



ENGAGE GRANTS FOR COLLEGES APPLICATION CHECKLIST AND PROPOSAL TEMPLATE

This document contains three sections:

1. *A list that summarizes the factors assessed in the review of an Engage Grant for Colleges application. Ensure these points are addressed before submitting a proposal. This list is provided for the convenience of applicants. Do not submit this list with the application.*
2. *A proposed template for the research proposal.*
3. *Supplementary information from a company participating in an Engage Grant application.*

Section 1: APPLICATION CHECKLIST

Eligibility Questions

College

- Is the college eligible to receive grant funds?

Company Partner

- Does the company meet the eligibility requirements described in the **Industrial Participation** section of the Engage Grants description?
- Is the number of Engage Grants in the current fiscal year within the limit specified in the Engage Grants description for company partners?

Overview of the proposal/technical merit

- Is the company-specific problem clearly identified and related to the company's core competencies or activities?
- Is there a clear plan to address the problem and proposed approach to solve it?
- Is the work innovative? (Projects focussing on the "excluded activities" listed in the Engage Grant description will not be funded)?
- Does the proposal describe the research challenge to be addressed through the project?
- Is there adequate college support?

New relationship

- Does this application foster a new collaborative relationship between the college and the company partner (no existing or past relationship)? (See examples in the description of Engage Grants, **Requirements for college-based applicants section**).

Applied research competence

- Does the research team, including the company partner's personnel, have the appropriate expertise?
- Is the nature of the expertise described?
- Are Forms 103CV (part one and part two) and/or CVs included for all participants?

Potential for innovation impact

- Will the work lead to new or improved products, processes or services that benefits the company and are directly related to its core operations?
- Will the company see economic or other benefits within a reasonable timeframe?
- Is the impact of the project described?



Industrial relevance and Private-sector support

- Does the proposal identify how the results will be transferred to the company (i.e. what are the deliverables)?
- Does the proposal indicate how the college will interact with the company personnel to ensure the progress of the project?
- Does the proposal describe the nature of the company participation (characterized by the in-kind contribution)?
- Is the in-kind contribution detailed and in keeping with the NSERC guidelines for eligibility and value of in-kind contributions (such as the maximum hourly rate for salary costs)?
- Does the company contribute the appropriate amount from its own resources?
- Is the company in a position to successfully exploit the research results?
- Does the company letter of support address the points outlined in the **Application Procedures** section of the Engage Grant description?

Contribution to the training of highly qualified personnel

- Does the proposal include a student training component?
- Is the knowledge and experience gained by students, research administrators and college/company personnel described?

Benefit to Canada

- Are economic, social and/or environmental benefits to Canada described?

Budget

- Does the budget provide enough detail to justify each expenditure?
- Does it conform to the **Award Information and Eligible Expenses** section of the Engage Grant description?

Certification requirements/environmental review

- Is an environmental review required for this project? If yes, has an Environmental Information Form (Appendix A) been filled out?



SAMPLE STRUCTURE FOR TWO-PAGE NSERC ENGAGE PROPOSAL

Synopsis:

Provide a concise overview of the scientific or technical objectives, approach, and the new knowledge, expertise, or technology that could be transferred to Canadian companies. Indicate the benefits expected to accrue to the partner, to the academic institution and to the applied research discipline(s).

Background:

Relate the proposal to current scientific, technical and commercial developments in the field, referring to the current literature and market conditions. Describe the background research on which the project is built.

Detailed proposal:

Discuss the technical issues, applied research problems or technical adaption and transfer challenges, and describe the methodology and experimental design proposed to explain or resolve them. Provide a work plan and relate it to the milestone schedule from the Activity Schedule section. Describe the roles of any students who will be involved in the project. If applicable, explain the need for any additional support staff such as research assistants, technicians or other professional staff who may be required to carry out the project.

Team expertise:

Explain how the knowledge and experience of each expert relates to the expertise needed to accomplish the project objectives and how the contributions of the team members (including, if applicable, company personnel) will be integrated.

