

NSERC 2009 GRANTS COMPETITION GUIDE TO APPLICANTS

NSERC DEADLINES	NSERC PROGRAMS
August 1, 2008	Form 180-Notification of Intent to Apply for a Discovery Grant (Individual, Group & Sub-atomic Physics Project) and Sub-atomic Physics Project applications requesting \$500,000 or more per year
October 1, 2008	Major Resources Support, Ship Time, Research Tools & Instruments-Categories 2 & 3 (Subatomic Physics only), SAP Project Applications \$500,000 or more per year
October 25, 2008	Research Tools and Instruments-Category 1
November 1, 2008	Discovery Grant (Individual, Group & SAP) & Northern Research Supplement

*** **Important Note on NSERC Deadlines:** Applications must be received at NSERC by the deadline. If it is postmarked earlier but not received by NSERC by the deadline, it will be considered late and will be rejected. If the deadline falls on a weekend, your application must reach NSERC by the following working day. **Late applications will not be accepted.*****

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1. NSERC GRANTS INFORMATION SESSIONS, SEPTEMBER 16-18, 2008

Date/Time	Campus/Venue	RSVP by September 12th
September 16, 9-11 a.m.	St. George: Governing Council Chambers, 2 nd Floor, Simcoe Hall, 27 King's College Circle	Christine Kwan, Awards Administrator, Research Services; 416-946-0246; c.kwan@utorontoc.ca
September 17, 9:30-11:30 a.m.	UTSC: Room AA160 (New Council Chamber), Arts and Administration Building	Michele McDonell, Research Administrator, UTSC 416-208-4719; mcdonell@utsc.utoronto.ca
September 18, 10:00 a.m.- 12:00 noon	UTM: Room SB2068B, South Building	Carmen Bryson, Research & Financial Officer, UTM; 905-828-5413; carmen.bryson@utoronto.ca

Topics:

- Preparation and submission of Discovery Grant applications
- NSERC policies and regulations pertaining to grants
- The peer review process
- Changes to programs (including recommendations of two recently completed reviews of the Discovery Grant Program)

Presenters:

Jennifer Bean, NSERC Program Officer, GSC 24 - Chemistry and Mathematical Sciences; GSC 337- Pure & Applied Mathematics

Sonia St-Onge, NSERC Program Officer, GSC 32-Cell Biology; GSC 33 - Molecular & Developmental Genetics

Prof. Donald Jackson, GSC 18 - Evolution & Ecology (St. George Session)

Prof. Meredyth Daneman, GSC 12 - Psychology: Brain, Behaviour and Cognitive Science (UTSC Session)

Prof. Leslie Buck, GSC 1011 - Integrative Animal Biology (UTM Session)

Debbie Bilinski, Research Partnership Officer, Research Services

2. APPLICANT ELIGIBILITY

Applicants and co-applicants to the NSERC Grant Programs should first determine their eligibility to apply. Individuals may participate in Research Grant programs either as applicants, co-applicants or collaborators. They must meet the following eligibility criteria:

- **NSERC Criteria:** At the time of application and during tenure of award, applicants and co-applicants must hold, or have a firm offer of, an academic appointment at a Canadian university, for: (a) a tenured, tenure-track or life-time professor emeritus position; or (b) a term position of at least three years. The position must require researchers to engage in research that is not under the direction of another individual, and authorize them to supervise or co-supervise students registered in an undergraduate or graduate degree program, or postdoctoral fellows. They must engage in research in the natural sciences or engineering. ***NEW*** - They must also have accounts in good standing with NSERC, i.e., applicants owing money are not eligible to apply.
- Applicants for Discovery Grants must take up the position and complete all degree requirements no later than **September 1** of the year of the award.
- **Adjunct professors:** NSERC-eligible adjunct professors whose primary place of employment is academia are eligible for all NSERC programs. Those whose primary place of employment is outside academia (e.g., government or industry) are eligible to apply for a Discovery Grant as principal applicants and all other NSERC grants as co-applicants. **NSERC will normally award funds to adjunct professors working outside academia only for the direct support of students (salaries or stipends and student travel costs); all other costs must be covered through other sources of funding.**
- **UofT Applicants and co-applicants with non-standard appointments** are encouraged to have their eligibility confirmed by NSERC well in advance of the competition deadline. The NSERC special eligibility review process can take up to six weeks. For Clinical Appointments and other eligibility questions, please contact Debbie Bilinski of Research Services.

