RTI Program Updates

How to Apply for the Research Tools and Instruments Grants Program
Overview of Webinar

RTI Program Updates

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- Equity, Diversity and Inclusion
- Eligibility and Use of Funds
- Application Procedures
- Review Procedures and Selection Criteria
- Evaluation Process

Application Instructions
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- Collection and Use of Personal Information
- Completing the Application
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- Budget Justification
- Co-Applicants
- Uploading your NSERC CCV
- Submitting the Application to NSERC
RTI Program Updates

RTI Updates from Recent Competitions

• Changes to selection criteria: [New in 2022]
  • The names of the criterion have been shortened
  • The excellence of the researcher will no longer be assessed, instead the committee will evaluate the extent to which the research team has relevant experience or present a training plan to demonstrate how they will gain the ability to use the equipment.

• Beginning in competition year 2023, with a deadline of October 2022, RTI grants applicants and co-applicants who were successful in the previous year’s RTI competition will be ineligible to apply for one year. Eligibility will be reinstated the following competition year. [New in 2022]

• Change to the budget justification instructions: [New in 2022]
  • Clarification and emphasis that an application will be rejected if the necessary quotations or the budget justification are not submitted with the application.
  • Budget justification is now a 3-page maximum.

• Confirmation of Financial Contribution documents no longer need to be submitted to NSERC

• Additional instructions to specify correct tax and exchange rates in the budget justification
## 2022 Competition Results

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Number of Applications</td>
<td>713</td>
</tr>
<tr>
<td>Amount Requested</td>
<td>$85.8 M</td>
</tr>
<tr>
<td>Number of Awards</td>
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<td>Funding Rate</td>
<td>29 %</td>
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<td>Success Rate</td>
<td>29 %</td>
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</table>
How to Apply for the Research Tools and Instruments Grants Program

Program Information
Objectives and Description
RTI Program Objective

- RTI grants foster and enhance the discovery, innovation and training capability of university researchers in the natural sciences and engineering (NSE) by supporting the purchase of research equipment.
Program Description

- The RTI Grants Program is a 1-year award that provides the primary avenue for university researchers in the NSE to obtain up to $150,000 in support for research tools and instruments with a net* cost between $7,001 and $250,000.

- RTI applications must be for the purchase, repair, rental or manufacturing of equipment that is not readily available off the shelf.

*Here, net cost is defined as the purchase cost of the equipment after any discount from the vendor and before taxes, customs and importation fees, transportation and shipping charges, and assembly and installation costs.
Program Description (cont.)

• The vendor discount must be free of conditions, restrictions or limitations. In other words, it cannot be offered in exchange for services from users benefiting the vendor company.

• The research community is also encouraged to explore other avenues for funding research tools and instruments, including NSERC's other programs that allow the purchase of equipment as eligible expenses, such as the Discovery Grants program.
Eligibility of Application

NSERC will only accept requests for:

• tools and instruments that form a comprehensive system* intended to support NSERC-funded research in the natural sciences and engineering. Requests that bundle unrelated tools and instruments together will not be accepted

• the purchase of new, used or refurbished equipment, for the repair, upgrade or rental of equipment, or for the fabrication of equipment that is not readily available off the shelf

* A comprehensive system is one in which each tool or instrument forms part of an integrated system of operation to support the research program(s).
Eligibility of Application (cont.)

• NSERC will only accept requests for equipment that is purchased or rented after the application deadline.

• Equipment and items that are part of laboratory infrastructure or intended to render other equipment compliant with health and safety standards are ineligible for RTI support.

For more information on eligible expenses under the RTI program, see the instructions on how to complete an RTI application.
How to Apply for the Research Tools and Instruments Grants Program

Program Information

Equity, Diversity and Inclusion
Equity, Diversity and Inclusion

• Applicants are encouraged to increase the inclusion and advancement of under-represented groups in the natural sciences and engineering as one way to enhance excellence in research and training.

• Equity, diversity and inclusion considerations should be developed into the rationale of the composition of research teams and trainees.

• For more information, refer to:
  • NSERC guide on integrating equity, diversity and inclusion considerations in research
  • Guidelines on the assessment of contributions to research, training and mentoring
How to Apply for the Research Tools and Instruments Grants Program

Program Information
Eligibility and Use of Funds
Use of Funds

- RTI grants must be used only for the specific type of equipment for which the grant was awarded.

