

## General information

### About the program

Read the [program description](#) before you complete the application.

### Am I eligible to apply?

For the 2022 funding opportunity, applications will be accepted only from renewing institutes. This includes existing NSERC-funded applicant and co-applicant institutes currently awarded funding through the [Collaborative and Thematic Resources Support in Mathematics and Statistics \(CTRMS\)](#) and [Canadian Institute for Theoretical Astrophysics \(CITA\)](#) programs.

### Who completes the application?

The applicant must complete the application and submit all required documentation using the on-line system.

### 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. Information that is not required or pages in excess of the number permitted will be removed.

For more information, read the [NSERC on-line presentation and attachment standards](#).

### Application deadlines

Your application must be received at your institution's research grants office by their internal deadline date; contact your research grants office for those deadlines.

The application must be received at NSERC by 8:00 p.m. (ET) on the deadline date. If it is not received by the deadline, it will be considered late and will be rejected. The application deadline is indicated in the program description, as well as on the [Application deadlines and notification of decision](#) page.

Once an application has been submitted to NSERC, it cannot be updated or modified, before or after the deadline.

### Collection and use of 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 [Information about programs and information holdings](#). 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](#).

### Whom should I contact for help?

- For program related information, contact [Institutes@nserc-crsng.gc.ca](mailto:Institutes@nserc-crsng.gc.ca)
- For matters related to SharePoint, contact the **On-line Services Helpdesk** by email at [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca), by phone at 613-995-4273, or complete an [Online Services Support Request](#).

## Completing the application

Form 101 should be used to complete this section.

### Application profile

#### Time devoted to proposed research/activity

Enter the time devoted by the applicant (in hours per month) to the proposed research/activity.

#### Title of proposal

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

### Area(s) of research

#### Key words

Provide a maximum of 10 key words that describe the proposed research/activity.

#### Research subject codes

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

#### Area of application codes

Consult the [NSERC code tables](#). All applicants are required to select a primary area of application code from the list of Area of Application Codes.

## Certification/requirements

Before completing this section, consult 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 CIHR's Stem Cell Oversight Committee (SCOC) to ensure compliance with [Chapter 12, Section F of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS 2\)](#). 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.

**Impact assessment:** The [Impact assessment form \(appendix A\)](#) may be required. For more information, consult [NSERC's guidelines on impact assessment](#).

## Amount requested from NSERC

Enter the total amount requested from NSERC for the DIS grant over five years.

## Co-applicants

Identify co-applicants to the proposed research program who will participate on your application. Enter the time devoted by each co-applicant (in hours per month) to the proposed research/activity. All applicants and co-applicants must complete the [Terms and conditions of applying form](#) and the NSERC version of the [Canadian Common CV](#). A [Terms and conditions of research administrators form](#) must be completed by the authorized officer for all applicant and co-applicants institutions. These must all be included with the application.

By submitting these forms, the applicant certifies that the individuals listed as co-applicants have been informed of the precise uses and disclosures of their personal information by NSERC (see [Use and disclosure of personal information provided to NSERC](#)) and have authorized the release of the information by the applicant.

## Applicant and co-applicant(s) self-identification

All applicants and co-applicants must complete and submit a [self-identification questionnaire](#) when applying for funding; however, you may choose not to self-identify by selecting the option "I prefer not to answer" for some or all of the questions. Although self-identifying is encouraged, choosing not to will have no consequences for your application. The self-identification information you provide will be stored electronically upon your submission and access is limited to agency staff on a need to know basis.

Your self-identification information is not part of your application, and is neither accessible to, nor shared with, external reviewers and/or selection committee members in an identifiable form. Ensure that “Discovery Institutes Support” is selected as the “Funding Opportunity.”

## Summary of proposal

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

Using simple terms, briefly describe the institute, what it aims to achieve, and the major programs/initiatives it supports. Indicate why and to whom it is important, the anticipated outcomes of the research programs supported, and how Canada and the fields supported by the institute 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 in the text box for that purpose.

## Proposed expenditures and revenues

Read the [program description](#) and consult the [Tri-agency guide on financial administration](#) 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 and relationship to other research support sections to explain and justify budget items and any contributions from other sources towards the support of the proposed research activities.

Report revenues and expenditures only once.

