

**NSERC DISCOVERY GRANT (INDIVIDUAL, TEAM, SAP PROJECT) &
NORTHERN RESEARCH SUPPLEMENT PROGRAMS:
APPLICATION TIPS & CHECKLIST**

BEFORE YOU START

<input type="checkbox"/>	Have your NSERC eligibility verified by Research Services.
<input type="checkbox"/>	Obtain your PIN number from Research Services (especially for first-time applicants).
<input type="checkbox"/>	Ask an experienced colleague at your department to review your application and provide inputs.
<input type="checkbox"/>	Submit your Form 180 if you have not yet done so. NSERC will still accept applications from researchers who did not submit it before November 1st. Contact NSERC AS SOON AS POSSIBLE.
<input type="checkbox"/>	Observe the internal deadline(s).

RIS FORM

<input type="checkbox"/>	Complete and sign a University of Toronto RIS Application attachment form available at: www.research.utoronto.ca/funding/pdf/ris_blue.pdf . 1. Indicate the administering unit if different from your department of primary appointment. 2. Obtain all internal approvals (i.e., signatures of the Chair, Vice Dean-Research &/or Dean) before bringing it to Research Services. 3. For hospital-based researchers, please obtain the signature of your Hospital Research Director or Executive Head. 4. Ethics Requirement(s) - *IMPORTANT: if awarded, funds will ONLY be released upon receipt of notification of valid human/animal protocol/biosafety certification from the University.
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FORM 101

<input type="checkbox"/>	Select your correct department and campus (UTM or UTSC) from NSERC online system's pick-list of U of T departments to put on your application.
<input type="checkbox"/>	REMINDER: Please ensure that you have read and understood NSERC's policy statement on research involving controlled information (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/certaintypes-typescertaines_eng.asp).
<input type="checkbox"/>	NEW - Evaluation Group Assignment: In the "suggested evaluation group" selection box, select List to choose the Evaluation Group you feel should review your application. Click on the instructions icon "i" to view the topics covered by each Evaluation Group . Note: NSERC reserves the right to make the final evaluation group assignment.
<input type="checkbox"/>	CERTIFICATION REQUIREMENTS <ul style="list-style-type: none">▪ Identify the certification requirements (i.e. human, animal, biohazard) for your research program on Form 101 and the RIS form. Provide the ethics and/or biosafety certificate and protocol numbers on the RIS form if these are approved.▪ Environmental Assessment<ul style="list-style-type: none">- If you have checked "Yes" to any item under Parts 1 or 2, a Screening is likely to be required under the Canadian Environmental Assessment Act. Please contact NSERC's EA unit for additional information.- If you have checked "No" to all items under Parts 1 and 2, your proposal is not likely to be subject to assessment under the CEAA.- If you have checked "Unknown" to any item under Part 2, please contact NSERC's EA unit for additional information.
<input type="checkbox"/>	Observe NSERC Online presentation standards (http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp):

	<ul style="list-style-type: none">▪ Explain acronyms and abbreviations fully.▪ Pages must be 8 ½" x 11" (216mm x 279mm).▪ Pages must be single-spaced, with no more than six lines of type per inch.▪ All text must be in 12 pt Times New Roman font. Condensed fonts are not acceptable.▪ All text should be black, and no colour images should be used. Any coloured content submitted in the application will be duplicated in black and white, not colour, for reviewers.▪ Margins: set at a minimum of ¾" (1.87 cm).▪ Applicant's name must appear outside the set margins of the page (not in header or footer), at the top right corner of every page.▪ For multi-page attachments, pages must be numbered sequentially.▪ If you have supporting documents written in a language other than English or French, you are required to provide NSERC with a certified translation of the document.
<input type="checkbox"/>	<p>Budget & Budget Justification - Discovery Grant applications</p> <ul style="list-style-type: none">▪ <u>Prepare a 5-year budget regardless of your Evaluation Group.</u> The normal duration of a Discovery Grant is five years. A shorter duration can be requested, at the time of application, by researchers phasing out their research program. <u>Applicants requesting a shorter duration for other reasons must provide a strong justification for this request.</u>▪ Explain and justify each budget item.▪ For adjunct professors working outside academia (e.g. government, industry): Only the direct support of students (salaries or stipends, and student travel costs) are eligible; all other costs must be covered through other sources of funding.▪ As of September 1, 2011 NSERC will remove any limits on salaries/stipends for students and postdoctoral fellows.▪ Salaries to postdoctoral fellows are limited to two years' support from NSERC. Three years' support is acceptable, when justified, to attract exceptional foreign candidates. If part-time, we recommend clarification that the salary proposed is prorated to the amount of time the postdoctoral fellow spends on the project. <u>Minimum full-time stipend (UofT) is \$27,500.</u>▪ Supplements to salaries/stipends are permitted for the following programs ONLY: NSERC Postdoctoral Fellowships, NATO Science Fellowships, Undergraduate Student Research Awards and Northern Research Internships.▪ Include the recommended standard UofT benefit rates in your budget: 24.25% for appointed staff and 10% for non-appointed staff.▪ For equipment items costing more than \$7,000, these should be requested separately in a Research Tools and Instruments grant application.▪ Include the applicable University HST rate of 3.41% for the purchase of goods and services related to research.▪ It is not required to have supporting organizations or obtain cash or in-kind contributions to Discovery Grants.▪ If you need to provide a summary and budget page from other proposals or projects, describe the document, scan as one document and attach these documents electronically.▪ Double-check additions and calculations.▪ Budget Justification-page limit: maximum of two pages (except for Subatomic Physics grant applications, for which there is no page limit for this section)
<input type="checkbox"/>	<p>Relationship to Other Research Support</p> <ul style="list-style-type: none">▪ Address this section (to be completed for all programs). Provide clear and concise information to explain the relationship or difference between the application and all other research support (held or applied for). Please consult the Form 101 instructions for your particular program for further information.

