NSERC DISCOVERY GRANT (INDIVIDUAL, TEAM, SUBATOMIC PHYSICS PROJECTS)
APPLICATION TIPS & CHECKLIST

DEADLINE	
☐	**Internal Deadline: October 25, 2024, by 5 PM**
☐	**Sponsor Deadline: November 1, 2024, by 9 AM**
My Research Applications & Agreements (MRA)	

☐	1. Log in to the MRA [website](#).
	 2. [Create an application](#) and include all information about the project, including the proposal and any relevant documents.
	 3. Submit the MRA application.
	 4. The MRA application will be routed to the appropriate authorizing parties, as deemed by the information provided in the MRA application.
	 5. For hospital-based researchers, MRA applications will be sent to your Vice-President Research office for approvals.
	 For hospital-based researchers or emeritus researchers, please ensure you have access to the MRA system. If you do not have access, please make a request to raise@utoronto.ca with the following information:
	   1. Name of the faculty member
	   2. Name of UofT unit in which you hold your primary academic appointment
	   3. Personnel number of the faculty member
	 6. Consult the [MRA User Guide](#) for additional information about the MRA system.

TIP	▪ This process can take several days for approval; please ensure you start well in advance of the internal deadline. ▪ If you will not have taken up your academic appointment by the application deadline but will do so before September 1, 2025, your Chair must submit an email to RSO confirming their approval of your application in place of an MRA.
APPLICATION FORM (DG Instructions: [Completing the application](#))	
☐	**Eligibility Profile** ▪ Select your official position title, institution, and department (note: if you are at UTM or UTSC, be careful to select the appropriate department). ▪ Once completed, click on the **Validate** button.
TIP	NSERC uses this information to verify your eligibility to hold NSERC funding.
☐	**Identification** ▪ **Supplements/Joint Initiatives** ✓ If the PI wishes to be considered for the [DND/NSERC Discovery Grant Supplement](#) or the [Discovery Grants – Northern Research Supplement](#), complete this section of the application.
☐	**Summary of the Proposal (3,000 characters)** ▪ Note: character limits listed for all application form sections *include spaces*.
☐	**Proposed Expenditures (450 characters/field; 5-year budget)** ▪ Include the recommended standard University [benefit rates](#) in your budget: **24.50%** for appointed staff and **10.25%** for non-appointed staff. ▪ Include the applicable University [HST rate](#) of **3.41%** for the purchase of goods and services related to research.

☐	**Relationship to Other Research Support (12,000 characters)** ▪ Outline all research funding held and applied for. ▪ The Discovery Grant program funds must be for expenses that are distinct from those covered by support from other sources. ***If you checked "Yes" to holding or applying for SSHRC or CIHR funding as an applicant or co-applicant,** you must clearly explain: ▪ How the proposed ideas, objectives, and expenditures of the Discovery Grant application are entirely distinct from those supported or applied for through CIHR and/or SSHRC. ▪ How the anticipated contributions to research resulting from the proposed Discovery Grant will be distinct from those resulting from CIHR and/or SSHRC support. ▪ **Please see the requirement in the <u>Other Support Sources</u> attachment below (Attachments section).** In addition, if you hold or receive funds from a CIHR <u>Foundation Grant</u>, you must clearly explain why the Discovery Grant funds are essential to carry out the research proposed in the Discovery Grant application. **Note: The New Frontiers in Research Fund (NFRF) is a tri-agency initiative and is considered a source of support *other than* CIHR or SSHRC.**
☐	**Highly Qualified Personnel (HQP) Training Plan (9,000 characters)** Focus on the following topics: ▪ Training Philosophy ▪ Training Plan

☐	**Past Contributions to Highly Qualified Personnel (HQP) Training (6,000 characters)**
	▪ Outline contributions to HQP training over the last six years.
	▪ Quality and impact of training are demonstrated through the following three components:
	  ▫ Training environment
	  ▫ HQP research awards and contributions
	  ▫ Outcomes and skills gained by HQP

☐	**Most Significant Contributions to Research (9,000 characters)** List up to five of your most significant contributions and describe your contributions to research and/or practical applications over the last six years.
TIP	Contributions do not have to be a single publication or report. One contribution can be comprised of a group of publications or an area of research.

☐	**Additional Information on Contributions (3,000 characters)**
	▪ Provide details on contributions listed in your NSERC CCV, such as the following:
	  ▫ Nature of collaborations with other researchers
	  ▫ Impacts or potential impact of patents and technology transfers
	  ▫ Reason for selecting certain venues for publications
	See NSERC <u>instructions</u> for further items to consider discussing.

☐	**Activity Details (Certification Requirements)** ▪ Identify the certification requirements (i.e., human, animal, stems cells, hazardous substances) for your research program on the application form (ensure this information matches that included in your MRA). ▪ **<u>Impact Assessment</u>:** If you checked "Yes" to any of the questions in the Portal, a screening is likely to be required under the <u>Impact Assessment Act</u>. Please contact NSERC at <u>enviro.assess@nserc-crsng.gc.ca</u> for additional information.

