Canada Research Continuity Emergency Fund – Stage 3
Research Maintenance and Ramp-up
Open call to Trillium Health Partners local Principal Investigators

1. Background

On May 15, 2020, the Prime Minister announced $450 million in funding to help Canada's academic research community during the COVID-19 pandemic. The Canada Research Continuity Emergency Fund (CRCEF) was launched by the Tri-Agency Institutional Programs Secretariat (TIPS) in stages. Stages 1, 2 and 4 provide wage supports to universities and health research institutes, so they can retain research staff who are funded from industry or philanthropic sources and are unable to access some of the government's existing COVID-19 support measures. Stage 3 supports universities and health research institutes to maintain essential research-related activities during the crisis, and to ramp back up to full research operations once physical distancing measures are eased.

Trillium Health Partners' approach to the four stages of the CRCEF program is described in greater detail here.

This page addresses Stage 3 eligibility and requirements only.

2. CRCEF Stage 3

As per the CRCEF program website, Stage 3 "*is to support direct costs of research that have been incurred to: 1) maintain essential research-related commitments during the COVID-19 pandemic; and 2) support ramping-up to full research activities as physical distancing measures are eased and research activities can resume. Only direct costs of research that are extraordinary and incremental to those already covered by existing sources of funds and have been incurred between March 15 and November 15, 2020 will be reimbursed, at up to 75%.*

Extraordinary incremental costs incurred **for research projects funded by either governmental or non-governmental sources are eligible for Stage 3 support**. *Extraordinary incremental costs are defined as unanticipated additional costs that would not normally have been incurred in the absence of the COVID-19 pandemic and cannot be funded by existing sources of funds.*"

Examples of eligible expenses include:

a) Maintenance costs - Costs incurred within the eligible period and associated with maintaining essential research-related activities during the pandemic that are exceptional and incremental to those already covered by existing sources of funds, funded at up to 75%. This includes, but is not limited to:

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- maintenance of equipment, software, cohorts, datasets, including warranties, licenses and service contracts;
- technological equipment for remote access to maintain assets;
- work from home related expenses (internet connectivity, equipment)
- additional equipment in support of project maintenance;
- additional software licenses in support of project maintenance;
- safety equipment for personnel dedicated to maintenance
- animal and specimen care through the crisis period.

b) Ramp-up costs - Costs incurred within the eligible period and associated with full ramp-up of research activities, as physical distancing measures are eased and research activities can resume.

Only costs that are exceptional and incremental to those already covered by existing sources of funds will be supported, at up to 75%. Eligible expenses include those incurred at the project level and associated with:
- rescheduling and restarting human studies and clinical trials;
- re-organizing the research environment and activities;
- personal protective equipment and related items for research-related personnel; additional costs to bring the research back to its pre-pandemic level, including experiments or related to the restart of collections and datasets (e.g., population-based, environmental);
- user fees charged by shared platforms to researchers to restart research activities (e.g., animal- care facilities, digital labs);
- exceptional costs to access special facilities, shared platforms and resources, knowledge transfer meetings and workshops;
- restarting, reassembling and safety checks of equipment and facilities; and
- reacquiring lost and donated laboratory and field supplies and equipment, reagents, perishable materials, laboratory animal and other living specimens; and
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PLEASE NOTE: salary costs related to the above are only eligible during the period August 30 – November 15, 2020. Additional information on Stage 3 is available in the [CRCEF program Stage 3 FAQs](#).

Timelines:
- November 26, 2020 – deadline for submitted claim information to THP Research Finance (see section 3, below) with a copy to the Director, Research Operations
- December 1, 2020 – deadline for Trillium Health Partners submission to the University of Toronto
- December 15, 2020 – deadline for University of Toronto submission to the CRCEF program
- January 31, 2021 – award notification and payment
- February 2021 – Trillium Health Partners internal determination of application of funds awarded against eligible claims

3. Making a CRCEF Stage 3 Claim
The CRCEF program is institutional in nature, therefore individuals cannot make a direct application to the program. The Institute for Better Health is leading this work for Trillium Health Partners to collect information on all eligible claims. These will be consolidated into a single application through the University of Toronto and submitted to the CRCEF Program by December 15, 2020.

