



1. Activities for June

1.1 Nomination of New Members to the Evaluation Groups

New Evaluation Group (EG) members are appointed every year in July. These members are approached regarding their willingness to serve on EGs, and their nominations are confirmed through an official letter from NSERC. To learn more about the selection of EG members consult:

- [Appendix 1: Guidelines Governing Membership of Selection Committees and Panels](#)

The appendices listed below contain a number of documents that should be read by all members of NSERC's Selection Committees, EGs or Panels:

- [Appendix 2: Declaration for Members of NSERC Selection Committees](#)
- [Appendix 3: Guidelines on Conflicts of Interest](#)

1.2 Roles, Responsibilities and Important Dates for EG Members

Acceptance of a term as an EG member brings with it a commitment to participate in the evaluation of applications assigned to an EG within guidelines established by NSERC and according to the customs/practices of that EG. Members must also adhere to NSERC's regulations on conflict of interest, communication with applicants and confidentiality.

The key activities that take place throughout the year are listed below; more detailed discussions are included in the relevant sections of this manual.

August/September

- Members review this manual and other documents sent by NSERC in preparation for meetings/discussions, information sessions and the competition.
- Members submit comfort ratings for the Forms 180 according to the instructions from the program officer.
- Members select referees for a subset of the Discovery Grant applications according to the instructions from the program officer.
- Members participate in the first of two orientation sessions for new EG members, as required.

November

- New EG members and chairs participate in the orientation session.
- Members participate in the EG competition preparation meetings/discussions (if applicable).
- Chairs participate in the executive committee meeting to finalize the assignment and/or transfer of applications to and from the EGs.

December-January

- Members read all of their assigned applications according to their role; either as first reviewer, second reviewer or reviewer.
- Members submit ratings in advance of the competition session (if applicable)

February

- Members participate in the evaluation meetings (three to six days).
- During the competition session, members prepare comments to be included in the Message to Applicant that reflect consensus of the discussion.

1.3 Extension of Your Discovery Grant

In recognition of the significant workload involved in the peer review process, NSERC allows some EG/selection committee/panel members and EG chairs to extend their Discovery Grant (at the same level) for the duration of their membership on the EG, selection committee, panel, or the Committee on Grants and Scholarships (COGS). The program officers will offer their members this option at the time they are being recruited for membership. If members do not take the option of an extension, their grant will be renewable at the end of its term, in competition with others, according to established guidelines on conflict of interest. The decision to extend a grant should be made before starting the first year of appointment on the committee or panel. To extend a Discovery Grant, the member must inform the program officer responsible for their committee or panel as soon as possible.

If members are scheduled to renew their award in a given year and are appointed to chair the EG that year, they may request to have their grant extended upon their appointment as chair.

1.4 EG Extranet

The EG Extranet is a password-protected area that allows members, section chairs and Group chairs to access protected information over the Internet and return information to NSERC. It is important that the information be managed in a secure fashion and used only for the purpose for which it was originally collected (i.e., to assess NSERC applications and make funding recommendations). Members will receive information on how to access the extranet.

- For help with access or technical problems, members should contact our Helpdesk at 613-995-4273 or webapp@nserc-crsng.gc.ca.
- For questions on the documents posted on the site, members should contact their program officer.