3. DISCOVERY GRANTS [INDIVIDUAL, GROUP & SUBATOMIC PHYSICS [SAP] PROJECTS] DEADLINE FOR NOTIFICATION OF INTENT TO APPLY (FORM 180): AUGUST 1, 2008 DEADLINE FOR APPLICATIONS: NOVEMBER 1, 2008

- Submit a Notification of Intent to Apply for a Discovery Grant (Form 180) and related documents electronically or by mail to NSERC by August 1.
- If you do not intend to apply, inform NSERC by e-mail before August 1 at coord@nserc.ca indicating that you do not intend to apply.
- Form 180 is an important part of the review process. Failure to submit it to NSERC will prevent the selection of external referees, and may thus have an adverse impact on the review of your application.
- ***NEW*** - In 2007, NSERC introduced the principle of a minimum Discovery Grant amount to ensure that any funded researcher receives sufficient funds to support at least one graduate student, or, in the case of institutions without graduate programs, two undergraduate students. It is normally considered that an amount of \$15,000 is the minimum to support a program of quality research that can have a meaningful

impact on the field of study. In areas with high experimental costs, the minimum amount awarded may be well above \$15,000. Special cases may arise where less than the minimum is awarded, but these will have to be justified on a case-by-case basis.

Important links:

- Program description: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=a1
- Memo to Potential Applicants: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=a1_memo
- How to complete Form 180: <http://www.nserc.ca/forms/instructions/180/e.asp>
- Guidelines for the Evaluation of Subject Matter Eligibility of Discovery Grant Applications Related to the Health Sciences: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=a1_guide
- Web version (PDF format) of Form 180: <http://www.nserc.ca/forms/pdf/F180.pdf>
- Form 100 (instructions and form): <http://www.nserc.ca/forms/instructions/100/e.asp>
- Form 101 (instructions and form): <http://www.nserc.gc.ca/forms/instructions/101/e.asp?prog=dg>
- NSERC Code Tables: http://www.nserc.gc.ca/forms/codes_E.htm
- List of Grant Selection Committees & NSERC Program Officers: http://www.nserc.gc.ca/professors_e.asp?nav=profnav&lbi=gsc
- Summary of Requirements for Samples of Contributions: http://www.nserc.ca/forms/instructions/101/e.asp?prog=dg#20-010_package
- How to package your research contributions: http://www.nserc.ca/forms/instructions/101/e.asp?prog=dg#20-010_req

4. DISCOVERY GRANTS—ACCELERATOR SUPPLEMENTS

The Discovery Accelerator Supplements provide substantial and timely resources to a small group of outstanding researchers who have a well-established research program and who are at a key point in their careers at which they can make, or capitalize on, a significant breakthrough, but who are being held back by insufficient funds. The Supplements will be awarded to selected applicants whose Discovery Grants have been recommended for a substantial increase at the time of renewal, or to those who have received a Discovery Grant for the first time and have been recommended at a funding level higher than the average of their normal peer group. Researchers who receive a reduction in their grant will not be considered for the Supplements. **Researchers do not apply** for these Supplements.

Important links:

- Program Description: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=a1_das
- FAQs: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=a1_das_faq

5. DISCOVERY GRANTS - NORTHERN RESEARCH SUPPLEMENT (DG-NRS) DEADLINE FOR APPLICATIONS: NOVEMBER 1, 2008

Applications will only be accepted from researchers who are applying for a Discovery Grant in this year's competition. Renewal of the supplement will be considered at the time of their Discovery Grant renewal. Successful applicants will receive a supplement to their NSERC Discovery Grant of up to \$10,000 per year, for the duration of their Discovery Grant, to supplement logistical costs associated with research in the Canadian North.

