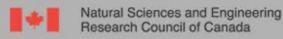
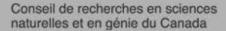
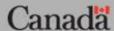
#### People. Discovery. Innovation. Les gens. La découverte. L'innovation.





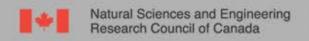






## 2020 Competition







#### **RTI Webinar Call-in Information**

Teleconference number 1-877-413-4790 (toll-free)

Conference ID 7462843

Link <u>http://nsercofcanada.adobeconnect.com/complete-</u>

application/



#### **Overview of Webinar**

#### **RTI Program Updates**

#### **Program Information**

- Objectives / Description
- Equity, Diversity & Inclusion
- Eligibility & Use of Funds
- Application Procedures
- Review Procedures & Selection Criteria
- Evaluation Process

#### **Application Instructions**

- General Information
- Step-by-Step Instructions
- Links and Contact Information

### **RTI Program Updates for 2020**

- Equity, Diversity & Inclusion considerations have been added to the selection criteria under:
  - Merit of the research programs supported by the equipment and excellence of the applicant(s) and
  - Importance of the equipment for the training of highly qualified personnel (HQP)
- Language around the eligibility to apply for and hold funds has been clarified in the program description
- Additional information has been added to application instructions in the budget justification section to specify the use of correct tax & exchange rates

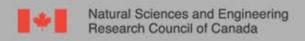
## RTI Program Updates from Last Competition (2019)

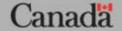
- Changes to RTI selection criteria
- Reduction in the number of selection criteria from five (5) to three (3)
- Applied weighting for each criterion

The weighted scoring method will better guide Selection Committee members during review, and will provide applicants with more detailed scoring on their proposals to help improve subsequent applications.

## **Program Information**

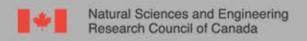






## **Objectives / Description**







### **Program Objective**

- RTI grants foster and enhance the discovery, innovation and training capability of university researchers in the natural sciences and engineering (NSE) by supporting the purchase of research equipment.
- **Note:** While the Research Tools and Instruments Grants Program provides the primary avenue to obtain support for tools and instruments with a net cost between \$7,001 and \$250,000, equipment of any value can be purchased using a Discovery Grant.

## **Program Description**

- RTI grants are one-year awards of up to \$150,000 that assist in the purchase, rental or fabrication of equipment that is not readily available off the shelf;
- The net cost\* of the equipment must be between \$7,001 and \$250,000;

\*Net cost is defined as the purchase cost of the equipment after any discount from the vendor and before taxes, customs and importation fees, transportation and shipping charges, and assembly and installation costs.

## **Program Description (cont.)**

- The vendor discount must be free of conditions, restrictions or limitations (e.g., cannot be offered in exchange for services from users benefiting the vendor company);
- The research community is also encouraged to explore other avenues for funding research tools and instruments, including NSERC's other programs that allow the purchase of equipment as eligible expenses (such as the Discovery Grants program).

## **Equity, Diversity & Inclusion**





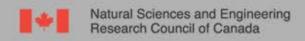


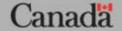
### **Equity, Diversity and Inclusion**

- Applicants are encouraged to increase the inclusion & advancement of under-represented & disadvantaged groups in the natural sciences & engineering as one way to enhance excellence in research & training.
- Equity, diversity & inclusion considerations should be developed into the rationale of the composition of research teams & trainees.
- For more information, applicants should refer to the <u>Guide for Applicants: Considering equity, diversity</u> <u>and inclusion in your application.</u>

## Eligibility and Use of Funds







## **Subject Matter Eligibility**

Applicants should specifically note how equipment acquired with RTI funds will be used as the intent is for equipment grants to foster and enhance the discovery, innovation, and training capability of university researchers in the natural sciences and engineering (NSE).

### **Eligibility of Application**

#### **NSERC** will only accept requests for:

- tools & instruments that form a comprehensive system\* intended to support NSERC-funded research in the natural sciences & engineering. Requests that bundle unrelated tools & instruments together will not be accepted
- the purchase of new, used or refurbished equipment, for the repair, upgrade or rental of equipment, or for the fabrication of equipment that is not readily available off the shelf.

<sup>\*</sup>A comprehensive system is one in which each tool or instrument forms part of an integrated system of operation to support the research program(s).

### Eligibility of Application (cont.)

#### **NSERC** will only accept requests for:

 equipment that is purchased or rented after the application deadline.

**Note**: Equipment and items that are part of laboratory infrastructure or intended to render other equipment compliant with health and safety standards are ineligible for RTI support.

For more information on eligible expenses under the RTI program, see the <u>instructions</u> on how to complete an RTI application.

### Eligibility to apply for and hold funds

To be eligible to apply for and to hold RTI funds, applicants & co-applicants must each:

- meet <u>NSERC's Eligibility Criteria for</u> <u>Faculty</u>; and
- hold at least one of the following NSERC grants:
  - Discovery
  - Discovery Development
  - Alliance
  - Strategic Partnership
  - Collaborative Research & Development
  - Industrial Research Chair
  - Canada Research Chair
  - Canada Excellence Research
     Chair
  - Canada 150 Research Chair

\*Applicants and co-applicants may apply for any of the above grants while concurrently applying to the RTI program. However, if any applicant or co-applicant does not hold one of the above grants by the RTI award start date, or is not successful in obtaining one of these grants while concurrently applying to the RTI program, the applicant and/or co-applicant will be deemed ineligible and removed from the application.

**Note:** Adjunct professors with a full-time position in industry or government may only be co-applicants.

#### **Use of Funds**

- RTI grants must be used only for the specific type of equipment for which the grant was awarded
- Grantees who wish to purchase equipment different from that specified in the application must obtain written permission from <u>NSERC Finance</u> prior to its purchase.
- Grantees may, however, buy a model different from that requested in the application without prior NSERC approval (e.g., newer or upgraded model).

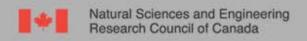
## **Eligible and Ineligible Costs**

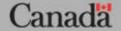
Type of Expenditure	Eligible Costs	Ineligible Costs (Ineligible funding costs must not be included in the application)
Equipment	<ul> <li>Purchase or rental of equipment including taxes, shipping, and handling</li> </ul>	
Other	<ul> <li>Transportation/shipping costs for purchased equipment</li> <li>Fabrication, assembly, and installation of the equipment</li> <li>Extended warranty or service contract</li> <li>Brokerage and customs charges for the importation of equipment and supplies</li> <li>Testing/calibration costs</li> <li>On-site costs of training staff to use equipment</li> </ul>	<ul> <li>Salaries and benefits</li> <li>Travel*</li> <li>Insurance costs for equipment and research vehicles</li> <li>Laboratory infrastructure (includes but not limited to ventilation systems, wiring, power units or electrical outlets, floors, ceilings, walls, plumbing, lighting and storage)</li> <li>Costs of the construction, renovation or rental of laboratories or supporting facilities</li> <li>Equipment or item intended to render other equipment compliant with health and safety</li> </ul>
*T	Software licensing or upgrades	standards <ul><li>Consumables</li></ul>

<sup>\*</sup>Travel required for the supplier to install, repair and/or refurbish equipment is an eligible cost.

## **Application Procedures**







#### **General Information**

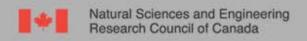
- Researchers can submit one RTI application per competition, either as an applicant or a co-applicant, but not both.
- To apply, applicants must submit an Application for Research Tools and Instruments through the Research Portal by the deadline date.
- Each applicant and co-applicant must also complete a Canadian Common CV (CCV) and link it to the application.

### **General Information (cont.)**

- Teams should strive for a diverse group of coapplicants and major users, including balanced gender representation.
- Equity, diversity and inclusion considerations should be reflected in the rationale of the team composition and where applicable, in the designated roles within the team.
- For more information, refer to the <u>Guide for</u>
   <u>Applicants: Considering equity, diversity and</u>
   <u>inclusion in your application</u> (questions 1 to 4).

# Review Procedures and Selection Criteria







#### **Review Procedures**

- Applications for RTI grants submitted to NSERC are reviewed by experts on a competitive basis.
   Experts on NSERC RTI Selection Committees follow the guidelines in the <u>Research Tools and</u> <u>Instruments Peer Review Manual</u>.
- Applications to the RTI program are assessed on the basis of three weighted selection criteria. The onus is on the applicant to thoroughly address each criterion in the application and to provide detailed information.

### RTI Selection Criteria [weighting]

- 1. The need, urgency and suitability of equipment for the research program(s) [40%]
- Merit of the proposed research program(s) supported by the equipment and excellence of the applicant(s) [40%]
- 3. Importance of the equipment for the training of highly qualified personnel [20%]

# 1. Need, Urgency & Suitability of Equipment for the Research Programs\* [40%]

- demonstration the equipment is essential for the research, and there are no other more cost-effective ways of obtaining results;
- availability of similar equipment/ facilities/ services in the vicinity;

\*If you anticipate use by or benefit to other sectors, describe the support secured from these sources or demonstrate the efforts made to obtain such support.

