

Research Application Guidelines

Date Revised: May 10th, 2019

About Making the Shift – Youth Homelessness Social Innovation Lab

Making the Shift – Youth Homelessness Social Innovation Lab (MtS) is a federally funded [Networks of Centres of Excellence](#) (NCE), with the goal of transforming how we respond to youth homelessness in Canada. MtS is designed to affect a shift from the ad-hoc response to youth homelessness - centered on emergency services and time-limited supports - to a strategic and coordinated system that prioritizes the prevention and ending of youth homelessness. Leveraging the strengths of lead partners the Canadian Observatory on Homelessness and A Way Home Canada, MtS' vision is to establish Canada as the world leader in research regarding effective solutions to youth homelessness, in order to transform practice, policy, and systems planning that will create better outcomes for young people. With a five-year mandate, our singular goal is to: conduct and mobilize quality research that supports governments, communities, and service providers to make the shift from managing the crisis of youth homelessness, to a focus on preventing and enabling sustainable exits from homelessness.



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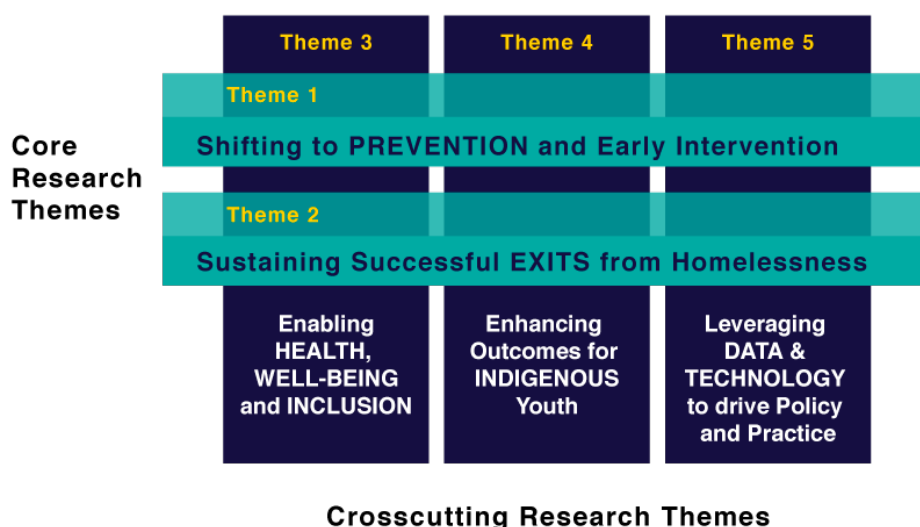
Gouvernement du Canada
**Réseaux de centres
d'excellence**

Making the Shift Research Theme Areas

The Making the Shift research program is guided by **five intersecting research themes** designed to most effectively achieve MtS' mandate. MtS is accepting proposals for research projects within the research theme areas.

The two core theme areas focus on prevention and sustainable exits from homelessness, with three cross-cutting theme areas supporting this work. Each theme includes 4-5 closely related sub-themes under which specific projects will be organized; they will be guided by subject-specific academic and community experts, including people with lived experience of youth homelessness. Each project carried out under this structure aligns with the core objective of assisting youth in retaining and achieving housing stability with positive outcomes focusing on health, well-being, and inclusion. The interconnected nature of the research themes drives the production of relevant knowledge to identify what prevention programs, policies, and interventions should be pursued, whom they should engage, and in which contexts they are likely to be effective, thereby providing solutions to reduce the life-long health, social, and economic burdens of youth homelessness.

Figure 1: MtS Research Theme Areas



For more information regarding MtS research theme areas and sub-themes, [click here](#).

Request For Proposals:

MtS Research Program 2019

Applications are invited for research and [knowledge mobilization](#) projects that will be implemented as part of MtS' five year mandate. Projects will be funded that:

- Are driven by demonstrable real-world problems and challenge areas
- Address specific areas of interest to MtS, its partners and stakeholders
- Generate research on effective approaches to prevention and sustainable exits from homelessness
- Focus on one or more of the five research theme areas (see Figure 1 above)
- Contribute to the development of a cohort of highly qualified personnel
- Address Equity, Diversity and Inclusion
- Have the potential to lead to the transformation of the response to youth homelessness
- Help MtS to achieve its mission (as stated above)
- Involve partnership between academic researchers and implementation organizations
- Have matching cash/in-kind contributions

Funding Streams

The Making the Shift Research Program has two funding streams, taking account of differences in scale and length of projects:

- **Core Research Projects (CRP)** These are larger and potentially multi-year projects (2-5 years) with budgets of \$50,000-\$100,000 annually (\$500,000 total for a five-year project).
- **Small Research Projects (SRGP)** This program funds smaller scale, catalyst or developmental research projects valued at less than \$50,000 total.