	<ul style="list-style-type: none"> ▪ Provide details on how the money was or will be spent if you have received or applied for funding from any other source including start-up funds.
<input type="checkbox"/>	<p>Proposal</p> <ul style="list-style-type: none"> ▪ Strictly observe page limits. Extra pages will be removed. <ul style="list-style-type: none"> ✓ Discovery Grants: 5 pages for individual grant applications; 8 pages for team applications with at least one (1) eligible co-applicant. ✓ Subatomic Physics Project: 5 pages with 2 additional pages per co-applicant. In addition, provide the name of the facility and, if applicable, the experiment number given by the facility; provide a three-year projection of activities; and provide details on the time to be committed to the project by personnel. ✓ Northern Research Supplement: 3 pages ▪ Researchers do not apply for Discovery Accelerator Supplements. Rather, Discovery Grants recipients may be nominated during the annual Discovery Grant competition by their respective Evaluation Group, if they have been recommended for a substantial increase in funding. Supplements will be considered when applications for Discovery Grants are evaluated. You should not explicitly describe the need for the supplement in your Discovery Grant application.
<input type="checkbox"/>	<p>Contribution to the Training of Highly Qualified Personnel (HQP)</p> <ul style="list-style-type: none"> ▪ Maximum of one (1) page to address the involvement of HQP in your program. This includes: <ul style="list-style-type: none"> ✓ Your training experience (past and present) ✓ Skills the HQP will develop ✓ How the skills can be used in the workforce to benefit Canada ✓ Outline of the training plan ▪ Discovery Team grants can use two (2) pages for team applications with at least one eligible co-applicant
<input type="checkbox"/>	<p>Attachments - Samples of Research Contributions (for Discovery Grants only)</p> <ul style="list-style-type: none"> ▪ A maximum of four samples of research contributions are to be submitted electronically with your application. These should be chosen to represent your most significant recent contributions, or those most relevant to the proposed work in the last 6 years. ▪ For each sample of research contributions, provide a description in the appropriate modules and attach the contribution that has already been converted to a PDF file format. ▪ Do not exceed four (4) samples. Note that this also applies to team applications.
<input type="checkbox"/>	Address all the selection/evaluation criteria for your program.
<input type="checkbox"/>	Organize your Form 101 Part II (proposal) according to the headings/subheadings suggested by NSERC as it makes it easier for reviewers to evaluate your application.
<input type="checkbox"/>	Proofread your application for clarity, spelling, grammar, typographical and computation errors, etc.

FORM 100	
<input type="checkbox"/>	Complete the appointment information requested on page 1.
<input type="checkbox"/>	Organize your Form 100 Part 2 according to the headings/subheadings suggested by NSERC.
<input type="checkbox"/>	Complete the HQP table and obtain consent from everyone listed. NSERC expects an effort to be made to obtain consent of as many HQPs as possible. Signed consent forms (Appendix D) are to be retained by the applicant. When consent has not been obtained, information about present position should be less specific as per the example in Appendix D. Do not leave any cells blank.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ In Form 100 Part 2, use boldface to indicate students who are co-authors on the