Important links:

- Program Description: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=a1_sup
- Application Instructions: <http://www.nserc.gc.ca/forms/instructions/101/e.asp?prog=nrs>

6. RESEARCH TOOLS & INSTRUMENTS (RTI) - CATEGORY 1 (\$7,001-\$150,000) DEADLINE FOR APPLICATIONS: OCTOBER 25, 2008

Only applications from researchers who currently hold or are applying for an NSERC research grant (e.g., Discovery, Strategic, Research Partnership) at the time of application will be accepted. To be considered, applicants must submit a separate Form 101 and Form 100.

NEW - Please note that two quotations are required for items or systems costing more than \$25,000 before taxes. A justification is required if less than two quotations are provided.

Important links:

- Program description: http://www.nserc.gc.ca/professors_e.asp?nav=profnav&lbi=d1
- Application instructions: <http://www.nserc.ca/forms/instructions/101/e.asp?prog=rti>

**7. RESEARCH TOOLS & INSTRUMENTS - CATEGORIES 2 & 3 (SUBATOMIC PHYSICS)
DEADLINE FOR APPLICATIONS: OCTOBER 1, 2008**

The moratorium on RTI categories 2 and 3 is being maintained for the coming year. However, for the duration of the moratorium, NSERC will accept applications under Category 1 for equipment that costs up to \$250,000 (before tax, shipping and handling) as long as the applicant(s) is able to secure funding from other sources to bring the amount requested from NSERC to \$150,000 or less. **This funding must be in place and confirmed at the time that the application is submitted.** Such sources may include contributions from NSERC Discovery Grants held by the applicants or co-applicants. The use of other types of NSERC grants is permitted, provided that prior written authorization is obtained from NSERC.

This moratorium does not apply to Subatomic Physics applications.

Important links:

- Program Description: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=d1
- Application instructions: <http://www.nserc.ca/forms/instructions/101/e.asp?prog=rti>

**8. MAJOR RESOURCES SUPPORT (MRS) PROGRAM
DEADLINE FOR NOTIFICATION OF INTENT TO APPLY (FORM 181): MAY 1, 2008
DEADLINE FOR APPLICATIONS: OCTOBER 1, 2008**

Only those applicants whose Letters of Intent are accepted will be invited to put forward grant applications. Full applications that are submitted without first submitting a Form 181 will not be considered.

For Subatomic Physics Resources Applications: Form 181 will be used solely to determine the most appropriate review mechanism for the grant application. All subatomic physics applications will be accepted.

Important links:

- Program description: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=d2
- Memo to potential MRS applicants: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=d2_memo
- Frequently Asked Questions: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=d2_faq
- Application instructions: <http://www.nserc.ca/forms/instructions/101/e.asp?prog=mrs>

**9. SUB-ATOMIC PHYSICS (SAP) PROJECT APPLICATIONS \$500,000 AND GREATER
DEADLINE FOR APPLICATIONS: OCTOBER 1, 2008**

Important information:

- Program description: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=a1
- Application instructions: <http://www.nserc.ca/forms/instructions/101/e.asp?prog=dg>

**10. SHIP TIME
DEADLINE FOR APPLICATIONS: OCTOBER 1, 2008**

The Ship Time Program allows those holding an NSERC Discovery Grant to apply for additional funds to access vessels in support of their research programs.

NEW - Please note that applicants intending to access a vessel from the Department of Fisheries and Oceans (DFO) also need to contact DFO directly for their full application requirements.