# 1. Need, Urgency & Suitability of Equipment for the Research Programs [40%] (cont.)

- the impact of a delay in acquisition of equipment on the research and the pace of research progress;
- need to upgrade or replace obsolete or failed equipment; and
- degree of utilization of the equipment by the applicant(s) and other users.

# 2. Merit of the Proposed Research Program(s) Supported by the Equipment & Excellence of the Applicant(s) [40%]

- quality and significance of research programs, including potential major advances and impact in the discipline as a result of the equipment;
- feasibility of the plan to use the equipment;

# 2. Merit of the Proposed Research Program(s) Supported by the Equipment & Excellence of the Applicant(s) [40%] (cont.)

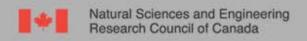
- the excellence of the applicant(s), including scientific or engineering calibre of the applicant(s) and extent to which the applicant(s) has relevant experience and demonstrated ability to fully use the equipment; and
- consideration of equity, diversity and inclusion in the rationale of the team composition (applicant, co-applicant(s), and major users).

# 3. Importance of the Equipment for the Training of Highly Qualified Personnel (HQP) [20%]

- the quality and extent of the training;
- opportunity for hands-on training;
- potential to provide marketable skills for students training on the equipment; and
- consideration of equity, diversity and inclusion in the training of HQP.

#### **Evaluation Process**







#### **Evaluation Process Overview**

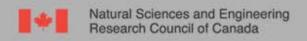
- For each assigned application, Selection
   Committee members provide a score for each of the three (3) weighted criteria.
- Each application is assessed by up to five (5) members independently.
- NSERC ranks applications based on the average weighted totals and does not collect comments from members.

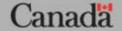
### **Evaluation Process Overview (Cont.)**

- There are no face-to-face meetings. Cases that need further input from the Chairs and members are resolved before the Committee's ranked list is finalized (e.g.: subject matter eligibility, eligibility of equipment, or partial awards)
- NSERC provides each applicant with a Competition Results document that contains the scores for each criteria, the average weighted total and the rank

## **Application Instructions**

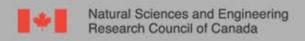


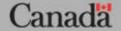




#### **General Information**







### **Before You Start**

- Read the <u>program description</u> before you complete the application.
- Consult the <u>Eligibility Criteria for Faculty</u> to ensure that you can participate in this grant program as an applicant or a co-applicant.

### **General Information**

- The applicant and co-applicant(s) must complete their respective sections of the application as per the instructions, using the <u>Research Portal</u>. In addition, an NSERC <u>Canadian Common CV</u> (CCV) must be completed by the applicant and each co-applicant and be linked to the application.
- In the application, applicants and co-applicants must submit all requested information in agreement with <u>Research Portal</u> <u>Presentation and Attachment Standards</u>.
- Incomplete applications and applications that do not meet the presentation standards may be rejected or may be at a disadvantage in comparison with those that are complete and respect the presentation standards.
- Information that is not required, based on the application instructions, will be removed.

# **Application Deadline**

- Your application must be received at your institution's research grants office by its internal deadline date; contact your research grants office for this date.
- The application must be received at NSERC by 8:00p.m. (ET) on the deadline date: October 25. If it is not received by the deadline, it will be considered late and will be rejected.
- Once an application has been submitted to NSERC, it cannot be updated or modified, before or after the deadline.

# **RTI Application Cycle**

### Before October 25

Applicants

 and Co applicants
 prepare
 submissions
 and meet
 internal
 deadlines

### October 25

 Deadline to Submit application to NSERC via Research Portal

### Early December

Selection
 Committee
 members
 receive
 applications

# December – February

Members review applications

### **April**

 NSERC provides results to applicants

# **RTI 2020 Key Reminders**

- RTI grants award up to \$150,000 for research equipment with a net cost between \$7,001 & \$250,000 (before taxes, shipping & handling). Must form a <u>comprehensive system</u> intended to support NSERC-funded research in NSE.
- NSERC Deadline: October 25, 2019
- Researchers may apply only <u>once</u> as applicant or coapplicant (but not both)
- Ensure completeness of the application (including quotations, if required, and any letter(s) confirming financial contributions)
- Plan ahead and check institution deadlines too (if applicable)

# **2020 RTI Application Content**

### A complete submission includes:

- Application Information (via the Research Portal)
- Co-Applicant Information, if applicable
- Proposal (limit of four pages)
- Budget Justification (limit of two pages)
- Quotation(s) and Confirmation(s) of Financial Contributions, if applicable (see next slide)
- NSERC Researcher CCV for each applicant and co-applicant(s)

# **Quotations and Confirmation of Financial Contributions**

### If applicable, applicants should include the following:

- Two (2) recent quotations for any individual item(s) over \$25k (before taxes)
- letter from organization(s) (not applicant's and/or coapplicants' institution(s)) that clearly & exclusively explains financial contributions towards purchase of equipment;
- written authorization from NSERC to use funds from any Partnership grants towards purchase of equipment in the RTI application.

# **2020 RTI Application Summary**

Section	Notes/Limits	Completed by
Summary of Proposal	Max. 3000 characters (1/2 page)	Applicant
Activity Details	Complete section	Applicant
Proposed Expenditures	Complete table	Applicant
Identification / Eligibility Profile	Complete sections	Applicant & Co-Applicants
Time to be devoted to research/activity	In hours per month	Applicant & Co-Applicants
Proposal [A]	Limit of <b>four</b> pages (PDF)	Applicant
Budget Justification [A]	Limit of <b>two</b> pages (PDF)	Applicant
Relationship to other source(s) of support (explanation)	Explain in <b>Budget Justification</b>	
Quotations (up to two) [A]	2 quotations in PDF, 10Mb each (for items more than \$25,000)	Applicant
Confirmation of Financial Contributions [A]	PDF (File size limit of 10Mb)	Applicant
NSERC Researcher Common CV (CCV) [A]	Complete on CCV site and upload	Applicant & Co-Applicants
[A] = Attachment(s)		

## **Budget Justification**

### Limit of two pages.

- Provide a detailed explanation and justification for each budget item identified in the Proposed Expenditures page.
   Provide sufficient information to allow reviewers to assess whether the items requested are appropriate.
- This section must only contain information pertinent to the budget and relationship to other research support.

**Note:** All proposed expenditures, including quotations, must be in Canadian dollars. To convert to Canadian currency, you must use an exchange rate consistent with the Bank of Canada rate at the time of application. Ensure that tax rates (i.e., applicable exemptions or rebates) used in the budget are consistent with the tax rates used by your institution. Failure to use the above described exchange rate and/or tax rate(s), or the addition of any other line item in the budget intended to cover fluctuations in cost, may result in a revised award amount.

# **Budget Justification (cont.)**

### **Equipment**

Give a breakdown of the items requested in the Proposed Expenditures page. Provide details on models, manufacturers, prices, exchange rates and applicable taxes. Justify the need for each item requested. Ensure that you include two quotations, when applicable. Provide a clear justification if the number of quotations required cannot be provided (refer to Quotations section below).

### Other expenses

 List all items not relevant to the previous category, and provide an explanation.

# **Budget Justification (cont.)**

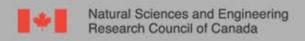
### Relationship to other research support

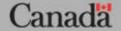
- Provide sufficient information to enable the reviewers to assess the relationship between the equipment requested in this application and other relevant research funds held or applied for, including those of any coapplicants.
- These funds can include grants and contributions from funding agencies, organizations, the private sector, institution start-up funds, research chairs, the primary place of employment (for adjunct professors) and other institutional research support. This is in keeping with the language used in the peer review manual.
- Demonstrate that the funds requested in the RTI application will be for expenses that are distinct from those covered by support (in kind or cash) from other sources. For funding applied for, you must demonstrate that there will be no duplication of funding for the same expense(s) by explaining how funds will be used if all applications are successful.

# Research Tools and Instruments Grants Program Information Session

# **Step-by-Step Instructions**





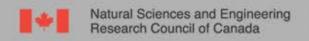


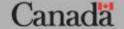
# Submitting an Application and Research Portal Step-by-Step

# Login:

https://portal-portail.nserc-crsng.gc.ca/s/login.aspx







### **Create Your Account**

#### Research Portal

### Canadä

#### Welcome to the Research Portal

#### Account

The Research Portal is intended for use only by individuals participating in the preparation of applications/nominations for funding from the Canada Research Chairs, the Research Support Fund, and other programs of the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC), in the administration of awards, and in the merit review of applications.

