

# OPEN CALL – SECOND ROUND RESEARCH APPLICATION GUIDELINES

April 2021



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## The Call for Proposals

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Making the Shift (MtS) has extended the first open call for proposals, which took place in summer and fall 2019, to include a second round of funding. This additional round will focus on addressing gaps within the existing [MtS research agenda](#), as identified in gap analysis conducted in consultation with network members and affiliates in the summer of 2020. More than themes were identified to enhance our research agenda, including, Mapping such as mapping international research in the area of early intervention prevention and promoting Indigenous-designed and Indigenous-led research activity.

Applications that didn't receive funding in the first round and who meet the following criteria have been asked to revise and resubmit their proposals for consideration by the MtS Research Management Committee:

- Received positive peer review comments but there were elements of the proposal that require refinement and clarity; and
- The project demonstrated promise and addresses an immediate gap within the MtS research agenda.

Selected applicants are required to revise and resubmit their proposals and address the following:

- Revise proposal to respond to detailed feedback provided by Making the Shift
- Demonstrate that the project addresses a gap in the MtS research agenda
- Demonstrate a clear link to youth homelessness prevention, as outlined in the Roadmap for the [Prevention of Youth Homelessness](#).
- Articulate a clear research-to-impact plan (i.e. how will research findings be translated and disseminated to support program, practice, policy, and systems transformation).
- Propose a clear, realistic project budget, including a detailed accounting of cash and in-kind support.

**This invitation does not guarantee funding. Research Management Committee will review all applications and recommend proposals that the Board of Directors fund.**

## 1) Policies, Eligibility and Guidelines

Making the Shift abides by the funding rules of the Tri-Council Agencies, as such all applications to must abide by these funding rules as well. Please consult the [Tri-Agency Financial Administration Guide](#) about eligibility, eligible grant expenses, partner contributions, etc.

The applicant's host institution must be eligible to hold Tri-Council funding. Successful applicants who are not already members of the Making the Shift network will be required to sign a Network Agreement prior to receiving funds. Please contact our Finance Manager, Anna Jacob ([adjacob@yorku.ca](mailto:adjacob@yorku.ca)), if you would like to discuss the Network Agreement.

### Who can apply for this call?

- Applicants are defined as individuals or institutions that are applying for MtS funding.
- Applicants must be affiliated with an [eligible Canadian institution](#), meaning Canadian postsecondary academic institutions. Principle Investigators must be tenure stream faculty or adjunct faculty members.
- Not-for-profit organizations can also apply for funding provided they meet [Tri-Council requirements](#) and submit the supporting documentation, which includes affiliation with an academic institution. As virtually all universities and the majority of colleges in Canada have the required policies and infrastructure in place to administer Tri-Council grants and awards and are already signatories to the Network Agreement (document to be made available for the Application stage), it is often useful to work out agreements whereby partners agree to have the postsecondary institution administer the grant.
- [Indigenous not-for-profit organizations](#) wanting to administer the grant funds should apply for institutional eligibility.

## 2) Evaluation Criteria and Review Process

### All projects must:

- Proposals must draw a clear link to youth homelessness prevention, as defined in: a) [Homelessness Prevention](#), b) [Youth Homelessness](#), and c) [Indigenous Homelessness](#), as articulated by the Canadian Observatory on Homelessness.
- Involve partnerships<sup>1</sup> between researchers, not-for-profit organizations, government and/or private sector partners. All funded projects must include at least one researcher who holds a faculty position at a recognized Canadian post-secondary institution and one practitioner.
- Produce knowledge clearly designed to support shifts in policy and practice.
- Only applicants who agree address feedback will be eligible to move forward with the review process.

<sup>1</sup> Partnerships can be pre-existing or in development.