Important links:

- Program Description: http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=d3
- Application Instructions: <http://www.nserc.ca/forms/instructions/101/e.asp?prog=st>

11. APPLICATION PROCESS

Forms. All applicants are advised to use the 2008 version of Forms 100 and 101, available at www.nserc.ca/forms/formtable2_e.htm. NSERC NO LONGER ACCEPTS PREVIOUS YEARS' VERSIONS OF THE FORMS.

Please note that, in order to reflect the eligibility realities of the academic community, NSERC has added a question to the Current Employment page of the Form 100. Everyone must now answer the following question: "Is your position at the eligible institution a tenured or tenure track position?"

Submission Methods. All applications submitted for the Research Services office review, **regardless of submission method**, must be accompanied by a completed and signed RIS form (http://www.research.utoronto.ca/funding/pdf/ris_blue.pdf).

- **Electronic submission** (http://www.nserc.ca/forms/EAP_e.htm): Use the User ID and password you had previously created. Register as a new user if you are a first-time user.

Hard copies of signed applications and completed RIS form are required before the University can electronically approve each application. The eSubmission system does not provide for electronic approval at the departmental/faculty level, hence the requirement for this documentation indicating that the appropriate internal approvals have been obtained.

Important reference material: Tutorials found at http://www.nserc.ca/forms/tut_e.htm

- **Paper submission:** The paper submission process remains unchanged. Please remember that the University signature is always the last signature.

List of Documents Required for the Review of Applications

For applicants:

1. RIS form signed by applicant and Chair/Dean/Director/Vice-Principal as applicable
2. Complete original application forms (Forms 101 and 100), which should include the budget and the budget justification pages
3. One (1) photocopy of the full application, including Form 100, to be kept on file at the Research Services office

For U of T co-applicants on NSERC grants led by other universities:

1. RIS form for co-applicant (if funds are anticipated to flow through UofT)
2. Copy of Form 101, especially budget and budget justification pages. Original signature page (page 2) will be returned to co-applicant.
3. Copy of Form 100 of UofT co-applicant

Failure to include all the necessary documents will result in processing and approval delays.

Signatures. Only Research Services is authorized to endorse NSERC grant applications on behalf of the University of Toronto. NSERC will not accept grant applications that have not been endorsed by the University Representative. The first page of the NSERC application for a grant form has space for four signatures as follows:

1. Applicant
2. Applicant's Chair or Director, as required
3. Applicant's Dean or Principal, as required
4. Executive Director, Research Services, on behalf of the University of Toronto (University Representative)

12. INTERNAL DEADLINES & EXTENDED HOURS

Research Services processes a large number of applications during the Fall. It is **imperative** that each administering unit **adheres to its internal deadline** in order to provide our faculty members with a complete administrative review. Applicants are advised to take into account the amount of time they need to make revisions based on the review, availability of authorized signatories and technical problems which may arise on NSERC's online system during this time.

Internal Deadlines (for review of both electronic and paper submissions):

- For applications due to NSERC by October 1: Monday, September 22
- For applications due to NSERC by October 25 & November 1, please see below:

DAY/DATE	FACULTY/DEPARTMENT/UNIT
Monday, October 6	RTI - Faculty of Applied Science & Engineering
Tuesday, October 7	RTI - Faculty of Arts & Science
Wednesday, October 8	RTI - All other Faculties
Thursday, October 9 <i>Discovery Grants Internal Deadlines Begin</i>	Aerospace Studies / Anthropology / Chemistry / Civil Engineering / Computer Science / IBBME
Friday, October 10	Dentistry / Forestry / MIE / Medical Biophysics/ OISE
Tuesday, October 14	CITA / Geography / Geology / Pharmacy / Public Health Sciences / Physiology
Wednesday, October 15	UTSC - all departments (Discovery & RTI) / Chemical Engineering / ECE / Medicine / Pharmacology / Physical Education / Psychology / Surgery
Thursday, October 16	UTM - all departments (Discovery & RTI) / Medical Imaging / Astronomy & Astrophysics / Laboratory Medicine / Materials Science /Molecular Genetics/ Nutritional Sciences / Physics / Cell & Systems Biology
Friday, October 17	Biochemistry / Ecology & Evolutionary Biology / Statistics / Mathematics / Speech-Language Pathology / All other departments
October 23-27	Institutional approval of RTI-1 electronic submissions
October 27-31	Institutional approval of Discovery Grant electronic submissions