- Grantees may, however, buy a model different from that requested in the application without prior NSERC approval (e.g., newer or upgraded model).

- Grantees who wish to purchase equipment different from that specified in the application must obtain written permission from NSERC’s grants administration prior to its purchase.
Eligibility to Apply For and Hold Funds

To be eligible to apply for and to hold RTI funds, applicants and co-applicants must each:

- meet NSERC’s Eligibility Criteria for Faculty; and
- hold at least one of the following NSERC grants (either as an applicant or co-applicant):
  - Discovery Grant
  - Discovery Development Grant
  - Discovery Horizons Grants
  - Alliance Grant
  - Strategic Partnerships Grant
  - Collaborative Research and Development Grant
  - Industrial Research Chair
  - Canada Research Chair
  - Canada Excellence Research Chair
  - Canada 150 Research Chair

- Applicants and co-applicants may apply for any of the above grants while concurrently applying to the RTI program. However, if any applicant or co-applicant does not hold one of the above grants by the RTI award start date, or is not successful in obtaining one of these grants while concurrently applying to the RTI program, the applicant and/or co-applicant will be deemed ineligible and removed from the application.

- As of Competition 2023, RTI grants applicants and co-applicants who were successful in the previous year’s RTI competition will be ineligible to apply for one year. Eligibility will be reinstated the following competition year.

Note: Adjunct professors with a full-time position in industry or government may only be co-applicants.
How to Apply for the Research Tools and Instruments Grants Program

Program Information
Application Procedures
General Information

• Researchers can submit one RTI application per competition, either as an applicant or a co-applicant, but not both.

• To apply, applicants must submit an Application for the Research Tools and Instruments grant program through the Research Portal by the deadline date.

• Each applicant and co-applicant must also complete a Canadian Common CV (CCV) and link it to the application.
RTI Applicant Team Composition

• Teams should strive for a diverse group of co-applicants, including balanced gender representation.

• Equity, diversity and inclusion considerations should be reflected in the rationale of the team composition and where applicable, in the designated roles within the team.

• For more information, refer to Section 2 of the NSERC guide on integrating equity, diversity and inclusion considerations in research.
Attachment Guidelines

• If applicable, applicants must include two (2) recent quotations for any individual item(s) over $25,000 net or for any system(s) to be purchased from a single supplier and costing more than $25,000 net. If the required number of quotations cannot be reasonably submitted, applicants must provide a clear justification in the Budget Justification section.

• Attachments that do not adhere to the guidelines should not be included and may be removed.
How to Apply for the Research Tools and Instruments Grants Program

Program Information
Review Procedures and Selection Criteria
Review Procedures

• Applications for RTI grants submitted to NSERC are reviewed by experts on a competitive basis. Experts on NSERC RTI Selection Committees follow the guidelines in the Research Tools and Instruments Peer Review Manual.

• Applications to the RTI program are assessed on the basis of three weighted selection criteria. The onus is on the applicant to thoroughly address each criterion in the application and to provide detailed information to allow reviewers to make their assessments.
RTI Selection Criteria [weighting]

1. Need, urgency and suitability [40%]

2. Feasibility and impact [40%]

3. Training of highly qualified personnel (HQP) [20%]
1. Need, Urgency and Suitability* [40%]

- demonstration the equipment is essential for the research, and there are no other more cost-effective ways of obtaining results;
- availability of similar equipment/ facilities/ services in the vicinity;
- impact of a delay in acquisition of equipment on the research and the pace of research progress;
- need to upgrade or replace obsolete or failed equipment; and
- degree of utilization of the equipment by the applicant(s) and other users.

*If you anticipate use by or benefit to other sectors, describe the support secured from these sources or demonstrate the efforts made to obtain such support.
2. Feasibility and Impact [40%]

- quality and significance of research programs, including potential major advances and impact in the discipline as a result of the equipment;

- feasibility of the plan to use the equipment;

- extent to which the applicant has relevant experience or has presented a training plan to demonstrate how they will gain the ability to use the equipment;

- consideration of equity, diversity and inclusion in the rationale of the team composition (applicant and co-applicant(s)).
3. Training of highly qualified personnel (HQP) [20%]

- the quality and extent of the training;
- opportunity for hands-on training;
- potential to provide marketable skills for students training on the equipment; and
- consideration of equity, diversity and inclusion in the training of HQP.