**Preference will be given to projects that:**

- Provide capacity building or training opportunities for students and community members
- Engage and include people with lived experience of youth homelessness
- Engage and include Indigenous Persons
- Respond to community partners' priorities
- Build capacity of community partners
- Engender collaboration with other Making the Shift network members
- Include cash or in-kind contributions from applicants and/or partners

**The Review and Selection Process**

1. Since all the proposal invited to this call have gone through a rigorous peer-review process, they will not go through a second round of peer-review.
2. Review proposals to ensure that they have successfully addressed feedback. Mts will prepare a report and a proposal package to the Research Management Committee (RMC) for consideration.
3. The RMC will rate proposals according to a predefined scale.
4. Proposals selected by the RMC will be presented to the MtS Board of Directors (BoD) for funding.
5. MtS BoD will review the recommended proposals and decided by majority vote which proposals will be funded.
6. MtS staff will notify all applicants of the BoD's decision and provide further instructions to successful applicants.

## 3) Reporting Requirements

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Successful applicants are required to submit a yearly project status report (due by March 31), as well as a final project report within 60 days of project completion.

## 4) Funding Availability and Eligible Expenses

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- Making the Shift financial contributions for specific research projects are subject to availability of funds. Should Making the Shift funding levels not be available or become decreased due to unforeseen circumstances, Making the Shift and partner(s) reserve the right to reduce, defer or suspend financial contributions to grants received as a result of this funding opportunity.
- **Budget justification:** All proposals must have a clear budget justification explaining the request for funding, including the amount requested, what the funds are to be used for and the length of the project. The Budget Template provides details to help guide you through the budget process.
- **Outside funding for project proposals:** If you are requesting funding for a project that is already funded (for instance, through a Tri-council grant) or you have applied for but not yet received funding, this must be declared. Moreover, if the project is currently funded in any way,

the overlap must be explained, and it must be clear how the proposed plan of research does not duplicate the other work but instead expands or augments it. The budget justification must also make this clear.

- Please refer to the list of [Tri-Council](#) (part 2, Use of Grant Funds) and [NCE eligible and non-eligible expenses](#).

## Eligible Expenses

- Please refer to the list of [Tri-Council](#) (part 2, Use of Grant Funds) and [NCE eligible and non-eligible expenses](#).

For the Full Proposal stage, applicants must use the MtS [Budget Template](#). Please note that budget justification will be strongly emphasized in evaluating the proposals in this round. Please review the “guide” tab of the budget template for clear instructions. Applicants should review the updated Use of Grant Funds section of the [Tri-Agency \(CIHR, NSERC and SSHRC\) Financial Administration Guide](#), as well as the and the [NCE Use of Grants Funds](#) for a complete listing and description of allowable costs and activities.

- MtS funds may be used to cover the following expenses:
  - Salaries for students (e.g. internships and research assistants).
  - Salaries for non-students (e.g., Postdocs, community-based researchers, project coordinators).
  - Project-related travel.
  - Professional and technical services, including consultancy fees, if justified.
  - Stipends and honoraria for research participants.
  - Equipment (if essential to the project and purchased specifically for the purpose of the grant).
  - Gifts for Indigenous elders and community participants.
  - Data analysis.
  - Knowledge Mobilization activities (e.g. conference fees, material printing, etc.).
  - Administrative expenses (e.g. any material not provided by the home institution such as stationery, computers, printers, long distance charges, and administrative staff, etc.).
- The following expenses may not be covered by this grant:
  - Remuneration of grant recipients and/or partners.
  - The delivery of services as part of a research demonstration project.
  - Salaries of researchers and other staff that are already covered by the applicant's institution (non-incremental).
  - Overhead costs (i.e. office space, telephone lines, administrative support, and other support services that are typically provided as in-kind contribution by the project home institution).

- Compensation costs for Co-Investigators and Collaborators' time are not eligible. This includes offsets for organizational expenses such as a portion of manager or ED salaries.
- Administrative expenses in excess of 15% of the total award. In IOW, if project award is \$100,000, then admin costs are limited to \$15,000 (see definition of admin costs above).

## 5) Equity, Diversity, and Inclusion (EDI)

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Making the Shift is committed to the principles of equity, diversity and inclusion (EDI). We believe that the participation of all qualified individuals, inclusive of members of under-represented groups, is essential to mobilize Canada's best research, development and entrepreneurial expertise to create excellent, innovative and impactful results.

MtS applications will be evaluated, among other things, based on their process of identifying, recruiting and selecting research team personnel based on equity, diversity and inclusion best practices as one means to enhance excellence in research, training and outreach.

