Breakthrough answers to timeless questions

Des réponses innovantes à de grandes questions
How to prepare a Discovery Grant Notification of Intent to Apply (NOI)

Program Officer, Evaluation Group
**Notification of Intent to Apply**

**Life Cycle of a Discovery Grant Application**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>Submission of notification of intent to apply (due Aug. 1*)</td>
</tr>
<tr>
<td></td>
<td><strong>September</strong></td>
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<td></td>
<td>Internal assignment to EG</td>
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<td></td>
<td><strong>October</strong></td>
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<td></td>
<td>Selection of external reviewers and preliminary joint review discussions</td>
</tr>
<tr>
<td></td>
<td><strong>November</strong></td>
</tr>
<tr>
<td></td>
<td>Submission of application (due Nov. 1*)</td>
</tr>
<tr>
<td>December</td>
<td>Members receive applications and begin reviewing</td>
</tr>
<tr>
<td>January</td>
<td>Members review applications and external reviewer reports are received</td>
</tr>
<tr>
<td>February</td>
<td>Discovery Grants competition</td>
</tr>
<tr>
<td>April</td>
<td>Announcement of results</td>
</tr>
</tbody>
</table>
Notification of Intent to Apply

Overview

• **Deadline:** August 1\(^{st}\) * - Mandatory

• **Main components:**
  – Research topics, keywords, title
  – Summary of proposal
  – Suggested external reviewers
  – Reviewer Exclusions
  – Canadian Common CV (CCV)

• **Submission:**
  – Research Portal
Notification of Intent to Apply

Purpose

• Facilitates preliminary assignments:
  – to an Evaluation Group
  – of internal reviewers
  – of external reviewers

• First indication of joint review
  – Informed by research topics, keywords, and proposal summary

• First review of subject matter eligibility
Notification of Intent to Apply

Joint Reviews – Evaluation Groups

• Genes, Cells and Molecules (1501)
• Biological Systems and Functions (1502)
• Evolution and Ecology (1503)
• Chemistry (1504)
• Physics (1505)
• Geosciences (1506)
• Computer Science (1507)
• Mathematics and Statistics (1508)
• Civil, Industrial and Systems Engineering (1509)
• Electrical and Computer Engineering (1510)
• Materials and Chemical Engineering (1511)
• Mechanical Engineering (1512)
Joint Reviews and Transfers – Conference model in action
Joint Reviews and Transfers – Conference model in action

If Applicant selected EG 1501

Joint review
- R1 1501
- R2 1501
- R3 1501
- R4 1501
- R5 1502

Transfer
- R1 1502
- R2 1502
- R3 1502
- R4 1502
- R5 1501
## Notification of Intent to Apply

### Joint Reviews - Conference Model in Action

<table>
<thead>
<tr>
<th>Participating (Visiting) Evaluation Group</th>
<th>GCM</th>
<th>BSF</th>
<th>EE</th>
<th>Chem</th>
<th>Phys</th>
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**Notes:**
- Applications involving members from more than one other EG (i.e. more than 2 EGs participating in the review) appear more than once.
- Joint reviews involving more than one member from the same EG appear only once.
- Reviews involving different streams of the same EG, without participation from other EGs, do not appear.
- EG1508 provided a JR for EG 19 (SAP).
## Notification of Intent to Apply

### Transfers

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Total 50 16 15 2 4 1 3 0 4 6 5 4 109
Discovery Grant Application

Subject Matter Eligibility

- NSERC supports research whose major challenges lie in the natural sciences and engineering (NSE), other than the health sciences.

- The intended objective(s) of the research must be to advance knowledge in one or more of the NSE disciplines.

- Applicants should refer to:
  - Selecting the Appropriate Federal Granting Agency
  - Addendum to the Guidelines for the Eligibility of Applications Related to Health

  The Addendum provides examples that illustrate the eligibility of applications related to human health.
NOI Overview and Tips

Tips

• **Select appropriate research**
  – First selected must be from chosen Evaluation Group
  – Helps identify potential joint reviews

• **Submit a detailed summary**
  – Helps internal reviewers select appropriate external reviewers
  – Helps identify potential joint reviews
NOI Overview and Tips

Tips for selecting external reviewers

• **Be mindful of conflicts of interest**
  – Reviewers outside your institution (primary & adjunct)
  – Adhere to [NSERC guidelines](#) (e.g., six-year window for Conflicts of Interest)

• **Identify the best expertise**
  – Ability to comment/review with confidence

• **Consider diversity in your selection**
  – National, international
  – Private, government, public sectors
  – Gender
  – Underrepresented groups
  – Established, mid career, early stage researchers
Tri-agency Self-Identification Questionnaires

Questionnaire: updated summer 2021

- Age
- Gender (updated to include more gender options)
- Sexual orientation (new question)
- Indigenous Identity
- Person with a disability (updated to also ask about type(s) of disability)
- Visible minorities (updated to include “white” as a response option)
- Languages (new question)
## NOI Overview and Tips

### NSERC Contacts

<table>
<thead>
<tr>
<th>Discovery Grants Program (including eligibility)</th>
<th><a href="mailto:resgrant@nserc-crsng.gc.ca">resgrant@nserc-crsng.gc.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>NSERC Staff</td>
<td>First name.last <a href="mailto:name@nserc-crsng.gc.ca">name@nserc-crsng.gc.ca</a></td>
</tr>
<tr>
<td>Deadlines, acknowledgement of applications and results</td>
<td>Your university Research Grants Office (RGO)</td>
</tr>
<tr>
<td>Use of Grant Funds Grant Administration</td>
<td><a href="mailto:usegrantfund@nserc-crsng.gc.ca">usegrantfund@nserc-crsng.gc.ca</a></td>
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<td><a href="mailto:grantadministration@nserc-crsng.gc.ca">grantadministration@nserc-crsng.gc.ca</a></td>
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<tr>
<td>On-line Services Helpdesk</td>
<td><a href="mailto:webapp@nserc-crsng.gc.ca">webapp@nserc-crsng.gc.ca</a></td>
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</tbody>
</table>
NOI Overview and Tips

Useful Links

Research Portal Overview

Research Portal Overview
Research Portal Overview
Research Portal Overview

Your profile was saved.

