



# Canadian Institute for Theoretical Astrophysics Support Program

## Instructions for Completing an Application

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## General Information

### About the Program

Read the program description in the [Program Guide for Professors](#) before you complete the application.

### Who Completes the Application?

The applicant must complete the application and include all required documentation, listed at the end of this document. In addition, a completed [Canadian Common CV \(CCV\)](#) or Form 100 must be submitted by applicants and co-applicants.

### Presentation Standards

The applicant is responsible for submitting a complete application that conforms to the presentation standards established by NSERC. Incomplete applications and 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. Where page limits are stated, pages in excess of the number permitted will be removed. See the end of this document for page limits.

All free-form sections must follow the requirements below:

1. Explain any acronyms and abbreviations fully;
2. Pages must be 8 ½" × 11" (216 mm × 279 mm);
3. Text must be single-spaced, with no more than six lines of type per inch;
4. All text must be in 12 pt Times New Roman font;
5. Condensed fonts will not be accepted;
6. All text should be black, and no colour images should be used;\*
7. Margins must be set at a minimum of ¾" (1.87 cm);
8. Your name must appear outside the set margins of the page, at the top right corner of every page;
9. For multi-page attachments, pages must be numbered sequentially; and



10. If you have supporting documents written in a language other than English or French, you are required to provide NSERC with a certified translation of the document (in English or French).

All text, including references (where applicable), must conform to these standards.

\* Coloured fonts and images increase the file size of your completed application, and may lengthen the retrieval and download time for reviewers. Coloured images and graphics are more expensive to print and copy. Any coloured content submitted in the application will be duplicated in black and white, not colour, for reviewers.


### Application Deadlines

The application must be received at NSERC by 8:00 p.m. (Eastern time) on the deadline date. If it is not received by the deadline, it will be considered late and will be rejected. Material or updates received after the deadline date will not be accepted.

### How to Submit Your Application

The full application needs to be submitted via the NSERC Extranet. Instructions on how to access the Extranet will be sent to all eligible applicants. NSERC will acknowledge receipt of your application.

### Personal Information

The information you provide in your application is collected under the authority of the *Natural Sciences and Engineering Research Council Act* and stored in a series of NSERC data banks described in  [Info Source](#). Details on the use and disclosure of this information are described in [Use and Disclosure of Personal Information Provided to NSERC](#), in the NSERC program literature, and below. The information is used in accordance with the [Access to Information Act and the Privacy Act](#).

### Help with Program Information

Contact the [staff](#) responsible for the program.

### Help with the NSERC Extranet System

Contact the **Online Services Helpdesk**. Send an e-mail to: [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca) or call 613-995-4273. Include your e-mail address and telephone number.



# Completing the Application

## Form 101 (Part I)

Complete Form 101 – Application for a Grant, Part I (provided by NSERC).

### Application Profile

#### Title of Proposal

The title should indicate the resource to be supported. It will be used for publication purposes. It should not contain a company or trade name. Spell out scientific symbols and acronyms.

#### Area(s) of Research

##### Research Subject Codes

Consult the [NSERC Code Tables](#). All applicants are required to select a primary research code.

##### Key Words

Provide a maximum of 10 key words that describe the proposal.


### Certification Requirements

Before completing this page, consult the [Policies and Guidelines](#) of the *Program Guide for Professors* concerning the requirements for certain types of research.

#### Research Involving Humans:

If you select Yes, you must provide your institution's administration with the appropriate certification indicating that research involving humans has been reviewed and has received the required approval.

#### Research Involving Human Pluripotent Stem Cells:

If you select Yes, or if through peer review the application is found to fall into this category and is recommended for funding, it will be forwarded, with your consent, to the Stem Cell Oversight Committee (SCOC) to ensure compliance with  [Human Pluripotent Stem Cell Research: Guidelines for CIHR-Funded Research](#). The SCOC review is in addition to the normal review by local Research Ethics Boards (REBs). Funding will not be released until approval has been obtained from the SCOC.

#### Research Involving the Use of Animals:

If you select Yes, you must provide your institution's administration with the certification from the animal care committee at the institution that the experimental procedures proposed have been approved and that the care and treatment of animals is in accordance with the principles outlined in the Canadian Council on Animal Care (CCAC) guide.



### **Research Involving Hazardous Substances:**

If you select Yes, you must provide your institution's administration with the certification from the biosafety committee at the institution that the laboratory procedures being used comply with the safety precautions necessary for the level of containment required by the research.

