




**FORM 103**  
**Application for a College and**  
**Community Innovation (CCI) Grant Program**  
**PART I**

Institutional Identifier		Date	
System-ID (for NSERC use only)		Date	
Family name of applicant	Given name	Initial(s) of all given names	Personal identification no. (PIN)
Institution that will administer the grant			Language of application <input type="checkbox"/> English <input type="checkbox"/> French

Type of grant

Title of proposal

Provide a maximum of 10 key words that describe this proposal. Use commas to separate them.

**CERTIFICATION/REQUIREMENTS**

If this proposal involves any of the following, check the box(es) and submit the protocol to the university or college's certification committee.

Research involving :    Humans     Human pluripotent stem cells     Animals     Biohazards

Does any phase of the research described in this proposal a) take place outside an office or laboratory, or b) involve an undertaking as described in Part 1 of Appendix B?

NO                       If YES to either question a) or b) – Appendices A and B must be completed

**TOTAL AMOUNT REQUESTED FROM NSERC**

Year 1	Year 2	Year 3	Year 4	Year 5
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**SIGNATURES (Refer to instructions "What do signatures mean?")**

It is agreed that the general conditions governing grants as outlined in the NSERC *Program Guide for Professors* apply to any grant made pursuant to this application and are hereby accepted by the applicant and the applicant's employing institution.

\_\_\_\_\_ Applicant  
Applicant's department, institution, tel. and fax nos., and e-mail

\_\_\_\_\_ President of institution  
(or representative)



**PROTECTED WHEN COMPLETED**

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**SUMMARY OF PROPOSAL FOR PUBLIC RELEASE (Use plain language.)**

This plain language summary will be available to the public if your proposal is funded. Although it is not mandatory, you may choose to include your business telephone number and/or your e-mail address to facilitate contact with the public and the media about your research.

Business telephone no. (optional):

E-mail address (optional):

**Second Language Version of Summary (optional).**

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Total Proposed Expenditures (NSERC and non-NSERC sources) (see instructions for further details)

Do not write in shaded areas.

**TOTAL PROPOSED EXPENDITURES**

		Year 1	Year 2	Year 3	Year 4	Year 5
<b>1) Salaries</b>						
a) Students	Cash					
	In-kind					
b) Course Load reduction for professors	Cash					
	In-kind					
c) Technical / professional	Cash					
	In-kind					
d) other test salary	Cash					
	In-kind					
<b>2) Knowledge Dissemination / Networking</b>						
a) Travel	Cash					
	In-kind					
b) Networking meetings	Cash					
	In-kind					
c) Communications activities	Cash					
	In-kind					
d) Workshops /seminars	Cash					
	In-kind					
e)	Cash					
	In-kind					
<b>3) Research and Technology Transfer Support Services</b>						
	Cash					
	In-kind					
<b>4) Operating and Equipment (up to 20% of the total NSERC annual award)</b>						
a) Equipment	Cash					
	In-kind					
b) Material, supplies and other expenditures	Cash					
	In-kind					
<b>5) Overhead and Administration (no more than 20% of the total NSERC annual award)</b>						
	Cash					
	In-kind					
<b>Total Proposed Expenditures</b>	Cash					
	In-kind					
<b>Total support from Industry</b>	Cash					
	In-kind					
<b>Total support from Postsecondary Institution</b>	Cash					
	In-kind					
<b>Total support from other sources</b>	Cash					
	In-kind					
<b>TOTAL AMOUNT REQUESTED FROM NSERC (amount to be reported on page 1)</b>						

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**PROPOSED EXPENDITURES**

	Year 1	Year 2
1) Salaries		
2) Operating and Equipment		
3) Networking / Knowledge Dissemination		
4) Research and Technology transfer support services		
5) Overhead and Administration		
6) Other Expenditures (specify)		
a)		
b)		
c)		
<b>Total Proposed Expenditures</b>		
<b>Total (Year 1 to Year 2)</b>		

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Before completing this section, read the instructions for the "Performance Measures Table" in the online instructions. Use the performance measures module to provide baseline information on any of the performance measures that you believe are appropriate to your proposal and any additional measures that you identify for your proposal.

**Performance Measures****Projected by the end of****Performance Indicator**

Baseline

Year 1

Year 2

Year 3

Year 4

Year 5

**Performance Area 1: College faculty and staff**

<b>1. Person hours of faculty and staff given paid release time to participate in applied research and development projects</b>	Total						
	Area of proposal						
<b>2. Number of faculty participating in applied research and development projects</b>	Total						
	Area of proposal						
<b>3. Number of college staff (excluding faculty) participating in applied research and development projects</b>	Total						
	Area of proposal						
<b>4. Number of college professors and staff trained on equipment funded by CCI funded projects</b>	Total						
	Area of proposal						
<b>5. Number of technical publications derived from CCI funded projects (e.g., technical reports to the partner, magazine or conference articles on the R&amp;D project)</b>	Total						
	Area of proposal						