Person Profile Information

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.

Sign In Information

Last sign in: 2021-04-14 15:00:51
Last password change: 2021-01-21 16:49:47

Change Password  Security Question
Change Email
Research Portal Overview

1. What is your date of birth? (YYYY-MM-DD)

☐ I prefer not to answer

2. Select the option that best describes your current gender identity
   ○ Gender-fluid
   ○ Man
   ○ Nonbinary
   ○ Trans man
   ○ Trans woman
   ○ Two-Spirit
   ○ Woman
   ○ I don’t identify with any option provided.
   ○ I prefer not to answer

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.

6. Select the population groups you identify with
   ○ Arab
   ○ Black
   ○ Chinese
   ○ Filipino
   ○ Japanese
   ○ Korean
   ○ Latin American
   ○ South Asian (e.g., East Indian, Pakistani, Sri Lankan, etc.)
   ○ Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai, etc.)
   ○ West Asian (e.g., Iranian, Afghan, etc.)
   ○ White
   ○ Population group not listed above
   ○ I prefer not to answer

The Accessible Canada Act defines disability as “any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.”

7a. Do you identify as a person with a disability as described in the Act?
   ○ Yes
   ○ No
   ○ I prefer not to answer
Research Portal Overview
Remember: System will allow one NOI for DG Program

Click “Open” to edit your NOI
Click to edit application

Yellow triangle = incomplete

Click to attach CCV
Each section must be saved and validated.
Research Portal Overview
Select Research Topic from Suggested Evaluation Group

Save and Validate each section
Select the Evaluation Group for the next Research Topic

Select a Research Topic
Click on the clipboard icon to paste your proposal.
Research Portal Overview
Research Portal Overview
Research Portal Overview

Yellow triangle = incomplete

Click to attach CCV
Enter confirmation number
Click Upload
Research Portal Overview

SUBMIT before deadline!
Submission successful
Research Portal Overview

Common Questions

• Can I change my research direction between the NOI and the full application stage?
  – NOI is used for assignment of reviewers
  – If it is a major change, please contact us

• Can I update my CCV before I submit my full application?
  – Yes, you must attach a new copy of your CCV to the full application
3. How to Complete your NSERC Researcher CCV
How to Complete your NSERC_Researcher CCV

The Canadian Common CV (CCV)

- Allows researchers to maintain their CV data in a single, centralized Canadian repository
- An important system in the Canadian research funding application process
  - Data can be used to apply to a number of funding organizations including NSERC, SSHRC*, CIHR**, and CFI***;
  - Use NSERC_Researcher template on CCV platform

*SSHRC: Social Sciences and Humanities Research Council
**CIHR: Canadian Institutes of Health Research
***CFI: Canadian Foundation for Innovation
How to Complete your NSERC_Researcher CCV

**NSERC_Researcher CCV**

- Where can I find the instructions?

- What are the mandatory fields?
- Where do I enter information (e.g. journal articles, presentations)
- How do I submit the CCV in order to attach it to the application in the portal?
- Where do I find assistance:
  - Technical assistance: [support-soutien@cihr-irsc.gc.ca](mailto:support-soutien@cihr-irsc.gc.ca)
  - Content questions: [resgrant@nserc-crsng.gc.ca](mailto:resgrant@nserc-crsng.gc.ca)

- HQP consent form: [https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F100D_e.pdf](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F100D_e.pdf)
How to Complete your NSERC_Researcher CCV

https://ccv-cvc.ca/indexresearcher-eng.frm

*** IMPORTANT NOTICE ***

A new CCV release has successfully been deployed. Changes have been made to make it easier for researchers to enter data. Highlights are:

- In several sections of the CV, subdivisions and exact dates are no longer required.
- Most significant contributions can now be captured in the application and displayed on the PDF.
- The artistic contributions section has been enhanced with the addition of a Poetry section and an open section to capture other contributions.
- Help texts have been improved to convey more useful information and assist researchers in filling the CV.
- For added security, an improved captcha mechanism, developed by Google (https://www.google.com/recaptcha), has been implemented.

Note that these new sections may not be required by some organizations and thus will not appear on their Funding CV.
How to Complete your NSERC_Researcher CCV
How to Complete your NSERC_Researcher CCV

Canadian Common CV

Welcome to an Common CV

Dr. Sophie Gaudier

Welcome

Funding

System Messages

Funding Source - Agency or Program to submit your proposal

2016-03-18. New Release

A new CCV release has successfully been deployed. Changes have been made to make it easier for researchers to enter data. Highlights are:

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How to Complete your NSERC_Researcher CCV
How to Complete your NSERC_Researcher CCV

Instructions to Complete the CCV

[LIVE CCV DEMO]
(See video)

CCV Instructions on NSERC Website
How to Complete your NSERC_Researcher CCV

A Few Reminders

• Deadline to submit your Discovery Grants NOI: August 1st *

• If you are a first-time user of this system, START EARLY. Completing the CCV can take a significant amount of time.

• We remind you that the system is programmed to only accept information from the past 6 years. This could explain a reason for error messages when trying to save and/or validate.

• Lastly, please do your best to not duplicate information within the CCV.

You are now ready to attach your completed CCV to your Discovery Grants NOI via the Research Portal.