Research management:

If the proposal involves large or dispersed research teams, provide a plan for how the project will be managed to provide both day-to-day direction and research leadership, as well as maintain good communication between the college research group(s) and the private-sector sponsor(s). If applicable, please detail the project manager's qualifications, involvement, role and responsibilities.



Training of highly qualified personnel:

Describe how the knowledge and experience gained by students, research assistants or others, including company personnel, is relevant to innovation and applied research in the private sector-

Value of the results and relevance to the private sector:

Describe the anticipated value of the project results, highlighting the relevance to the private sector of the scientific or technical advances, or the innovative techniques, processes or products that will be developed or innovatively applied. Clearly identify how the work will benefit the private sector partner(s) by showing how the outcome will address a current or future company or market need. To the extent possible, indicate the additional work the partners will have to do to exploit the results of the applied research for commercialization. Describe how the exploitation of the project results will benefit the Canadian economy within a reasonable time.

Benefit to Canada

As well as the economic benefit to Canada described in the previous section, outline any additional economic, social, and/or environmental benefits that will or could be realized in Canada and the corresponding timeframe.

New Partnership

Please confirm that there is no existing or past relationship between the two parties, including a previous research collaboration with the company or any of its divisions, a consulting contract in excess of a few days, involvement on the part of a member(s) of the college research team with the company, or involvement with a company employee on the college's board of directors or equivalent.

Supplementary information from a company participating in a Research Partnership application

Company Name:	Completed Date:
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TO BE COMPLETED ONLY AT THE REQUEST OF NSERC. In addition to the letter of support and completed Form 183A – Information Required from Organizations Participating in Research Partnerships, please address each of the questions below. This information must be completed by a company representative.

Describe the project that the company wishes to participate in:

- Provide information on the key employees (management and researchers/technical staff). Indicate “X” in all but the first column. Designate who will be involved in the proposed research project (use *).

EMPLOYEE (Name, title or role, diploma/degree, if applicable)	Full-time or Part-Time ¹		Salaried , Contract, or Other ²			Work Location ³	
	Full-time	Part-time (%)	Salaried	Contractor	Other	Company facility	Elsewhere

- What prior experience does the company, its personnel and advisors have in the area of business related to the research application? Describe the company’s core business activity.

¹ Full-time (i.e., does not also hold another job elsewhere) or Part-time (i.e., devotes only part-time or occasional efforts to the company). Indicate the percent of time spent.
² Salaried (i.e., Company issues a T4 slip), Contractor (i.e., Company pays against invoice, timesheet or similar and does not issue a T4 slip), or Other (i.e., Currently providing services without monetary compensation, in-kind)
³ Company premises (i.e., normally operates from workspace at the company) or Elsewhere (i.e., normally operates from outside company facilities, e.g., private home office)

Supplementary information from a company participating in a Research Partnership application

Company Name:		Completed Date:	
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3. Describe the company's facilities (office, manufacturing, R&D and/or technical workspace):

4. Demonstrate that the company has (or will have in the near term) the financial capabilities to achieve the expected results and outcomes associated with the proposed project:

5. Indicate the total investment by category of source (over the past two years):

Source	Amount	Description
Non-Government ⁴ contributions:		
Government contributions ⁵ :		
Other:		

6. Explain how the company expects to exploit the technology/products/services resulting from the proposed research project and how it is linked the company's core activity or competencies. This should address both production plans as well as marketing considerations such as target market and the company's competitive advantage:

⁴ Type of investment such as founders, angel, venture capital, etc.

⁵ Indicate sponsoring agency such as NRC's Industrial Research Assistance Program, Atlantic Canada Opportunities Agenda, Ontario Centres of Excellence, Western Economic Diversification, etc.

Supplementary information from a company participating in a Research Partnership application

Company Name:		Completed Date:	
<p>7. (FOR PRODUCER GROUPS OR INDUSTRIAL ASSOCIATIONS ONLY) Briefly describe the mandate of your organization and its current membership (if applicable). What percentages of your total incomes are from industry sources? With respect to distributing the project results to the producer group or association's member companies, please explain the role of the organization in diffusing and implementing the project results. Provide details of past collaborations during postsecondary-based research projects and how the results were used.</p>			