Before using the Research Portal, you must read the <u>Terms and conditions</u> and <u>Transparency</u> (see below). When you login and use this system, it means that you understand these policies and conditions and you consent to the use of your personal information for administrative purposes.

#### Notice: Maintenance Window

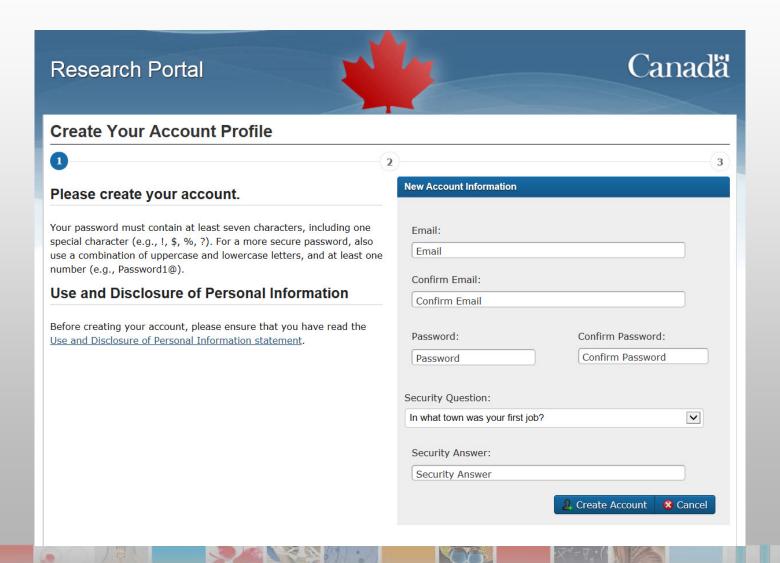
This system will normally be unavailable to users Saturdays from 7:30 to 9:30 a.m. (eastern), as well as on the second Wednesday of each month from 6:00 to 10:00 p.m. (eastern).

_	
Email:	
Email	
Password:	
Password	
💕 Sign In	
New here? Create account	
I forgot my password.	

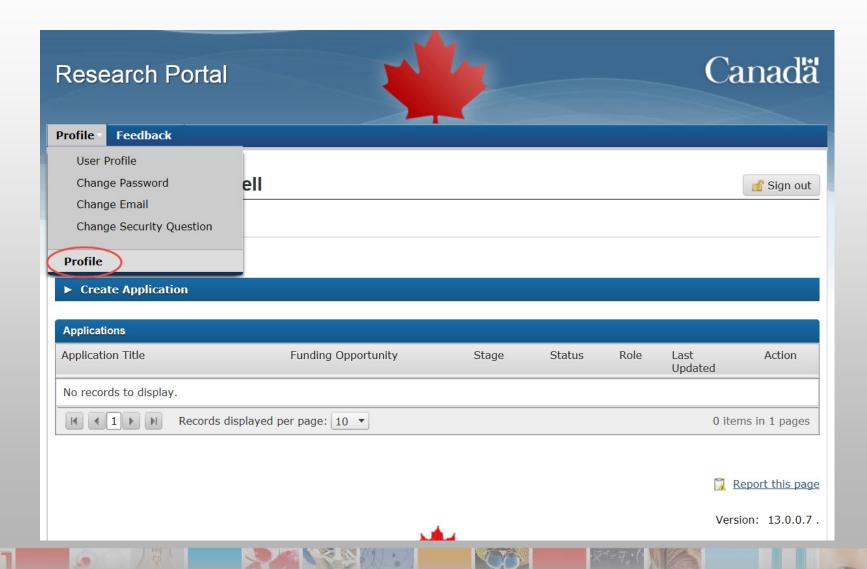
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Version: 16.0.1808.01.

### **Create Your Account**



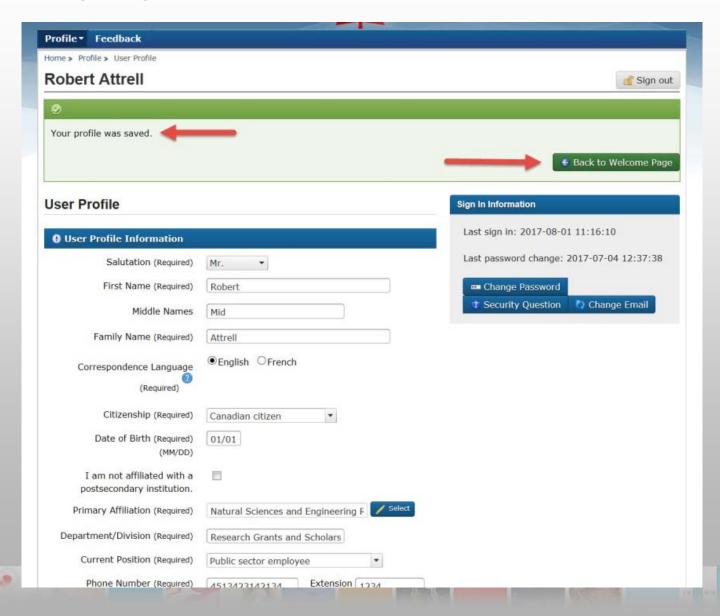
# **Navigate to the Profile Page**



### **Create/ Edit Your Profile**



### **User Profile**



### **User Profile**

#### Why we are asking you to self-identify

Equity, diversity and inclusivity (EDI) strengthen research communities and the quality, social relevance and impact of research. See the Presidents' <u>Open Letter to the Research Community</u>.

The questions are primarily based on the current standard used by Statistics Canada in the Census, and wording from the <u>Employment Equity Act</u>. If you have comments or suggestions regarding this data collection, please send to the relevant agency at:

NSERC: Maseequity-equitesng@nserc-crsng.gc.ca

SSHRC: <u>equity-equite@sshrc-crsh.gc.ca</u>

CIHR: <u>support@cihr-irsc.gc.ca</u>

Applicants and co-applicants, as well as collaborators on SSHRC grants, are required to complete this form.

If you are not an applicant, co-applicant or SSHRC collaborator, please select:

This does not apply to me  $\Box$ 

### **User Profile**

#### **Privacy Notice**

The Research Portal supports the delivery of certain programs of the federal funding agencies. The information you provide in the self-identification section is collected under the respective authority of either the <u>NSERC Act</u>, <u>SSHRC Act</u>, or <u>CIHR Act</u> depending on the program.

The collection, use, disclosure, retention and disposal of your personal information are in accordance with the Access to Information Act and the <u>Privacy Act</u>. Your information will be managed in accordance with Treasury Board Secretariat policies, directives and guidelines on <u>information management</u> and <u>protection of personal information</u>, and with the agencies' retention and disposition schedules.

Self-identification information is collected on a **voluntary basis**. This information will be stored electronically in your User Profile and access is limited to agency staff on a need to know basis. Your User Profile self-identification information is **not** part of your application, and is neither accessible to, nor shared with, external reviewers and/or selection committee members in an identifiable form.

Choosing not to self-identify for these purposes will have no consequences for your application. In funding opportunities where an agency may offer special consideration for members of a designated equity group, applicants will be asked to provide their consent separately to use their self-identification information for that purpose.

Your data will be used for the purposes of program operations (including the recruitment of external individuals for merit review processes, where applicable) and planning, performance measurement and monitoring, evaluation and audits, and may be used in aggregate to report to government or to the public. Self-identification information will be reported in a form (e.g., aggregate) to ensure protection of the identity of any individual. Please also see the relevant agency's Personal Information Banks:

NSERC: PSU 941 and PSU 942 described in NSERC's Info Source.

SSHRC: PSU 941, PSU 942, and PPU 055 described in SSHRC's Info Source.

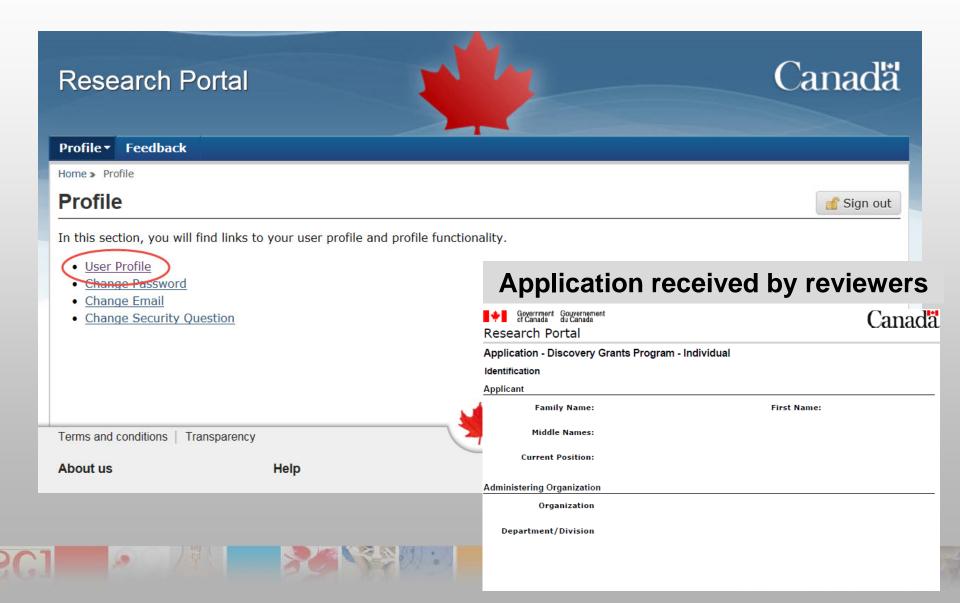
CIHR: PSU 941, PSU 942 as described in CIHR's Info Source.