Trillium Health Partners local Principal Investigators who believe they have an eligible claim (a cost incurred between March 15 and November 15 that meets the eligibility criteria noted in section 2, above, and further described on the CRCEF program website and FAQs) should submit their CRCEF Stage 3 claim request using the claim template, including the following information:
- A brief description of the expense
- details of the expense (claim amount, cost Centre, expense type, time period the expense was incurred)
- indication, where relevant, if the claim involves any equity, diversity or inclusion (EDI) considerations (Please see section 4.)

In order to be considered for the institutional submission, complete claim information must be submitted to Research Finance at researchfinance@thp.ca with a copy to the Director, Research Operations (Delilah.ofosu-barko@thp.ca) **by no later than November 26, 2020 at 5:00pm**.

PLEASE NOTE: Researchers with research activity at the University should be in touch with their campus-based "Designated UofT Divisional Contacts for CRCEF Stage 3" (Please see section 5) Stage 3 claims for research undertaken at/under the auspices of the University must be submitted through the University of Toronto..

Results of our institutional application for Stage 3 funds are expected at the end of January 2021. Should the amount awarded be less than the total of our eligible claims, Trillium Health Partners Research Senior Leadership team will work with members of our Anti-Racism and Inclusion team to inform and make decisions on the allocation of funds awarded across eligible claims, taking the equity, diversity and inclusion (EDI) considerations identified with each claim into consideration (Please see section 4). This approach ensures a robust and transparent process and that all potential beneficiaries have been treated equitably. After EDI-affected claims have been addressed, the Research Senior Leadership Team may apply remaining funds proportionally across eligible claims, or may make adjustments based on the following criteria:

- a minimum incremental cost for a project to be considered for the funding;
- the financial impact of the COVID-19 pandemic on the grant's budget exceeding a certain percentage of the annual grant value;
- priority given to projects that are at the beginning or in the middle of their terms, versus those that are close to their grant end date; and
- non-eligibility of projects with considerable financial balances at the end of the fiscal year (March 31, 2020).
- earmarking a certain percentage of its allocation for supporting researchers at a specific career stage (e.g., early career researchers); or
- setting a maximum amount or percentage of the CRCEF contribution by project.

4. Equity, Diversity and Inclusions

As per the [CRCEF equity, diversity and inclusion requirements](#), "*Institutions should carefully consider their support for individuals who have been personally impacted by the pandemic (e.g., their own or their immediate family's health has been directly impacted by the COVID-19 pandemic, family obligations for dependent care or limited access to medical care for persons with disabilities). Evidence shows the pandemic is having a disproportionate impact on equity-seeking groups, resulting in further inequities for these individuals regarding their research activities in the long term, and further exacerbating existing inequities and underrepresentation in the research ecosystem more broadly.*"

Accordingly, the Trillium Health Partners is incorporating in its Stage 3 process the ability for local Principal Investigators to flag eligible claims that have EDI considerations (without requiring personal details). In considering whether it is appropriate to apply an EDI flag to your request, the following information may be helpful:

Equity is defined as the removal of systemic barriers and biases enabling all individuals to have equal opportunity to access and benefit from the program. To achieve this, all individuals who participate in the research ecosystem must develop a strong understanding of the systemic barriers faced by individuals from underrepresented groups (e.g., women, persons with

disabilities, Indigenous peoples, racialized minorities, individuals from the LGBTQ2+ community) and put in place impactful measures to address these barriers.

Diversity is defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression and age. A diversity of perspectives and lived experiences is fundamental to achieving research and training excellence.