Demographic data is not requested or required to assess any impacts resulting from the consideration of EDI in the research team and training environment.
How to Apply for the Research Tools and Instruments Grants Program

Program Information
Evaluation Process
Evaluation Process Overview

• For each assigned application, Selection Committee members provide a score for each of the three (3) weighted criteria.

• Each application is assessed by up to five (5) members independently.

• NSERC ranks applications based on the average weighted totals and does not collect comments from members.
Evaluation Process Overview (Cont.)

• There are no face-to-face meetings. Cases that need further input from the Chairs and members are resolved before the Committee’s ranked list is finalized (e.g.: subject matter eligibility, eligibility of equipment or partial awards).

• NSERC provides each applicant with a Competition Results document that contains the average scores for each criteria, the average weighted total and the rank.
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions

General Information
Before You Start

- Read the [Program Description](#) before you complete the application.
- Consult the [Eligibility Criteria for Faculty](#) to ensure that you can participate in this grant program as an applicant or a co-applicant.
- The applicant and co-applicant(s) must complete their respective sections of the application as per the instructions, using the [Research Portal](#). In addition, an NSERC [Canadian Common CV](#) (CCV) must be completed by the applicant and each co-applicant and be linked to the application.
Application Instructions – General Instructions

Presentation Standards

• You must submit all requested information in the application, and the submitted application must meet the Research Portal Presentation and Attachment Standards.

• Incomplete applications and applications that do not meet the presentation standards may be rejected or may be at a disadvantage in comparison with those that are complete and respect the presentation standards.

• Information that is not required, based on the application instructions, will be removed.
Application Deadline

• RTI applications must be received at your institution’s research grants office by its internal deadline date; contact your research grants office for this date.

• The application must be received at NSERC by 8:00 PM (ET) on the deadline date: October 25*.

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

*If October 25th falls on a weekend or holiday, the deadline will shift to the following business day at 8 PM
RTI Application Cycle

Before October 25
• Applicants and Co-applicants prepare submissions and meet internal deadlines

October 25*
• Deadline to Submit application to NSERC via Research Portal

Early December
• Selection Committee members receive applications

December – End of January
• Members review applications

April
• NSERC provides results to applicants

*If October 25th falls on a weekend or holiday, the deadline will shift to the following business day at 8 PM
## Contacts

<table>
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</thead>
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<td><a href="mailto:resgrant@nserc-crsng.gc.ca">resgrant@nserc-crsng.gc.ca</a></td>
</tr>
<tr>
<td>NSERC Staff</td>
<td>[First Name.Last <a href="mailto:Name@nserc-crsng.gc.ca">Name@nserc-crsng.gc.ca</a>](mailto:First Name.Last <a href="mailto:Name@nserc-crsng.gc.ca">Name@nserc-crsng.gc.ca</a>)*</td>
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<td>Deadlines, acknowledgement of applications and results</td>
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<tr>
<td>On-line Services Helpdesk (including Research Portal)</td>
<td><a href="mailto:webapp@nserc-crsng.gc.ca">webapp@nserc-crsng.gc.ca</a></td>
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*not all staff follow this pattern
Important Links - RTI Program

RTI Peer Review Manual:

RTI Program Description:

RTI Program Instructions:

RTI Frequently Asked Questions:
Important Links - Subject Matter Eligibility

Selecting the Appropriate Federal Granting Agency:

Addendum to the guidelines for the eligibility of applications related to health:
Important Links - Procedures

Canadian Common CV – How to Complete NSERC’s Version:

Research Portal FAQ:

Copy of this webinar:
Important Links - EDI

NSERC guide on integrating equity, diversity and inclusion considerations in research:

Guidelines on the assessment of contributions to research, training and mentoring:
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions

Collection and Use of Personal Information
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.

- The personal information is used in accordance with the *Access to Information Act and the Privacy Act*. 
Self-Identification

Why we are asking you to self-identify

Equity, diversity and inclusivity (EDI) strengthen research communities and the quality, social relevance and impact of research. For more information, see Frequently Asked Questions about the Self-identification Questionnaire.

