



MEMORANDUM

TO: Principals, Deans, Academic Directors and Chairs

FROM: Judith Chadwick, Assistant Vice-President, Research Services

RE: Research Alerts – A New Service for the U of T Research Community

On behalf of the Research Services Office and our Information Technology Services partners at the University of Toronto Library, I am very pleased to announce the launch of Research Alerts, an important new service for the University research community.

What is Research Alerts?

Research Alerts is an e-mail and web tool for the Division of the Vice-President Research to share information with members of the U of T research community, based on members' individual roles and interests. Research Alerts will enable staff in the Vice-President Research portfolio to customize dissemination of important, timely research-related information to better ensure that people receive only the information they want and need. Research Alerts is intended as a targeted 'call to action' for funding opportunities, technology transfer initiatives, workshops & events, financial management of funded research projects, honours & awards, and research-related policies & guidelines.

Research Alerts will complement other Research communications including the Research & Innovation website, Edge magazine, the soon to be launched Research e-newsletter and special messages from the Vice-President, Research. This new service will, over time, replace the use of the PDAD&C e-mail list as a "flow through" mechanism for communicating with faculty and staff involved in research and research administration.

How does it work?

Our team will create accounts for all individuals with specific roles in the University's research enterprise (including Vice-Deans/Vice-Principals Research, Departmental Chairs/Institute Directors, Divisional Research Facilitators, Faculty CAOs and Departmental Business Officers). Individuals in these research-related roles will receive an email notification from "Research Alerts" within the next two weeks confirming the creation of an account and inviting the recipient to customize his or her account settings through simple selection of topics and categories that are of interest and relevant to his or her role. When an Alert is published that matches the selected categories, it is e-mailed

directly to that individual. All other faculty and staff members of the U of T research community will be invited to visit the [Research Alerts website](#) and establish their own customized accounts. In addition, there will shortly be a permanent link to Research Alerts on the [Research homepage](#).

Questions or Comments?

Please feel free to be in touch with me or, particularly for technical issues, with Dan Johnson at (rso.research@utoronto.ca or 978-3982).

Yours,
Judith

Judith L. Chadwick
Assistant Vice-President, Research Services
3rd Floor, McMurrich Building
12 Queen's Park Crescent West
University of Toronto
Toronto, Ontario M5S 1A8
T: 416-978-5129
www.research.utoronto.ca