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## Contact Us

For more information on timelines, funding, and applying to TOCP, please visit [tocp.ecampusontario.ca](http://tocp.ecampusontario.ca).

If you have any questions or concerns, please email the TOCP team: [tocp@ecampusontario.ca](mailto:tocp@ecampusontario.ca).

# Guide #1: Submitting a Research Proposal

## Step 1: Create an account on Submittable

An account on Submittable is required to submit your research proposal.

If you already have an account on Submittable, click 'Sign In' and provide your email and password.

[Create an Account](#)

Toronto Collaboration Platform (TOCP) ecampus Ontario

Sign Up Sign In

**Welcome!**  
Create your free Submittable account to get started.

Email

Password

Confirm Password

First name Last name

Sign Up

Powered by Submittable

Figure 1: TOCP Signup and Login Screen

## Step 2: Complete the Research Proposal Intake Form

Ensure you are using the form titled **“TOCP 2021 Researcher Proposal Intake”**.

Complete this form to provide succinct information about your research proposal. The information provided here will be shared with the City of Toronto.

*Please note:*

- To save an incomplete submission, click ‘Save Draft’ at the bottom of the form. You can complete the submission at a later time.
- You can invite your team members to write the proposal directly on the website (top-right of the form there is a link titled “Invite Collaborators”)

Once you have completed your proposal, find the “Submit Proposal” button at the bottom of the form to send your proposal to the eCampusOntario team.

**Go To Proposal Form**

**TOCP 2021 Research Proposals Intake** 🔒 Invite Collaborators

TOCP is a partnership between the City of Toronto, eCampusOntario and eight of Toronto's higher education institutions. Together, this group will use the expertise in each organization to collaborate on research and development projects to support Toronto's communities, economy and post-COVID-19 recovery efforts.

Complete this intake form to submit a TOCP research proposal. Once submitted, your proposal will be assessed by eCampusOntario for compatibility with a City of Toronto division. If selected, you will be contacted with instructions on how to submit your project plan and apply for funding.

For technical issues or general questions about TOCP, please contact [tocp@ecampusontario.ca](mailto:tocp@ecampusontario.ca)

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**Primary Investigator (PI)**

**First name \***

**Last name \***

**Email address \***  
  
HEI email addresses only (i.e. joansmith@university.ca)

**Phone number \***

**Please select your Higher Education Institution (HEI) from the list below: \***

**Are there co-investigators and/or other research collaborators involved in this proposal? \***  
 Yes  
 No

---

**Research Proposal Details**

**What question are you looking to answer through this research project? \***  
  
Example: How might an increase of green spaces help Torontonians recover from the social impacts of COVID-19?

**Proposal abstract \***  
  
Limit: 500 words

**Please provide additional context about why this research question is important and how it impacts the City of Toronto**

**Primary research discipline \***

Figure 2: TOCP 2021 Researcher Proposal Intake form

## Step 3: Review your proposal(s) and drafts

You can sign into your Submittable account to review or continue your draft proposals and the status of your submitted proposals at any time.

[View my Proposals](#)

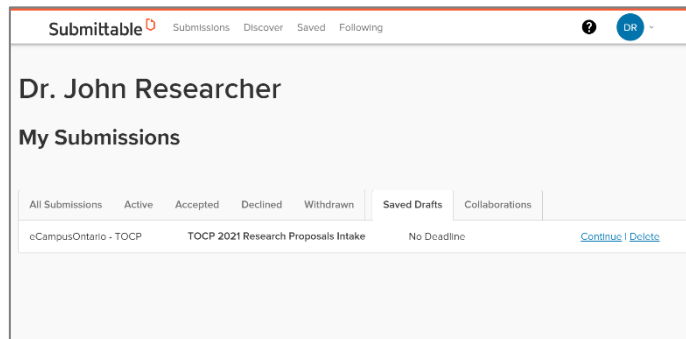


Figure 3: Submittable User Dashboard

That's it! After completing these steps, you should be able to:

- 1) Create and sign into your account on Submittable
- 2) Create a draft proposal
- 3) Invite collaborators to work on your draft proposal
- 4) Use your dashboard on Submittable to manage your draft proposals or submissions
- 5) Submit your research proposal

Once you have submitted your proposal, the eCampusOntario team will review it for completeness.

