



(<http://www.nserc-crsng.gc.ca>) Discovery Grants Program

Instructions for Completing an Application

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(<http://www.nserc-crsng.gc.ca>) General Information


About the Program

Read the **program description** in the **Program Guide for Professors** (http://www.nserc-crsng.gc.ca/Professors-Professeurs/ProgramGuide-GuideDesProgrammes_eng.asp) before you complete the application.

Am I Eligible to Apply?

Consult the **Eligibility Criteria – For Faculty** (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/faculty-corpsprof_eng.asp) to ensure that you can participate in this grant program as an applicant.

Who Completes the Application?

The applicant must complete the application as per the instructions, using the **Research Portal** (<https://portal-portail.nserc-crsng.gc.ca/>) . In addition, the NSERC  **Canadian Common CV (CCV)** (<https://ccv-cvc.ca/indexresearcher-eng.frm>) must be completed by the applicant and linked to the application.

Presentation Standards

In the application, applicants must submit all requested information in agreement with **NSERC On-line Presentation and Attachment Standards** (http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp). Incomplete applications and applications that do not meet the presentation standards may be rejected, or be at a disadvantage, in comparison with those that are complete and respect the presentation standards. **Where page limits are stated, pages in excess of the number permitted will be removed.** Information that is not required, based on the application instructions, will also be removed.

Application Deadlines

Your application must be received at your institution's research grants office by their internal deadline date; contact your research grants office for those deadlines.

The application must be received at NSERC by 8:00 p.m. (ET) on the deadline date. If it is not received by the deadline, it will be considered late and will be rejected. The application deadline is indicated in the program description, as well as on the **Application Deadlines and Notification of Decision** (http://www.nserc-crsng.gc.ca/Professors-Professeurs/ProfDeadlines-ProfDatelimites_eng.asp) page.

4 months

Once an application has been submitted, it may not be updated or modified.

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  **Info Source** (<http://www.infosource.gc.ca/index-eng.asp>) . Details on the use and disclosure of this information are described in **Use and Disclosure of Personal Information Provided to NSERC** (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/atip-aiprp_eng.asp#a3), in the NSERC program literature and below. The information is used in accordance with the **Access to Information Act and the Privacy Act** (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/atip-aiprp_eng.asp).

Whom should I contact for help?

- For Program related information, contact the **staff** (http://www.nserc-crsng.gc.ca/ContactUs-ContactezNous/ContactDirectory-RepertoireDeContact_eng.asp#Professors-Professeurs) responsible for the program.
- For matters related to the Research Portal, contact the **On-line Services Helpdesk** by email at webapp@nserc-crsng.gc.ca (<mailto:webapp@nserc-crsng.gc.ca>) , by phone at 613-995-4273, or complete an **On-line Services Support Request** (http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/SupportRequest-DemandeDeSoutien_eng.asp).

(<http://www.nserc-crsng.gc.ca>) Completing the Application

Create an Application

- Sign in to the **Research Portal** (<https://portal-portail.nserc-crsng.gc.ca/>) .
- Select the Funding Opportunity and click **Create**.
- **Select** your Notification of Intent to Apply (NOI); it will form the basis for your application.
- 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.

Some fields are pre-populated based on the information provided in your NOI. You may edit these fields as needed.

Note: If you have not submitted an NOI for this program, you cannot create or submit an

application. Consult the [program description](http://www.nserc-crsng.gc.ca/Professors-Professeurs/Grants-Subs/DGIGP-PSIGP_eng.asp) (http://www.nserc-crsng.gc.ca/Professors-Professeurs/Grants-Subs/DGIGP-PSIGP_eng.asp) for more information.

Identification

Administering Organization

Organization – Select the organization that will administer the grant.

Department – If your department is not in the list, select Head Office.

Application

Application Title – The title must be short and descriptive. It may be used for publication purposes. Restrict use of abbreviated forms (e.g., DNA, NATO, etc.), and avoid company or trade names. The title of the application can differ from the title provided on the NOI.

Language of the Application – Indicate the language in which the application will be submitted. The main body of the application should be written in either English or French and not in a mix of both official languages.