The questions are primarily based on the current standard used by Statistics Canada in the Census, and wording from the Employment Equity Act. If you have comments or suggestions regarding this data collection, please send to the relevant agency at:

NSERC: nseequity-equitesng@nserc-crsng.gc.ca

SSHRC: equity-equite@sshrc-crsh.gc.ca

CIHR: support@cihr-irsc.gc.ca

Note that this self-identification questionnaire was revised in 2021. For more information consult the FAQs.

Applicants and co-applicants, as well as collaborators on SSHRC grants, are required to complete this form. If you are not an applicant, co-applicant or SSHRC collaborator, please select:

This does not apply to me ☐
Collection of Self-Identification Data

3. Select the sexual orientation that best describes how you currently think of yourself
   - Asexual
   - Bisexual
   - Gay
   - Heterosexual
   - Lesbian
   - Pansexual
   - Queer
   - Two-Spirit
   - I don't identify with any option provided.
   - I prefer not to answer

4a. Do you identify as Indigenous, that is, First Nation (North American Indian), Métis or Inuk (Inuit)?
   - Yes
   - No
   - I prefer not to answer

The Employment Equity Act defines visible minorities as “persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.”

5. Do you identify as a member of a visible minority in Canada?
   - Yes
   - No
   - I prefer not to answer

Note: If you answered "Yes" to question 4a (i.e., you are an Indigenous person), select "Population group not listed above" for this question. You can also select from the list any other population group that applies to you.
Collection of Self-Identification Data (cont.)
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions
Completing the Application
Application Instructions – Completing the Application

Sign In / Create Your Account

Sign in to the Research Portal:


Welcome to the Research Portal

Account

The Research Portal is intended for use only by individuals participating in the preparation of applications/nominations for funding from the Canada Research Chairs, the Research Support Fund, and other programs of the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC), in the administration of awards, and in the merit review of applications.

Before using the Research Portal, you must read the Terms and conditions and Transparency (see below). When you login and use this system, it means that you understand these policies and conditions and you consent to the use of your personal information for administrative purposes.

Notice: Maintenance Window

This system will normally be unavailable to users Saturdays from 7:30 to 9:30 a.m. (eastern), as well as on the second Wednesday of each month from 6:00 to 10:00 p.m. (eastern).
Create Your Account

Please create your account.

Your password must contain at least seven characters, including one special character (e.g., !, $, %, ?). For a more secure password, also use a combination of uppercase and lowercase letters, and at least one number (e.g., Password1@).

Use and Disclosure of Personal Information

Before creating your account, please ensure that you have read the Use and Disclosure of Personal Information statement.

New Account Information

Email:  
Confirm Email:  
Password:  
Confirm Password:  
Security Question:  
In what town was your first job?  
Security Answer:  

[Create Account] [X] Cancel
Navigate to the Profile Page
Create / Edit Your Profile
Person Profile

Application Instructions – Completing the Application

Your profile was saved.

Your Person Profile information will be used to create your Research Portal account. It will also be matched against any existing profiles that you may have in agency databases (NSERC, SSHRC and Canada Research Chairs), and used to merge the data into one database for the purpose of managing current grants/awards and maintaining a historical record of your participation in agency activities and funding opportunities.

As your Person Profile is a key component of your personal record, please check your profile regularly and update any information as needed.

First Name (Required) Chantal
Middle Names
Family Name (Required) Thauvette

If you are applying for an award, enter your legal name. The Federal Granting Agencies use your profile name for all official correspondence. If you change your profile name, the Federal Granting Agencies will contact you for further information. For more information on the public requirements for the proactive disclosure of grants and contributions, including legal name, refer to the Guidelines on the Reporting of Grants and Contributions Awards.