Funding Availability

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.

Policies and Guidelines

Who can apply?

- Applicants are individuals or institutions that are applying for MtS funding.
- Principle Investigators must be affiliated with a Canadian institution, be autonomous researchers who can supervise or co-supervise students and be eligible to hold TriCouncil funding. This includes tenure stream faculty as well as those who hold an academic or research appointment (such as Adjunct Faculty or an [independent researcher](#)). If an applicant is unclear about their eligibility, they should determine this status with their institution's Office of Research Services.
- The applicant's host institution must be eligible to hold Tri-Council funding. Canadian universities and investigators who are successful in applying for MtS funds will be required to sign onto a Network Agreement prior to receiving funds. [Indigenous not-for-profit organizations](#) wanting to administer the grant funds should apply for institutional eligibility.
- Non-academic organizations can also apply for funding provided they meet Tri-Council eligibility requirements. For information on applying for tri-council eligibility, go to this [website](#). Another option for non-academic organizations wishing to apply is to collaborate and partner with an eligible researcher (as Principle Investigator) at an eligible academic institution. If you would like assistance in making such a link, feel free to contact us at mtsfunding@yorku.ca
- Making the Shift abides by the funding rules of the Tri-Council Agencies. All applications to MtS must abide by these funding rules as well. Please consult the Tri-Agency Financial Administration Guide about eligibility, eligible grant expenses, partner contributions, etc. [Click here](#) for more information.

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The applicant's host institution must be eligible to hold Tri-Council funding. Canadian universities and investigators who are not already members of Making the Shift will be required to sign onto a Network Agreement (document to be made available for the Application stage) prior to receiving funds.

Project Criteria

Every MtS project must have a clear focus on the prevention of youth homelessness and/or supporting sustainable exits from homelessness. This includes:

- a) Research projects that enhance our knowledge in these areas;
- b) Research and evaluation on the effectiveness of prevention-based initiatives;
- c) Projects that mobilize knowledge

Additionally, all projects must:

- Contribute to the knowledge-base on effective youth homelessness prevention and housing stabilization strategies that produce better outcomes for youth exiting homelessness;
- Adhere to the definitions of: a) [homelessness prevention](#), b) [youth homelessness](#), and c) [Indigenous homelessness](#), as articulated by the [Canadian Observatory on Homelessness](#);

¹ Partnerships can be preexisting, or in development.

- Involve partnerships¹ between researchers, not-for-profit organizations, government and/or private sector partners. ALL funded projects must include at least one academic and one community/policy partner;
- Produce knowledge clearly designed to support shifts in policy and practice; and

Demonstrate a knowledge mobilization (KMb) plan that may include:

- ✓ Academic outputs
- ✓ Outputs targeted at community partners
- ✓ Policy-related outputs
- ✓ Enhancement of partnerships
- ✓ Training and technical assistance supports to facilitate adaptation

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 stakeholders
- Respond to community partners' priorities
- Build capacity of community partners
- Foster cross-theme collaboration
- Include cash or in-kind contributions from applicants and/or partners

Eligible Expenses

During the Application stage, a detailed budget must be submitted along with the application form. Applicants should use the MtS Budget Template (not needed for Expression of Interest). Applicants should review the Use of Grant Funds section of the [Tri-Agency \(CIHR, NSERC and SSHRC\) Financial Administration Guide](#) for a complete listing and description of allowable costs and activities.

MtS funds may be used to cover the following expenses:

- Salaries for students (i.e. internships and research assistants)
- Salaries for non-students (i.e. Postdocs and community-based researchers)
- Project-related travel
- Professional and technical services including consultancy fees
- Stipends and honoraria for research participants
- Equipment (if essential to the project)
- Gifts for Indigenous elders and community participants
- Data analysis
- Knowledge Mobilization activities
- Materials and supplies

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

Equity, Diversity and Inclusion (EDI)

Making the Shift is committed to 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](#).

