

NSERC Application timeline for 2011 *Discovery Grants* application

AUGUST 1 2011: NOI* (Notice of Intent): All researchers who intend to apply for a *Discovery Grant* must submit a Notification of Intent to apply for a Discovery Grant (Form 180) by August 1, 2011. **NSERC will only accept a Form 180 through its on-line Services.**



Application Time-line for Internal Review

October 7-October 21: If you would like comments on your grant please email Erin a PDF of your grant during this time frame. If you require an alternate deadline please email Erin at ehuner@uwo.ca to discuss other arrangements.

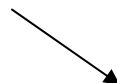
October 20: All grants received by this date will receive an administrative review. In this review Erin will make sure your application is filled in correctly, that all fields are completed, and that font, font size and margins are correct.

October 25: All grants must be submitted to the NSERC site through the “submit to research office” function *. RDS will review these grants. If problems are found, the grant will be returned to the PI for changes.

PLEASE make sure that your ROLA has been completed by this deadline!

November 1 2pm: RDS submission deadline to NSERC. All grants must be submitted through the NSERC site before this deadline so that your grant can be successfully submitted through our electronic institutional submission.

Your ROLA *must* be successfully submitted with all appropriate signatures before this deadline. Failure to do so will not allow your grant to be submitted to NSERC.



Application Time-line *without* internal review

October 20: All grants received by this date will receive an administrative review. In this review Erin will make sure your application is filled in correctly, that all fields are completed, and that font, font size and margins are correct.

October 25: All grants must be submitted to the NSERC site using the “submit to research office” function. RDS will then review these grants. If any problems are found, the grant will be returned to the PI for changes.

PLEASE make sure that your ROLA has been completed by this deadline!

November 1, 2pm: RDS submission deadline to NSERC. All grants must be submitted through the NSERC site before this deadline so that your grant can be successfully submitted through our electronic institutional submission.

Your ROLA *must* be successfully submitted with all appropriate signatures before this deadline. Failure to do so will not allow your grant to be submitted to NSERC.

***Note to applicants:**

The purpose of the Form 180 is to let NSERC organize reviewers for your application before it is actually received. Therefore, who you suggest as a reviewer is very important. They should be from Canada or be someone who knows your work.

The Form 180 is NOT bidding. You do not have to adhere to the projects described in this form. The only thing that cannot change between the Form 180 and the actual application is the title of the grant. Everything else can change. However, you probably don't want to stray too far away from the projects mentioned on the Form 180 because your reviewers are being selected based on this brief description

The application process for the NSERC Discovery Grant is entirely online. As such, you will be required to set up an account on the NSERC site. From this account you will be able to log onto the NSERC site and prepare your Discovery grant application. By the date of OCTOBER 25, 2011 you will be required to have submitted your grant online, through the "Submit to Research Office" function. This submission makes your grant available for RDS to review. If RDS finds a problem with your grant or if you wish to make any last minute changes to your grant you can contact me or Katy Pocock (katy.pocock@uwo.ca) and your grant can be returned to you. Please specify "Return NSERC Application" in the subject line. On NOVEMBER 1, 2011, RDS will officially submit your grant to NSERC through NSERC's secure site.

If you have any questions about this process feel free to contact me at ehuner@uwo.ca, or x 80449.

Changes to the NSERC Discovery Grant Programme

Application for a Grant (Form 101) and Instructions

The Form 101 instructions for the Budget Justification and Proposal sections will be modified. The **Budget Justification** section will be **limited to two pages** (except for grant applications in Subatomic Physics) and the **Proposal** section will include an **additional page** for the purpose of describing the **highly qualified personnel (HQP)** plan. Please read the instructions carefully before completing your application. The 2011 version of the literature and application forms (Forms 100 and 101) will be available on NSERC's Web site as of August 5, 2011.

Peer Review System

NSERC has introduced a major change to its peer review system for Discovery Grants:

A Conference Model for the peer review of its Discovery Grant applications.