Correspondence Language [ ] English [ ] French
(Required)

Citizenship (Required) Canadian citizen
Create A New Application
Your Application

Select the Funding Opportunity and click on **Create**.
Eligibility Profile

Complete your Eligibility Profile and click on Validate.
Your Application

Under Applications, **Open** the application.
### RTI Application Content

**NSERC Research Portal:**

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<thead>
<tr>
<th>Section in Research Portal</th>
<th>Notes / Limits</th>
<th>Completed by</th>
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<tbody>
<tr>
<td>Summary of Proposal</td>
<td>Max. 3000 characters (1/2 page)</td>
<td>Applicant</td>
</tr>
<tr>
<td>Activity Details</td>
<td>Complete section</td>
<td>Applicant</td>
</tr>
<tr>
<td>Proposed Expenditures</td>
<td>Complete table</td>
<td>Applicant</td>
</tr>
<tr>
<td>Identification / Eligibility Profile</td>
<td>Complete sections</td>
<td>Applicant &amp; Co-Applicants</td>
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<tr>
<td>Time to be Devoted to Research/Activity</td>
<td>In hours per month</td>
<td>Applicant &amp; Co-Applicants</td>
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<tr>
<td>Proposal [A]</td>
<td>Limit of four pages (PDF)</td>
<td>Applicant</td>
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<tr>
<td>Budget Justification [A]</td>
<td>Limit of three pages (PDF)</td>
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<tr>
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<td>Complete on CCV site and upload</td>
<td>Applicant &amp; Co-Applicants</td>
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</table>

[A] – Attachment(s)
Your Application

Note deadline date and time remaining to submit application to NSERC
Application Instructions – Completing the Application

Identification

Application - Research Tools and Instruments

Identification

Applicant

Family Name: Attrill
Middle Names: Mid
First Name: Robert
Current Position: Professor

Administering Organization

Organization (required)
ZZZ-INTERNAL TESTING ENVIRONMENT
Department/Division (required)
ZZZ-INTERNAL TESTING ENVIRONMENT

Application

Application Title (required)
Flux Capacitor for the purposes of generating space-time discontinuities
Language of the Application (required)
English

Suggested Evaluation Group (required)
1505 Physics

Hours per month to be devoted to the research/activity, or use of equipment or facility (required)
60
Select Evaluation Group

• Select the Evaluation Group that best fits your research discipline.
• Your suggestion is used for the preliminary assignment of your application to the appropriate RTI selection committee.
• NSERC makes the final decision on the assignment.

RTI Selection Committees

- Genes, Cells and Molecules (1501)
- Biological Systems and Functions (1502)
  - Environmental Sciences - jointly reviewing:
    - Evolution and Ecology (1503) + Geosciences (1506)
- Chemistry (1504)
- Physics (1505)
  - Computer, Mathematical, and Statistical Sciences - jointly reviewing:
    - Computer Sciences (1507) + Mathematical and Statistical Sciences (1508)
- Civil, Industrial, and Systems Engineering (1509)
- Electrical and Computer Engineering (1510)
- Materials and Chemical Engineering (1511)
- Mechanical Engineering (1512)
Application Instructions – Completing the Application

Hours (of use) per Month

![Screenshot of Application - Research Tools and Instruments page](image)

1. Application Title: Flux Capacitor for the purposes of generating space-time discontinuities
2. Language of the Application: English
4. Hours per month to be devoted to the research/activity, or use of equipment or facility: 160 hours

To modify this information, update the User Profile page. To modify the Current Position, update the Eligibility Profile.
Application Instructions – Completing the Application

Table of Contents
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions

Summary of Proposal
Summary of Proposal

• A limit of 3,000 characters is allowed in the text box. Provide a summary of the proposal in plain language that the public can understand. It will be available to the public if your proposal is funded.
• Using simple terms, briefly describe the equipment that is requested, what it will be used for and the research activities it will enable. Indicate why and to whom the research activities are important, their anticipated outcomes and the benefits to the research field and to Canada.
• If you wish, you may also provide a summary in the other official language in the separate text box for that purpose.
Summary of Proposal
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions

