

**ONTARIO RESEARCH CHAIR IN
RENEWABLE ENERGY TECHNOLOGIES
AND HEALTH**

REQUEST FOR PROPOSALS

Instructions and Application Template

November 18, 2009

**COUNCIL OF
ONTARIO UNIVERSITIES**

**CONSEIL DES
UNIVERSITÉS DE L'ONTARIO**

BACKGROUND

The Ontario Ministry of the Environment is providing five-year funding through the Council of Ontario Universities (COU) to support the establishment of an Ontario Research Chair in Renewable Energy Technologies and Health.

The funding will support one chair at \$300,000 per annum for five years. The funding is non-renewable.

The Chair will commence his or her duties as early as possible in 2010 and will undertake the following:

- develop and publish a body of research on the potential health effects of renewable energy technology beginning with studies that extend current knowledge of potential health effects related to energy from wind. Sources of renewable energy to be studied include those defined in Ontario's *Green Energy Act, 2009*.
- build networks with other researchers and research bodies in Canada and internationally
- contribute to public understanding and policy development in the area of potential health effects of renewable energy technologies
- contribute to the training of highly qualified personnel.

Eligibility and Sponsor

The Chair will be held by an outstanding researcher acknowledged by peers as a leader in the field.

Publicly assisted universities in Ontario with graduate programs in relevant fields are eligible to apply. A separate Request for Proposals (RFP) is being issued for two Ontario Research Chairs in Green Chemistry and Engineering. A university may submit a proposal in response to each RFP.

The Executive Head of the university must sponsor the university's application.

Nominees must be full professors, or senior associate professors who are expected to be promoted to the full professor level within one or two years of the nomination. Nominees should have a demonstrated interest and expertise in renewable energy technologies and health.

SELECTION PROCESS

Selection Panel

A Selection Panel is responsible for approving the selection criteria, operating the process, evaluating the proposals, selecting the university to receive the funding, and approving the candidate.

The Selection Panel members are David Strangway (Chair), Arthur May, and Harold Shapiro. The Secretary is Harry Swain.

The Selection Panel will engage recognized experts in relevant fields to review submissions.

Biographies of the Selection Panel members and Secretary can be found on the Ontario Research Chairs website: <http://orc.cou.on.ca>.

Selection Procedure

The award of the funding for the chairs will occur in a single stage. It is required that the university nominate the chairholder in its proposal.

The submission deadline for the Institutional Proposal is **6:00 p.m. on Friday, January 8, 2010**.

COU will advise the successful university by Friday, **February 12, 2010** that it has been granted the chair.

Institutions whose proposals were not selected will be notified simultaneously.

Following the successful completion of the competition, the university will enter into an agreement with COU related to the conditions for funding. It will be expected that the institution's nominee will take up his or her position at the university as early as possible within the calendar year 2010, as described in the Payment Schedule section below. The nominee will be appointed for a five-year, non-renewable term.

The university is required to identify the nominee with the submission of the institutional proposal. The nominee, therefore, could either be an individual already employed in the university or an individual who will take up an appointment at the university as early as possible within the 2010 calendar year. The university should specify the earliest possible date at which its nominee can undertake his or her duties as the chair.

If the nominee is already employed in the university, the Panel will consider other proposals for attaining the objective of augmenting overall capacity in Ontario, e.g., the university should treat the funding as incremental – if an existing faculty member is nominated as the chair, it is anticipated that the funding would not be allocated to his/her salary and benefits but rather to hiring postdocs or junior faculty to assist in the research, or directed in some other way to the research program itself.

The successful university will coordinate public announcements with COU and the Selection Panel, who will consult with the Ministry regarding the announcements.

Upon successful completion of the selection process described above, and following the signing of an agreement between the university and COU covering the terms and conditions of the funding and the receipt of funds by COU, the first year of funding from the Ministry will be transferred from COU to the university. Annual funding in years two through five will flow to the university from COU upon receipt and review of the financial and activity reports described below.

The university may choose to augment or leverage these payments using other institutional resources, joint or collaborative arrangements between two or more institutions, or fund raising to maximize the impact of the Chair on both research and teaching at the university.

Reporting and Continuity

The university will provide COU with annual financial and results-based activity reports as set out in the Agreement to be signed between the university and COU. The activity reports would include information that the university deems important and relevant to the activities of the Chairholder including:

- papers produced, including papers produced in collaboration with colleagues (including graduate students) at other institutions and in other disciplines;
- number of graduate students and postdoctoral fellows supervised
- conferences attended and conference presentations;
- descriptions of engagement and linkages developed with other institutions and organizations of relevance to the environmental issues being studied; and
- measures taken to publicize and share the Chairholder's research with the public and policy makers.