The Grant Selection Committees have been replaced by Evaluation Groups – refer to List of Evaluation Groups and Research Topics for more details, as you will be required to suggest the Evaluation Group that is most appropriate to review your research proposal.

NSERC DISCOVERY GRANT Description

The Discovery Grants Program supports ongoing programs of research (with long-term goals) rather than a single short-term project or collection of projects. These grants recognize the creativity and innovation that are at the heart of all research advances, whether made individually or in teams. Researchers are free to work in the mode most appropriate for the research area.

Researchers can apply for only one Discovery Grant at a time, either individually or as part of a team, but not both. Researchers can hold only one Discovery Grant at any given time. This restriction does not apply to SAP Project Grants, which may be held concurrently with an individual or team grant. If you are currently the sole holder of a Discovery Grant, you may participate in an application for a Discovery Grant with other researchers on the understanding that the Discovery Grant you currently hold will be cancelled. If you currently hold a team grant and wish to apply individually, consult NSERC. Researchers who hold an individual Discovery Grant cannot reapply for another individual Discovery Grant until the last year of their current award.

Researchers who apply individually can use their grants to participate in collaborative efforts and should describe these in their proposal. Researchers who see advantages in working together in a long-range collaborative program are encouraged to combine their efforts and apply as a team. The added benefits and costs associated with the collaboration are taken into account in the assessment.

Review Procedures and Selection Criteria

Applications are reviewed by Evaluation Groups (EGs). There may also be input from referees.

NSERC assigns applications to EGs on the basis of the research topics, the objectives of the proposed research program, and input from applicants and Evaluation Groups. You may suggest which Evaluation Group you believe to be the most appropriate to review your application on Form 180, but NSERC will make the final decision.

If your research is interdisciplinary, a process will be used to ensure an appropriate review of your application. This will be done through the identification of appropriate EG members to review the application, as well as through an appropriate selection of referees. Applicants cannot submit the same proposal concurrently to both NSERC and the Social Sciences and Humanities Research Council of Canada or the Canadian Institutes of Health Research .

The overall merit assessment of each application is based on the combination of ratings agreed to by the evaluation group for each selection criterion. The final rating assigned and the outcome of the assessment of the relative costs of research will determine the grant level. **Note:** Since NSERC publishes the list of grants awarded, as well as the review procedures, rating scheme and selection criteria, it may be possible to determine the overall merit assessment or ratings assigned to your application, which includes the excellence of the researcher.

- **Scientific or Engineering Excellence of the Researcher(s)**
 - Knowledge, expertise and experience.
 - Quality of past or potential contributions to, and impact on, the proposed and other areas of research.
 - Importance of contributions to, and use by, other researchers and end-users.
 - Complementarity of expertise of the members of the team and synergy (where applicable).
- **Merit of the Proposal**
 - Originality and innovation; extent to which the proposal suggests and explores novel or potentially transformative concepts and lines of inquiry.
 - Significance and expected contributions to research; potential for technological impact.
 - Clarity and scope of objectives.
 - Clarity and appropriateness of methodology.
 - Feasibility.
 - Extent to which the scope of the proposal addresses all relevant issues, including the need for varied expertise within or across disciplines.
 - Appropriateness of, and justification for, the budget.
 - Explanation of the relationship between other sources of funding and the current proposal; extent to which it is clear, comprehensive and convincing.
- **Contribution to the Training of Highly Qualified Personnel)**
 - Quality and extent of past and potential contributions to the training of highly qualified personnel (e.g., postdoctoral fellows, graduate and undergraduate students, technicians).

- Appropriateness of the proposal for the training of highly qualified personnel.
- Enhancement of training arising from a collaborative or interdisciplinary environment (where applicable).

- **Relative Cost of Research**

In addition to the selection criteria discussed above, applications are also assessed with regard to the cost of the proposed research relative to the normal costs in the discipline. These can include special needs related to the nature of collaborative activities or infrastructure costs such as user fees.