

## Alliance grants

# Application checklist

Before submitting an application, ensure that all requirements are met and that the **instructions** are followed. Missing components or non-compliance with the instructions will result in the application not being accepted.

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## Option 1 and Option 2

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### General

- ☐ If this application is a new submission of a previously unsuccessful one, all issues that were identified in the preceding application have been addressed. A cover letter explaining the changes is recommended. This letter will not be shared with external reviewers.

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### Research topics

- ☐ The application's research challenge is in the natural sciences or engineering (NSE).
- ☐ If the proposed research includes collaborations outside the NSE, their costs must be identified in the project budget, up to a maximum of 30% of the cost-shared project costs.

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### Partner organization(s)

- ☐ The application involves at least one partner organization that is recognized for cost-sharing with NSERC.
- ☐ The cash contributions by partner organizations recognized for cost-sharing with NSERC must be sufficient for the selected cost-sharing ratio (refer to **Role of partner organizations** and **Funding your research project**).
- ☐ Taking into account the partner organizations' type and global size, the appropriate cost-sharing ratio has been selected (refer to **Funding your research project**), in agreement with the selected option.
- ☐ The partner organizations' cash contributions are in Canadian dollars.
- ☐ Each partner organization participating in the application must play a role in it, regardless of whether the organization is recognized for cost-sharing with NSERC, and regardless of whether it makes cash contributions. Except for organizations whose mandate is to provide financial support to R&D, each partner organization must provide in-kind contributions, which must be well described and justified.

- ☐ For each partner organization, the application includes a completed **Partner organization form**, including the one-page partner organization profile. Support letters are not allowed and will be removed from the application.
- ☐ For each partner organization with fewer than five full-time employees, the application includes a completed **Partner organization supplemental information questionnaire**, unless the partner has already provided that document within the last 12 months.

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## Budget

- ☐ For **Option 1**, each annual amount requested from NSERC is not less than \$20,000 and does not exceed \$1,000,000. For **Option 2**, each annual amount requested from NSERC is more than \$30,000 and does not exceed \$100,000.
- ☐ Cash contributions provided in advance by partner organizations, and recognized and necessary in the cost-sharing calculation with NSERC, were not spent in part or in total prior to three months before the application submission date.
- ☐ All planned expenditures are eligible (refer to the **Tri-agency guide on financial administration**), well described and well justified.
- ☐ In case of a project involving multiple partner organizations and/or universities, project management costs do not exceed 10% of the total direct research costs.

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## Proposal

- ☐ The proposal makes use of the **template** presentation structure, without altering the headings, text, bullet points or margins, while complying with the **NSERC online presentation and attachment standards**. In particular, all text must be in 12-point Times New Roman font, and margins must be set at a minimum of ¾-inch (1.87 cm).
- ☐ The length of the proposal does not exceed the **total page limit** outlined in the **instructions**. This limit depends on the average annual request from NSERC. Excess pages will be removed, and if this results in information addressing one or more evaluation criteria or sub-criteria being truncated, NSERC will not accept the application.
- ☐ The proposal addresses **each** of the requirements listed in the bullet points included in the proposal template under each heading. Failure to do so will result in the application being found incomplete and not accepted.
- ☐ In the case of a large project (average of more than \$300,000 per year requested from NSERC) involving multiple partner organizations and/or universities, you may add up to three additional pages **strictly for the purposes** of detailing topics such as project management, governance structure and university support. These pages must be included under the *Team* heading. If any of these additional pages are used for purposes other than those prescribed, NSERC will remove them, and if this results in information addressing one or more evaluation criteria or sub-criteria being truncated, NSERC will not accept the application.

- ☐ The proposal includes a training plan that is principally intended for undergraduate, graduate or postdoctoral trainees.
- ☐ The proposal includes a detailed **training plan** describing **specific practices** that consider **equity, diversity and inclusion (EDI)** and that will be **implemented** during the project to ensure an inclusive research and training environment. Generic statements or references to the current environment in the applying team will not be considered sufficient. If the training plan does not adequately demonstrate that EDI has been appropriately taken into consideration, NSERC will not accept the application.

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### **Applicant(s) and co-applicant(s)**

- ☐ The Form 100A and the CCV for the applicant and each co-applicant are complete and up to date, complying with the instructions (**Form 100A; CCV**). Failure to provide Form 100A and CCV that comply with the instructions will result in the application being found incomplete and not accepted.
- ☐ If you deem it relevant, the application can include biographical sketches or CVs for collaborators and/or key staff of the partner organizations. Such biographical sketches or CVs must comply with the **instructions** and not exceed **two pages** each in length. Excess pages will be removed.

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## **Option 2 only**

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### **Applicant and co-applicant(s)**

- ☐ The applicant and the co-applicants have not submitted an Alliance Option 2 application that NSERC accepted to proceed to the Public impact value proposition (PIVP) selection committee step in the past 12 months.

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### **Partner organization(s)**

- ☐ None of the partner organizations (or any of their divisions, subsidiaries, agencies) that are recognized for cost-sharing have been part of more than one Alliance Option 2 application that NSERC accepted to proceed to the PIVP selection committee step in the past 12 months.

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### **Proposal**

- ☐ The PIVP section of the proposal template is complete. This will be the primary source of information for the Option 2 PIVP selection committee, which will determine if the application meets the requirements for Option 2 and if it can proceed to peer review for its overall merit assessment, similar to Option 1. The remainder of the proposal, exclusive of the PIVP, includes all relevant information necessary for its evaluation through peer review.
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