### Expected revenues from the institute

Under Other contributions to direct costs, do not include current or requested NSERC grant amounts. Complete the previous year, current year, and years 1-5 for the DIS grant.

### Institute costs

For each expense listed in the Institute 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 institute. The applicant must give the costs corresponding to the fiscal year for which funds are requested and any future year commitments.

For further information on use of grant funds consult the [Tri-agency guide on financial administration](#).

DIS 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, security and occupational safety, financial and administrative support, and insurance. Furthermore, DIS grants cannot be used to pay for the establishment, construction or infrastructure expansion of an institute.

### **Salaries and benefits**

In this category, 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 institute. Eligible remuneration of any other nature that is required as part of the activities of the institute must be reported under category (b) (to which an appropriate name of your choosing should be assigned). Furthermore, provide the category of employment, and proposed salary (with explicit indication of the non-discretionary benefits) of each remuneration beneficiary.

### **Institute**

Costs for materials, supplies and activities related to the operation and maintenance of the institute should be included under “Operating costs” and “Maintenance” as appropriate. Include costs for minor equipment/upgrades that are essential to the operation and maintenance of the institute. Provide details on any other institute-related eligible expenses under category (d).

### **Travel**

Costs of travel related to the operation or maintenance of the institute should be given under the categories “Conferences,” “Field work,” or category (c).

### **Dissemination costs**

Provide costs related to outreach activities whose objectives are to increase awareness of potential user communities of the activities and opportunities offered by the institute under the category “Outreach to user communities.” Any other eligible dissemination costs, including translation, should be listed under category (b).

### **Other costs**

List all items not relevant to previous categories and provide a brief explanation for major items.

### **Totals**

Sum the total costs for all expenses in the previous year, current year, and years 1-5 of the DIS grant.

Input the total revenues for the previous year, current year, and years 1-5 of the DIS grant.

Sum all requested DIS grant funds and current NSERC institute funds received by the institute (e.g. CTMRS or CITA grant) for the previous year, current year, and years 1-5 of the DIS grant.

Attachments should be used to complete these sections.

## **Proposal – attachment**

Use the guidelines in the [NSERC on-line presentation and attachment standards](#) to provide the requested information in a document to be attached to the application. The information must be contained within **a maximum of 25 single-sided free-form pages**.

For uploading purposes, all the documents in this section must be saved into a single PDF file.

Follow the instructions and address all the selection criteria for Discovery Institutes Support (DIS) grants.

Using individual headings that relate to each criterion, explain how your proposed research meets the following criteria.

Additionally, for each criterion listed below provide specific, measurable and relevant objectives that can be followed up and reported on, based on your institute's known capacity and what is achievable over the next five years.

### **Scope and added value of the institute**

- What is the national and international nature of the institute? What is the regional importance, if appropriate?
- What is the reach of the institute, within and beyond, the research community? Regional, national, and international scope can be highlighted.
- To what extent are the activities and programs offered by the institute unique? What added value do they provide, compared to other Canadian institutes and funding programs?
- Have other institutions (e.g., organizations, communities, smaller institutes out of city centers) been considered for collaboration?
- In instances where there is a high degree of collaboration between or among several institutes, what are the areas of complementarity?

### **Opportunities for use of, and access to, the institute researcher communities and students**

- What are the past, current, and projected levels of use of the institute by researchers within the field and within related multidisciplinary fields nationally and internationally? What trends can be seen when comparing current and past levels of use?
- What impact(s) does the institute have on the advancement of research programs of current and projected users? What impact(s) does the institute have on the dissemination and use of the knowledge generated in the supported area(s) of research?
- How does the institute allocate access to different users? (i.e., process for selection of themes and organizers, students, postdoctoral fellows, participants, or use of both official languages, etc.).

- What existing barriers are there in terms of access? Describe how the institute has, or plans to address these barriers in order to promote diverse participation. Does the institute have any equity, diversity and inclusion (EDI) or official language policies or statements to guide its actions?
- To what extent are underrepresented groups (e.g., women, Indigenous Peoples, persons with disabilities, and members of visible minorities) considered in promotion/outreach?
- What is the selection process of visitors, students/postdoctoral fellows, and other participants and how does it include consideration of EDI?
- What existing and proposed initiatives specifically encourage participation by under-represented groups?

