

## LOI For Phase 2 Projects / Subprojects template

Completed Letters of Intent (LOIs) should be sent as email attachments to [applications@grand-nce.ca](mailto:applications@grand-nce.ca) with "GRAND Phase 2 LOI" as the subject line.

A successful proposal will address problems of significant relevance to the GRAND research program and must meet all of the guidelines for projects within GRAND, including the following mandatory requirements:

- The project must address significant research issues relevant to one or more of the GRAND Challenges identified for Phase 2 of the GRAND NCE
- The Project Leader and Co-leader must work at different universities; often they will represent multiple disciplinary approaches, appropriate to the project.
- There must be at least three researchers (including the Project Leader and Co-leader) who are or are eligible to be Principal Network Investigators within the GRAND NCE.
- There must be at least one Project Champion personally involved in planning and carrying out the project who is affiliated with a current or potential GRAND Partner drawn from the receptor community.
- One or more Partners from the receptor community must commit to making significant cash or in-kind contributions to the project.
- A current NSERC Form 100, SSHRC CV, or CIHR Common CV for both the Project Leader and Co-leader must be submitted as attachments to the LOI. Failure to include these attachments will be cause for immediate rejection.

Detailed instructions for completing this LOI template are on Page 2. More information on Phase 2 of the GRAND NCE is available on the GRAND website at the following URL, which will be updated with links to additional information as it becomes available: <http://grand-nce.ca/renewal>

**Please note: If you complete this form using Preview, do not enter more text than is visible within the dimensions of the provided text box. Text that exceeds the visible limits will not be reviewed.**

### Project Title and Description

☐ Full project LOI

☐ Subproject only LOI

Title of proposed project

Brief description for public use

### Proposed Project Leader

☐ Form 100, SSHRC CV, or CIHR CCV has been attached

Name

Email

University

Title/Position

### Proposed Project Co-leader

☐ Form 100, SSHRC CV, or CIHR CCV has been attached

Name

Email

University (must be different from Project Leader)

Title/Position

### Proposed Project Champion

☐ Confirmed

☐ Contacted

☐ Not Yet Contacted

Name

Email

Organization

Title/Position

**Instructions for Letter of Intent for Phase 2 of the GRAND NCE**

**Front Page:** All fields are mandatory. (a) Provide a project title and indicate whether the LOI is for a full project with subprojects or is only for a single subproject. LOIs that only propose a subproject will be matched with related LOIs to form full projects. (b) Provide a brief description of the proposed research suitable for posting on a public website that explains the project in terms accessible to the digital media community. (c) Provide the name, email address, university, and title for both the proposed project leader and the proposed project co-leader. (d) Provide the name, email address, organization name, and title for the proposed project champion (a person affiliated with a project partner who will be engaged in planning the project) and indicate whether the project champion has been confirmed, has only been contacted, or has yet to be contacted.

**This Page:** Read all of the instructions for completing the LOI template before filling out any of the information on later pages.

In **Part A**, provide the names of up to six partner organizations, indicate whether each has been confirmed, has only been contacted, or has yet to be contacted, and provide a brief explanation for how each organization will be involved in the project either as an active participant or as a potential receptor that will benefit from the research.

In **Part B**, list all GRAND projects that are related to the new LOI and also any other LOIs you are aware of that may be relevant to the new LOI.

In **Part C**, list up to nine additional co-applicants (not including the individuals listed on Page 1) who are expected to be involved as active participants in the research project. Indicate for each whether the individual is a project champion from the receptor community or an academic researcher.

In **Part D**, succinctly summarize (up to one half page) the problem being solved by the research.

In **Part E**, provide an overview (up to one and one half pages) of the proposed solution and the approach that will be taken in the research. Include relevant details about the theoretical framework, significant previous work, methodological approaches, and how the research will be managed and structured to achieve the desired goals. If you checked the box on the **Front Page** indicating you are submitting an LOI for only a subproject, just use the first box for **Part E**, don't use the second box on the continuation page.

In **Part F**, describe up to six subprojects (up to one half page for each subproject) that will be pursued during the first two years of the project. Indicate for each subproject the research question(s) that will be addressed, the relationship of the subproject to the rest of the project, the deliverables and assessment criteria appropriate for evaluating the success of the subproject, and the time frame (start and finish dates) estimated for the subproject. If you checked the box on the **Front Page** indicating you are submitting an LOI for only a subproject, enter "N/A" in all of the fields in **Part F** and continue to **Part G**.