At the end of the submission cycle, we will share proposals with the City of Toronto, giving members from the various agencies a chance to review your proposal and decide if they are interested in collaborating on your research.

If you have any questions, please email us: [tocp@ecampusontario.ca](mailto:tocp@ecampusontario.ca).

## Guide #2: Review City of Toronto Research Proposals

### Step 1: Look for Email from Submittable

If you are participating in TOCP as a Reviewer of City of Toronto proposals - look for an email from Submittable with a link to join the “eCampusOntario – TOCP” team.

In that email, you will find a link titled “Accept Invitation”.

Clicking on this link will prompt you to either create an account or sign-in if you already have an account on Submittable.

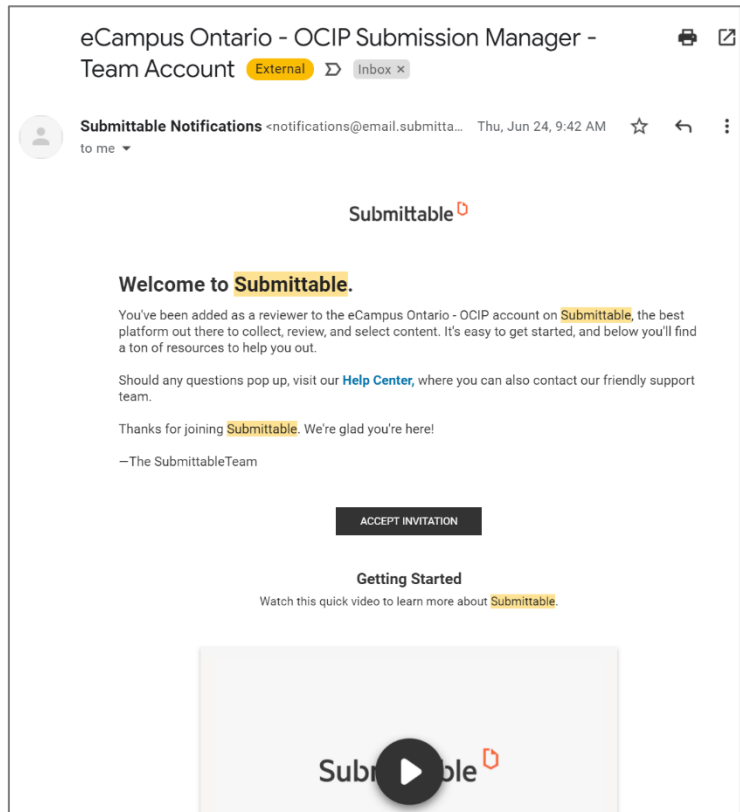


Figure 4: Email from Submittable to join TOCP Team.

## Step 2: Sign into Submittable and Find the TOCP Dashboard

Now that you are part of the eCampusOntario – TOCP team, you will be able to access your “Team Account” on Submittable.

To view the Team Account, sign into Submittable and find the eCampusOntario – TOCP account in the user menu.

**Sign into Submittable**

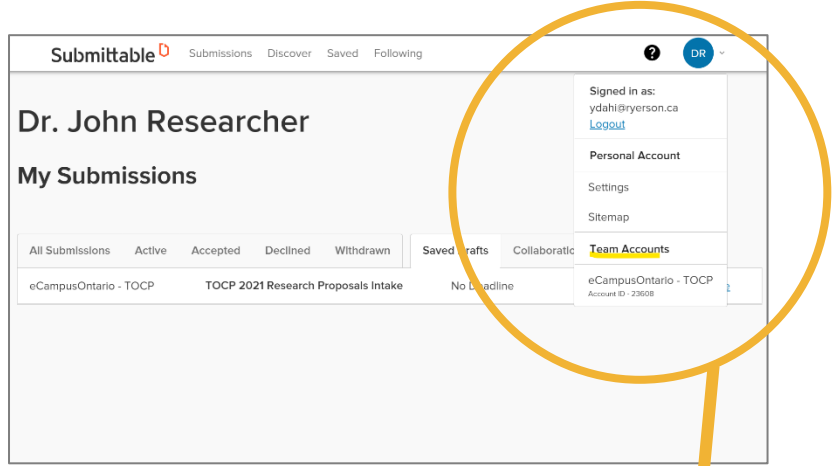


Figure 5: Submittable User Dashboard, highlighting the User Menu.