In addition, the university will make a report of the Chair's activities available on its website and will update the report annually.

The financial reports will meet the criteria outlined in Appendix A.

The award is tenable for a five year, non-renewable term. Should the Chairholder be unable to perform his or her duties or if there is a change in a Chairholder's employment status (for example, from full professor to professor emeritus, from full-time to part-time, or retirement, dismissal or resignation) the university will notify the COU immediately. COU will consult with the Selection Panel and the Ministry and will advise the university if a replacement can be nominated or the award should be allowed to lapse.

Protection of Privacy

All personal information provided to the COU or the Panel in connection with this competition is protected under applicable privacy legislation.

Languages

Applications will be accepted in English and French.

SELECTION CRITERIA

Institutional Plan for the Chair

The university is required to:

1. Demonstrate the importance and contributions of the Chair to the development of teaching at both the undergraduate and graduate level, and to the advancement of research and research training in renewable energy technologies and health at the institution and affiliated research institutions;
2. Indicate the relationship of the proposed Chair to the university's graduate programs and overall research plan;
3. Demonstrate how the Chair will develop, augment and enhance research capacity in renewable energy technologies and health including research priorities, collaboration with other institutions, locally and globally, and the intersection of the research with other disciplines.
4. Describe the attributes of the individual who will fill the Chair.

The university must demonstrate that:

1. It has a graduate program with a research and training field or focus relevant to renewable energy technologies and health;
2. The university and affiliated research institutions will provide the Chairholder with the support he/she needs; and
3. It will sustain the teaching and research program throughout the five years of the agreement with COU.

The Panel will assess the level and quality of the university's commitment to the proposed Chair.

Financing

1. Estimated expenditures – projected use of Chair funds
2. Funding from the university, if any
3. Funding from other sources, if any.

Expectations of the Nominee

Included in the selection criteria for the Ontario Research Chair in Renewable Energy Technologies and Health will be an evaluation of the nominee; it is expected that the nominee will possess:

1. An ability to teach and supervise graduate students in relevant fields;

2. An ability to conduct and report on original and innovative research;
3. An ability to work in partnership with others;
4. An ability to build and sustain multi-disciplinary and multi-university links; and
5. A strong interest in research.

Documentation for the Nominee:

1. Curriculum Vitae;
2. Description of proposed research, teaching and outreach program (statement by the nominee);
3. Three sealed letters of reference solicited by the university;
4. Description by the university of how this individual fulfills the institutional commitment and criteria; and
5. Description by the university of how the nominee meets the commitment with regard to the graduate program and contributes to building Ontario's research capacity in renewable energy technologies and health.

SUBMISSION PROCESS AND DEADLINES

The Deadline for responses is 6:00 p.m. EST, **Friday, January 8, 2010.**

Applications must be submitted in electronic form, as an e-mail attachment in Word format, to:

panelsecretary@cou.on.ca

and in hard copy, with signature of the Executive Head, to:

Secretary, Ontario Research Chairs Selection Panel
Council of Ontario Universities
180 Dundas Street West, Suite 1100
Toronto, ON M5G 1Z8

Inquiries

Inquiries should be directed to the Panel Secretary, who can be reached by e-mail at the above address or by telephone at 416-979-2165 ext 300.

**ONTARIO RESEARCH CHAIR IN
RENEWABLE ENERGY TECHNOLOGIES AND HEALTH**

REQUEST FOR PROPOSALS

Application Template

Name of University

Signature of Executive Head

Name and Title of Contact Person

Phone Number; e-mail address of Contact Person

Section 1

Description of the Proposed Research and Teaching Program (maximum 10 pages)

In its institutional proposal, the university will describe the proposed teaching and research program, its relationship to existing and planned graduate program activity, its fit with the university's strategic and academic plans, and any intended developments or innovations that would result from the Chair. The university will also describe the resources it would commit or raise to supplement the annual funding, if applicable, and the infrastructure and staff that would be made available to support the program activity of the Chair.

Affiliated Programs

Describe the graduate program(s) to which the Chair will be affiliated and the related fields within the program as approved (or to be approved) by the Ontario Council on Graduate Studies or its successor.

Research Program, Strategic Vision

Describe the proposed research program – not the details of specific projects, but rather a strategic vision of the major research activities to be undertaken – highlighting existing institutional research strengths in the targeted area and elaborate on how the proposed chair will build on these strengths.