### **Environmental impact:**

[Appendix A \(Environmental Information\)](#) must be completed and submitted with the grant application **ONLY** if at least one of the following situations applies to your research activities: A) any phase of the proposed research will take place outdoors and on federal lands in Canada, as defined in [section 2\(1\) of the Canadian Environmental Assessment Act, 2012](#) (CEAA 2012); B) any phase of the proposed research will take place outdoors and outside of Canada; C)i) the grant funds will permit a designated project (listed in the CEAA 2012 [Regulations Designating Physical Activities](#) (RDPA)) to be carried out in whole or in part; or C)ii) any phase of the proposed research will depend on a designated project (listed in the [RDPA](#)) that is being carried out by an organization other than NSERC. If **none** of these situations apply to your proposed research activities, then no Appendix A is required.

**Note:** On July 6, 2012, CEAA 2012 came into force. As a result, the review process for applications submitted to NSERC has been revised. Grant applicants are required to provide more specific information under a completely revised Appendix A (Environmental Information), and Appendix B (CEAA Pre-Screening Checklist) no longer exists. In addition, the NSERC Policy on Environmental Assessment has been revoked and replaced by [NSERC's Guidelines on Environmental Review and Assessment](#).

## **Terms and Conditions for Applicants and Co-Applicants**

The Terms and Conditions of Applying Form must be completed and signed by the applicant and all co-applicants, and submitted to NSERC by the applicant.

## **Terms and Conditions for Research Administrators**

The Terms and Conditions for Research Administrators Form and the Terms and Conditions for Supporting Organizations Form must be completed and signed by the authorized officer, and submitted to NSERC by the applicant.

## **Application – Part II**

The following sections are to be included in your application. A template for the Resource Costs and Expected Revenues section will be provided by NSERC. All other sections are to be submitted in free-form format that conforms to the presentation standards established by NSERC. Use the following section names as headings in your free-form attachments.



## List of Co-Applicants

No more than 12 co-applicants may be included in your CITA application. NSERC suggests that co-applicants be major (frequent) users and, where appropriate, be drawn from the resource's scientific management and/or administration, its board of directors, or a users' group.

Identify co-applicants who will participate on your application. Co-applicants must provide a copy of their CCV or Form 100 to the applicant. Co-applicants, except those from the applicant's institution, must advise the authorized officer of their organization that the applicant, or the applicant's institution, will be seeking their signature prior to submitting the application to NSERC, agreeing to their participation.

The applicant must submit a PDF copy of a CCV or Form 100 for **all** co-applicants by the deadline date. The applicant and co-applicants must also submit the Terms and Conditions of Applying Form.

## Summary of Proposal for Public Release

The summary is intended to explain the proposal in language that the public can understand.

Using simple terms, briefly describe the resource, what it will be used for, and the major programs it supports. Indicate why and to whom the resource is important, the anticipated outcomes of the research programs supported by the resource, and how Canada and the fields supported by the resource will benefit.

This plain language summary will be available to the public if your proposal is funded. If you wish, you may also provide a summary in the other official language.

## Resource Costs and Expected Revenues

Use the Excel template provided by NSERC to complete this section. Read the instructions and consult the [Tri-Agency Financial Administration Guide](#) for information about the eligibility of expenditures for the direct costs of research and the regulations governing the use of grant funds.

Use the Budget Justification section, to explain and justify each budget item. There is no limit to the number of pages for this section.

Report revenues and expenditures only once.



**Note:** If you are applying for support for infrastructure or equipment funded by the Canada Foundation for Innovation (CFI), indicate the approximate date on which the infrastructure or equipment will be operational.

For each expense listed in the Resource Costs section, report 1) the total direct costs to be paid from all sources, and 2) the direct costs to be paid from NSERC funding towards operating the resource. The applicant must give the costs corresponding to the previous fiscal year, the current fiscal year, and up to the next five fiscal years for which funds are requested (the fiscal year starts on April 1 and ends on March 31).

**Note:** For each year, the amount corresponding to the line "Current and requested CITA Grants" equals the sum of each row in the budget breakdown where you have indicated a contribution from NSERC. Normally, the "Total cost of running the resource" should equal the sum of "Current and requested CITA Grants" and the "Total revenues." Any difference between these numbers should be explained in the Budget Justification section. **The values displayed in the first two columns (Previous Year and Current Year) of the last row must correspond to the actual amounts of the resource's current MRS grant, if applicable.**

Should there be any unusual reason for a larger deviation, the resource needs to justify the latter and obtain NSERC's approval before submitting the grant application.

