New Frontiers in Research - Full Application

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  - “I Will Call In” or;
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- Use the Q&A box for questions
2019 Exploration Competition

How to Prepare an Application–Applicants and Research Administrators

November 2019
Presentation Overview

• Competition Timeline
• Application Content
• Submitting the Application (Applicants)
• Application Review Process
• Convergence Portal Demo (Applicants)

RGO Specific

• Submitting the Application (RGO)
• Convergence Portal Demo (RGO)
New Frontiers in Research Fund
Exploration Stream

• Objectives:
  – Generate opportunities to conduct high risk, high reward and interdisciplinary research
  – Support research that pushes the boundaries of what is funded through the agencies

• Minimum of 100 awards
  – Maximum of $125,000 per year for up to 2 years
    • includes indirect costs of up to 25% of direct costs
    • maximum of $100,000/year for direct costs of research
# Competition timeline

## NOI Stage

**July**
- Competition launch and Convergence Portal opens *(July 3rd)*

**August**
- Submission of Notification of Intent to apply *(NOI)* *(due Aug. 7th)*

## LOI stage

**September**
- Submission of Letter of Intent to apply *(LOI)* *(due Sep. 4th)*

**October**
- LOI stage results and invitations to submit an Application *(Oct. 31st)*

## Application Stage

**December**
- Submission of Application *(due Dec. 10th)*

**Dec - March**
- External reviews and committee assessment

**March**
- Multidisciplinary review panel meeting

**March**
- Release of Notices of Decision and start of awards *(by March 31st)*
Application Stage

By invitation only: the NPIs that were successful at the LOI stage will be able to create an Application on the Portal

Application Deadline: December 10

Check with your RGO for internal deadlines
Application Content

- Information submitted at the NOI and LOI stages
- Sections to complete in Convergence Portal:
  - Budget Table
  - Gender-based analysis plus (GBA+)
  - Certifications, licences and permits
    - Environmental Information Form
Application Content

Supporting Documents:

– Equity, Diversity and Inclusion (EDI)
– Biographical Info on team
– Research Proposal
– Budget justification
– Literature references
Redaction of LOI Attachments

- Committee members noted self-identifying information in LOI attachments
- Redacted by staff
- Redacted attachments uploaded to Convergence Portal
Application
Supporting Documents

Equity, diversity and inclusion
(form-fillable PDF)

• Analysis of Context
• Team composition and recruitment processes
• Training and development opportunities
• Inclusion
• **Best Practices in Equity, Diversity and Inclusion in Research**
Application
Supporting Documents

Biographical Info: Research Team
(max 3 pages)

• Overview of research team’s knowledge, background and expertise
• Identify anticipated contributions of each team member
• Explain how their contributions will be coordinated and integrated
Application
Supporting Documents

Research Proposal
(max 4 pages)

- Describe proposed research
- Short and long term objectives
- Research methodology and design
- Work plan and timeline
- Approaches to Indigenous Research (if appropriate)
- GBA+/SGBA (if appropriate)
Application Supporting Documents

Budget Justification
(max 1 page)

• Breakdown & explanation of direct costs
• Info to assess appropriateness of requested resources
• Other resources: funding, materials, equipment
• Indirect cost breakdown is not required
Application
Supporting Documents

Literature References
(max 3 pages)

• List of references cited in new documents
Instructions for Attachments

• All documents must be converted to Portable Document Format (PDF) before uploading

• Formatting instructions for attachments

***Be mindful of formatting requirements (page length, font size, margins, no personally identifying information, etc.) as applications that do not adhere to the requirements can be withdrawn***
Instructions for Attachments: Anonymity

• Double-blind review by external reviewers
• No self-identifying information of the team members is included in the following:
  – Gender-based analysis plus (GBA+);
  – Research proposal; and
  – Budget justification
• When referring to prior research, use non-identifying nouns in statements (e.g., article was published; research was conducted on, etc.)
• Do not provide links to personal sites (websites, blogs, Facebook, LinkedIn, etc.)
• Self-identifying information **can** be included in:
  – EDI form
  – biographical information about the research team attachment.
Submitting the Application

• Review

• Accept the Terms and Conditions

• Status: Received by Administrator

• For changes: ask RGO to return it to you

• RGO approves and submits to agency
  – Status: Received by Agency
  – No further changes can be made
Review Process: Overview

• External Expert Review
  – Double-blind review

• Multidisciplinary Review Panel
  – Initial assessment
  – In-person meeting

Reviewer Manual
Review Process: External Review (Double-Blind)

• Focus of Exploration grants is on the high-risk, high-reward and interdisciplinary nature of the project
  – Focus on the research rather than the team
• External Reviewers
  – Double blind review
  – Anonymity of reviewer and applicant
• External Reviewers
  – High risk/ High reward
  – Feasibility/ Identify expertise required to carry out research
• Do not have access to:
  – List of participants/collaborators
  – Research team’s biographical information
  – EDI form
Review Process: Multidisciplinary Review Panel

• 5 members per file
  – At least 2 with similar area of research expertise
  – Others provide non-expert perspective

• Content from NOI, LOI and Application
Review: Assessment

• Scored according to merit indicator matrices (7 point)
  – High risk (40% overall score)
  – High reward (40% overall score)
  – Feasibility (20% overall score)
  – Equity, Diversity, Inclusion (EDI) (pass/fail)
• Top rated application
Review: Results

- In person Multidisciplinary Review Panel (March 2020)

- All applications will be discussed

- Proportion of awards reserved for ECR-led applications is at least equal to proportion of ECR-led LOIs received
How to use the Convergence Portal-
Applicants
Questions and Answers for Applicants

Please use the Q&A box to ask questions
Submitting an Application as RGO

Use the “Research Administrator” link to access your Institution’s applications.

If you do not have this option, please contact: websupport@chairs-chaires.gc.ca
Submitting an Application as RGO

RGOs can:

• View applications from NPIs at their institution (submitted and in-progress)
• Forward submitted Applications to the Agency
• Return submitted Applications to the NPI
• Bulk download multiple applications in PDF
Submitting an Application as RGO

Before submitting an application to the agency, confirm:

- NPI’s primary affiliation is (or will be) with your organization
- NPI has the necessary time and resources to carry out the project
How to use the Convergence Portal- RGO
Questions and Answers for RGOs

Please use the Q&A box to ask questions
# Resources

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<tr>
<th>NFRF contact</th>
<th><a href="mailto:NFRF-FNFR@chairs-chaires.gc.ca">NFRF-FNFR@chairs-chaires.gc.ca</a></th>
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<tr>
<td>Internal Deadlines</td>
<td>Your institution’s Research Grants Office / RGO</td>
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<td><strong>Competition Overview</strong></td>
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<td>On-line Services Helpdesk</td>
<td>E-mail: <a href="mailto:websupport@chairs-chaires.gc.ca">websupport@chairs-chaires.gc.ca</a></td>
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<td>Telephone: 613-995-4273</td>
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