If you believe your personal information has been mishandled or have concerns about agency privacy practices, you have the right to file a complaint with the Office of the Privacy Commissioner. For more information about your rights under the Privacy Act, about our privacy practices or to access or correct your personal information, please contact the relevant agency's ATIP office:

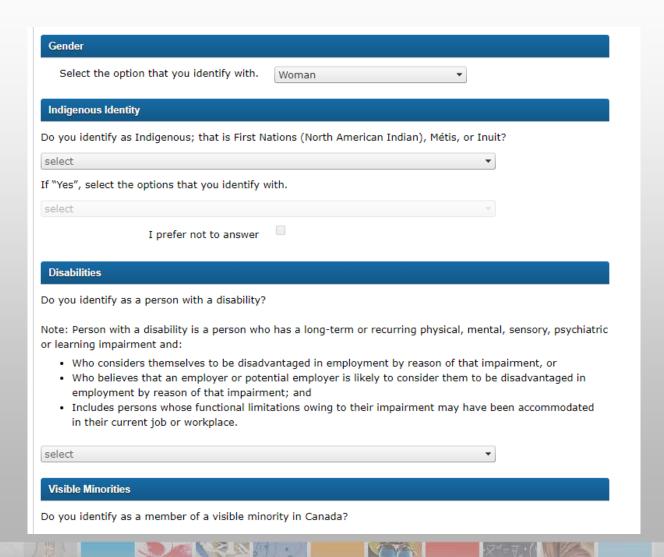
- · NSERC's ATIP Coordinator.
- . SSHRC's ATIP Coordinator.
- · CIHR's ATIP Coordinator.

By voluntarily submitting your self-identification information, you are confirming that you have read and understood this Privacy Notice Statement and agree to provide your personal information in accordance with it

### **Collection of Self-Identification Data**



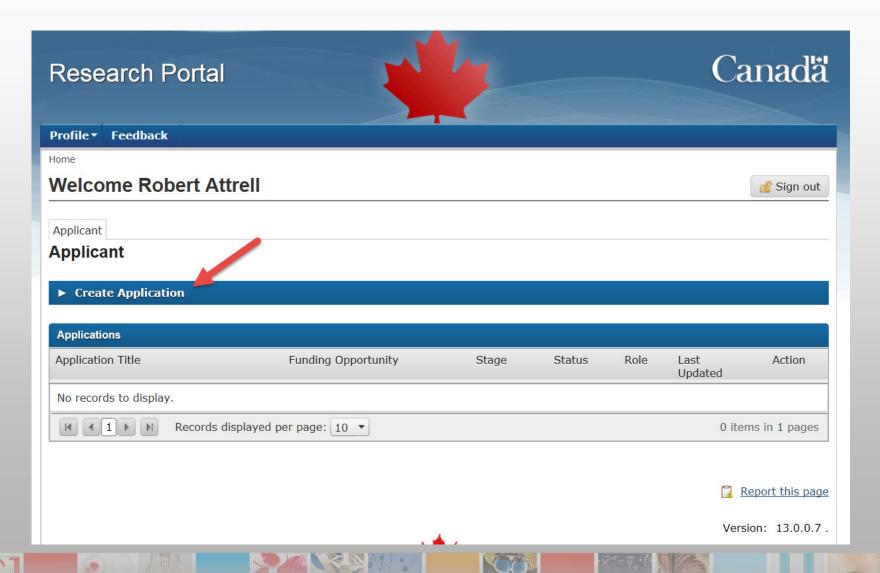
## **Collection of Self-Identification Data (cont.)**



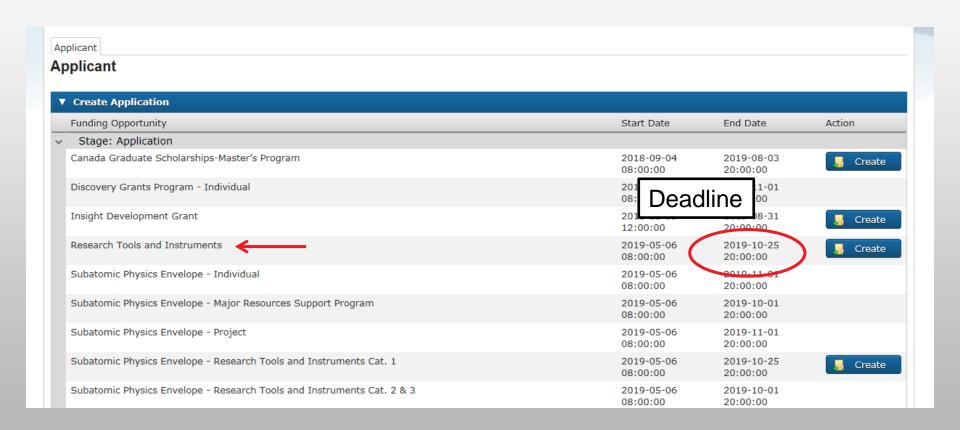
# **Create an Application**

- Sign in to the <u>Research Portal</u>.
- Select the Funding Opportunity and click on Create.
- Complete your Eligibility Profile and click on Validate.
- Click on Continue and Create Application.
- Under Applications, Open the application.
- Click on Edit to complete the different sections.