Please see the following resources: [CIHR's Gender Equity Framework](#), [NSERC's Framework on EDI](#), and [Guide for Applicants: Considering equity, diversity and inclusion in your application](#).

## 6) How to Apply

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You can submit your application by completing a series of form fields and uploading a completed Budget Template to the [Submission Portal](#).

You may wish to write the proposal portion of the application in a word processing software before starting the submission process.

### Portal Instructions

1. If you are applying for the first time, please complete the [registration form](#)  
[Watch](#) tutorial for creating an account on FORUM  
[Watch](#) tutorial for submitting an application on FORUM
2. Login to the [Submission Portal](#)
3. Click on the **"My Applications"** tab in the top navigation bar and select the application you would like to apply for. The application will save automatically every 3 minutes.
4. Fill in all the fields of the application. Be sure to read the instructions and answer the questions.
5. Review the content of the application in the "Review" section
6. To submit, click the submit button to generate a PDF of the application. By generating a PDF your application is automatically submitted

*Note: If there is a mistake in the PDF you can go back and edit the field of the application and regenerate a new PDF of the application. **Only the most recently generated pdf will be used for review.***

## The application package includes three components:

### 1. Project Information

- Name of the project
- Amount of funds being requested
- Name and contact information of the Principal Investigator
- Name of the Principal Investigator's institution
- Declaration of additional or external funding
- Confirmation that the institution is eligible to hold Tri-Council funding

### 2. Proposal

a. **Project description** Proposals *should be written for an informed, non-expert audience and include the following:*

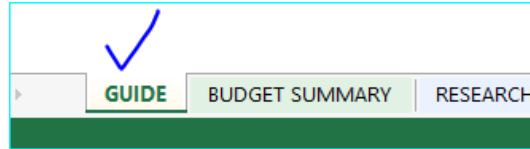
- **Abstract** (up to 150 words)
- **Research question and Objectives** (up to 250 words): What do you expect to accomplish within the timeframe of the project and how do you plan to do it?
- **Methodology** (up to 350 words): How are you going to execute the project and accomplish the objectives. If you plan to do research involving human subjects, please outline how you plan to address ethics approval and the overall engagement process and identify the step you will take to mitigate any disruption in operations due to COVID-19.
- **Detailed description of project** (up to 650 words): What areas of focus does your research address, and why is it important? How does this project address the specific objectives and/or sub-objectives of the project? How does it correspond with the MtS research agenda (i.e. what is the link to youth homelessness prevention)? How will you engage community members in project? How will the experiences of persons with lived experience be included in your research?
- **Community engagement and partnerships** (up to 200 words): How will you engage community members in the proposed project (e.g., the process, roles, and/or compensation)? How will the experiences of persons with lived experience be incorporated into your research? How are you ensuring your project complies with the principles of equity, diversity, and inclusion?
- **Anticipated outcomes and impact** (up to 200 words): Who will benefit from your research? What are the anticipated outcomes (e.g., how is this project filling a gap within the existing evidence base or supporting community and policy decision-making)? What is your plan for translating research findings into resources, tools, training, presentations etc that can assist policy makers, practitioners, advocates, and other researchers in their efforts to advance prevention approaches to youth homelessness?
- **Project team** (up to 200 words): How are the roles, experiences, and skills of team members (including community partners) well position the team to execute the project? How are you engaging existing or new partnerships, including people with lived experiences?

a. **References:** A list of academic and grey literature (up to 20 sources) that will inform the project.

b. **List of all co-Investigators and collaborators:** Name, institution, email, and their role in the project (example of roles include Co-investigator, and Community Partner)

## 2. Budget

- Download the application [Budget Template](#)
- Read the budget guidelines listed on tab 1 (“Guide”) of the template



- MtS follows the updated [Tri-Council Use of Grant Funds](#) and the [NCE Use of Grant Funds](#) policies. Links to both are provided on the Guide tab.
- Save the template as a MS Excell document (.xls) according to the following naming convention [PILastName\_First5WordsOfTitle]\_Budget\_MtSDataCall\_[YYYYMMDD]
- Upload the document to the Submission Portal.

For any questions please email us at [mtsfunding@yorku.ca](mailto:mtsfunding@yorku.ca)

Good luck!