



Connect Grant – Application Checklist

After discussing your application with the **Regional Office**, please use this checklist to verify that your application is complete before submitting it. This list summarizes the criteria that are assessed in the review of a Connect Grant application and that need to be addressed in a proposal.

Documents to upload to the **Secure Upload Site**:

- Completed Form 401 Connect Grant Application Form signed by an authorized representative of the institution.
 - Applications being submitted through an **institution eligible** for the CCI Program must be signed by an authorized representative of the Research Office. Examples of such positions include a Research Grants Officer, a Vice-President of Research, etc.
 - Applications submitted by College Centres for the Transfer of Technologies (CCTT) in Québec must list the name of the college followed by the name or acronym of the CCTT in brackets.

- Form 103 CV for the applicant.

For Level 1 applications *only*:

- If applicable, Form(s) 103 CV for the participant(s).

For Level 2 applications *only*:

- If applicable, a draft agenda.

- If available, a list of the proposed participants and their organization and/or a breakdown of participant groups (i.e., academia, government, industry), including the number of anticipated participants.

Completing the freeform section of **Form 401**

Describe your proposal using the headings below in the two pages provided:

1. **Need for support:** Clearly describe the objectives of the proposed activity, the issues to be addressed (i.e., research priorities and knowledge gaps, current research capacity and future needs, training of highly qualified personnel and skills needs), and the need for support. Support from other sources is a major asset and should be outlined in the application.
2. **Alignment with CCI Program objectives:** Proposals must clearly demonstrate how the activity will advance the objectives of the **CCI Program**. Note that activities that aim to foster a science and engineering culture in Canada are supported through **PromoScience**.
3. **Outcomes and next steps:** Discuss anticipated outcomes and plans for next steps from the activity as well as future applications to the CCI Program; this should include the name of the specific grants. The outcomes should also address the knowledge/technology transfer potential.
4. **Benefit to the CCI Program:** Outline any visibility or promotional opportunity offered to the CCI Program as well as opportunities for NSERC to participate in the activity.



5. **Future benefits to Canada:** Outline potential economic, social, and/or health benefits that will be realized in Canada as a result of the activity.
6. **Appropriateness of the participants:** If known, proposals should list the proposed participants and their organization and/or a breakdown of participant groups (i.e., academia, government, industry). Proposals must demonstrate participants' expertise, experience and resources to undertake the proposed activity; examine industry participants' alignment with the CCI Program objectives and eligibility for future collaborations; and provide detailed justification for up to two international speakers if their travel expenses are included in the budget.
7. **Budget:** See "Completing the budget section" below for the required budget information.
8. **Activity held in conjunction with another professional event (if applicable):** Clearly demonstrate how the activity and its associated costs will be distinct from the other event.

Completing the budget section of Form 401

- The budget request must be justified, appropriate to the proposal, and presented in a comprehensive manner.
- Clearly identify the costs associated with the activity and indicate which ones are requested to be supported with NSERC funds.
- For information on which expenses are eligible and ineligible, see [Connect Grants Eligible Expenses](#).
- Avoid grouping multiple line items.
- Additional information on the budget section that should be included when applicable: whether other funders are included in the activity and the amount they will be contributing; whether there will be registration fees; etc. An additional document may be included to provide supplemental budget details.

Common line items and justification explanations:

Accommodation: Specify the cost per night, the number of nights, and the number of people.

Administrative Support: The Connect Grants program does not support release time for full-time employees. Indicate the administrative support personnel's employment status (i.e., full-time, part-time, student, casual), and employer.

Air Transportation: List the names of those who will be travelling, their place of origin and the cost per flight.

Catering: Indicate the cost per person per meal, the type of meal (breakfast, break, lunch, dinner, reception) and the number of people per meal.

Communication costs: Indicate items such as printing of booklets, name badges and signage.

Ground Transportation: Indicate the type of transportation (taxi, personal vehicle, rental vehicle, etc.), the total number of ground transportation roundtrips and the cost per individual.

Venue: Indicate the cost for the meeting room, related set-up, furniture and audio-visual fees.