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**Performance Measures**

Performance Indicator	Baseline	Projected by the end of				
		Year 1	Year 2	Year 3	Year 4	Year 5

**Performance Area 2: College students**

6. Number of college students participating in applied research and development projects	Total						
	Area of proposal						
7. Number of students receiving support from the college to participate in applied research and development projects	Total						
	Area of proposal						
8. Number of students receiving support from local industries and other organizations to participate in CCI funded projects	Total						
	Area of proposal						
9. Number of existing college courses revised to include results of CCI funded projects	Total						
	Area of proposal						
10. Number of new college courses based on results of CCI funded projects	Total						
	Area of proposal						
11. Number of students employed after graduation who participated in CCI funded projects	Total						
	Area of proposal						
12. Number of students employed at local industries and other organizations after graduation who participated in CCI funded projects	Total						
	Area of proposal						
13. Number of students employed by partner organizations after graduation	Total						
	Area of proposal						

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**Performance Measures**

Performance Indicator	Baseline	Projected by the end of				
		Year 1	Year 2	Year 3	Year 4	Year 5
<b>Further information on performance indicators provided</b>						
<b>14. Number of CCI activities/events to increase the awareness of local industry and other organizations</b>	Total					
	Area of proposal					
<b>15. Total dollars invested by SMEs in R&amp;D projects at the college</b>	Total					
	Area of proposal					
<b>16. Total in-kind (dollars) invested by SMEs in R&amp;D at the college</b>	Total					
	Area of proposal					
<b>17. Number of partnerships between colleges, local industries and other organizations on applied research and development projects</b>	Total					
	Area of proposal					
<b>18. Number of existing products improved / year</b>	Total					
	Area of proposal					
<b>19. Number of existing technologies improved / year</b>	Total					
	Area of proposal					
<b>20. Number of existing processes improved /year</b>	Total					
	Area of proposal					
<b>21. Number of new products developed</b>	Total					
	Area of proposal					
<b>22. Number of new technologies developed</b>	Total					
	Area of proposal					
<b>23. Number of new processes developed</b>	Total					
	Area of proposal					
<b>24. Number of prototypes developed</b>	Total					
	Area of proposal					

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Before completing this section, read the instructions for the "Performance Measures Table" in the online instructions. Use the performance measures module to provide baseline information on any of the performance measures that you believe are appropriate to your proposal and any additional measures that you identify for your proposal.

**Further information on performance indicators provided**

**Projected by the end of**

Performance Indicator	Baseline	Year 1	Year 2	Year 3	Year 4	Year 5
Total Area of proposal						
Total Area of proposal						
Total Area of proposal						

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Before completing this section, read the instructions for contributions from supporting organizations and consult the *CGI Grants Financial Administration Guide* concerning the eligibility of expenditures for the direct costs of research and the regulations governing the use of grant funds, and *Guidelines on Eligibility and Value of In-Kind Contributions*.

Name of supporting organization

**CONTRIBUTIONS FROM SUPPORTING ORGANIZATIONS**

	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Cash contribution to direct costs of applied research and development</b>					
<b>In-Kind contributions to direct costs of applied research and development</b>					
1) Salaries for scientific and technical staff					
2) Donation of equipment, software					
3) Donation of material					
4) Field work logistics					
5) Provision of services					
6)					
<b>In-Kind contributions to indirect costs of applied research and development (not leveraged)</b>					
1) Use of organization's facilities					
2) Salaries of managerial and administrative staff					
3)					
<b>Total of In-Kind contributions to direct costs of applied research and development</b>					
<b>Contribution to postsecondary institution overhead</b>					



**SEND ONE  
ORIGINAL ONLY  
DO NOT PHOTOCOPY**

**APPENDIX A (Form 103)  
Environmental Impact**

**Page 1 of 3**

(Total Appendix A only)

Complete this Appendix if you have checked the "YES" box under Certification/Requirements on page 1, Form 103. Include activities that will take place in Canada **and/or abroad**. This information will assist NSERC in determining whether a screening is required under the *Canadian Environmental Assessment Act*. (See the "Requirements for Certain Types of Research" in the *Policies and Guidelines for the CCI Program*.)

Family name of applicant	Given name	Initial(s) of all given names	Personal identification no. (PIN)
Name of applicant's organization			
Title of proposal			
Name of other participating organizations (if applicable)			
<b>Name of Location (Please complete an additional copy of Appendix A for EACH location at which research will be undertaken.)</b>			

1. Main characteristics of the location (i.e., physical description & coordinates)

*Continue on page 2 of this Form.*

**NOTE:** There is a potential to generate several Appendices A. **Please ensure that all Appendix A pages are numbered consecutively in the space provided in the upper right corner of the form. IF YOU FORESEE THE NEED FOR MORE THAN 3 (THREE) APPENDICES A, PLEASE CONTACT NSERC'S ENVIRONMENTAL ASSESSMENT UNIT BY TELEPHONE AT (613) 992-3612 OR (613) 995-8079, OR BY E-MAIL AT [enviro.assess@nserc-crsng.gc.ca](mailto:enviro.assess@nserc-crsng.gc.ca).**



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Family name of applicant

**Page 2 of 3**

(Total Appendix A only)

**APPENDIX A (Form 103) CONTINUED**

2. Principal activity(ies) and activity component(s).

*Continue on page 3 of this Form.*

3. For each principal activity and activity component, list the environmental elements affected and provide a description of those effects.