### **Merit and impact of the research activities enabled by the institute**

- Explain the scientific or engineering excellence of past, current and planned research activities.
- Explain the scientific or engineering excellence of the institute leadership, the review committees, and activity organizers and their level of commitment to activities within the institute.
  - Evidence of excellence and stature in the field can include knowledge, expertise, experience, contributions to the promotion of EDI, mentorship, involvement in public outreach activities, participation in science promotion, etc.
- What is the significance of these research activities to the research communities and related multidisciplinary fields?
- How have institute members been selected/identified to lead or organize the various institute activities and initiatives?

### **Fostering partnerships, interactions and outreach**

- What potential or established partnerships exist with complementary Canadian or international institutes in the field? What is the effectiveness of these activities and plans for encouraging and supporting interdisciplinary collaborations?
- Describe past and/or planned outreach, engagement, and/or collaboration activities with under-represented groups in natural sciences and engineering research. What are the nature, impact, and outcomes of these activities?
- Describe past and planned demonstrated outreach to potential Canadian or international academic and non-academic sectors. What are the nature, impact, and outcomes of these activities?
- How has the institute demonstrated, or planned for, leadership and mentorship training events that strengthen EDI awareness of organizers and participants?

### **Contribution of the institute to the training and development of HQP**

- What is the scope and importance of the role that the institute plays in terms of training and development of HQP? What are some of the unique and inclusive mentorship and training

opportunities offered by the institute? How are these training opportunities complementary to, and add value to, training carried out in other sectors (e.g., universities)?

- What has been the extent and excellence of proposed strategies and plans to train and develop HQP in research areas critical to the advancement of new knowledge in the field and in related multidisciplinary fields?
- How has the institute demonstrated their dedication to EDI considerations in past and planned training activities? Qualitatively describe any challenges or barriers encountered in ensuring HQP inclusivity in the institute.

### **Management and budget**

- Describe the management structure and its effectiveness in directing, managing, and integrating the activities of the institute.
- How has EDI been considered in the composition and selection process of governance bodies?
- What types of activities or initiatives are planned or in place to support the establishment of an equitable and inclusive research and work environment? How can this environment be sustained?
- What operational efficiencies have been or could be achieved through partnerships with similar institutes or other organizations?
- How does the institute demonstrate effective research planning, within and among other institutes/organizations, and how does this sustain well-coordinated and innovative research activities?
- How do the detailed budget and proposed costs align with the proposed activities of the institute?
- What is the need for, and effectiveness of, support through a DIS grant, as opposed to other NSERC grants (held or applied for) or contributions from other sources?
- What is the nature and extent of the commitment and support that the institute receives from universities, other organizations, and users?

### **References – attachment**

Limit of four pages

- Provide a list of literature references in support of your proposal.
- Do not refer readers to Web sites for additional information on your proposal.
- Do not include hyperlinks or footnotes in your list of references.

For uploading purposes, all the documents in this section must be saved into a single PDF file.

### **Budget justification – attachment**

Limit of four pages



Provide a detailed explanation and justification for each budget item identified in the Proposed expenditures page. Provide sufficient information to allow reviewers to assess whether the resources requested are appropriate. Applicants must only use this section for the purpose of justifying the proposed budget.

## Relationship to other research support - attachment

Limit of two pages

See  [Selecting the Appropriate Federal Granting Agency and Relationship Between NSERC Proposals and Other Sources of Funds](#).

**Any** relationship and/or overlap, conceptual or financial, between proposed activities and activities supported by other funding sources **must** be explained.

Use up to two pages to provide the following information:

- Information on the conceptual and budgetary relationship or difference between this application and all other support for similar research (currently held or applied for).
- For each grant currently held or applied for supporting similar research, briefly describe the main objectives.

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 uploading purposes, all the documents in this section must be saved into a single PDF file.

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## List for a complete application

Use the following list to make sure your application is complete.

- Application for a DIS grant (Form 101)
- Proposal (max 25 pages)
- References (max 4 pages)
- Budget justification (max 4 pages)
- Relationship to other research support (max 2 pages)
- NSERC version of the Canadian Common CV (CCV) for the applicant and each co-applicant

- Terms and conditions of applying form for the applicant and each co-applicant
- Terms and conditions of research administrators form for all applicant and co-applicants' institutions
- Self-identification questionnaires (submitted individually by applicant and co-applicant(s))