Proposed Expenditures
## Eligible and Ineligible Costs

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<th>Type of Expenditure</th>
<th>Eligible Costs</th>
<th>Ineligible Costs</th>
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<td><strong>Equipment</strong></td>
<td>• Purchase or rental of equipment including taxes, shipping, and handling</td>
<td>• Salaries and benefits</td>
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<tr>
<td></td>
<td>• Transportation/shipping costs for purchased equipment</td>
<td>• Travel*</td>
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<tr>
<td></td>
<td>• Fabrication, assembly, and installation of the equipment</td>
<td>• Insurance costs for equipment and research vehicles</td>
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<tr>
<td></td>
<td>• Extended warranty or service contract</td>
<td>• Laboratory infrastructure (includes but not limited to ventilation systems, wiring, power units or electrical outlets, floors, ceilings, walls, plumbing, lighting and storage)</td>
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<tr>
<td></td>
<td>• Brokerage and customs charges for the importation of equipment and supplies</td>
<td>• Costs of the construction, renovation or rental of laboratories or supporting facilities</td>
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<tr>
<td></td>
<td>• Testing/calibration costs</td>
<td>• Equipment or item intended to render other equipment compliant with health and safety standards</td>
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<tr>
<td></td>
<td>• On-site costs of training staff to use equipment</td>
<td>• Consumables</td>
</tr>
<tr>
<td></td>
<td>• Software licensing or upgrades</td>
<td>• Expenses covered by the Research Support Fund (RSF)</td>
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</tbody>
</table>

*Travel required for the supplier to install, repair and/or refurbish equipment is an eligible cost.*
Proposed Expenditures

The required fields on this form are in red. Only one of these two fields need to be completed.

Optional fields are here, in orange. You can not edit the other fields.
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions
Activity Details
Activity Details

Before completing this section, consult the Requirements for Certain Types of Research.
Research Codes and Keywords

Research Subject Codes: [http://www.nserc-crsng.gc.ca/help-aide/codes-listedecodes_eng.asp#rsc](http://www.nserc-crsng.gc.ca/help-aide/codes-listedecodes_eng.asp#rsc)
Back to Application Overview
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions
Attachments
Required Attachments

Application Instructions – Attachments

82 days 10 hours 14 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable.
Deadline Date: October 25, 2017 20:00 (eastern)

Module Status

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Attachments

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</tbody>
</table>
Attach the Proposal

Attachment Upload

Proposal

General Presentation:
- Body text in a minimum 12 pt Times New Roman font
- Single-spaced, with no more than 6 lines of type per inch
- All margins set at a minimum of 3/4" (1.87 cm)

Your file must meet the following specifications:
- PDF format (.pdf extension); unprotected
- Minimum file size of 10 mb
- 8 1/2" x 11" (216 mm x 279 mm) or A4 (210 mm x 297 mm)
- Maximum of 4 pages

Add Attachment

- Title (required)
  - Flux Capacitor for Time Travel
- File
  - [Browser]
  - [Upload]

Uploaded Attachment

<table>
<thead>
<tr>
<th>Title</th>
<th>Date Uploaded</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flux Capacitor for Time Travel</td>
<td>01/08/2017 12:03:43 PM</td>
<td>[Delete]</td>
</tr>
</tbody>
</table>

[Report this page]
Quotations

Two files with a size limit of 10 MB each.

• You must provide two (2) recent quotations for any individual item(s) over $25,000 net* or for any system(s) to be purchased from a single supplier and costing over $25,000 net*.

• If the required number of quotations cannot reasonably be submitted, you must provide a clear justification in the Budget Justification section.

• The application will be rejected if the quotations or the justification are not submitted with the application.

*Net cost is defined as the purchase cost of the equipment after any discount from the vendor and before taxes, customs and importation fees, transportation and shipping charges, and assembly and installation costs.
Quotations

Application Instructions – Attachments
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions

Budget Justification
Application Instructions – Budget Justifications

Attach the Budget Justification

Note:
- All expenditures must be in Canadian dollars
- Use exchange rate consistent with Bank of Canada at time of application
- Use tax rates used by your institution
Application Instructions – Budget Justifications

Budget Justification

Limit of three pages.

• This section must only contain information pertinent to the budget and relationship to other research support.

• 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 items requested are appropriate, including details on models or manufacturers.

• Ensure that you include two quotations, when applicable. Provide a clear justification if the number of quotations required cannot be provided (refer to Quotations section under Attachments).