CITA Grants cannot be used to pay for any indirect costs of research or expenses that are central, or departmental institutional costs. Examples of such indirect costs include, but are not limited to, those for the maintenance and renovation of research spaces and buildings, leasing costs of spaces and equipment, utilities, general technical support to laboratories, security and occupational safety, financial and administrative support, or insurance. Moreover, CITA Grants cannot be used to pay for the establishment, construction, or infrastructure expansion of a resource.

### **Salaries and benefits**

In the category "Technical/professional," provide the total proposed salaries, with explicit indication of the non-discretionary benefits, of professional and technical staff employed to provide support to users, or to operate and maintain the resource. Eligible remuneration of any other nature that is required as part of the activities of the resource must be reported under category (b) (to which an appropriate name of your choosing should be assigned) and fully explained in the Budget Justification. Furthermore, in the Budget Justification, provide



the name (if known), category of employment, and proposed salary, with explicit indication of the non-discretionary benefits, of each remuneration beneficiary.

### **Resource**

Costs for materials, supplies, and activities related to the operation and maintenance of the resource should be included under the categories "Operating costs" and "Maintenance" as appropriate. Also include costs for minor equipment/upgrades that are essential to the operation and maintenance of the resource. Any other resource-related eligible expense that does not fit under the listed categories should be reported under category (d) (to which an appropriate name of your choosing should be assigned) and thoroughly explained in the Budget Justification section.

### **Travel**

Costs of travel related to the operation or maintenance of the resource should be given under the categories "Conferences," "Field work," or category (c) (to which an appropriate name of your choosing should be assigned), and fully explained in the Budget Justification section.

### **Dissemination Costs**

Under the category "Outreach to user communities," provide the costs related to outreach activities whose objectives are to increase the awareness of the potential user communities of the activities and opportunities offered by the resource. Any other eligible dissemination cost, such as that of publications, should be listed under category (b) (to which an appropriate name of your choosing should be assigned). All costs must be fully explained in the Budget Justification section.

### **Other costs**

Provide any other cost not relevant to previously identified expenditures, and thoroughly explain it in the Budget Justification section.

### **Expected revenues from the resource**

Under Other Contributions to Direct Costs, do not include current or requested NSERC grant amounts.

## **User Fee Structure and Other Expected Revenues**

Include a detailed explanation of the user fee structure and other expected revenues. For "Cash contributions from university" and "In-kind contributions", identify each organization contributing to the resource and indicate the amount being contributed.

NSERC recommends that holders of CITA Grants adhere to the following guidelines regarding user fees:



Type of User	Appropriate Fee
Academic researchers (internal <b>and</b> external) and their students	Lowest rate
Non-academic users from organizations contributing to the facility	Intermediate rate
Non-academic users from non-participating organizations	Highest rate

The user fee structure must be thoroughly explained in the allocated space. It is recommended that the same rate be applied to academic researchers and their students regardless of their affiliation—internal or external. In some cases, a moderate differential between internal and external academic users may be justified. Such a differential must be thoroughly discussed and explained when presenting the user fee structure. The impact of such a differential on the accessibility to the resource must also be discussed. NSERC expects that all co-applicants on the original CITA application will be charged the lowest available rate.

## Budget Justification

Provide a detailed explanation and justification for each budget item identified in the Resource Costs section. For each item, provide sufficient information to allow reviewers to assess whether the requested support is appropriate.

Refer to the [Form 100 instructions](#) for information regarding obtaining consent to name individuals in your proposal.

## Relationship to Other Research Support

See [Selecting the Appropriate Federal Granting Agency and Addressing Other Sources of Funding](#) for additional information.

**Any** relationship and/or overlap, conceptual or financial, between activities supported by NSERC and activities supported by other funding sources **must** be explained. There is **no limit** to the number of pages for the Relationship to Other Research Support section.

Use additional pages to provide the following information:

- Clear and concise information on the conceptual and budgetary relationship or difference between the requested support from NSERC **and any other support (currently held or applied for)**. Also explain any perceived duplication in funding or, if applicable, indicate how the activities for which support is requested from NSERC complements activities funded by other sources.
- For each grant currently held or applied for, clearly describe the main objective, and provide a brief outline of the methodology, budget details, and details on the support of highly qualified personnel. In addition, the relationships to the NSERC application





must be explained. Such information may be provided, for example, in the form of a brief summary of the necessary details for each grant.