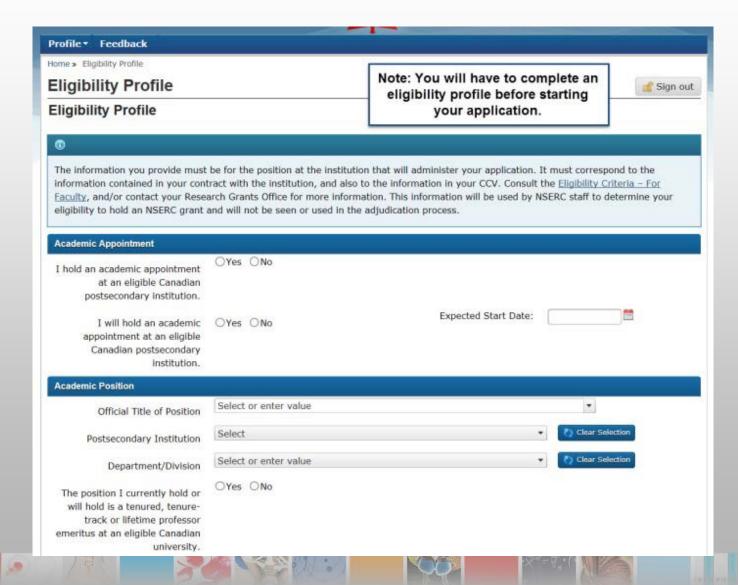
# **Create A New Application**



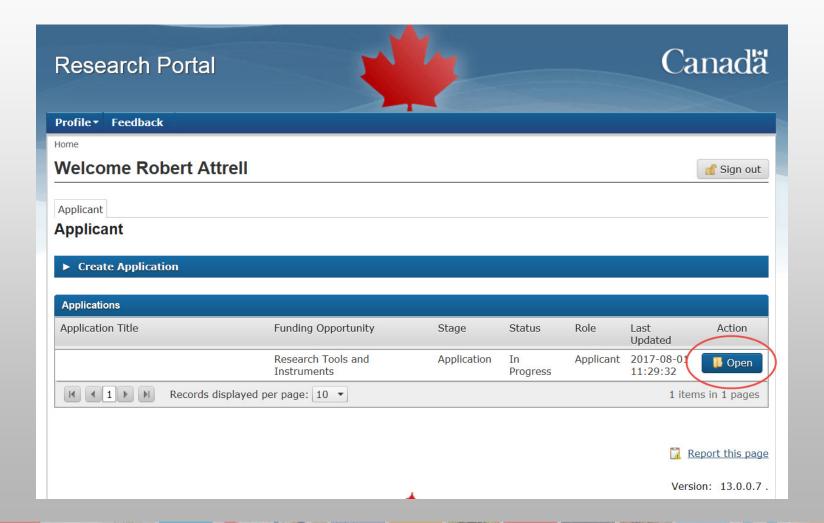
# **Your Application**



# **Eligibility**

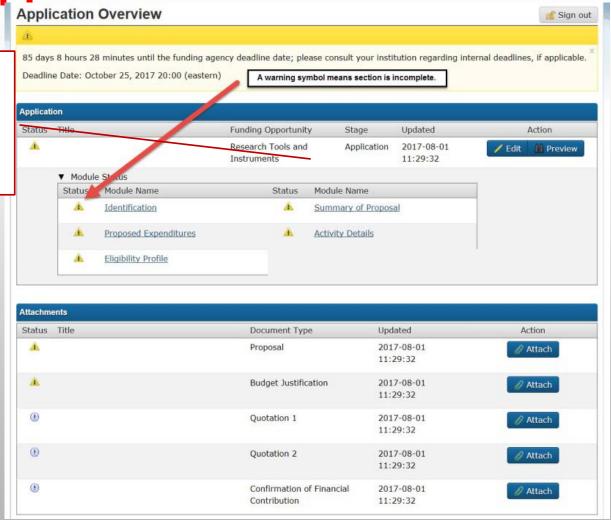


# **Your Application**

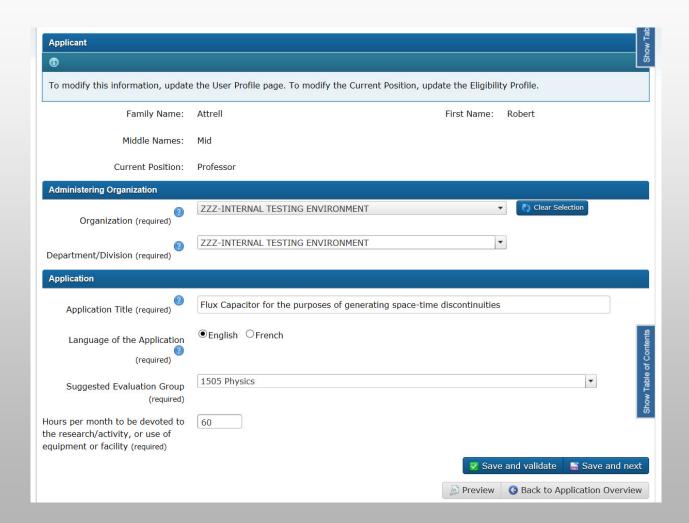


**Your Application** 

Note deadline date and time remaining to submit application to NSERC



### Identification



# **Select Evaluation Group**

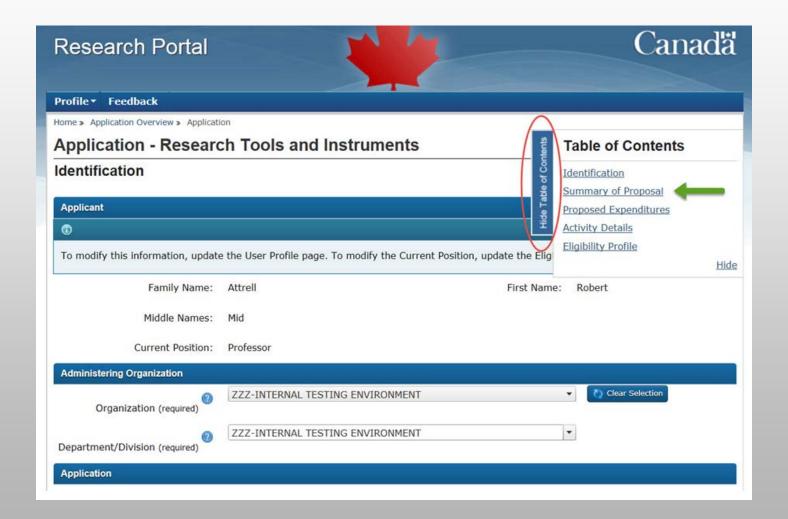
- Select the Evaluation Group that best fits your research discipline
- Your suggestion is used for the preliminary assignment of your application to the appropriate RTI selection committee
- NSERC makes the final decision on the assignment.

<u>www.nserc-crsng.gc.ca/NSERC-CRSNG/Committees-Comites/programs-programmes\_eng.asp</u>

### **RTI Selection Committees**

- Genes, Cells & Molecules (1601)
- Biological Systems & Functions (1602)
- Environmental Sciences jointly reviewing:
  - Evolution & Ecology (1603) + Geosciences (1606)
- Chemistry (1604)
- Physics (1605)
- Computer, Mathematical, & Statistical Sciences jointly reviewing:
  - Computer Sciences (1607) + Mathematical & Statistical Sciences (1608)
- Civil, Industrial, & Systems Engineering (1609)
- Electrical & Computer Engineering (1610)
- Materials & Chemical Engineering (1611)
- Mechanical Engineering (1612)

### **Table of Contents**



# **Summary of Proposal**

#### **Application - Research Tools and Instruments**



Summary of Proposal

#### Summary (required)

3000 characters maximum

Characters remaining: 1690



Time Travel is a hypothetical intentionally or accidentally travel from one time point to another by artificial or natural means. Theoretically, both live and inanimate objects, information and matter can travel in time.

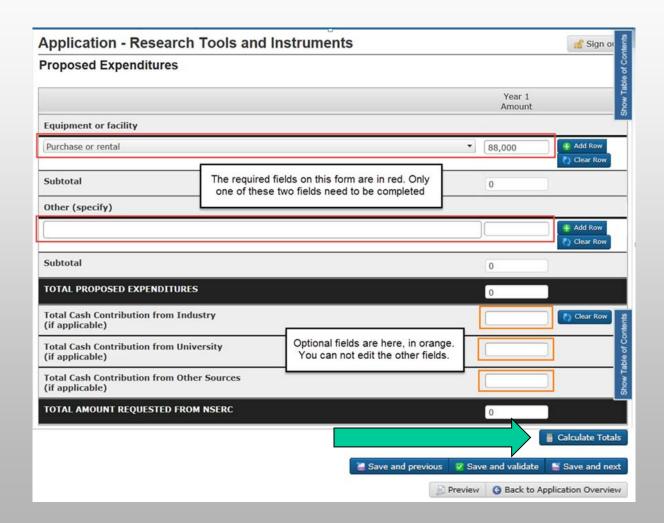
Time travels are divided by objectivity of events into intentional and accidental. The intentional travels are made consciously using all available means, when the accidental are usually made through a certain area in space where the laws of nature (time) may be distorted in contrast to their usual state in our world.

Time travels can have two directions: from the past to the future and from the future to the past. The present in this context often plays no role, since it is a relative term and depends on the bystander.

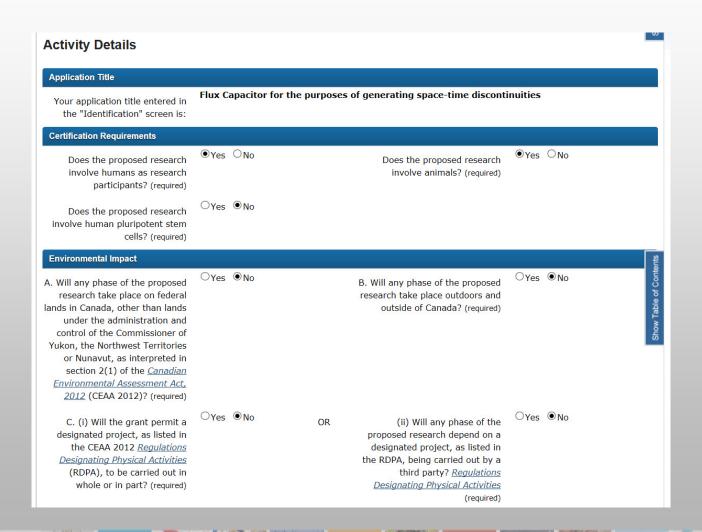
Time travel may have artificial and natural ways. Any artificial technical devices – hypothetical or imaginary – that allow time travelling are usually called "Time Machine". The essence of the natural option is to manipulate the laws of nature at certain points in space (spontaneous transfer).

There are some speculation considering a time travel attempt to be capable to lead to the creation of a parallel universe with history, which would diverge as opposed to the original traveler history after the moment (a point in time) of his arrival in the past.