Note: Applicants can write their NSERC CCV in either official language.

Suggested Evaluation Group (not editable) – If the Evaluation Group is not what you had suggested in your NOI, or if your proposed research program has changed substantially from the time when you submitted your NOI and you consider that a different Evaluation Group should review your application, contact the [program officer](http://www.nserc-crsng.gc.ca/ContactUs-ContactezNous/EvaluationGroups-GroupesEvaluations_eng.asp) (http://www.nserc-crsng.gc.ca/ContactUs-ContactezNous/EvaluationGroups-GroupesEvaluations_eng.asp) responsible for the suggested Evaluation Group.

?? **Time to Be Devoted to Research/Activity** – The time (in hours per month) you plan to devote to the proposed research/activity.

Summary of Proposal

A limit of 2,500 characters is allowed in the text box.

Provide a summary of the proposal in language that the public can understand.

Using simple terms, briefly describe the nature of the work to be done. Indicate why and to whom the research is important, the anticipated outcomes and the benefits to the research field and to Canada.

This plain language summary will be available to the public if your proposal is funded.

If you wish, you may also provide a summary in the other official language in the text box for that purpose.

Proposed Expenditures

Consult the [Tri-Agency Financial Administration Guide](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp) (http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp) for information about the eligibility of expenditures

for the direct costs of research and the regulations governing the use of grant funds.

Provide a five-year budget. If your request is for a shorter duration, explain why in the Budget Justification section (free-form attachment).

PDF Use the Budget Justification section to explain and justify each budget item and any contributions from other sources towards the support of the proposed research activities.

Salaries and benefits

Give the names (if known), categories of employment and proposed salaries (with explicit indication of the non-discretionary benefits) of students, postdoctoral fellows, and research staff. Briefly describe the responsibilities for each position and indicate the percentage of time they will be spending on this project over its life span. Do not include salaries of faculty in project costs.

Refer to the NSERC CCV **instructions** (http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/index_eng.asp) for information on obtaining consent to name individuals in your proposal.

Equipment or facility

Give a breakdown of the items requested, models, manufacturers, prices, and applicable taxes. Justify each item requested.

Note: While the Research Tools and Instruments Grants Program provides the primary avenue to obtain support for tools and instruments costing more than \$7,000, equipment of any value can be purchased using a Discovery Grant.

Fees to be paid for the use of equipment or a facility should be described (e.g., hours and rate).

Also report the need for beam time or other special facilities, and if time has been allocated for these.

Materials and supplies

Provide details of the budget requested for materials and supplies and explain major items.

Travel

Explain briefly how each travel activity relates to the proposed research.

Dissemination



Provide details of publication costs, user workshops, or other activities.

Other expenses

List all items not relevant to previous categories and provide a brief explanation for major


items.

Contributions from other sources (if applicable)

If appropriate, explain any contributions from other sources.

Relationship to Other Research Support - Explanation

A limit of 10,000 characters is allowed in the text box.

Refer to  [Selecting the Appropriate Federal Granting Agency](http://www.science.gc.ca/default.asp?lang=En&n=FEE7261A-1) (<http://www.science.gc.ca/default.asp?lang=En&n=FEE7261A-1>) for additional information.

Explain any relationship and/or overlap (conceptual or budgetary) between work currently supported by other funding sources or work for which funding has been requested, and work supported by NSERC (including the current application). Overlap information is required for potential and/or secured funding at all stages of the application process including applications at the Notification of Intent to Apply stage, under review, and those currently supported. The onus is on the applicant to provide sufficient information to enable the reviewers to assess the relationship between this application and other sources of support, and the incremental value of additional support from the program. Other sources of support 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. The consequence of not providing adequate information to assess the relationship to other research support may be a rating of insufficient for the merit of the proposal.

For each source of other research support currently held or applied for, explain:

- the conceptual relationship, if any, with this Discovery Grant application; and
- if there is any budgetary relationship.