Research Program, Detail

Describe how the proposed research program will meet the specific criteria outlined in the Selection Criteria in the RFP, and more generally how the research program will

1. Conduct and report on original research;
2. Supervise graduate students and mentor postdoctoral fellows, if applicable;
3. Contribute to developing research and policy capacity in renewable energy technologies and health; and
4. Build and sustain multi-disciplinary and multi-university links and external links, eg, describe collaboration and interaction with other institutions and/or the private sector at the provincial, national and international levels;

Training

Describe the teaching and training activities envisaged.

Public Education

Describe the public education activities envisaged (e.g. expectations in terms of dissemination of research findings) as well as proposed interactions with policy authorities.

Institutional Support

Universities may wish to address the following questions:

1. What are the objectives of the university in cultivating this particular area of research?
2. What are the university's current research strengths related to this area? What measures will the university take to develop strengths related to this area? Where the university is already very strong in the program area, what difference will a Chair in the field make?
3. To what extent will the university collaborate, partner and network with other institutions to help develop or maintain excellence related to the fields? Is it already involved in collaboration, partnership or networking in research in this area?
4. To accomplish its objectives and make the best use of funds from other sources, how does the university propose to use its own resources, granting agency programs and other outside sources, as well as the direct funding from the Ministry?

Section 2 **Integration with the University's** **Strategic Plan and Academic Plan** (maximum of 3 pages)

Describe the research environment that will be provided to the Chair, and the nature and level of support that will be committed by the university to the Chair and the Chair's program of teaching, research and contributions to the development of capacity in renewable energy technologies and health.

Section 3 Financing

Estimated Expenditures

A list of eligible and ineligible expenditures is included in Appendix A. Using the table on the following page (or a similar table in Excel), show the projected use of the funds in the eligible expenditure categories for each of the five years, including if applicable, any contribution (cash or in-kind) from the university or from other sources that will be provided for the Chair's activities. The annual contribution from the Ministry, through COU, will be \$300,000. This projected budget is intended to demonstrate to the Panel the intended uses of the funds and scope of related research and teaching activity. Actual expenditures may deviate from planned expenditures to a reasonable extent, provided the funding is directed toward eligible expenditures. Explanatory information regarding the projected budget can be provided if necessary/appropriate.

| Estimated Budget Use of the Funds | | | | | |
|---|---------------|---------------|---------------|---------------|---------------|
| Estimated Expenditures: | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Incumbent's salary and benefits (for new appointees only) | | | | | |
| Salaries and non-discretionary benefits of members of the incumbent's team, including students at all level, research assistants, and technicians) – be as specific as possible in each category: | | | | | |
| i) | | | | | |
| ii) | | | | | |
| iii) | | | | | |
| iv) | | | | | |
| Insert more space if required | | | | | |
| Costs of a teaching replacement for the chairholder only, including compensation to a department for one of its faculty members to teach one or more of the chairholder's courses | | | | | |
| Cost of travel, workshops, computing, expendables, publications, materials and supplies for the chairholder or members of the research team – be as specific as possible in each category: | | | | | |
| i) | | | | | |
| ii) | | | | | |
| iii) | | | | | |
| iv) | | | | | |
| Insert more space if required | | | | | |
| Fees for memberships in scholarly associations related to the chairholder's field of research | | | | | |
| Costs associated with the use of computers, modems, software, and any other computer-related materials necessary to the conduct of the research; | | | | | |
| Cost of acquiring, operating and maintaining research equipment and other resources required for research (not including costs covered by funds received concurrently from other provincial and federal funding programs); specify: | | | | | |
| i) | | | | | |
| ii) | | | | | |
| iii) | | | | | |
| iv) | | | | | |
| Insert more space if required | | | | | |
| Total expenditures | | | | | |

| Revenue: | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
|--|---------------|---------------|---------------|---------------|---------------|
| Government of Ontario funding: | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 |
| Estimated contribution from the university if applicable: Cash: | | | | | |
| In-kind contributions: | | | | | |
| Estimated contribution from other sources if applicable Cash: | | | | | |
| In-kind contributions: | | | | | |
| Total Revenue | | | | | |

Section 4 The Nominee

Chair's Curriculum Vitae

The CV of the nominee, a description of the proposed research program, and three letters of reference will be used to assess the nomination.

The university should prepare a short research profile.

Letters of Reference

Three people must write letters of reference for each nomination. Universities are encouraged to seek letters from a diverse range of sources.