Debbie Bilinski, Research Partnerships Officer, will be at the UTSC and UTM campuses to review and sign both Discovery and RTI applications on the following dates:

UTSC: Wednesday, October 15, 11:30-5:00 p.m., Room AA401

UTM: Thursday, October 16, 10:00 a.m.-2:00 p.m., Room 2035 South Building

Extended Hours: Research Services will offer extended hours on the following dates:

October 16, 17, 20 & 21: 8:30 a.m. - 7:00 p.m.

Saturday, October 18 10:00 a.m. - 12:30 p.m.

13. GUIDES & LINKS TO PREPARATION OF GRANT APPLICATIONS

TOPICS	LINKS
NSERC Program Guide for Professors 2008 and Summary of Changes	http://www.nserc.gc.ca/professors_e.asp?nav=profnav&lbi=pg http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=summ
NSERC Financial Administration Guide	http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=toc_fin
NSERC Policies and Guidelines	http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=p_toc
NSERC Guidelines for the Preparation and Review of Applications in Engineering and the Applied Sciences	http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=p5
NSERC Frequently Asked Questions	http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=info_text
How to Prepare a Winning Proposal: NSERC's Grant Preparation Tips	http://www.nserc.gc.ca/professors_e.asp?nav=profnav&lbi=winprop
NSERC Research Grants Selection Committees Scientific Members	http://www.nserc.ca/commit/gsc_e.htm
NSERC Awards and Statistics	http://www.nserc.ca/about/factstat.htm
NSERC Prizes (including Steacie Memorial Fellowships)	http://www.nserc.gc.ca/about/prizes_e.asp
NSERC Peer Review Manual (See Section 6 for review of Discovery Grants, Section 7 for review of Research Tools & Instruments Grants and Section 8 for review of Major Resources Support Grants)	http://www.nserc.gc.ca/commit/prm2007/table_e.htm
For budget preparation: <ul style="list-style-type: none"> ▪ NSERC's Use of Grant Funds ▪ U of T Standard Benefit Rate, 2008-2009 ▪ U of T's Guide to Financial Management (See sections on Restricted Funds and Travel and Other Reimbursable Expenses) 	http://www.nserc.ca/professors_e.asp?nav=profnav&lbi=f3 http://www.finance.utoronto.ca/Assets/memos/alerts/sbr0809.pdf http://www.finance.utoronto.ca/gtfm.htm
U of T Ethics and Biohazard Approvals (if you have questions or concerns about the ethics review process, please contact the Office of Research Ethics directly.	http://www.research.utoronto.ca/ethics/index.html

14. HELP & SUPPORT - RESEARCH SERVICES & NSERC

Office of Research Services

University of Toronto, Simcoe Hall, Room 133S
27 King's College Circle, Toronto, ON M5S 1A1
Fax no.: 416-971-2010

Angie Agulto

Research Grants Officer

Tel. no. : 416-946-7517

E-mail: angie_agulto@utoronto.ca

Debbie Bilinski

Research Partnership Officer

Tel. no.: 416-978-7118

E-mail: debbie.bilinski@utoronto.ca

Christine Kwan

Awards Administrator

Tel. no.: 416-946-0246

E-mail: c.kwan@utoronto.ca

NSERC Technical Assistance

On-line help is normally available from NSERC between 8 a.m. and 5 p.m. (EST), five days a week. For questions regarding the on-line system, contact the NSERC helpdesk at 613-995-4273 or http://www.nserc.ca/staff/helpdesk_e.asp.

Mailing Address:
NSERC
350 Albert Street
Ottawa, ON K1A 1H5