Conceptual overlap occurs when the ideas in the proposal are, or appear to be, the same ideas that are funded by other sources. Applicants must make clear which aspects of their work will be funded by the Discovery program of research and what differentiates these aspects from activities supported through other grants.

Budgetary overlap occurs when funding from different sources is requested or provided for the same proposed expenditure. Applicants must explain how funding received from various sources is being used. Applicants must explain perceived duplication in funding or, if applicable, indicate how the NSERC application complements research funded by other sources.

NSERC reserves the right to withhold funding pending satisfactory review of any potential perceived overlap.

Highly Qualified Personnel Training Plan

A limit of 5,000 characters is allowed in the text box for individual grant applications.

Refer to NSERC's [Policy and Guidelines on the Assessment of Contributions to Research and Training](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/assesscontrib-evalcontrib_eng.asp) (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/assesscontrib-evalcontrib_eng.asp).

Training Plan

Describe how the research program and its anticipated projects are appropriate for Highly Qualified Personnel (HQP) training, and discuss the pertinence of the training plans for the research program and involvement of trainees in individual projects. Explain the expected outcomes in terms of future contribution to knowledge, and the training value of the proposed projects. Provide justification if limited training plans are provided.

Co-Supervision or Collaborative Training Environment

Provide details on the planned contributions to training in a co-supervisory or collaborative context, if appropriate.

Past Contributions to Highly Qualified Personnel Training

A limit of 2,500 characters is allowed in the text box.

Clarify your contributions to training of HQP over the **last six years**.

You should discuss your most important contributions to training (i.e., aggregate data on a particular group of trainees), training in particularly important or challenging areas of research, specialized methodologies and techniques, interdisciplinary or industrial collaborations, as well as any lack of recent contribution to training. You should also discuss your role in co-supervision of HQP (if applicable).

Training supported by NSERC ranges from undergraduate theses and summer projects to postdoctoral levels, and includes technical and other research personnel.

Most Significant Contributions to Research

A limit of 7,500 characters is allowed in the text box.

List up to five of your most significant contributions to research and/or to practical applications over the **last six years**. Contributions made more than six years ago but for which the impact is being felt now (e.g., exploitation of patent, inclusion in a code, etc.) may be included.

? For each contribution, describe its significance in terms of influence on the direction of thought and activity in the target community; and significance to, and use by, other researchers and end users. For collaborative contributions, describe your role.

A contribution does not have to be a single publication or report. For example, a group of publications on a specific subject could be discussed as one contribution.

Note:

- You may include the full reference to your contributions in this text box or provide the appropriate reference to your NSERC CCV.

- Applicants are asked to explain and give dates for any significant delays in the research activity or in the dissemination of research results (e.g., parental leave, bereavement, single-parent situations, illness, extraordinary administrative duties) in the NSERC CCV under the section Employment (Leaves of Absence and Impact on Research).

Additional Information on Contributions

A limit of 2,500 characters is allowed in the text box.

Provide an explanation, as appropriate, concerning the contributions listed in your NSERC CCV. Such details may include:

- the nature of collaborations with other researchers;
- the rationale or practice used for:
 - the order of authors in the publications listed, and
 - the inclusion of students in the list of authors;
- your role in joint publications;
- the reason for selecting certain venues (journals, conferences) for publications and particular features of the venues (e.g., target audiences, review procedures);
- the impact or potential impact of patents and technology transfer;
- the nature of industrially relevant R&D activities;
- the significance of technical reports;
- attestation to the nature and the significance of confidential technical and internal reports; and
- original research reported in books or technical reports.

how much details typically?

?

You may include other activities or information to help committees to evaluate your contributions to and impact on science and engineering, including interdisciplinary research.

Activity Details


Certification Requirements

Before completing this section, consult the Requirements for Certain Types of Research.

(http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/certaintypes-typescertaines_eng.asp)


Research Involving Humans: If you select **Yes**, you must provide your institution's administration with the appropriate certification indicating that research involving humans has been reviewed and has received the required approval.

Research Involving the Use of Animals: If you select **Yes**, you must provide your institution's administration with the certification from the animal care committee at the institution that the experimental procedures proposed have been approved and that the care and treatment of animals is in accordance with the principles outlined in the Canadian Council on Animal Care (CCAC) guide.