In **Part G**, explain the likely technology transfer, knowledge mobilization, knowledge translation, or other activities that are planned for the project and how they may provide benefits to the receptor community.

In **Part H**, explain how the project will interact with other projects and the ways in which it may support or otherwise enhance the overall impact of the network.

In **Part I**, explain specific ways in which current or future partners will participate in the project and the mechanisms that will be used to ensure that this takes place.

In **Part J**, for each of the seven GRAND Challenges check whether the project will make its primary research contribution (check exactly one box) or a secondary research contribution (as many additional boxes as apply) to the challenge. Check "N/A" for any challenge that is not significantly impacted by the proposed research. For each challenge where a contribution is expected, provide a brief description of the likely contribution and its importance to the receptor community. The "Other" category may be used to describe anticipated contributions to the research infrastructure and enabling technologies and methodologies used in the GRAND NCE, or to other areas relevant to digital media that may be impacted, if the proposed research is expected to make a significant contribution in these areas.

Part A: Receptors and Partners list up to six organizations			
Organization	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Contacted	<input type="checkbox"/> Not yet contacted
Brief description of involvement			
Organization	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Contacted	<input type="checkbox"/> Not yet contacted
Brief description of involvement			
Organization	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Contacted	<input type="checkbox"/> Not yet contacted
Brief description of involvement			
Organization	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Contacted	<input type="checkbox"/> Not yet contacted
Brief description of involvement			
Organization	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Contacted	<input type="checkbox"/> Not yet contacted
Brief description of involvement			
Organization	<input type="checkbox"/> Confirmed	<input type="checkbox"/> Contacted	<input type="checkbox"/> Not yet contacted
Brief description of involvement			
Part B: Relations to existing and proposed projects in the GRAND NCE			
Related Current Projects			
Related LOIs			

### Part C: Additional Co-Applicants

[illegible]

**Part D:** Summarize the problem being solved (1/2 page)

**Part E:** Summarize the proposed solution and approach (1 ½ pages)

**Part E:** Summarize the proposed solution and approach (continued, but only for full project LOIs)

**Part F: Subprojects** list up to six subprojects that will be undertaken in the first two years (only for full project LOIs).

Subproject Name (1)

Summary

Subproject Name (2)

Summary

Subproject Name (3)

Summary

**Part F: Subprojects** (continued, only for full project LOIs)

Subproject Name (4)

Summary

Subproject Name (5)

Summary

Subproject Name (6)

Summary



**Part G:** Summarize how the proposed project will pursue knowledge and technology exchange and exploitation activities within the context of GRAND.

**Part H:** Summarize how the project will network with other projects within GRAND.

**Part I:** Summarize how one or more current or potential GRAND partners will be engaged in and benefit from the proposed research.

Part J: GRAND Challenges Check all that apply and briefly describe anticipated impact	
<b>Entertainment</b> <input type="checkbox"/> Primary impact <input type="checkbox"/> Secondary impact <input type="checkbox"/> N/A	
<b>Learning</b> <input type="checkbox"/> Primary impact <input type="checkbox"/> Secondary impact <input type="checkbox"/> N/A	
<b>Healthcare</b> <input type="checkbox"/> Primary impact <input type="checkbox"/> Secondary impact <input type="checkbox"/> N/A	
<b>Sustainability</b> <input type="checkbox"/> Primary impact <input type="checkbox"/> Secondary impact <input type="checkbox"/> N/A	
<b>Big Data</b> <input type="checkbox"/> Primary impact <input type="checkbox"/> Secondary impact <input type="checkbox"/> N/A	
<b>Work</b> <input type="checkbox"/> Primary impact <input type="checkbox"/> Secondary impact <input type="checkbox"/> N/A	
<b>Citizenship</b> <input type="checkbox"/> Primary impact <input type="checkbox"/> Secondary impact <input type="checkbox"/> N/A	
<b>Other</b> <input type="checkbox"/> Primary impact <input type="checkbox"/> Secondary impact <input type="checkbox"/> N/A	