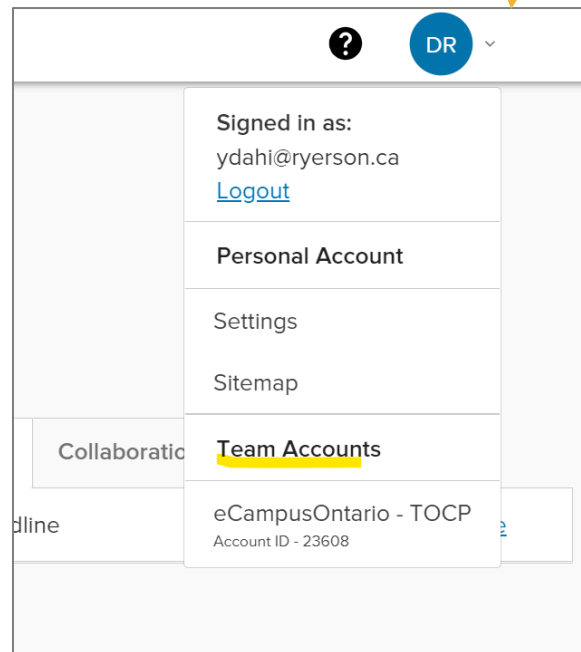


Figure 6: Zoomed in screenshot of User Menu highlighting the link to the TOCP Team Account.

### Step 3: Read Research Proposals by the City of Toronto

Once you are on the TOCP Team Account Dashboard, you will be able to see a listing of City of Toronto proposals that are available for review.

**Please note: this dashboard may be empty at first – it may take the eCampusOntario team a moment to add you into the correct list to view proposals.**

Each proposal will have some basic information about the proposal. Clicking on the Submission Number (e.g. 0011) will open the proposal details.

The body of the research proposal is available on the left-hand panel.

Read each proposal thoroughly to assess your interest or ability to take part in the proposed research.

If the proposal is of interest to you, you will need to provide a 'review' of the proposal – this is covered in the next step.

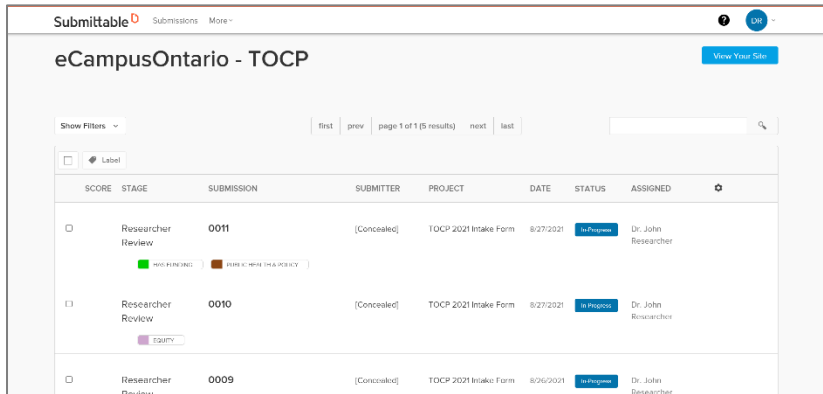


Figure 7: TOCP Team Dashboard with Proposal listings

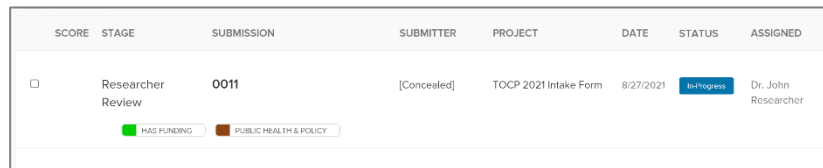


Figure 8: A single proposal from the TOCP Team Dashboard.