Note: All proposed expenditures, including quotations, must be in Canadian dollars. To convert to Canadian currency, you must use an exchange rate consistent with the Bank of Canada rate at the time of application. Ensure that tax rates (i.e., applicable exemptions or rebates) used in the budget are consistent with the tax rates used by your institution. Failure to use the above described exchange rate and/or tax rate(s), or the addition of any other line item in the budget intended to cover fluctuations in cost, may result in a revised award amount.
## Budget Table Template

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost per unit in original currency</th>
<th>Exchange rate</th>
<th>Total cost in Canadian dollars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Subtotal: 

Institutional tax rate (%): 

Total tax: 

Total cost: 

Total confirmed from other source(s): 

Total requested from NSERC:
Relationship to Other Research Support

• Provide sufficient information to enable the reviewers to assess the relationship between the equipment requested in this application and other relevant research funds held or applied for, including those of any co-applicants.

• These funds can include grants and contributions from funding agencies, organizations, the private sector, institution start-up funds, research chairs, the primary place of employment (for adjunct professors) and other institutional research support. This is in keeping with the language used in the peer review manual.

• Demonstrate that the funds requested in the RTI application will be for expenses that are distinct from those covered by support (in kind or cash) from other sources. For funding applied for, you must demonstrate that there will be no duplication of funding for the same expense(s) by explaining how funds will be used if all applications are successful.
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions
Co-Applicants
Inviting Co-applicants

Include only those who frequently use the equipment, as co-applicants. There is no typical number of co-applicants.
Send Invitations to Co-applicants
Send Invitations to Co-Applicants

Invitation has been sent.

Email: raa1@nserc-crsng.gc.ca
Family Name: Attrell
Role: Co-applicant
Invitation Status: Invitation sent but not yet accepted.
Last Status Change: 2017-08-04 09:40:46
Application Instructions – Co-applicants

Information Required From Co-applicants

• In addition to information that must be provided to the applicant for the proposal, co-applicants must accept the invitation as specified in the invitation email. In the Research Portal, complete the Eligibility Profile, provide the number of hours per month to be devoted to the use of the equipment, and upload your NSERC CCV.

• A Submit button will be displayed once you have validated the information and uploaded your NSERC CCV. Select Submit to send your part of the application to the applicant.

• Once co-applicants complete their portions and select Submit, the applicant will see the status of the co-applicant invitations change from “Invitation sent” to “Invitation accepted and completed” and a green check mark will appear in the Status column.

Note: 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 authorized officer's signature and agreement to the co-applicant's participation before the application is submitted to NSERC.
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions
Uploading your NSERC CCV
Application Instructions – Uploading your NSERC CCV

Common CV

The applicant and each of the co-applicants must submit a CCV. To begin, in the Application Overview page, click on Attach.
Attaching your CCV

• Applicants should enter their CCV confirmation number. Refer to the NSERC CCV instructions for information on how to obtain your CCV confirmation number.
• Once the confirmation number has been entered, click on Upload.
• After successfully uploading the CCV, click on Back to Application Overview and preview your CCV in the Research Portal, to verify that it was uploaded correctly, and that it contains all the entries that you wish to submit for peer review.
Attach a CCV

Please read this

Enter the confirmation number you received when you completed your CCV

IMPORTANT: Preview your CCV in the Research Portal and verify that it was uploaded correctly and that it contains all the entries you wish to submit for peer review.
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions
Submitting the application to NSERC
Almost Ready to Submit

<table>
<thead>
<tr>
<th>Status</th>
<th>Role</th>
<th>Family Name</th>
<th>First Name</th>
<th>Email</th>
<th>Invitation Status</th>
<th>Updated</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>🚸 Co-applicant</td>
<td>Attrell</td>
<td></td>
<td><a href="mailto:raa1@nserc-crsng.gc.ca">raa1@nserc-crsng.gc.ca</a></td>
<td>Invitation sent but not yet accepted.</td>
<td>2017-08-04 09:40:46</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click the "Submit" button to submit the application.
Extraction and Validation of Documents Pop-Up Window

Before submitting your application, you must validate that your form is complete and that all relevant attachments can be viewed. If your form does not extract properly, it could be due to bad characters or corrupted PDF attachments. Do not submit your application until all issues have been corrected.

Extract now

☐ I confirm that my application and attachments extracted properly.
Accept Terms and Conditions

TERMS AND CONDITIONS OF APPLYING

Before you, as an applicant, submit your application to NSERC, or as a co-applicant, accept the invitation to participate on the application, you must read and agree to the following terms and conditions.