Reporting Requirements

All Making the Shift projects must submit to MtS a final project report within 60 days of the project's completion date.

Additionally, according to the terms of NCE funding, funds for multi-year projects are awarded on an annual basis with projects and associated budgets subject to an annual progress review prior to renewal. The progress of each funded project is monitored on an on-going basis with an annual in-depth review. Each Project Leader will complete an MtS Research Project Progress Report detailing the year's progress, including major accomplishments, impediments to progress or change in direction, as well as address Key Performance Indicators (KPIs) as defined by MtS. The report must also include a description of work planned for the next year and the approach to be taken. Each project is also required to report on the status of its budget for the current year, explaining any deviation from its funded budget proposal and budget justification. Future funding will only be made available once the annual report has been met with approval.

General Making the Shift Policies

Successful applicants funded through this funding opportunity and any other persons working on the project must fully comply with the applicable Making the Shift Terms and Conditions of Funding (document to be made available for the Application stage).

Request For Proposals: How to Apply

There is a two-stage application process for MtS funding:

- 1) Expression of Interest** - Applicants must first fill out a short Expression of Interest form, which is reviewed by MtS to ensure that the proposed project meets the objectives of MtS and the basic funding criteria of our research program. Expressions of Interest will be reviewed and adjudicated, and successful applicants will be invited to submit a full proposal.

MtS Expression of Interest Form

The MtS Expression of Interest application form is available through Making the Shift's Research Application Portal. To access the online Expression of Interest form, applicants should [click here](#).

- 2) Full Application Call for Proposals** – Applicants will fill out a full application form, following guidelines and announced timelines. The proposal requirements for Small Research Projects are less onerous than for Core Research Projects.

MtS Application Form

The MtS Application for Funding form will be available through Making the Shift's Research Application Portal at a later date.

Applicants are advised to develop their proposals in word processing software for transfer to the online application form as a final step.

For additional information or assistance with the application process, contact:
mtsfunding@yorku.ca

Review Process and Evaluation

Each application will undergo a review led by Making the Shift Theme Lead teams (who may invite additional reviewers), who will then make recommendations to the Research Management Committee (RMC). The RMC does a scientific and relevancy review, in consultation with the Partnership and Implementation committee. Both committees may choose to seek guidance, where relevant, from the Making the Shift Advisory Committees (Indigenous, International, People with Lived Experience of Youth Homelessness). The RMC then prepares final recommendations to be presented to the MtS Board of Directors, which then engages in a review and approval process before funding is released.

Updates will be posted to the [Funding](#) page during the open RFP period.

Evaluation Criteria

Applications will be evaluated across the following areas:

- Alignment with the Request for Proposals (RFP)
- Alignment with the goals of MtS
- Potential to impact on policy and practice
- Research Excellence and Quality of Proposal
- Networking and Partnerships
- Knowledge and Technology Exchange and Exploitation
- Development of Highly Qualified Personnel (HQP)
- Cash and in-kind contributions
- Team and Project Management
- Budget

Frequently Asked Questions

About the application process

1) Who is eligible to apply to this funding opportunity?

Principle Investigators must be affiliated with a Canadian institution, be autonomous researchers who can supervise or co-supervise students and be eligible to hold TriCouncil funding. This includes tenure stream faculty as well as those who hold an academic or research appointment (such as Adjunct Faculty or an [independent researcher](#)). If an applicant is unclear about their eligibility, they should determine this status with their institution's Office of Research Services.

The applicant's host institution must be eligible to hold Tri-Council funding. Canadian universities and investigators who are successful in applying for MtS funds will be required to sign onto a Network Agreement prior to receiving funds.

Non-academic organizations can also apply for funding provided they meet Tri-Council eligibility requirements. For information on applying for tri-council eligibility, go to this [website](#). Another option for non-academic organizations wishing to apply is to collaborate and partner with an eligible researcher (as Principle Investigator) at an eligible academic institution. If you would like assistance in making such a link, feel free to contact us at mtsfunding@yorku.ca

2) Can a Post-doctoral Fellow apply to the RFP?