TIP	Please ensure that you have read and understood NSERC's *Requirements for certain types of research* and NSERC's policy statement on research involving controlled goods and information.
☐	**Observe NSERC Research Portal presentation and attachment standards:** ▪ Acronyms and abbreviations must be spelled out completely on initial appearance in text. ▪ Pages must be 8 ½" x 11" (216 mm x 279 mm). ▪ 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 (not applicable to text in tables and figures). ▪ Condensed fonts will not be accepted. ▪ Text should be in black; while colour imagery is acceptable, note that the application may not be reviewed in colour. ▪ Margins: set at a minimum of ¾" (1.87 cm). ▪ Do not introduce hyperlinks or bookmarks in your documents. *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.

ATTACHMENTS (see NSERC instructions for details of each attachment)	
☐	**Proposal (5 pages)** **Strictly observe page limits. Extra pages will be removed.** ▪ Limit of 5 pages addressing the following points (list them as section headers in the order shown): **Recent Progress, Objectives, Literature Review, Methodology, and Impact**
☐	**Budget Justification (2 pages)** ▪ Using the same budget created in *Proposed Expenditures*, explain and justify each budget item. ▪ Include applicable University HST rate of **3.41%** for purchase of goods & services related to research.
TIP	▪ Include the true cost of HQP; include any support from the department, scholarships, etc. ▪ Consider including a Gantt chart to demonstrate the involvement of each HQP in each objective.
☐	**Other Support Sources – Supporting Documents (File size limit of 10 MB)** ***If SSHRC and/or CIHR funding is held or applied for, you are required to include the summary of the proposal and budget page for each proposal. Failure to do so may result in NSERC rejecting the application***
☐	**List of References (2 pages)** ▪ Provide a list of literature references in support of your proposal.
☐	**Samples of Research Contributions (4 PDF attachments, file size limit of 10 MB each)** ▪ A maximum of **4** 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
☐	**Attestation on Confidential Research Contributions (if applicable; file size limit of 10 MB)** ▪ In the case of contributions to industry or other end users in the form of confidential technical and internal reports, you may attach letters from these end users attesting to the nature, importance, and significance of these confidential reports.
☐	**Leaves of Absence (if applicable; 2 pages)** ▪ If you reported an eligible leave of absence or delay in your CCV, you are entitled to an attachment to list only supplemental contributions to research and to training beyond the last 6 years, for a period equivalent to the duration of the leave or delay reported in your CCV.

CCV
For CCV instructions, please see the following NSERC link: http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/index_eng.asp - In the **Application Overview** page, click **Attach.** - Enter your CCV confirmation number (refer to the NSERC CCV instructions for professors for details on how to obtain your confirmation number). - Click **Upload**. - Click **Back to Application Overview** - Preview your CCV in the Research Portal; verify that it was uploaded correctly and that it contains all of the records that you wish to submit for peer review.

OTHER COMMENTS	
☐	- Do not attach additional documents, such as letters of support. If attached, they will be removed. - Proofread your application for clarity, spelling, grammar, typographical and computation errors, etc. - Best wishes for a successful outcome!

WHAT HAPPENS NEXT?	
☐	- Regarding your MRA, ensure you have obtained all internal approvals from your department/unit and have submitted it to Research Services so it is received by the internal deadline. - On the Research Portal, when your application is complete and you have validated all sections and linked your CCV, the "Submit" button will be displayed on the **Application Overview** page. Press the "Submit" button. - Once Research Services receives your application on the Research Portal, we'll submit it to NSERC.

USEFUL LINKS FOR THE PREPARATION OF GRANT APPLICATIONS

TOPICS	LINKS
NSERC Program Guide for Professors & Summary of Changes of Guide 2024-25	https://www.nserc-crsng.gc.ca/Professors-Professeurs/Index_eng.asp; http://www.nserc-crsng.gc.ca/Professors-Professeurs/ProgChng-ProgRev_eng.asp
Tri-agency Guide on Financial Administration	http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp
NSERC Policies & 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
NSERC FAQs	http://www.nserc-crsng.gc.ca/Professors-Professeurs/FAQ-FAQ_eng.asp
NSERC Discovery Grants Program: 2024 Competition Statistics	https://www.nserc-crsng.gc.ca/NSERC-CRSNG/FundingDecisions-DecisionsFinancement/ResearchGrants-SubventionsDeRecherche/index_eng.asp?Year=2023
UofT's Guide to Financial Management & Preparing a Budget Proposal, including HST inclusion	http://www.finance.utoronto.ca/gtfm.htm (See sections on Restricted Funds and Travel & Other Reimbursable Expenses); http://finance.utoronto.ca/policies/gtfm/restricted-funds/research-funding/preparing-a-research-proposal-budget/
UofT Ethics Review	Human Ethics: https://research.utoronto.ca/ethics-human-research/ethics-human-research Animal Ethics: https://research.utoronto.ca/ethics-animal-research-teaching/ethics-animal-research-teaching Environmental Health & Safety: https://ehs.utoronto.ca/our-services/
NSERC Instructions for Completing an Application	https://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/DG-SD_eng.asp
Discovery Grants Peer Review Manual 2024-25	https://www.nserc-crsng.gc.ca/_doc/Reviewers-Examinateurs/CompleteManual-ManualEvalComplet_eng.pdf
FAQ on the Evaluation of the HQP Criterion, June 2023	https://www.nserc-crsng.gc.ca/_doc/Professors-Professeurs/FAQ_Evaluation_HQP_eng.pdf