

## NSERC Fall 2011 Grants Competitions Information for Researchers

### Summary of Internal/External Deadlines

#### Fall 2011 NSERC Grants Competition

**IMPORTANT:** Please see [Internal Approvals/Institutional E-Signatures/Final Approval](#) Section for further details regarding the Mandatory MUN Internal Deadlines and Procedures

#### Discovery Grants Competition

	Notes	MUN Internal Deadline	NSERC Deadline
Mandatory*	Letter of Intent - This step is to allow NSERC time to select appropriate external assessors and assign the applicant to an Evaluation Group	NA	August 1*
Optional	ORS internal deadline for Comprehensive Review by Grants Coordinators See <a href="http://www.mun.ca/research/overview/grant_opp.php">http://www.mun.ca/research/overview/grant_opp.php</a>	<b>October 3 (noon)</b>	NA
Mandatory	ORS 3-working day deadline for Institutional Review for e-signature by ORS - <b>NOTE: Complete application with all signatures must be received at this time</b> See <a href="http://www.mun.ca/research/overview/grant_opp.php">http://www.mun.ca/research/overview/grant_opp.php</a>	<b>October 27 (noon)</b>	NA
Mandatory	Institutional E-Submission of application by ORS to NSERC following mandatory review	NA	November 1 (5 p.m., NL local time)

#### Ship Time Grants Competition & MRS Grants Competition

Mandatory	ORS 3-working day deadline for Institutional Review for e-signature by ORS - <b>NOTE: Complete application with all signatures must be received at this time</b> See <a href="http://www.mun.ca/research/overview/grant_opp.php">http://www.mun.ca/research/overview/grant_opp.php</a>	<b>September 28 (noon)</b>	NA
Mandatory	Institutional E-Submission of application by ORS to NSERC following mandatory review	NA	October 1 (5 p.m., NL local time)

#### RTI Grants Competition

Mandatory (for requests >\$150K)	Consult with <a href="#">Dave Miller</a> , OCP – See <a href="#">Related Funding Opportunities</a> Section for further details	<b>October 7 (5 p.m.)</b>	NA
Optional	ORS 10-working day internal deadline for Comprehensive Review by Grants Coordinators See <a href="http://www.mun.ca/research/overview/grant_opp.php">http://www.mun.ca/research/overview/grant_opp.php</a>	<b>October 11 (noon)</b>	NA
Mandatory	ORS 3-working day deadline for Institutional Review for e-signature by ORS - <b>NOTE: Complete application with all signatures must be received at this time</b> See <a href="http://www.mun.ca/research/overview/grant_opp.php">http://www.mun.ca/research/overview/grant_opp.php</a>	<b>October 20 (noon)</b>	NA
Mandatory	Institutional E-Submission of application by ORS to NSERC following mandatory review	NA	October 25 (5 p.m., NL local time)

#### Comprehensive Review from Academic Unit

Consult with appropriate contact in your unit	See <a href="#">Contacts and Resources</a> Section for appropriate contact information	Consult with your unit	NA
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\*For faculty intending to apply and have not already submitted their Form 180, please contact the appropriate [NSERC Evaluation Group Program Officer](#), as well as the ORS so that we can update our records accordingly.

### Important Reminders

- **Give yourself enough time.** Due to the heavy use of the on-line system (based on the anticipated numbers of applications), and the potential for any number of technological/power glitches, we require adherence to our internal deadlines.
- To eliminate an overlap of services, only **one** comprehensive review will be provided either by the Office of Research Services or the Grants Facilitator/Research Officer in your unit. ORS will be consulting with the Grants Facilitators/Research Officers as applications are received in order to avoid duplication.