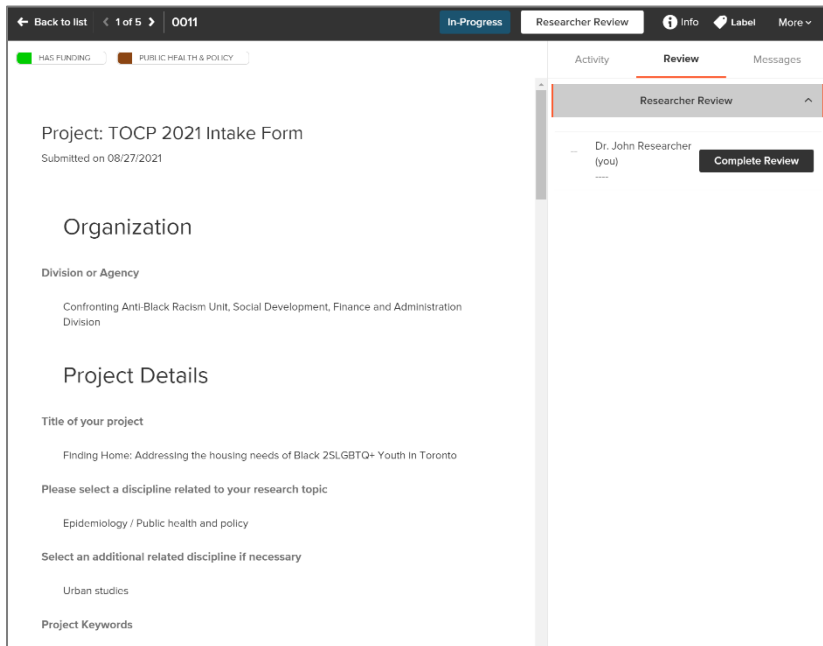



Figure 9: Screenshot of the 'detail' view of a proposal.

## Step 4: Submit a Review of any proposal you are interested in

If you find a proposal that you are interested in, you can use the “Complete Review” button to submit a form that will capture your interest in the project.

*Note: You only need to complete a review for proposals you want to collaborate on.*

Completing the Review form will provide us with information about how your skills and experience are aligned with the proposal’s goals.

The fields marked with the  icon will be shared with the proposal author and other relevant members of the City of Toronto team.

*Note: Reviews will only be shared with the City of Toronto at the end of the Review Phase (e.g. not immediately on review submission).*

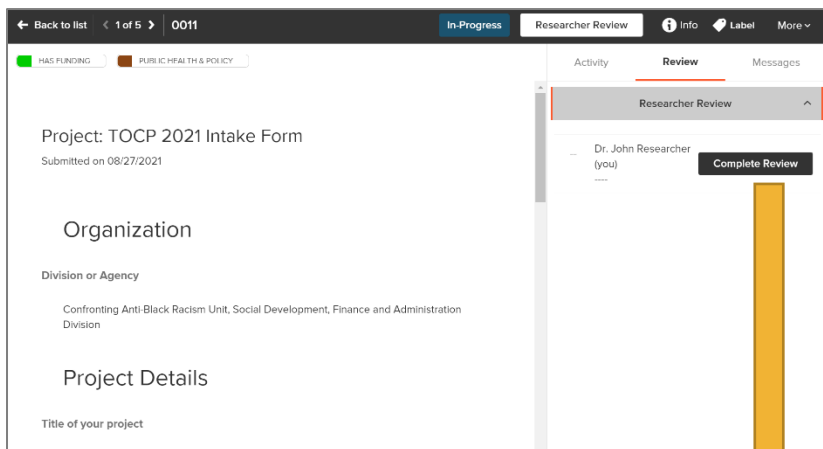


Figure 10: Click on the “Complete Review” button to bring up the Review form. Use this form to signify your interest in working on this research proposal.