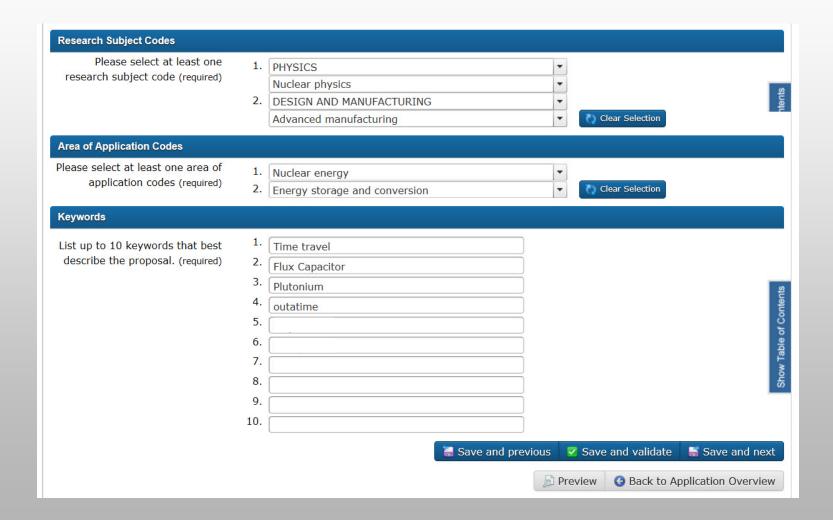
# **Proposed Expenditures**



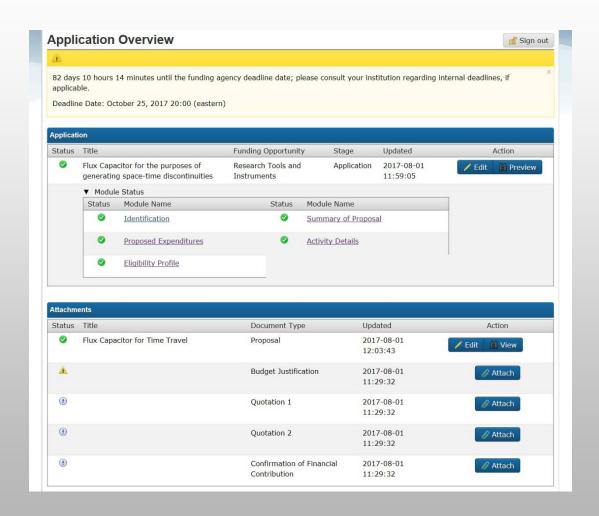
# **Activity Details**



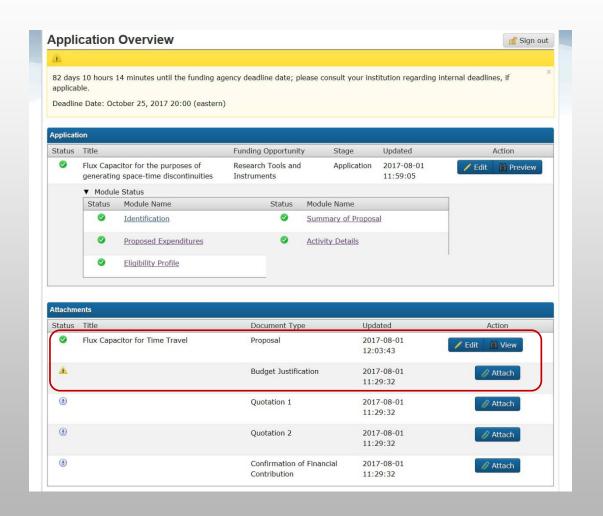
# **Activity Details (cont.)**



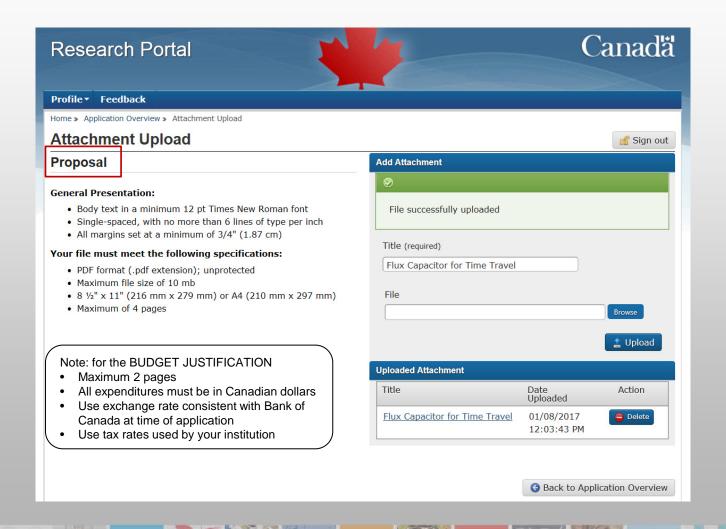
# **Application Overview**



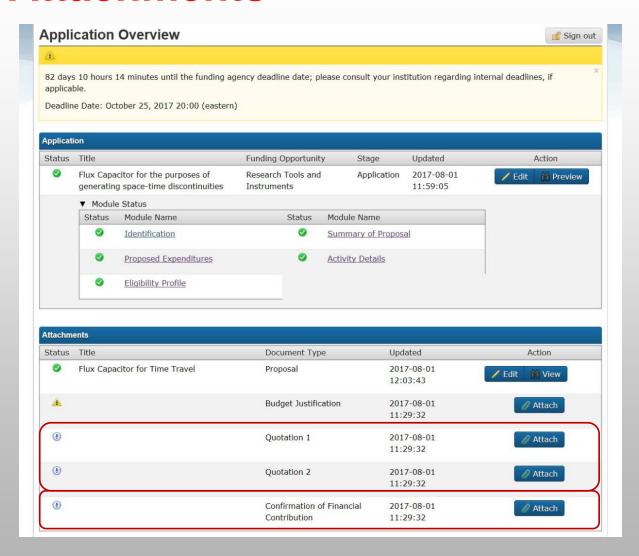
## **Required Attachments**



# Attach the Proposal + Budget



#### **Other Attachments**



### **Quotations**

#### Two files with a size limit of 10Mb each.

- You must provide two (2) recent quotations for any individual item(s) over \$25,000 net\* or for any system(s) to be purchased from a single supplier and costing over \$25,000 net\*.
- If the required number of quotations cannot reasonably be submitted, you must provide a clear justification in the Budget Justification section.
- The application may be rejected if the quotations or the justification are not submitted with the application.

\*Net cost is defined as the purchase cost of the equipment after any discount from the vendor and before taxes, customs and importation fees, transportation and shipping charges, and assembly and installation costs.

### **Confirmation of Financial Contributions**

# File size limit of 10Mb. All letters must be combined in a single PDF file.

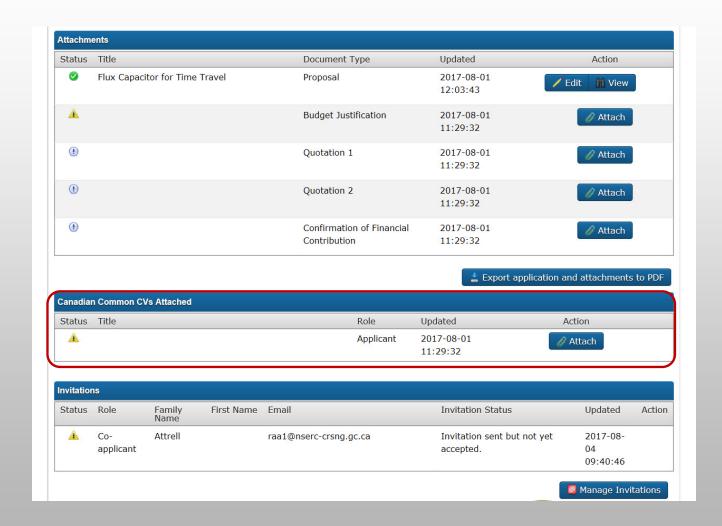
Do not provide letters from the applicant's and/or co-applicant's institution(s).

#### You **must** provide:

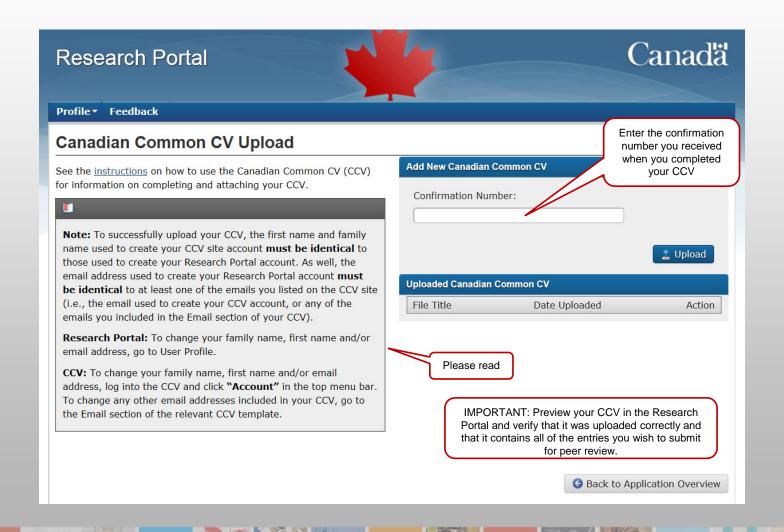
- a letter from an organization (that is not the applicant's and/or co-applicant's institution) that clearly and exclusively explains the financial contribution toward the purchase of the equipment;
- written authorization from NSERC to use funds from Strategic, Collaborative Research and Development or other Partnership grants toward the equipment in the RTI application. Authorization is not required from NSERC in the case of cash contributions from the applicant's and/or co-applicant's NSERC Discovery Grant.