*Continue on page 3 of this Form.*

4. Mitigation measures.

*Continue on page 3 of this Form.*



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**Page 3 of 3**  
(Total Appendix A only)

**APPENDIX A (Form 103) CONTINUED** **ADDITIONAL INFORMATION**

Use this page to enter additional text from sections 1, 2, 3, and/or 4 (if necessary).



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**APPENDIX B (Form 103)  
Canadian Environmental Assessment Act  
Pre-Screening Checklist**

Complete this Appendix if you have checked the "YES" box under Certification/Requirements on page 1, Form 103. Include activities that will take place in Canada **and/or abroad**. This information will assist NSERC in determining whether a screening is required under the *Canadian Environmental Assessment Act*. (See the "Requirements for Certain Types of Research" in the *Policies and Guidelines for the CCI Program* )

Family name of applicant		Given name	Initial(s) of all given names	Personal identification no. (PIN)
Name of applicant's organization				
<b>Applicants are responsible for verifying whether permits are required for any of the activities listed below. Please indicate yes (Y), no (N) or unknown (U) by checking the appropriate box for EACH of the listed activities.</b>				
<b>Y</b>	<b>N</b>	<b>U</b>	<b>DESCRIPTION OF ACTIVITY</b>	
<b>Part 1. - Determination of Physical Work under the CEAA</b>				
			Does any phase of the proposal involve the <b>construction, operation, modification, decommissioning, abandonment or other activity</b> in relation to a built structure that has a fixed location and is not intended to be moved frequently?	
<b>Part 2. - Determination of Assessable Activities under the CEAA</b>				
			Activity takes place in a National Park or National Nature Reserve in Canada	
			Activity takes place on First Nation lands	
			Activity takes place in the North (Yukon, Nunavut, or the Northwest Territories)	
			Activity takes place in or within 30 metres of the right-of-way of a power line, a natural gas line, or a railway line	
			Activity takes place in or adjacent to a water body, resulting in harmful alteration, disruption or destruction of fish habitat (including the removal or damaging of aquatic vegetation)	
			Destruction of fish other than by fishing	
			Sampling or prospecting for ores or minerals	
			Disposal of a prescribed nuclear substance other than in a laboratory equipped for such disposal	
			Deposit of a deleterious or other substance into the environment (in the earth, air, or water)	
			Any kind of remediation of contaminated land	
			Deposit of oil, oil wastes or any other substances harmful to migratory birds in waters or in areas frequented by migratory birds	
			Killing or removal of migratory birds, their nests, eggs, or carcasses or other physical activities that may require a permit or other authorisation under the <i>Migratory Birds Regulations</i> or <i>Migratory Bird Sanctuary Regulations</i>	
			The removal or damaging of vegetation and/or the carrying on of agricultural activities or the disturbance or removal of soil in a wildlife area that requires a permit under section 4 of the <i>Wildlife Area Regulations</i> under the <i>Canada Wildlife Act</i>	
			Physical activities that are carried on in Canada and that are intended to threaten the continued existence of a biological population in an ecodistrict, either directly or through the alteration of its habitat	
			Establishment or operation of a field camp in a single location that will be used for 200 person-days or more within a calendar year	
			Seismic surveying involving more than 50 kg of chemical explosive in a single blast; or marine or freshwater seismic surveying, if during the survey the air pressure measured at a distance of one metre from the source would be greater than 275.79 kPa (40 lbs/sq in)	

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**APPENDIX B (Form 103) continued**

Are any authorizations, permits, or licences required to undertake any activity for any phase of the proposal? If **yes**, list them below, along with the name of the issuing agency(ies). If **no**, please state "None required" and submit this page with the rest of your proposal.



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**APPENDIX C  
Referee Suggestions  
(Form 103)**

Read the instructions before completing the appendix.

Date

Family name of applicant		Given name	Initial(s) of all given names	Personal identification no. (PIN)	
Title of proposal					
<b>A</b>		Area(s) of expertise	<b>1</b>		
				PIN	Lang.
<b>B</b>		Area(s) of expertise	<b>2</b>		
				PIN	Lang.
<b>C</b>		Area(s) of expertise	<b>3</b>		
				PIN	Lang.
<b>D</b>		Area(s) of expertise	<b>4</b>		
				PIN	Lang.
<b>E</b>		Area(s) of expertise	<b>5</b>		
				PIN	Lang.
NSERC reviewing committee	1st committee reviewer			Personal identification no. (PIN)	
	2nd committee reviewer			Personal identification no. (PIN)	
	3rd committee reviewer			Personal identification no. (PIN)	