and equity have informed and will inform the decisions made regarding the leadership and composition of the team and the vision, activities, budget of the proposed cluster).</p> <p>Clear explanation of how the cluster will satisfy the expectations concerning diversity, inclusion, and equity, as articulated in the University of Toronto Scarborough's Strategic Plan <i>Inspiring Inclusive Excellence</i>.</p>	<p>Articulated commitment to the principles and practices of inclusive excellence in the vision, activities, and budget for the cluster and explanation of how they will be actualized (e.g., explanation of how diversity, inclusion and equity have informed and will inform the decisions made regarding the leadership and composition of the team and the vision, activities, budget of the proposed cluster).</p> <p>Explanation of how the cluster will satisfy the expectations concerning diversity, inclusion, and equity, as articulated in the University of Toronto Scarborough's Strategic Plan <i>Inspiring Inclusive Excellence</i> and/or University of Toronto's Institutional Strategic Research Plan and in.</p>	<p>Commitment to the principles and practices of inclusive excellence lacks clarity or is absent in the vision, activities, and/or budget for the cluster</p> <p>Unclear/no explanation of how the principles and practices of inclusive excellence will be actualized (e.g., how diversity, inclusion and equity have informed and will inform the decisions made regarding the leadership and composition of the team and the vision, activities, budget of the proposed cluster).</p> <p>Unclear/no explanation of how the cluster will satisfy either the expectations concerning diversity, inclusion, and equity, as articulated in the University of Toronto Scarborough's Strategic Plan <i>Inspiring Inclusive Excellence</i> and/or the University of Toronto's Institutional Strategic Research Plan.</p>

Budget (15%)	Budget is clearly presented, realistic and well justified, and contains expenses related only to activities that will support the development and success of the cluster.	Budget is clearly presented, realistic and justified, and contains expenses related only to activities that will support the development and success of the cluster.	Budget is clearly presented, realistic and justified, and contains expenses related only to activities that will support the development and success of the cluster.	Budget is presented, realistic and justified, and contains expenses related only to activities that will support the development and success of the cluster.	Budget lacks clarity and adequate justification, and contains expenses unrelated to activities that will support the development and success of the cluster.
	Clearly described and detailed 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).	Clearly described plan and noteworthy 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).	Clearly described 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).	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).	No clear 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).
	Clearly described and feasible plan for applying for major external grants and other sources of support to sustain the cluster beyond CSPP funding.	Clearly described and feasible plan for applying for major external grants to sustain the cluster beyond CSPP funding.	Clearly described and feasible plan for applying for major external grants to sustain the cluster beyond CSPP funding.	Plan for applying for major external grants.	No clear plan for applying for major external grants or external support.