Letters or other attachments that do not adhere to the above guidelines should not be included and will be removed.

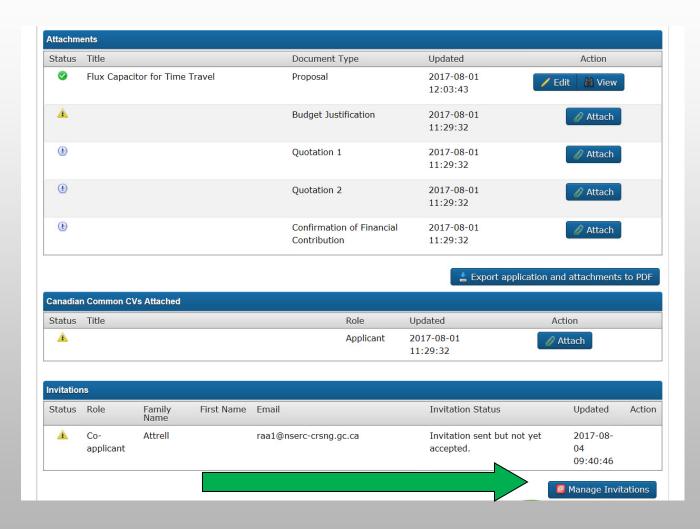
### **Common CV**



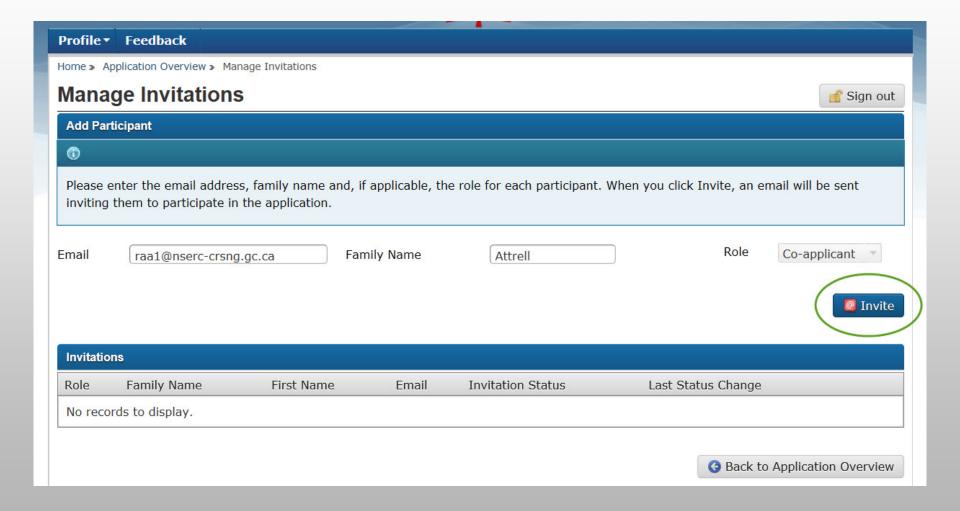
### Attach a CCV



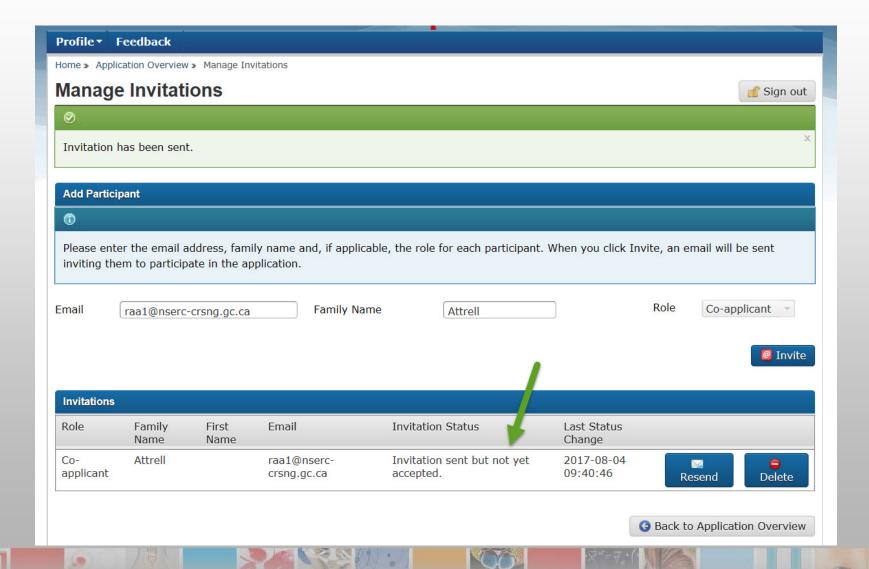
# **Inviting Co-applicants**



# **Send Invitations to Co-Applicants**



# **Send Invitations to Co-Applicants**

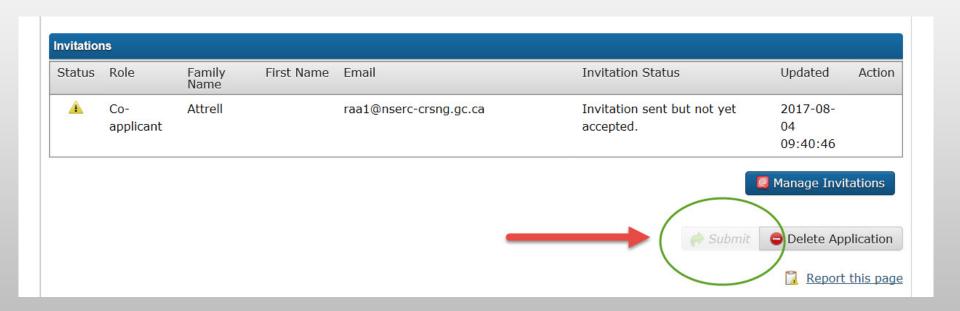


# Information required from co-applicants

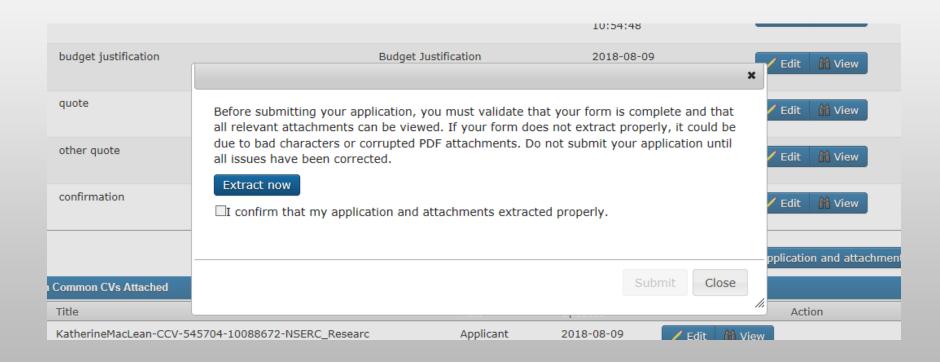
- In addition to information that must be provided to the applicant for the proposal, co-applicants must accept the invitation as specified in the invitation email. In the Research Portal, complete the Eligibility Profile, provide the number of hours per month to be devoted to the use of the equipment, and upload your NSERC CCV.
- A Submit button will be displayed once you have validated the information and uploaded your NSERC CCV. Select Submit to send your part of the application to the applicant.
- Once co-applicants complete their portions and select **Submit**, the applicant will see the status of the co-applicant invitations change from "Invitation sent" to "Invitation accepted and completed" and a green check mark will appear in the Status column.

**Note**: Co-applicants (except those from the applicant's institution) must advise the authorized officer of their organization that the applicant, or the applicant's institution, will be seeking their authorized officer's signature and agreement to the co-applicant's participation before the application is submitted to NSERC.

# **Almost Ready to Submit**



# **Extraction and Validation of Documents Pop-Up Window**



# **Accept Terms and Conditions**

#### **Accept Terms and Conditions**

if Sign out

4

You are in the process of submitting your application. Please read and accept or decline the terms and conditions below:

#### TERMS AND CONDITIONS OF APPLYING

Before you, as an applicant, submit your application to NSERC, or as a co-applicant, accept the invitation to participate on the application, you must read and agree to the following terms and conditions.

