



College and Community Innovation Program – Personal Data

How to Complete the Form 103CV

Who must complete the Form 103CV?

Applicants and/or participants for the following grants must complete the College PD Form 103CV and the required appendices as indicated below:

ARD – Applied Research and Development Grants (applicant and participants);

ARTI – Applied Research Tools and Instruments Grants (participants);

CU-I2I – College-University Idea to Innovation Grants (applicant and participants);

IE – Innovation Enhancement Grants (applicant and participants);

IRCC – Industrial Research Chairs for Colleges Grants (applicant and Chair candidate); and

TAC – Technology Access Centre Grants (applicant and participants).

Whom should I contact if I need help?

If you have questions regarding:

- the initiatives to which you are applying in the College and Community Innovation **program** (e.g., content of the application, deadlines, eligibility, budget, etc.), contact the staff responsible for that CCI program initiative;
- the **On-line System**, send an e-mail to webapp@nserc-crsng.gc.ca or call 613-995-4273. Please include your e-mail address and your telephone number.

General instructions for all applicants

General Presentation

When you prepare your application, supporting materials and attachments, follow



these guidelines:

- Print must be in black ink and of letter quality.
- Text must be single-spaced, with no more than six lines per inch.
- The accepted font is Times New Roman regular 12 pts, or any comparable font – nothing smaller.
- Condensed font, and applications completed strictly in italics, are not acceptable.

Attachments – free form (Part II):

- Use white paper, 8 1/2 x 11 inches (21.5 cm x 28 cm), portrait format, with a single column, unless specified otherwise.
- Set margins at 3/4 of an inch (1.9 cm) (minimum) all around.
- To ensure that the font size remains acceptable, within Adobe Acrobat, in the **Print** window, select **None** in the **Page Scaling** field.
- Enter your name and PIN at the top of every page, outside the set margins.
- Number consecutively following the last page of Part I.
- Print on one side of the page only.
- The maximum number of pages allowed is indicated in the instructions for the appropriate program. Pages in excess of the number permitted will be removed.

Note

All text must conform to these standards. Incomplete applications and/or 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.

Avoid using acronyms and abbreviations or explain them fully.

Colour images submitted in the application will not be duplicated in colour for the peer reviewers.

The Form 103CV is provided as an Adobe Acrobat form-fillable form. For IE, ARD and



ARTI grant proposals, all completed and signed Forms 103CV (including Parts 1 and 2, letters of support, and Appendix A) must be scanned as one document and uploaded in the appropriate module of Form 103 – CCI Application Form before submitting it using the On-line System.

For TAC grant proposals, all completed Forms 103CV (including Parts 1 and 2, letters of support for confidential reports, and Appendix A) must be printed, signed and attached to the proposal to be sent to NSERC.

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*.

The information is stored in a series of NSERC data banks described in *Info Source*. Details on the use of this information are provided in the [Access to Information Act](#) and the [Privacy Act](#) (ATIP).

PART 1 - PERSON PROFILE

Date

Enter today's date.

Family name, Given name, Initials of all given names

Enter your family name, given name and initials in the appropriate fields.

NSERC PIN - (Personal Identification Number)

All NSERC applicants have received, or will receive, an NSERC PIN. Use your PIN each time you apply for a grant and in all correspondence with NSERC. If you have not yet received a PIN leave the field blank and NSERC will assign you one.

CURRENT APPOINTMENT

Check the box that reflects the position you will hold when the decision on the grant application is announced. If your place of employment is not at a Canadian college, CEGEP or polytechnic, provide the department, name and location of your place of employment. Indicate if your position at a post-secondary institution is a full-time or part-time appointment.

APPOINTMENT AT A CANADIAN COLLEGE



Enter your position at a Canadian college. **Note:** If you have not taken up your position at the time of application, indicate the institution where you will hold the position when the grant is awarded. If you currently have more than one position at a postsecondary institution, enter the other positions in the Academic, Research and Industrial Experience section of this form.

ACADEMIC BACKGROUND

Include only current and/or completed degrees and/or diplomas.

AREA(S) OF EXPERTISE

Key Words

Provide a maximum of ten key words that describe your area(s) of expertise. If you have expertise with particular instruments and techniques, specify which one(s).

Research Subject Code(s)

If your applied research is in the natural sciences or engineering, select the appropriate research code(s) from NSERC's [Code Tables](#) for valid code numbers and text descriptions.