Research Involving Human Pluripotent Stem Cells: If you select **Yes**, or if through peer review the application is found to fall into this category and is recommended for funding, it will be forwarded to the Stem Cell Oversight Committee (SCOC) to ensure compliance with 

Human Pluripotent Stem Cell Research: Guidelines for CIHR-Funded Research (<http://www.cihr-irsc.gc.ca/e/42071.html>) . The SCOC review is in addition to the normal review by local Research Ethics Boards (REBs). Funding will not be released until approval has been obtained from the SCOC.

Environmental Impact

If you select **Yes** to any of the questions, you will be asked to answer additional questions as appropriate to address the requirements of the  **Canadian Environmental Assessment Act, 2012** (<http://www.ceaa.gc.ca/default.asp?lang=En&n=9EC7CAD2-0>) (CEAA 2012).

NSERC is subject to CEAA 2012. The **Guidelines on Environmental Review and Assessment** (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/enviroassess-enviroeval_eng.asp) describe the circumstances under which environmental reviews or assessments must be conducted, and the administrative processes that will be followed by NSERC to ensure that legal obligations are met with respect to CEAA 2012.

Research Subject Codes



Consult the **Research Subject Codes** (http://www.nserc-crsng.gc.ca/help-aide/codes-listedecodes_eng.asp#rsc). A primary research subject code is required.

Area of Application Codes

Consult the **Area of Application Codes** (http://www.nserc-crsng.gc.ca/help-aide/codes-listedecodes_eng.asp#area). A primary area of application code is required.

Key words

Modify, as required, the key words to best describe your proposal.

Eligibility Profile

You must re-validate your eligibility profile. Click on **Save and validate**.

(<http://www.nserc-crsng.gc.ca>) Attachments

In the **Application Overview** page, click **Attach** to include each required document. Attachments are free-form and must respect NSERC's presentation standards and **page limits**, where appropriate.

Proposal

Limit of five pages

Addressing the points below, **describe the proposed research to be supported**. Images and graphics are included in the page limit.

Recent Progress

Describe **your recent progress in research activities related to the proposal** and, in addition

for renewals, the progress attributable to your previous Discovery Grant.

Objectives

Define the short- and long-term objectives of your research program. Note that a research program should have a long-term vision that expands beyond the five years of the Discovery Grant. A single, short-term project or collection of projects does not constitute a research program.

Literature Review

Discuss the literature pertinent to the proposal, placing the proposed research in the context of the state of the art.

Methodology

Describe the methods and proposed approach, providing sufficient details to allow the reviewers to assess the feasibility of the research activities.

Impact

Explain the anticipated significance of the work.

Note:

- Should it be determined that the information provided is insufficient, NSERC reserves the right to take appropriate action, such as not soliciting reports from external reviewers or withdrawing the application from the competition.
- If your research is interdisciplinary, consult the NSERC [Guidelines for the Preparation and Review of Applications in Interdisciplinary Research](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/prepInterdiscip-prepInterdiscip_eng.asp) (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/prepInterdiscip-prepInterdiscip_eng.asp).
- If NSERC determines that the subject matter is outside of its mandate at any time during the review cycle, the application will be rejected.



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 resources requested are appropriate. Applicants must only use this section for the purpose of justifying the proposed budget.

Other Support Sources – Supporting Documents

File size limit of 10Mb

It is mandatory for applicants who currently hold, or have applied for, research support from the  [Canadian Institutes of Health Research](http://www.cihr.gc.ca/) (CIHR) or the  [Social Sciences and Humanities Research Council of Canada](http://www.sshrc-crsh.gc.ca/) (SSHRC) to provide a summary page and budget page for each of these proposals. Failure to provide

these documents, where available, will result in an incomplete application.

Where overlap occurs, a summary and budget page from proposals submitted for funding from sources other than CIHR or SSHRC can be provided. The information provided will help the Evaluation Group to evaluate conceptual and budgetary overlap with these funding sources.

Do not include information concerning previous applications or grants that have terminated.