Please see the attached information for reference in preparing your application:

- [Contacts and Resources](#)
- [Internal Approvals/Institutional E-Signatures/Final Approval](#)
- [Getting Started](#)
- [Web-Based Forms, Registration and Instructions](#)
- [Tips for Preparing your Application](#)
- [NSERC Information, Updates and Latest News](#)
- [Application Evaluation](#)
- [Related Funding Opportunities](#)

# 1. Contacts and Resources

## Departmental Contacts for assistance in preparing your proposal/application

### Office of Research Services (ORS)

**Jessica McLachlan**, Grants Coordinator  
IIC2015C, 2<sup>nd</sup> Floor Bruneau Centre for Research and Innovation  
Email: [jspenney@mun.ca](mailto:jspenney@mun.ca) or Tel: 864-3805

### Faculty of Business and Administration

**Erin Broderick**, Research Officer (Administration)  
Email: [ebroderick@mun.ca](mailto:ebroderick@mun.ca) or Tel: 864-3412

### Faculty of Engineering

**Michelle Alexander**, Research and Development Officer  
Email: [maalexander@mun.ca](mailto:maalexander@mun.ca) or Tel: 864-8932

### Faculty of Medicine

**Angela Pope**, Research Officer  
Email: [rgs.researchofficer@med.mun.ca](mailto:rgs.researchofficer@med.mun.ca) or Tel: 777-2529 or 777-6762

### Faculty of Science

**Jan Hopkins**, Grants Facilitation Officer  
Email: [janiceh@mun.ca](mailto:janiceh@mun.ca) or Tel: 864-4458

## Available Support Services

### Office of Research Services Comprehensive Review\*

**Internal Deadline** (Please consult the [Summary of Internal/External Deadlines](#) table)

In providing a comprehensive review of a grant application, the Office of Research Services will provide feedback to the applicant (based on the eligibility criteria, application instructions, program objectives, and evaluation criteria). Our feedback will provide comments on the flow and fit of the application components, clarity, the suitability of the budget in accomplishing the stated research objectives, and overall cohesiveness and adherence to Memorial's administrative policies and procedures. If you wish to avail of this service, please submit a complete copy of your application, CV and attachments to [Jessica McLachlan](#) by the appropriate date listed in the [Summary of Internal/External Deadlines](#) table.

**Note:** Applications will be cued for review based on the date and time received.

### Grants Facilitators/Research Grants Officers Proposal Development/Comprehensive Review\*

**Internal Deadline** (Please consult with the appropriate contact within your unit)

Some Units now have available the services of a Grants Facilitation Officer/Research Officer/Research and Development Officer who offer proposal development, advice, guidance, editing, technical assistance and comprehensive review. If you wish to avail of this service, please follow up with the Grants Facilitation/Research/and Development Officers within your unit (Please see list above for appropriate contact in your unit).

\*For comprehensive review - to eliminate an overlap of services, only one comprehensive review to be provided either by the ORS or the Grants Facilitation/Research/and Development Officers. The ORS will be consulting with the Grants Facilitation/Research/and Development Officers as applications are received in order to eliminate duplication.

### Department/Faculty/School

Applicants should also check with their Department Head/Director/Dean (where applicable)/Associate Dean (Research) on application development assistance, faculty review or mentoring programs and on internal deadlines for receipt of applications for internal approvals on grant applications.

## NSERC Contacts

General Inquiries - Email: [resgrant@nserc-crsng.gc.ca](mailto:resgrant@nserc-crsng.gc.ca); Phone: 613-995-2694

[On-line Services Support Request](#) - Phone: 613-995-4273

[NSERC Contact Directory – Research Opportunities](#)

[Evaluation Groups Contact Information](#)

## 2. Internal Approvals/Institutional E-Signatures/Final Approval

**\*\*Note: The Director of ORS is the authorized Institutional Signatory for Memorial.**

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See the [Summary of Internal/External Deadlines](#) table for the appropriate competition deadlines.