TERMS AND CONDITIONS OF APPLYING

You must read the Terms and Conditions of Applying section of Form 103CV and check one of the available boxes. Note that if you do not agree to the Terms and Conditions of Applying, you cannot participate in this application.

SIGNATURE

Once Form 103CV is completed, you must print it, sign it, and provide it to the applicant. The meaning of the signature is described in the instructions for the grant you are applying for.

ACADEMIC, RESEARCH AND INDUSTRIAL EXPERIENCE

List your academic and professional work experience, including administrative appointments. Starting with the current position, list the title of the position, the



organization's name, the department you were in and, finally, the start and end dates. Do not include academic training roles (i.e., roles as a student).

PART 2 - CONTRIBUTIONS

Using the headings below and a maximum of five pages single-sided pages, describe your contributions to applied research and highly qualified personnel training **over the last six years** up to the deadline date for the submission of the current application (for example, from 2004 to the 2010 deadline date). **For non-academic research and training, include contributions over the last ten years.**

1. Most Significant Contributions to Research and/or to Practical Applications

List up to five of your most significant contributions to applied 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 in this section. For each, describe the influence in terms of significance to, and use by, end users and other researchers. Describe your contribution in a collaboration.

2. Research Contributions and Practical Applications

List research contributions and practical applications over the last six years. Begin with your most recent project, and start each entry on a new line.

List the subject of the collaboration, the total dollar cost of the project, your contribution and the number of partners. Describe the key objective/achievement of the project in terms of improved products, processes and/or services. These can be projects in a college, company, or university setting. These may include:

1. technology, product, process, and/or service development;
2. technology transfer and commercialization, including spin-off companies;
3. participation in industrially relevant R&D activities; and
4. patents and copyrights (e.g., software, but excluding publications). For each, provide the following information:
 - o date filed, date awarded;
 - o country or countries of issue;
 - o name(s) of joint inventor(s);



- o title and brief description; and
- o patent/copyright number.

3. Other Evidence of Impact and Contributions

List other activities that may show the impact of your work. These may include:

- awards;
- prestigious invited lectures;
- research fellowships;
- journal editorships;
- membership on committees, boards, or policy-making bodies;
- consulting activities;
- public awareness/education;
- role in developing collaborations; and
- any other activities or information that will help committees to evaluate your contributions to, and impact on, social and/or natural sciences, engineering, and health, including interdisciplinary research.

4. Contributions to the Training of Highly Qualified Personnel (HQP)

In this part of your Form 103CV, you should clarify your contributions to training of HQP. For example, describe your role in capstone projects, supervising interns, or other concentrated training activities.

5. Publications

Provide a list of publications relevant to your most important contributions. For published contributions, list the full authorship as it appears in the original publication, year, title, name and volume of the publication, and the first and last page numbers. For publications in press, indicate the date of acceptance. Do not include papers in preparation.

List the sources of funding for each contribution and use parentheses to indicate the primary one. Clarify your role in multi-authored papers.

Use the following order:

1. Technical reports and disseminations
2. Formal reports (technical) that address basic principles



3. Conference proceedings
4. Trade publications, business news, peer review pubs not valued
5. Workshops and seminars

Provide details, as appropriate, on the contributions you listed. Such details may include:

- the impact or potential impact of patents and technology transfer;
- the nature of the R&D activities to the private sector;
- the significance of technical reports;
- a list of collaborators and their institutions;
- 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 journals for publications, particular features of the journals, e.g., target audiences, review procedures; and
- original research reported in books or technical reports.

6. Delays in Research Activity

Explain and give dates for any significant delays in your research activity (e.g., teaching responsibilities, parental leave, bereavement, single parent situations, illness, extraordinary administrative duties or other circumstances).

LETTERS OF SUPPORT - EXCEPTIONS

Only submit letters from users attesting to the nature and the significance of **confidential technical and internal reports** described in your Form 103CV. These letters of support must be included with PART 2 of your Form 103CV. **Additional documents, such as letters of support, must not be submitted and will not be appended to the application.**

APPENDIX A - Additional Information as a Reviewer



Complete this appendix **only** if you would like NSERC to consider you as a possible peer reviewer for other grant proposals. The information collected on this appendix will only be used to identify prospective reviewers and committee members, and to generate statistics. It will not be seen or used in the grant adjudication process

Contact Information

Provide your contact information as given on page 1 of Form 103CV.

Review Language Capabilities

Indicate your language capabilities with regards to reviewing proposals.

Additional Information on your Potential Capabilities as a Reviewer

Provide any additional information here that might be useful to NSERC on your capabilities as a reviewer.