Working Groups Fund

Program Purpose

The purpose of the Working Groups Funding Program is to foster collaborative work towards common scholarly and research goals intended to tackle specific topics of interest. Activities of the Working Group may include, but are not limited to, readings and discussion of papers, field trips to collections or archives, collaborative research, publication, grant applications, and hosting distinguished visitors. Interdisciplinary or discipline-specific proposals are welcome.

Applications will be reviewed by members of the U of T Scarborough Research Advisory Board according to the Selection Criteria stated below.

Award Value

Up to 6 (six) Working Groups may be sponsored annually, each receiving a maximum of $3,000.

Guidelines

1. Eligibility: Each Working Group can be led by at least one full-time research- or teaching-stream faculty member, and/or one Librarian, with a primary appointment at UTSC. Postdoctoral fellows, graduate and undergraduate students from U of T Scarborough may be involved, along with faculty and students from other University of Toronto divisions. Members from other universities may be invited to join.

2. Term: Working Groups are funded for one year, with the possibility of renewal.

3. Other Conditions: The U of T Scarborough campus will be the host site of activity for the Working Group, but some events may be held at other locations if appropriate.

4. Application Materials: Complete application package includes:
   - Working Group Proposal: Written in clear non-specialist language (2 pages maximum, 12 pt New Times Roman, single space), under these headings:
     o Description of research and scholarly activities to be undertaken by the Working Group, including aims and outcomes of the Group
     o Organization and leadership for the Working Group
     o Timeline of events and activities for the year

   - Itemized budget and justification up to a maximum of $3,000 (1 page maximum)

   - List of participants in the Group and their affiliations, which can include anticipated participants (1 page maximum) with the following columns:
     o Name
     o Institutional and Departmental Affiliation
     o Title (e.g., Assistant Professor, Librarian, Graduate Student)

5. Submission: There is one submission deadline per academic year: January 15th. The submission deadline will be the next business day if January 15th falls on a weekend or holiday. Please convert your complete application package to PDF format and forward it

electronically in one attachment to researchoffice.utsc@utoronto.ca by the deadline. Late or incomplete submissions will not be considered.

6. Selection Criteria:
    - Appropriateness and feasibility of research proposal (clear aims and outcomes of the group articulated, and organization and leadership of working group described)
    - Appropriateness of the budget requested
    - Potential impact and/or value added to UTSC and other U of T divisions, if appropriate

7. Report: Recipients must submit a brief report (maximum of 300 words) describing scholarly pursuits undertaken and the impact of the provided OVPRI funding. The report should be submitted along with electronic versions or scans of original receipts to researchoffice.utsc@utoronto.ca within 2 (two) months after the award expiration.

8. Financial Requirements: Successful recipients will be advised of fund transfer arrangements in the award letter. Expense eligibility is in accordance with the University of Toronto financial guidelines (https://finance.utoronto.ca/policies/).

9. Acknowledgment: Support from the U of T Scarborough Working Groups Fund is to be acknowledged in any research output arising from this funding.