Inclusion is defined as the practice of ensuring that all individuals are valued and respected for their contributions and equally supported. Ensuring that all team members are integrated and supported is fundamental to achieving research and training excellence.

EDI considerations may relate either to the needs of researchers, research design and methods, or to the population of focus of a research study. Examples of EDI considerations include:

Needs of the Researcher and/or Project Team
- The PI/research lead and/or research team members have been personally impacted by the pandemic (e.g., their own or their immediate family's health has been directly affected; they have experienced increased family obligations for dependent care, including child care, elder care, and care for those with medical needs; or they have been affected by limited access to medical care for persons with disabilities)
- Research maintenance/ramp-up includes costs associated with accessibility/universal design in the research space
- Research maintenance/ramp-up requires additional safety equipment or PPE to support those with diverse abilities or medical needs
- Research ramp-up requires reorganization of the research environment or activities to accommodate those with caregiving challenges related to COVID-19
- Research maintenance/ramp-up involves other eligible expenses designed to address systemic barriers experienced by under-represented groups

Nature of the Research
- Research that will benefit under-represented or historically marginalized populations
- Community-engaged research that applies an equity lens or engages under-represented or historically marginalized populations
- Research with and by Indigenous communities that incorporates Indigenous ways of knowing
- Research that integrates sex- and gender-based analysis or GBA+ (gender-based analysis plus)

Population of Focus
- Research maintenance/ramp-up includes costs associated with accessibility/universal design in the research space
- Research maintenance/ramp-up requires additional safety equipment or PPE to support those with diverse abilities or medical needs
- Research ramp-up requires reorganization of the research environment or activities to accommodate those with caregiving challenges related to COVID-19
- Research maintenance/ramp-up involves eligible expenses designed to address systemic barriers experienced by under-represented groups
- Research maintenance/ramp-up requires additional safety equipment or PPE to support those with diverse abilities or medical needs

In submitting and communicating a potential Stage 3 claim Principal Investigators are encouraged to indicate if there are EDI considerations, either with respect to themselves/their team, in relation to

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the nature of the research or in relation to the population of focus for the research study, based on the above information, without including any private/personal information.

5. **Designated UofT Divisional Contacts for CRCEF Stage 3 Claims for University Based Research Activity**

The following individuals have been designated by their academic division to receive Stage 3 claims and inquiries from UofT campus-based researchers. They will liaise with the Division of the Vice-President Research and Innovation as required.

Division	Designated Stage 3 Contact	
APPLIED SCI & ENG	Elaine Footman	vdr@ecf.utoronto.ca
ARCHITECTURE	Shirley Chan	Shirley.Chan@daniels.utoronto.ca
ARTS & SCIENCE	Lisa Rumiel	lisa.rumiel@utoronto.ca
DENTISTRY	Susan Rodgers	Susan.Rodgers@dentistry.utoronto.ca
DLSPH	Lee Vernich	lee.vernich@utoronto.ca
INFORMATION	Stephanie Fisher	s.fisher@utoronto.ca
KPE	Jason Small	adr.kpe@utoronto.ca
LAW	Annette Henry	annette.henry@utoronto.ca
LIBRARY	Glen Morales	g.morales@utoronto.ca
MANAGEMENT	Joanne Pereira	joannep.pereira@rotman.utoronto.ca
MEDICINE	Reinhart Reithmeier	r.reithmeier@utoronto.ca
MUSIC	Ely Lyonblum	ely.lyonblum@utoronto.ca
NURSING	Shefali Ram	s.ram@utoronto.ca
OISE	Lara Cartmale	l.cartmale@utoronto.ca
PHARMACY	Mike Folinas	m.folinas@utoronto.ca
SOCIAL WORK	Renee Leroux	renee.leroux@utoronto.ca
UTM	Rong Wu	rong.wu@utoronto.ca
UTSC	Carmen Siu	carmenwn.siu@utoronto.ca

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