**IMPORTANT:** To ensure sufficient time for processing and institutional sign-off of your application to meet the NSERC deadline, it is required that you adhere to the internal deadlines. Internal deadlines are based on careful consideration of a number of factors including the anticipated number of applications to be received University-wide, the time required for the ORS to ensure each application meets NSERC and University requirements for institutional signature, demands on the NSERC on-line system and availability of NSERC support personnel as the deadline approaches, technological glitches, experience with previous competitions, etc. Please note, it is requested that applicants not wait until the internal deadline if they have their applications ready before then.

### **Internal Approvals (Required for E-Signature) – Mandatory 3 Working Days Prior to NSERC Deadline Date**

Prior to submitting applications to ORS for review and signature, researchers are required to obtain internal approval from their appropriate Department Head/Director/Dean/Associate Dean (Research), using the [ORS Internal Approval Form - Signature Page](#) or their Departmental Faculty Internal Approval Form before obtaining Institutional Signature from Memorial. This process applies to all applications submitted from Memorial or applications outside of Memorial in which our researchers are noted as co-applicants. **Note: Department Heads/Associate Deans' offices may have internal deadlines to obtain these approvals. Please check with your unit to determine what deadlines must be met to obtain approvals.**

### **Co-applicants from outside institutions**

The applicant will be responsible for obtaining the signatures of the Co-applicant (s) and their Institution prior to submitting to Memorial for ORS Institutional Signature. Signatures from co-applicant's partnering institutions must be obtained before applications are submitted to ORS for review and signature. Co-applicants can sign next to their name on Page 2 of the application and the Institutional Signatory can sign next to the Full Organization name.

### **Submission to Office of Research Services for E-Signature (Mandatory)**

Applicants must submit their complete application including electronic online submission and internal/external signatures/approvals to ORS **three (3) working days prior to the competition deadline**. **Note: The onus will be on the applicant to verify the finalized version online before they submit to the Office of Research Services for electronic signature.**

### **Final Submission**

Once the application is completed, verified and submitted electronically by the applicant, the institutional signature will be provided by ORS following mandatory institutional review. Once this is received by NSERC, its on-line system will send an acknowledgement of receipt of the application.

## 3. Getting Started

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Before applying, it is recommended that applicants read the [Program Guide for Professors](#) as well as the following:

1. [Selecting the Appropriate Federal Granting Agency and Addressing Other Sources of Funding](#)
2. [Important Information Regarding Eligibility of Subject Matter](#)
3. [Eligibility Criteria – For Faculty](#)

For a list of Program Officers and Committees, please click [here](#).

Please refer to [NSERC Information, Updates and Latest News](#) for the latest Summary of Changes for this year's competition, as well as recent changes that have taken effect over the last few cycles of the grants competitions.

## Registration

Faculty applying to the Fall 2011 Discovery Grant competition were required to submit their intent to apply (Form 180) electronically by August 1/11. For faculty intending to apply and have not already submitted their Form 180, please contact the appropriate [NSERC Evaluation Group Program Officer](http://www.nserc-crsng.gc.ca/ContactUs-ContactezNous/EvaluationGroups-GroupesEvaluations_eng.asp) ([http://www.nserc-crsng.gc.ca/ContactUs-ContactezNous/EvaluationGroups-GroupesEvaluations\\_eng.asp](http://www.nserc-crsng.gc.ca/ContactUs-ContactezNous/EvaluationGroups-GroupesEvaluations_eng.asp)), as well as the Office of Research Services so that we can update our records accordingly.

**Note:** The summary listing of Notification of Intent has been received by our office and distributed to the appropriate units for notifying faculty and verification back to our office. Please consult with your unit if you have not been contacted with confirmation of your Form 180 and provided with your PIN number (if not already obtained) which is required for inclusion on NSERC applications.

