



## Putting Your Best Foot Forward: How to Prepare for a Successful NSERC Site Visit

A well-run site visit can make a crucial difference in the success of a grant application and requires advance preparation and attention to detail.

As an applicant, here are some key aspects to keep in mind while preparing:

### 1. **Present with passion and enthusiasm.**

The site visit is your opportunity to present your application with passion and enthusiasm. Think of it as a job interview, or a sales pitch and be ready to answer questions about your proposal.

### 2. **Prepare a polished and professional presentation.**

Presentations should be high-level, and include information that enhances the clarity of the written proposal or provides additional information to the committee. Heavy tables or graphs, or a repeat of the written application should be avoided. In-depth technical details will be part of the discussion.

### 3. **Rehearse ahead of time with your team -- and all of your partners.**

Meet to do a dry-run rehearsal of the presentation well ahead of time. This rehearsal should include any partners in the grant, since they will be speaking privately with the Committee about the proposal and their involvement in the project, as well as university administration and your research team.

### 4. **Organize a meeting space that accommodates the group.**

Organize a meeting space that comfortably accommodates all participants and their meeting materials. Separate rooms may be needed for in-camera meetings, and a space for lunch is also required.

### 5. **Be flexible and ready for changes to the agenda.**

Site visit committee experts need to be able to make a recommendation at the end of day. To do so, they may have extra questions, or require extra time for in-camera deliberations. Plan an agenda that accommodates changes and be ready to adjust the day of the visit.

### 6. **Engage with the Committee**

Engage with the Site Visit Committee by answering their questions clearly and frankly.