	<p>contributions listed. List the source of funding for each contribution and use parentheses to indicate the primary source of funding for each contribution.</p> <ul style="list-style-type: none"> Maximum page limit: 5. Extra pages will be removed. 													
<input type="checkbox"/>	<p>Include the relevant Form 100 Appendices for the following appointments (as applicable):</p> <table border="1"> <thead> <tr> <th>Appointment</th> <th>Complete</th> </tr> </thead> <tbody> <tr> <td>Part-time</td> <td>Appendix C</td> </tr> <tr> <td>Phased retirement option</td> <td>Appendix C</td> </tr> <tr> <td>Professor Emeritus (both life-time and non-lifetime)</td> <td>Appendices B (signed by the Unit Head) & C</td> </tr> <tr> <td>Non-tenured, adjunct or CLTA</td> <td>Appendices B (signed by the Unit Head) & C; provide a copy of your letter of appointment to Research Services to verify your NSERC eligibility *Note Adjunct Professor's may ONLY be co-applicants*</td> </tr> <tr> <td>New faculty or those who have not taken up their positions at the time of application</td> <td>Appendix B (signed by the Unit Head); provide Research Services with a copy of your appointment letter or letter of offer</td> </tr> </tbody> </table>		Appointment	Complete	Part-time	Appendix C	Phased retirement option	Appendix C	Professor Emeritus (both life-time and non-lifetime)	Appendices B (signed by the Unit Head) & C	Non-tenured, adjunct or CLTA	Appendices B (signed by the Unit Head) & C; provide a copy of your letter of appointment to Research Services to verify your NSERC eligibility *Note Adjunct Professor's may ONLY be co-applicants*	New faculty or those who have not taken up their positions at the time of application	Appendix B (signed by the Unit Head); provide Research Services with a copy of your appointment letter or letter of offer
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RESEARCH CONTRIBUTIONS

<input type="checkbox"/>	<ul style="list-style-type: none"> A maximum of five pages to describe your contributions to research, industrial R&D and highly qualified personnel training over the last six (6) years Ensure your use the following sub-headings and follow NSERC's instructions. <ul style="list-style-type: none"> ✓ Most Significant Contributions to Research and/or to Practical Applications ✓ Research Contributions and Practical Applications ✓ Other Evidence of Impact and Contributions ✓ Delays in Research Activity ✓ Contributions to the Training of Highly Qualified Personnel (HQP)
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OTHER COMMENTS

<input type="checkbox"/>	<ul style="list-style-type: none"> Additional documents such as letters of support must not be submitted and will be removed. The exception to this rule is letters from users attesting to the nature and the significance of confidential technical and internal reports described in your Personal Data Form (Form 100).
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WHAT HAPPENS NEXT?

<ul style="list-style-type: none"> Ensure that you have obtained all internal approvals from your department/unit on your RIS form and have submitted it to Research Services by the internal deadline(s). When your application is complete, link Forms 101 and 100 using the Link Manager on NSERC's Online System and verify. Press "SUBMIT TO RGO" button. NSERC will send a confirmation e-mail once Research Services "approves" the application. Best wishes for a successful outcome!
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USEFUL LINKS TO PREPARATION OF GRANT APPLICATIONS

TOPICS	LINKS
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NSERC Program Guide for Professors 2011 and Summary of Changes	http://www.nserc-crsng.gc.ca/Professors-Professeurs/ProgChng-ProgRev_eng.asp
Tri-Agency Financial Administration Guide	http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp
NSERC Policies and Guidelines	http://www.nserc-crsng.gc.ca/Professors-Professeurs/PoliciesProf-PolitiqueCorpProf_eng.asp
NSERC Guidelines for the Preparation and Review of Applications in Engineering and the Applied Sciences	http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/prepEngAS-prepGenSA_eng.asp
2010-2011 Peer Review Manual	http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Reviewers-Examineurs/IntroPRManual-IntroManuelEP_eng.asp
NSERC Frequently Asked Questions	http://www.nserc-crsng.gc.ca/Professors-Professeurs/FAQ-FAQ_eng.asp
NSERC Discovery Grants Program: 2011 Competition Statistics	http://www.nserc-crsng.gc.ca/NSERC-CRSNG/FundingDecisions-DecisionFinancement/ResearchGrants-SubventionsDeRecherche/index_eng.asp?Year=2011
NSERC Facts & Figures	http://www.nserc-crsng.gc.ca/NSERC-CRSNG/FactsFigures-TableauxDetailles_eng.asp
UofT Standard Benefit Rates	http://www.finance.utoronto.ca/services/benefits/rates.htm
UofT's Guide to Financial Management (See sections on Restricted Funds and Travel and Other Reimbursable Expenses)	http://www.finance.utoronto.ca/gtfm.htm
Preparing a Budget Proposal, including HST inclusion	http://www.finance.utoronto.ca/gtfm/restricted/research/awardprocess/proposal.htm
UofT Ethics Review (if you have questions or concerns about the ethics review process, please contact the Office of Research Ethics directly.)	http://www.research.utoronto.ca/for-researchers-administrators/ethics/