**NSERC Discovery Grant Applications - First Steps Checklist**

**INTERNAL DEADLINE**: You must submit your application by the internal deadline – **October 4th, 2019** for new UNB faculty and first-time applicants; **October 11th, 2019** for all other applicants.

1. Review the helpful links on the next page to ensure you follow all relevant NSERC and UNB policies and procedures related to preparing your Discovery Grant.
2. Check with your Chair/Dean to ensure that all departmental/faculty requirements are met prior to submitting your application to ORS.
3. If your project involves radiation, biohazardous materials or has other health & safety implications, consult with the Environmental Health & Safety Office on your campus.
4. **Important:** Peer review is an essential part of preparing your Discovery Grant application. Ask your Chair or Dean to connect you with researchers who may be willing to do a peer review. Your application must be peer-reviewed **before** you submit your draft to ORS.
5. Proceed to prepare and submit your funding application to ORS.

**Important Document Version Control Tip:** *Once you submit your application for review by ORS,* ***do not*** *make further changes to your application documents until you receive your review feedback.*

**The submission package, sent by email to** [**ors@unb.ca**](mailto:ors@unb.ca) **with “Discovery Grant Application” in the subject line, MUST include the following:**

1. A PDF preview of your completed application from the Tri Agency Portal;
2. A PDF of your NSERC\_Researcher CCV;
3. An MS Word version of all text sections and attachments using the template provided below (attachments prepared using LaTeX software may be submitted in pdf format).

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| **Mandatory Attachments** |  |
| Research Proposal (5 pgs. max) |  |
| Budget Justification (2 pgs. max) |  |
| List of References (2 pgs. max) |  |
| CCV |  |
| Four Samples of Research Contributions |  |
| **Mandatory Text Boxes** |  |
| Summary of Proposal (2,500 char) |  |
| Relationship to other Research Support (10,000 char) |  |
| HQP Training Plan (5,000 char) |  |
| Past Contributions to HQP Training (2,500 char) |  |
| Most Significant Contributions to Research (7,500 char) |  |
| Additional Information on Contributions (2,500 char) |  |
| **Optional Attachments** |  |
| Other Support Sources – Supporting Documents (10mb file size) |  |
| Attestation on Confidential Research Contributions (10mb file size) |  |
| Northern Research Supplement Proposal & References (4 pgs. max) |  |
| Northern Research Supplement Budget Justification (2 pgs. max) |  |
| **Optional Text Boxes** |  |
| Department of National Defense Statement of Relevance (2,500 char) |  |

**NSERC Discovery Grant Helpful Links**

For more information about preparing your Discovery Grant, consult the following links:

NSERC Discovery Grant Program Description: <http://www.nserc-crsng.gc.ca/Professors-Professeurs/Grants-Subs/DGIGP-PSIGP_eng.asp>

NSERC Discovery Grant Application Instructions: <http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/DG-SD_eng.asp>

NSERC Discovery Grant Peer Review Manual: <http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Reviewers-Examinateurs/IntroPRManual-IntroManuelEP_eng.asp>

NSERC Resource Videos: <http://www.nserc-crsng.gc.ca/Professors-Professeurs/Videos-Videos/Index_eng.asp>

NSERC Evaluation Groups: <http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Committees-Comites/programs-programmes_eng.asp>

NSERC Policy and Guidelines on Contributions to Research and Training: <http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/assesscontrib-evalcontrib_eng.asp>

NSERC Equity, Diversity, and Inclusion Information: <http://www.nserc-crsng.gc.ca/NSERC-CRSNG/EDI-EDI/index_eng.asp>

NSERC Online Presentation and Attachment Standards: <http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp>

NSERC CCV Instructions: <http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/ccv-cvc_eng.asp>

Tri Council Financial Administration Guide: <http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp>

UNB Policy Repository: <http://es.unb.ca/apps/policy-repository/>

UNB ORS Website: <http://www.unb.ca/research/ors/>

**Summary** (2,500 char max text box)

**Relationship to Other Research Support** (10,000 char max text box)

**HQP Training Plan** (5,000 char max text box)

**Training Philosophy:**

**Research Training Plan:**

**Equity, Diversity, and Inclusion Plan:**

**Past Contributions to HQP Training** (2,500 char max text box)

**Training Environment:**

**HQP Awards and Research Contributions:**

**Outcomes and Skills Gained by HQP:**

**Most Significant Contributions to Research** (7,500 char max text box)

**Additional Information on Contributions** (2,500 char max text box)

**Proposal** (5-page attachment, use NSERC-specified headers below)

**Recent Progress**

**Objectives**

**Literature Review**

**Methodology**

**Impact**

**Budget Justification** (2-page attachment)

**Salaries and Benefits:**

**Equipment or Facility:**

**Materials and Supplies:**

**Travel:**

**Dissemination:**

**Other Expenses:**

**Contributions from Other Sources (if applicable):**

**Other Support Sources** (attachment)

**References** (2-page attachment)

**Other Support Sources – Supporting Documents** (10mb file size; mandatory for those holding SSHRC or CIHR funding, optional for other applicants)

**Attestation on Confidential Research Contributions (if applicable;** optional attachment, 10mb file size)

**Northern Research Supplement Budget Justification** (2 page attachment; mandatory for those applying for the Northern Research Supplement)

**Costs associated with work in the North:**

**Stipends/honoraria/salaries for local participants, including Indigenous researchers:**

**Equipment or facility:**

**Materials and supplies for use in the North:**

**Travel to and from northern Canada:**

**Dissemination, outreach and engagement with northerners and Indigenous communities:**

**Other expenses:**

**Northern Research Supplement Proposal and References** (3 page proposal, 1 page references attachment; mandatory for applicants applying for the Northern Research Supplement)

**Department of National Defense Discovery Grant Supplement Eligibility Description** (2,500 char text box; mandatory for those applying for the DND-DG supplement)