## *4. Web-Based Forms, Registration and Instructions*

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1. Read all instructions
  - a. Funding opportunity details: [Discovery Grant](#); [Discovery Grants–Northern Research Supplement](#); [Research Tools and Instruments](#); [Ship Time](#); [Major Resource Support Grant](#)
  - b. [PDF Forms and Instructions](#)
  - c. [Eligibility requirements](#); Where their research program may [span more than one granting area](#), applicants should ensure that they clearly explain the relationship to existing grants held
  - d. [Meaning of signatures](#)
  - e. [Application attachment formatting guidelines](#)
  - f. [Eligible cost guidelines](#)
  - g. [Peer review manual](#)
2. Complete your application by logging on to [NSERC's on-line system](#)

### **Note: HQP on Form 100 – Required Approval to Include Student Names**

With the on-line Form 100, NSERC is requesting data on undergraduate, graduate and other research personnel. Consent from students for including their names as those you have trained can be obtained by: 1) have students sign NSERC's consent form for HQP; 2) have the students you supervised provide an e-mail indicating that their information may be used in your grant application. Consent confirmation should be held in a secure place.

## *5. Tips for Preparing your Application*

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Formatting of attachments and problems with the budget justification seem to be common problems. Therefore, please see below for some tips for improvement:

Carefully read and follow all web instructions for both the application and CV web-based forms. Each electronic attachment **must be saved as PDF files** and meet the required specifications e.g. **page limits (do not exceed # allowed)**, **paper size (must be 8.5" x 11")**, **¾" margins**, and **font size must be (12 pt Times New Roman)**. Failure to meet these requirements, **your application may be rendered as ineligible**. Applicants must also insert a header to include your name in top right hand corner of every page, and a footer to include page numbers for multi-page attachments, number sequentially.

[Guidelines for the Preparation and Review of Applications in Engineering and the Applied Sciences](#)

[Guidelines for the Evaluation of Subject Matter Eligibility of Discovery Grant Applications Related to the Health Sciences](#)

## [New Communication Tools for Discovery Grants - Videos Provide Tips for Better Applications](#)

NSERC has posted new videos that expand the range of on-line information available to applicants for NSERC's Discovery Grants. The videos feature interviews with members of the Discovery Grants Evaluation Groups who offer tips on writing a better application and provide details about the evaluation process for applications. The videos can be viewed through the [Professors section of NSERC Web site](#).

### **Budget Information:**

[NSERC eligible expenses – Use of Grant Funds](#)

[Tri-Agency Financial Administration Guide](#)

[Summary of Changes – 2011-12 Tri-Agency Financial Administration Guide](#)

[NSERC Contact – Use of Grant Funds](#)

**University Financial and Administration Policies** must be taken into consideration. Departmental finance/admin personnel will be able to help you determine appropriate rates for students, research assistants, technicians, or research assistants employed on grants.

When determining the cost of purchasing supplies and equipment, **MUN's Effective tax rate (post-rebate rate) is 9.65%**, where applicable.

For travel and subsistence costs, please view Memorial's [travel guidelines](#) and [schedule of reimbursable expenses](#) when preparing your budget.

## ***6. NSERC Information, Updates and Latest News***

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Applicants should review the most recent [NSERC Program Guide for Professors](#) (updated 2011-08). The most recent changes can be found at [Summary of Changes](#). Specifically, ***new changes*** pertinent to the Discovery Grant application:

- **Proposal page:** Applicants are asked to use headings (recent progress, objectives, literature review, methodology, impact) when writing their proposal;
- **Contribution to Highly Qualified Personnel:** Applicants are now required to provide, in a maximum of one page, detailed information about their contribution to the training of highly qualified personnel;
- **Budget Justification:** The maximum number of pages is now limited to two pages;
- **References:** The maximum number of pages has increased from one to two pages; and
- **Other Research Support page:** It is now mandatory for applicants who currently hold, or have applied for, research support from the Canadian Institutes of Health Research (CIHR) or the Social Sciences and Humanities Research Council of Canada (SSHRC) to provide the summary and budget page of these proposals. Failure to do so will result in an incomplete application.