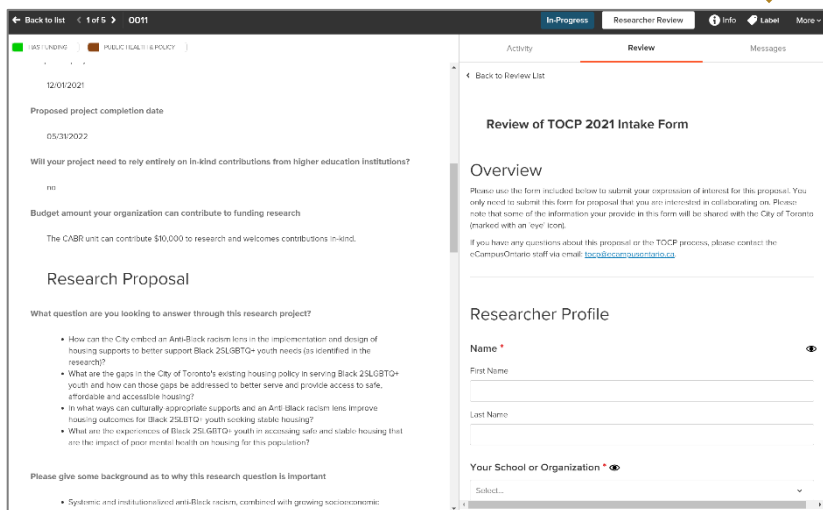


Figure 11: The Review Form captures relevant information about your alignment with the research proposal’s goals.



## Step 5: Kick-off meeting with the City of Toronto and eCampusOntario

Now that you have gone through and:

- 1) Read each of the proposals
- 2) Completed the Review form for any proposal that you are interested in collaborating on

The next step will be to wait for an email from eCampusOntario which will be an invitation for proposal authors and researchers to meet virtually.

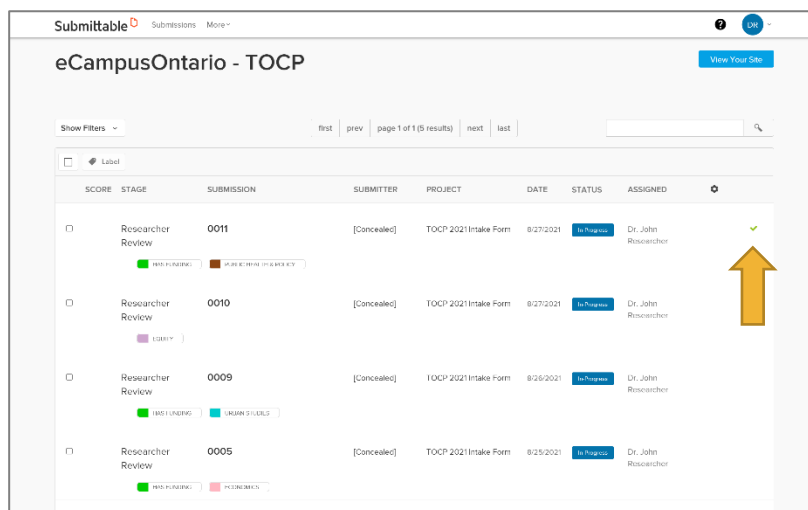


Figure 12: A green check-mark will be displayed by any proposal that you submit a Review for. You are welcome to submit a review for any number of proposals that you are interested in.

That's it! After completing these steps, you should be able to:

- 1) Create and log into your account on Submittable.
- 2) Read research proposals from the City of Toronto.
- 3) Complete a Review of any research proposals that you are interested in.
- 4) Wait for the invitation to join a kick-off meeting with the City of Toronto proposal authors.

Once the deadline to submit reviews passes, eCampusOntario will send an email to coordinate kick-off meetings with each of the partnered proposals and researchers.

If you have any questions, please email us: [tocp@ecampusontario.ca](mailto:tocp@ecampusontario.ca).