By clicking on the I ACCEPT button below, you are certifying that:

- You have provided true, complete, accurate information in your funding application and related documents, and you have represented yourself, your research and your accomplishments in a manner consistent with the norms of the relevant field.
- If you are the applicant, you have ensured that others listed on the application have agreed to be included in the application.
- If you are a co-applicant, you agree that the applicant will administer the grant/award on behalf of the group/team.
- You are not currently ineligible for apply for and/or hold funds from NSERC, the Social Sciences and Humanities Research Council (SSHRC), or the Canadian Institutes of Health Research (CIHR), or any other research or research funding organization worldwide for reasons of breach of policies on responsible conduct of research, such as ethics, integrity or financial management policies. If at any time you become ineligible for any of these reasons, you will advise your institutional officials and NSERC immediately, in writing.
- You have read, understand and agree to comply with the Tri-Agency Framework: Responsible Conduct of Research both in the submission of your application and in carrying out the research and related activities funded by NSERC.
- If you are or have been (at any time during the past 12 months) a federal public servant, you have complied with and will continue to respect the Values and Ethics Code for the Public Sector.
- Consent has been obtained from trainees to include limited personal information about them in the application.
- You understand the Access to Information Act and the Privacy Act (ATIP) and the Use and Disclosure of Personal Information Provided to NSERC as they pertain to your information.
- You consent to the sharing among the three federal granting agencies (NSERC, SSHRC and CIHR) and with any academic institution to which you are, or may become, affiliated, of any and all information, including personal information, in any way related to the application and to the grant/award.
- In the event of any change in your eligibility status, you will inform NSERC and your institutional officials immediately, in writing.

By clicking on the I ACCEPT button below, you are also confirming that, during tenure of the grant/award, you will comply with the terms and conditions of the grant/award.

Consent to Disclosure of Personal Information: You understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting any application, by accepting an invitation to participate as a co-applicant on an application, or by accepting funding from CIHR, NSERC and/or SSHRC, you affirm that you have read and you agree to respect all the policies of these agencies that are relevant to your research, including the Tri-Agency Framework: Responsible Conduct of Research. In cases of a serious breach of agency policy, the agency may publicly disclose any information relevant to the breach that is in the public interest, including your name, the nature of the breach, the institution where you were employed at the time of the breach, and the recourses imposed against you. You accept this as a condition of applying for, or receiving, agency funding, and you consent to such disclosure. If you do not agree to the disclosure of your personal information, you cannot participate in this application. For further information, see the Consent to Disclosure of Personal Information - Frequently Asked Questions.

CONFIRMATION OF ACCEPTANCE BY APPLICANT AND CO-APPLICANTS

If you have any concerns about your ability to comply with the terms and conditions listed above, contact your institutional official or NSERC staff responsible for the program immediately. Do not agree to the terms and conditions, do not submit your application or do not accept the invitation to participate on an application until you are certain that you can and will comply with all of the requirements.

I confirm the truth of all statements made by me in this application, and agree to all of the terms, conditions, responsibilities and obligations as set out above. I understand that my electronic acceptance of the above constitutes my legal signature.
Email Notification

La version française suit.

Application received

Funding opportunity: Research Tools and Instruments

This is an automated message. Please do not reply.

Your application was submitted successfully. Please monitor the status in the Research Portal.

In the case of the Notification of Intent, the status will be Received by Agency.

In the case of the full application, the status will be Received by Administrator for approval and submission to the Agency.

Demande reçue

Possibilité de financement: Outils et instruments de recherche

Ceci est un message automatisé. Veuillez ne pas y répondre.

Votre demande a été envoyée avec succès. Veuillez surveiller l'état de votre demande dans le Portail de recherche.

S'il s'agit de l'avis d'intention, l'état de la demande sera Reçu par l'organisme.

S'il s'agit de la demande comme telle, l'état de la demande sera Reçu par l'administrateur aux fins d'approbation et présentation à l'organisme.
When you submit your application, it is sent to your Research Administrator for approval and submission to NSERC.

The status of your application will be changed to Received by Administrator.

Once your Research Administrator has approved and forwarded your application to NSERC, the application status will be changed to Received by Agency.

You cannot change your application once submitted to NSERC.