In order to apply for Making the Shift funding, you must be an independent researcher eligible to hold Tri-Council funds (see link). We suggest that you reach out to other researchers (current Making the Shift members or non-members) to discuss the opportunity and apply as a team.

3) Who is the contact person for questions regarding the RFP?

Please e-mail mtsfunding@yorku.ca with general inquiries about Making the Shift's RFP.

4) Does the RFP allow for international collaboration?

Making the Shift funds must be issued to researchers at Canadian institutions. International collaborators are welcome and often important to Making the Shift projects; however, we cannot flow funds to international collaborators directly. The Managing Director can work with researchers to facilitate working with partners outside of Canada. Please contact mtsfunding@yorku.ca if you have any questions.

A few options for involving international collaborators:

- Use cash contributions from partner organizations (Canadian or otherwise) to fund work at an international site (i.e. these would be unrestricted funds unlike the Making the Shift funds).
- International collaborators could seek matching funds from a program in their home locale which could be named as part of the overall Making the Shift project budget as a partner contribution.
- Consider whether [Mitacs international programs](#) are suitable to support your collaboration. Mitacs is an RFP partner and can help you to understand your options.
- Funds can be used for convenings bringing international partners together.

5) Can our project be considered for Mitacs funding?

There is an opportunity for interested applicants to work with this RFP partner through the Mitacs Accelerate research internship program and/or the Mitacs Elevate post-doctoral fellowship program. Please contact the Mitacs Business Development Representative in your area for further inquiries. Researchers will be asked to indicate their interest in additional Mitacs funding on the application form.

6) Are there any restrictions from other funding sources when applying to the RFP?

Since Making the Shift is funded through the federal Networks of Centres of Excellence (NCE) program, applicants funded by governmental or non-governmental sources are eligible to apply.

7) Is one researcher eligible to submit more than one application as Project Lead?

Eligible researchers are allowed to be the Project Lead or Principal Investigator on more than one application, as well as be part of more than one application (in different capacities). Applicants will have to demonstrate capacity to lead more than one application as a Project Lead.

8) What are the page restrictions or maximum word counts for this application?

These can be found in the online application form.

9) Can the project have more than one Project Lead?

Yes, multiple Project Leads are acceptable and encouraged for the new Core Research Program Projects. Note that one Project Lead must submit the application on behalf of the team; however, there are opportunities to list all team members, including other Project Leads, in the application form. Project funds may be distributed to researchers on the team who are considered eligible to receive Tri-Council funding.

About the research projects

1) Is there an age range that Making the Shift supports in their funded research?

Making the Shift's core research projects must abide by the [Canadian Definition of Youth Homelessness](#), which specifies youth to be between the ages of 13 and 24. Exceptions can be made if the research develops knowledge that has a clear impact on the understanding of the needs of youth experiencing homelessness.

2) What are the expectations of including policy into each project?

Depending on the project and the product(s) being developed, the policy implications will differ. The team may want to address organizational, municipal, provincial, territorial or federal policy through the project.

3) How many members are expected to form a team?

The number of team members will vary based on the project. Projects will be judged on the structure, quality and strengths of the team according to the objectives of the project.

4) Will projects be matched or grouped together to create a Core Research Program project?

Depending on the applications received and reviewed, there may be several projects within a certain Research Theme or Subtheme area that will be selected to move that area forward. These projects will be expected to collaborate and partner with other projects in the same area. Making the Shift's Research Management Committee may make suggestions for specific research or partner applicants to work together, and Making the Shift will facilitate partnership building.

5) If a project is segmented to a specific province/territory and is looking to expand to other provinces/territories, can it be considered for this funding opportunity?

Yes, projects that have already been started are eligible to apply; however, there can be no duplication of funding for the same activities.

6) Does the project budget need to include institutional costs (i.e. indirect costs/overhead)?

The NCE Program is funded by the Tri-Councils; therefore Making the Shift funds behave exactly like Tri-Council funds with respect to overhead and institutional calculations for the Research Support Fund. Indirect costs/overheads are not eligible expenses for MtS funding. Applicants are encouraged to pursue institutional and partner in-kind and cash contributions. Institutional signatures confirming any named contributions are required at the full proposal stage.