1. Letters should be from established authorities in the field who have not collaborated with the nominee in the last five years, have not been solicited for involvement in the proposed research program, are not affiliated with the nominee's current institution, and do not have a personal relationship with the nominee.
2. Letters should emphasize the stature of the nominee, the impact of his or her research and the value of his or her publications.
3. Reference letters should be dated and include the following information: Referee's name, position, department, institution, e-mail address and telephone number; the name of the nominee; and the period of time and the capacity in which the referee has known the nominee.
4. The letters must be sent directly by the referees to the responsible officer of the university.

The Selection Panel's evaluation of the nomination will include but not be limited to the following considerations:

- Is the candidate an outstanding and innovative researcher whose accomplishments have made a major impact on the field?
- Has the proposal demonstrated that the proposed Chairholder and his/her program of research are recognized as a leader in the field through support by internationally recognized authorities (as established through the letters of recommendation)?
- Has the proposal demonstrated that the proposed Chairholder is able to attract excellent trainees, students and future researchers?
- Has the proposal demonstrated that the proposed Chairholder's record in supervising graduate students and postdoctoral fellows is superior?
- Does the proposal explain how the proposed research program is innovative, original and of high quality?

Appendix A

Financial Administration

The Ministry of the Environment has identified the following requirements with respect to the financial administration of the funding for this program. It is anticipated that these criteria will be reflected in the agreement between COU and the successful university.

Roles and Responsibilities

The grantee, normally the Executive Heads of the university, authorizes expenditures from the accounts in accordance with program guidelines. The grantee may delegate the authorization of expenditures to a small number of individuals.

Method of Payment

The business office of the university generally administers the funds for the Ontario Research Chair in Renewable Energy Technologies and Health.

The university must maintain an individual account for the Ontario Research Chair award. This account must clearly record all payments made into the account and all payments, by category, made from the account. Payment of expenditures from the award may only begin on or after the Chair start date.

COU will make annual payments on behalf of the Ministry.

Employment Security Conditions and Wage Increases

COU will expect the university to provide for Chairholder's employment security as it does for other faculty members of comparable seniority. As for general wage and merit increases, the university must plan for these within the Chair's budget and distribute the resources in such a way that sufficient funds are available in future years to allow for such increases.

Eligible expenses

- the incumbent's salary and benefits (including bonuses or merit increases); the RFP specifies the conditions under which this category of expense may be included.
- the salaries and benefits of members of the incumbent's team (students at all levels, postdoctoral fellows, research assistants, and technicians);
- the cost of travel, workshops, computing, expendables, publications, materials and supplies for the chairholder or members of the research team provided they are necessary component of the chair's work;
- fees for memberships in scholarly associations related to the chairholder's field of research;
- costs associated with the use of computers, modems, software, and any other computer-related materials necessary to the conduct of the research; and
- the cost of acquiring, operating and maintaining research equipment and other resources required for research (not including costs covered by funds received concurrently from other grants or provincial and federal funding programs).

Ineligible expenses

- a research time stipend for a member of the Chair's research team;

- the salary of a faculty member other than the chairholder or of anyone who is not a member of the research team;
- insurance premiums on equipment and research vehicles;
- cost of technical services or supplies from a company owned by a faculty member who is eligible to apply for funding from any one of the three federal granting agencies;
- discretionary severance and separation packages;
- passport and immigration fees;
- Internet installation charges;
- cost of connection or installation of telephone or other lines;
- costs associated with answering services and rental or purchase of cellular telephones or PDAs;
- costs associated with purchase of library books and of computer or other information services that are provided to all members of an institution;
- accommodation, meals and salary while the chairholder is on sabbatical leave;
- the cost of outfitting research and office space for the incumbent and his/her team;
- cost of a teaching replacement while the chairholder is on leave;
- patenting expenses;
- costs associated with regulatory compliance, including ethical review, biohazard or radiation safety, environmental assessments, or provincial or municipal regulations and bylaws.

Eligibility of Research Personnel

Everyone employed with Chair funds must be a citizen or permanent resident of Canada, or must hold a valid Canadian employment visa or work permit issued by the federal government. The exception is if the Chairholder demonstrates that the research requires hiring someone from outside Canada. In such cases, the Chairholder must follow the regulations of Human Resources and Skills Development Canada. As the employer, the university is responsible for ensuring that these conditions are met.

Reporting Requirements for University and Chairholder

The annual reporting requirements related to the Chair's activities are described in the RFP. The university's annual financial reports for the Chairholder will detail how the award funds were spent. The statement of account must be signed by the Executive Head of the university or authorized delegate. This statement of account must indicate all outstanding commitments.

A final activity report is required within six months after the termination of the award.