Changes that have taken effect over the last few cycles of the grants competition include:

- NSERC has added a time to its deadlines. Applications must be received at NSERC by **5:00 p.m. local time** (at the submitting institution's location) on the deadline date. **Applications received after the deadline will be considered late and will be rejected.**
- Started in the Fall 2009 competition, applications are now adjudicated by "**Evaluation Groups**" (replacing Grant Selection Committees)
- Initiated in the 2009 competition, all research papers (contribution samples) are to be attached to the Discovery Grant application as an electronic attachment. Contribution papers may be prepared in advance and saved as PDF files ready to be attached to the Discovery Grant application.
- Holders of Discovery Grants (individual grants) may participate on Team Discovery Grants on the understanding that their current Discovery Grant will be cancelled.
- The \$15,000 minimum Discovery Grant has been removed; NSERC now applies the principle of a discipline-specific minimum Discovery Grant amount.
- The selection criteria *Merit of the Proposal* and *Relative Cost of Research* have been reworded in the Peer Review Manual.

## 7. Application Evaluation

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### **Conference Model and Two-Stage Assessment**

Adopted in the 2009 competition, the new conference model, replacing the previous 28 GSC structure, will have group members form into sections, based on the match between their expertise and the specific topics of a set of applications. As needed, members from different groups can meet in joint sections to review topics that cross the traditional boundaries between disciplines. A two-stage assessment process, used for the 2008 competition, will continue to be used. This approach separates the scientific evaluation of the proposal from the funding recommendation. The first stage uses a six-point scale to rate all applications based on the excellence of the research, the merit of the proposal and the contribution to training HQP. It also assesses the cost of the research program, relative to the norm in its field. The second stage assigns a funding level to the categories (or “bins) of overall quality in each evaluation group. Applicants should familiarize themselves with the [Discovery Grant Evaluation Indicators](#), which should be used in conjunction with the [Peer Review Manual](#), which outlines how reviewers arrive at a rating.

### **List of Evaluation Groups and Research Topics** (suggested for application review)

Each Evaluation Group will include a number of sections that deal with specific topics, and applicants are asked to suggest which group and topic best reflect the subject of their proposal. A list of the [NSERC Evaluation Groups Contacts](#) can be found on NSERC’s website.

### **Peer Review Manual**

The 2011-2012 version of the Peer Review Manual will be available shortly on NSERC's Web site under the Discovery Grants Program description ([http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Reviewers-Examineurs/IntroPRManual-IntroManuelEP\\_eng.asp](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Reviewers-Examineurs/IntroPRManual-IntroManuelEP_eng.asp)). The manual is designed as a guide for members of Evaluation Groups. It outlines activities to be undertaken by the evaluation groups for each period of the year and also describes the policies, guidelines and deliverables relevant to these activities.

## 8. Related Funding Opportunities

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### **RESEARCH AND TOOLS (RTI) GRANT APPLICATIONS:**

Applicants should ensure that their application title names the equipment/research tools requested, and that the proposal addresses the 7 headings listed in the [RTI Form 101 instructions](#).

#### **Submitting a RTI Grant requesting > \$150,000**

Since there is still a moratorium on Research Tools and Instruments valued at greater than \$150,000, applicants must confirm that they have the additional funding at the time of application. Applicants who require IRIF funding from the Research & Development Corporation (RDC) for their NSERC RTI application, should contact Dave Miller, Office of Collaborations and Partnerships, at [dmiller@mun.ca](mailto:dmiller@mun.ca) or 864-4791, by **5 p.m., Friday, October 7<sup>th</sup>**, for consideration of secured funding to meet NSERC’s deadline. Confirmation of secured funding must be provided to the Office of Research Services prior to electronic signoff by our office.

#### **Submitting a Discovery Grant and a RTI-1 grant**

Applicants who are submitting both a Discovery Grant and a Research Tools and Instruments (RTI-1) grant should include on Form 100 – grants applied for – details of both the DG and RTI-1 grant applications, and explain the relationship in the section ‘Relationship To Other Support Held or Applied For’ section of Form 101.