List of References

Limit of two pages

- Provide a list of literature references in support of your proposal.
- Do not refer readers to Web sites for additional information on your proposal.
- Do not introduce hyperlinks in your list of references.

Samples of Research Contributions

Maximum four PDF attachments – file size limit of 10 Mb each

A maximum of four samples of research contributions—such as reprints, preprints and/or manuscripts, excerpts from your thesis, technical reports, etc.—are to be submitted electronically with your application. The samples of contributions will be used by reviewers to assess the quality of your work. These documents should be chosen to represent your most significant and recent contributions, or those most relevant to the proposed work in the **last six years**.

Each PDF attachment should include only one sample of a research contribution. Additional information will be removed.

(<http://www.nserc-crsng.gc.ca>) Uploading your NSERC CCV

In the **Application Overview** page, click **Attach**. Enter your CCV confirmation number and click **Upload**. Refer to the NSERC CCV **instructions** (http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/index_eng.asp) for information on how to obtain your CCV confirmation number.

Your CCV can be updated after the NOI is submitted, up to the submission of the application.

Important Note: Preview your CCV in the Research Portal before submitting your application and ensure that the file has been uploaded correctly.

(<http://www.nserc-crsng.gc.ca>) Submitting the Application to NSERC

Once you have validated all the sections of your application and uploaded your NSERC CCV, the **Submit** button will be displayed. From the **Application Overview** page, select **Submit** to send your application to your Research Administrator. Once it has been submitted successfully, the status of your application will be changed to **Received by Administrator**.

This means that the application is forwarded to your research office for approval.

Once your Research Administrator has approved and forwarded your application to NSERC, the application status will be changed to **Received by Agency**.

Note: Use the "Export Application and Attachments to PDF" function to save a copy of your submission for your records. The retention period of applications in the Research Portal is three months after the deadline date.

(<http://www.nserc-crsng.gc.ca>) Signatures


NSERC does not require original signatures on applications or other documents submitted electronically using the Research Portal. User ID/password-based "signatures" allow applicants, supporting organizations and authorized institutional representatives—such as Research Grants Officers, Scholarships Liaison Officers and Business Officers—to "sign" and submit on-line applications and other documents to NSERC. Refer to the [Frequently Asked Questions](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FAQ-FAQ_eng.asp) (http://www.nserc-crsng.gc.ca/Professors-Professeurs/FAQ-FAQ_eng.asp) in the *Program Guide for Professors* for more details.

What do the "signatures" mean?

For applicants

Before you can submit your application to NSERC or upload your NSERC CCV to an application, you must read and agree to the Terms and Conditions of Applying that appear in a pop-up window during the submission process. It is your responsibility to retain a copy of the agreed Terms and Conditions for your records.

The "signatures" of the institutional authorities certify that:

- the institution will abide by the roles and responsibilities set out in the  [Agreement on the Administration of Agency Grants and Awards by Research Institutions](http://www.science.gc.ca/default.asp?lang=En&n=56B87BE5-1) (<http://www.science.gc.ca/default.asp?lang=En&n=56B87BE5-1>) ("the Agreement") with the three federal granting agencies, including the Tri-Agency Framework: Responsible Conduct of Research, the [Tri-Agency Financial Administration Guide](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp) (http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp), and the relevant program literature;
- as required by the Agreement, the applicant meets the eligibility requirements for the relevant funding opportunity;
- prior to submission of the application, the institution has obtained written approval from any other institutions involved in the application process;
- you will not use or disclose any information that you obtain or view on the Research Portal for any purposes other than your participation in the agency's process; and
- you understand that the agency reserves the right, at its sole discretion, to terminate or restrict your access to the Research Portal at any time, without notice.

The "signatures" of authorized officers of other supporting organizations certify that the organization:

- agrees with the content of the application and will provide the committed resources; and

- agrees to the release of the public summary of the award and to the publication of the organization's name as a supporter of the initiative.

If you are both the applicant and a principal of a collaborating organization, another senior official must "sign" on behalf of the organization.



People. Discovery. Innovation.