



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 Evaluation Groups, and their nominations are confirmed through an official letter from NSERC's Corporate Secretary. To learn more about the selection of Evaluation Group members you should consult:

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

You will also find, in the appendices listed below, a number of documents that should be read by all researchers participating in NSERC's Selection Committees or Panels:

- [Appendix 2: Statement on Ethics for NSERC Selection Committees and Panels](#)
- [Appendix 3: Guidelines on Conflicts of Interest](#)

1.2 Roles, Responsibilities and Important Dates for EG Members

Your acceptance of a term as a 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.

As a first activity for all new EG members, we suggest that, as soon as you receive them, you make a note of the e-mail address and the fax and phone numbers of the key people you will be dealing with during the year – your EG Chair and your NSERC program officer. There will be many questions arising during the year, and you should always contact your NSERC program officer when you need clarification.

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

September

- Read this manual and other documents sent by NSERC or your section chair in preparation for policy meetings/discussions, information sessions and the competition.
- If needed, participate in information sessions at universities.
- Select a referee for a subset of the Discovery Grant applications assigned to your EG.



November

- New EG members and chairs participate in the orientation session.
- Participate in the EG policy meetings/discussions (if applicable).
- Chairs participate in the chairs' meeting to finalize the assignment of applications to EGs.

December-January

- Read all applications assigned to your EG, or the subset for which you are a reader.
- Provide in-depth evaluations for the subset of applications assigned to you as an internal reviewer (this may entail written comments). You may be asked to submit ratings and recommendations in advance of the competition session.

February

- Participate in the February evaluation meetings (four to six days according to the workload).
- During the competition session, prepare comments to applicants that reflect the full EG consensus.
- Some EGs approach components of the overall review task through section, which may entail other specific duties. Details may be obtained from your program officer.

1.3 Extension of Your Discovery Grant

NSERC allows Evaluation Group (EG) members and Evaluation Group chairs to extend their Discovery Grant (at the same level) for the duration of their membership on the EG or on the Committee on Grants and Scholarships (COGS). Your program officer should be asking you if you would like to take this option. Due to the discomfort that the review of an EG member's application can cause, NSERC encourages EG members to avail themselves of this option. If you don't take the option of an extension, your grant will be renewable at the end of its term, in competition with others according to established guidelines on conflict of interest.

Note that this option is available to you only if you are a member of the EG that would normally review your application. To avoid any perception that EG members can derive an advantage from the opportunity to alter when their own grants will be renewed, the decision to extend your grant should be made within the first year of your appointment. If you want to extend your Discovery Grant, inform the program officer responsible for your EG **as soon as possible**.



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

1.4 Evaluation Group Extranet

The EG Extranet is a password-protected area that allows EG members, section chairs and Evaluation Group chairs to access protected information over the Internet and return information to NSERC. NSERC has registered each of you to this site and has sent you a user ID, password and instructions, along with your invitation to sit on the Evaluation Group. NSERC strongly encourages you to activate the “Alert” function on your extranet in order to be automatically notified when a document has been added or modified. It becomes your responsibility to print, copy or download these documents within the set time indicated by NSERC. It is also important that these documents be managed in a secure fashion and used only for the purpose for which they were originally collected (i.e., to assess NSERC applications and make funding recommendations).

If you need help with this process, you should contact:

- for access or technical problems: our Helpdesk at 613-995-4273 or extranet.support@nserc-crsng.gc.ca.
- for lost or compromised passwords or for questions on the documents posted on the site: your NSERC Evaluation Group contact.