A close up of a logo

Description automatically generated

**OPEN CALL – SECOND ROUND**

**RESEARCH APPLICATION GUIDELINES**

October 2020

Table of Content

[The Call for Proposals 2](#_Toc53067007)

[1) Policies, Eligibility and Guidelines 3](#_Toc53067008)

[2) Evaluation Criteria and Review Process 3](#_Toc53067009)

[3) Reporting Requirements 4](#_Toc53067010)

[4) Funding Availability and Eligible Expenses 4](#_Toc53067011)

[5) Equity, Diversity, and Inclusion (EDI) 5](#_Toc53067012)

[6) How to Apply 5](#_Toc53067013)

# The Call for Proposals

Following the first open call, the MtS Staff conducted a gap analysis and convened a series of collaboratives, which included some of the applicants from the open call, to identify emerging themes or ideas that should be incorporated into the MtS research agenda.

The MtS Open Call - Second Round of funding is targeting grant applications submitted to previous MtS funding competitions who: (1) demonstrated promising outcomes, but required revisions, and (2) directly corresponded with the gaps identified in MtS research agenda. (3) Received a high score and substantive positive feedback during the rigorous peer review process.

A direct objective of this call is to develop exceptional projects that address these gaps specific to the MtS research agenda and to complement the scope of the existing MtS-funded projects on [youth homelessness prevention](#_Annex:_Defintion_of_1).

Projects invited to submit a proposal are asked to demonstrate that:

* The design of the projects is the direct product of a collaboration between Making the Shift and the project team after responding to MtS feedback (i.e. the scope of work has to be pre-approved and co-developed)
* Thorough Budget revisions and strengthening cash and in-kind contributions
* Strengthening the Research to impact plan has taken place
* A focus on [youth homelessness prevention](#_Annex:_Defintion_of_1) as defined in [the Roadmap for prevention of homelessness](https://www.homelesshub.ca/youthpreventionroadmap) is clearly articulated throughout the proposal
* A direct response to the gap analysis and the subthemes is clear.
* Respond to MtS co-creation recommendations.

This invitation **does not** guarantee funding. All proposals will undergo a second round of review, with the RMC making a recommendation to the Making the Shift Board of Directors, and the Board making the final approval.

In addition to the above, each application will receive written/meeting feedback to discuss ways to improve the project and make it more relevant to MtS agenda and gap analysis.

# 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](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp) 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](http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/list_eligible_institutions-liste_etablissements-admissibles-eng.aspx), 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](http://science.gc.ca/eic/site/063.nsf/eng/h_3D5FA603.html?OpenDocument) 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](http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/indigenous_eligibility-admissibilite_autochtone-eng.aspx) wanting to administer the grant funds should apply for institutional eligibility.

# Evaluation Criteria and Review Process

**All projects must:**

* Adhere to the definitions of: a) [Homelessness Prevention](https://homelesshub.ca/solutions/prevention), b) [Youth Homelessness](https://www.homelesshub.ca/resource/canadian-definition-youth-homelessness), and c) [Indigenous Homelessness](https://www.homelesshub.ca/IndigenousHomelessness), as articulated by the Canadian Observatory on Homelessness.
* Involve partnerships[[1]](#footnote-2) 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 provided by MtS would be able to move forward with the review process.

**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. The MtS staff, under the directions of the Scientific and Implementation Directors, will 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.

# Reporting Requirements

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.

# Funding Availability and Eligible Expenses

* 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](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp) (part 2, Use of Grant Funds) and [NCE eligible and non-eligible expenses.](http://www.nce-rce.gc.ca/ReportsPublications-RapportsPublications/NCE-RCE/ProgramGuide-GuideProgramme_eng.asp)

# Equity, Diversity, and Inclusion (EDI)

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](http://www.cihr-irsc.gc.ca/e/50238.html), [NSERC’s Framework on EDI](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/EDI-EDI/framework_cadre-de-reference_eng.asp), and [Guide for Applicants: Considering equity, diversity and inclusion in your application](http://www.nserc-crsng.gc.ca/_doc/EDI/Guide_for_Applicants_EN.pdf).

# How to Apply

You can submit your application by completing a series of form fields and uploading a completed Budget Template to the [Submission Portal.](https://forum.makingtheshiftinc.ca/index.php/Special:Report?report=DataTechnologyApplication)

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](https://forum.makingtheshiftinc.ca/index.php/Special:HQPRegister)

[Watch](https://drive.google.com/file/u/1/d/1-LxC8yuGPY5n91SQm6S2gpaLK_dvz__8/view?usp=drive_web)  tutorial for creating an account on FORUM

[Watch](https://drive.google.com/file/d/1u1It1b5DquCgbyaCBHuAJawCMAJbSyMn/view)  tutorial for submitting an application on FORUM

1. Login to the [Submission](https://forum.makingtheshiftinc.ca/index.php/Special:Report?report=DataTechnologyApplication) Portal
2. 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.
3. Fill in all the fields of the application. Be sure to read the instructions and answer the questions.
4. Review the content of the application in the "Review" section
5. 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
  1. Proposal
     1. **Project description** Proposals *should be written for an informed, non-expert audience and include the following:*
* **Abstract** (up to 150 words)
* **Research questions** (up to 100 words)
* **Objectives** (up to 200 words): What do you expect to accomplish within the timeframe of the project and how do you plan to do it?
* **Methodology** (up to 300 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 steps you will take to mitigate any disruption in operations due to COVID-19.
* **Detailed description** **of project** (up to 1000 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 300 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 300 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?
  + 1. **References:** A list of academic and grey literature (up to 20 sources) that will inform the project.
    2. **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)

## Budget

* Download the application [Budget Template](http://makingtheshiftinc.ca/wordpress/wp-content/uploads/2020/10/MTS_Budget.xlsx)
* Read the budget guidelines listed on tab 1 (“Guide”) of the template

A screenshot of a cell phone

Description automatically generated

* + MtS follows the updated [Tri-Council Use of Grant Funds](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp) and the [NCE Use of Grant Funds](https://www.nce-rce.gc.ca/ReportsPublications-RapportsPublications/NCE-RCE/ProgramGuide-GuideProgramme_eng.asp) 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.

1. Partnerships can be pre-existing or in development. [↑](#footnote-ref-2)