#### By clicking on the I ACCEPT button below, you are certifying that:

- You have provided true, complete, accurate information in your funding application and related documents, and you have represented yourself, your research and your accomplishments in a manner consistent with the norms of the relevant field.
- . If you are the applicant, you have ensured that others listed on the application have agreed to be included in the application.
- . If you are a co-applicant, you agree that the applicant will administer the grant/award on behalf of the group/team.
- You are not currently ineligible to apply for and/or hold funds from NSERC, the Social Sciences and Humanities Research Council (SSHRC), or the Canadian Institutes of
  Health Research (CIHR), or any other research or research funding organization worldwide for reasons of breach of policies on responsible conduct of research, such as ethics,
  integrity or financial management policies. If at any time you become ineligible for any of these reasons, you will advise your institutional officials and NSERC immediately, in
  writing.
- You have read, understood and agree to comply with the <u>Tri-Agency Framework: Responsible Conduct of Research</u> both in the submission of your application and in carrying out the research and related activities funded by NSERC.
- If you are or have been (at any time during the past 12 months) a federal public servant, you have complied with and will continue to respect the <u>Values and Ethics Code for</u> the <u>Public Sector</u>.
- Consent has been obtained from trainees to include limited personal information about them in the application.
- You understand the <u>Access to Information Act and the Privacy Act (ATIP)</u> and the <u>Use and Disclosure of Personal Information Provided to NSERC</u> as they pertain to your information.
- You consent to the sharing among the three federal granting agencies (NSERC, SSHRC and CIHR) and with any academic institution to which you are, or may become,
  affiliated, of any and all information, including personal information, in any way related to the application and to the grant/award.
- . In the event of any change in your eligibility status, you will inform NSERC and your institutional officials immediately, in writing.

By clicking on the I ACCEPT button below, you are also confirming that, during tenure of the grant/award, you will comply with the terms and conditions of the grant/award.

Consent to Disclosure of Personal Information: You understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any application, by accepting an invitation to participate as a co-applicant on an application, or by accepting funding from CIHR, NSERC and/or SSHRC, you affirm that you have read and you agree to respect all the policies of these agencies that are relevant to your research, including the <a href="Tri-Agency Framework: Responsible Conduct of Research">Tri-Agency Framework: Responsible Conduct of Research</a>. In cases of a serious breach of agency policy, the agency may publicly disclose any information relevant to the breach that is in the public interest, including your name, the nature of the breach, the institution where you were employed at the time of the breach, the institution where you are currently employed, and the recourse imposed against you. You accept this as a condition of applying for, or receiving, agency funding, and you consent to such disclosure. If you do not agree to the disclosure of your personal information, you cannot participate in this application. For further information, see the Consent to Disclosure of Personal Information - Frequently Asked Questions.

#### CONFIRMATION OF ACCEPTANCE BY APPLICANT AND CO-APPLICANTS

If you have any concerns about your ability to comply with the terms and conditions listed above, contact your institutional official or NSERC staff responsible for the program immediately. Do not agree to the terms and conditions, do not submit your application or do not accept the invitation to participate on an application until you are certain that you can and will comply with all of the requirements.

I confirm the truth of all statements made by me in this application, and agree to all of the terms, conditions, responsibilities and obligations as set out above. I understand that my electronic acceptance of the above constitutes my legal signature.

I ACCEPT
I DO NOT ACCEPT

#### **Email Notification**

La version française suit.

#### Application received

Funding opportunity: Research Tools and Instruments

This is an automated message. Please do not reply.

Your application was submitted successfully. Please monitor the status in the Research Portal.

In the case of the Notification of Intent, the status will be Received by Agency.

In the case of the full application, the status will be Received by Administrator for approval and submission to the Agency.

#### Demande reçue

Possibilité de financement: Outils et instruments de recherche

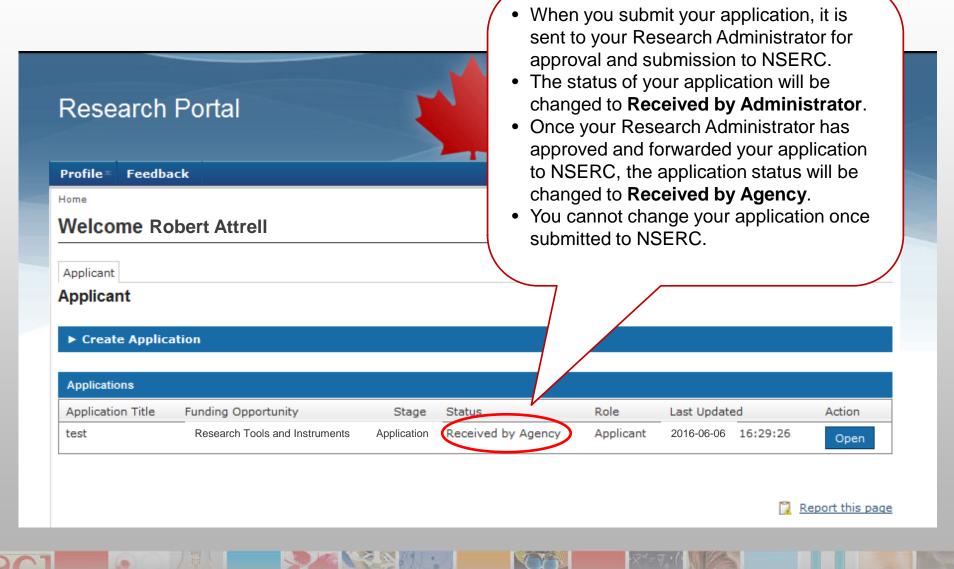
Ceci est un message automatisé. Veuillez ne pas y répondre.

Votre demande a été envoyée avec succès. Veuillez surveiller l'état de votre demande dans le Portail de recherche.

S'il s'agit de l'avis d'intention, l'état de la demande sera Reçu par l'organisme.

S'il s'agit de la demande comme telle, l'état de la demande sera Reçu par l'administrateur aux fins d'approbation et présentation à l'organisme.

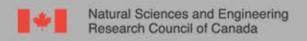
### **Submit**



# Research Tools and Instruments Grants Program Information Session

### **Links and Contact Information**







# **Important Links - RTI Program**

#### **RTI Peer Review Manual:**

http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Reviewers-Examinateurs/IntroPRManual-IntroManuelEP\_eng.asp

#### **RTI Program Description:**

http://www.nserc-crsng.gc.ca/Professors-Professeurs/RTII-OIRI/RTI-OIR\_eng.asp

#### **RTI Program Instructions:**

http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/RTIInstruct\_eng.asp

#### **RTI Frequently Asked Questions:**

http://www.nserc-crsng.gc.ca/\_doc/Reviewers-Examinateurs/RTIFAQ-OIRFAQ\_eng.pdf

# Important Links - Subject Matter Eligibility

#### **Selecting the Appropriate Federal Granting Agency:**

http://science.gc.ca/default.asp?lang=En&n=FEE7261A-1

# Clarifications to the Government of Canada guidelines on selecting the appropriate federal granting agency:

http://www.nserc-crsng.gc.ca/Media-Media/ProgramNewsDetails-NouvellesDesProgrammesDetails\_eng.asp?ID=625

# Addendum to the guidelines for the eligibility of applications related to health:

http://www.nserc-crsng.gc.ca/NSERC-CRSNG/policies-politiques/Addendum-Addenda\_eng.asp

# **Important Links - Procedures**

# Canadian Common CV – How to Complete NSERC's Version

http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/ccv-cvc\_eng.asp

#### **Research Portal FAQ:**

http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/FAQ-FAQ/ResearchPortal-PortailDeRecherche\_eng.asp

#### Copy of this webinar:

http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/RP-CCV-Webinar\_eng.asp

## Collection and use of personal information

- The information you provide in your application is collected under the authority of the Natural Sciences and Engineering Research Council Act and stored in a series of NSERC data banks described in <u>Information</u> <u>about programs and information holdings</u>.
- Details on the use and disclosure of this information are described in <u>Use and Disclosure of Personal</u> <u>Information Provided to NSERC</u>, in the NSERC program literature and below.
- The personal information is used in accordance with the Access to Information Act and the Privacy Act.

# **Contacts**

Research Tools and Instruments Program (including eligibility)	resgrant@nserc-crsng.gc.ca
NSERC Staff	First Name.Last Name@nserc-crsng.gc.ca*
Deadlines, acknowledgement of applications and results	Your university RGO
Your account, Grants in Aid of Research Statement of Account (Form 300)	Your university Business Officer (BO)
NSERC Website	http://nserc-crsng.gc.ca
Use of Grant Funds	usegrantfunds@nserc-crsng.gc.ca
On-line Services Helpdesk (including Research Portal)	webapp@nserc-crsng.gc.ca
*not all staff follow this pattern	