The onus is on the applicant to provide sufficient information to enable the reviewers to evaluate the relationship between this application and other sources of support, the incremental value of additional support from the program, and to recommend the appropriate NSERC funding level.

The consequence of not providing adequate information to assess the relationship to other research support is that the reviewers may recommend reduced or no funding.

## Proposal

Follow the instructions and address **all** the selection criteria for the **Canadian Institute for Theoretical Astrophysics (CITA) Support Program** as presented in the **Program Guide for Professors**. Using individual headings that relate to each criterion, explain how your resource meets all six criteria. The onus is on the applicant to thoroughly address each criterion and provide detailed information to the Site Review Committee.

This information must be contained within the following page limits:

- For applications requesting an average of up to **\$499,999 per year** (over the requested duration), a maximum of **15** single-sided free-form pages is allowed for the description of the proposal and to address all selection criteria;
- For applications requesting an average in the range of **\$500,000 to \$999,999 per year** (over the requested duration), a maximum of **20** single-sided free-form pages is allowed for the description of the proposal and to address all selection criteria;
- For applications requesting an average of **\$1,000,000 per year or more** (over the requested duration), a maximum of **25** single-sided free-form pages is allowed for the description of the proposal and to address all selection criteria.

In addition, regardless of the requested average amount per year, **one** additional single-sided page is allowed to list references that are used in the description of the proposal.

**Pages in excess of the number permitted will be removed.**

## List for a Complete Application

List of sections to be included for a complete application:

- Application for a Grant (Form 101), Part I (form provided by NSERC)



- Terms and Conditions of Applying Form for the applicant and each co-applicant (form provided by NSERC)
- Terms and Conditions for Research Administrators Form (form provided by NSERC)
- Terms and Conditions for Supporting Organizations Form (form provided by NSERC)
- List of Co-applicants
- List of Supporting Institutions and Organizations
- Summary of Proposal for Public Release
- Resource Costs and Expected Revenues (template provided by NSERC)
- User Fee Structure and Other Expected Revenues
- Budget Justification
- Relationship to Other Research Support
- Proposal
- Appendix A (environmental information) if applicable

**Note: Pages in excess of the number permitted will be removed.**

## Page Limits

All information must be contained within the following page limits:

- A maximum of one-half ( $\frac{1}{2}$ ) page is allowed for the Summary of Proposal for Public Release section. An additional half-page may be used to present the Summary of Proposal for Public Release in the other official language.
- An **unlimited** number of free-form additional pages are allowed to explain and justify proposed expenditures in the Budget Justification section of the application. Applicants must only use these pages for this purpose (i.e., explaining and justifying proposed expenditures).
- An **unlimited** number of free-form pages can be used in the Relationship to Other Research Support section in order to explain the relationships and/or overlaps (conceptual or financial) between activities supported by NSERC and activities supported by other funding sources. Applicants must, however, only use these pages for this purpose (i.e., explaining and justifying relationships and/or overlaps).
- A maximum of one and a half ( $1\frac{1}{2}$ ) pages are allowed for the User Fee Structure and Other Expected Revenues section. Applicants must use this additional page only for the purpose of explaining the user fee structure and other expected revenues.
- For applications requesting an average (over the requested duration) of **up to \$499,999 per year**, a maximum of **15** free-form pages is allowed to describe the proposal and to address **all** selection criteria.



- For applications requesting an average (over the requested duration) in the range of **\$500,000 to \$999,999 per year**, a maximum of **20** free-form pages is allowed to describe the proposal and address **all** selection criteria.
- For applications requesting an average (over the requested duration) of **\$1,000,000 per year or more**, a maximum of **25** free-form pages is allowed to describe the proposal and address **all** selection criteria.
- **One** additional page is allowed to list references that are used in the description of the proposal.

**Applicants should note the following in regard to lists and other additional material:**

### **Letters of Support**

NSERC does not require letters of support from the university or other organizations; however, applicants may wish to include letters of support with their application. NSERC reserves the right to request letters of support for specific resources.

### **List of Contributions**

For the applicant and each co-applicant, the list of contributions within the last five years **related to the use of the resource** should be included within the User Fee Structure and Other Expected Revenues section. Therefore, such information does not need to be presented again in the description of the proposal.