How to prepare a Notification of Intent to Apply (NOI)

- NOI Overview and Tips
- Research Portal Overview & Live Demo
- CCV (NSERC_Researcher) Live Demo
- Questions (ask by chat on AdobeConnect)
Life Cycle of a Discovery Grant Application

### August
Submission of notification of intent to apply (due Aug. 1)

### September
Internal assignment to EG

### October
Selection of external reviewers and preliminary joint review discussions

### November
Submission of application (due Nov. 1)

### December
Members receive applications and begin reviewing

### January
Members review applications and external reviewer reports are received

### February
Grants competition

### March/April
Announcement of results
Notification of Intent to Apply (NOI)

Overview

- **Deadline:** August 1\textsuperscript{st} - Mandatory

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

- **Submission:**
  - Research Portal
Notification of Intent to Apply

Purpose

- Facilitates preliminary assignments:
  - to an Evaluation Group;
  - of internal reviewers; and
  - 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)
Notification of Intent to Apply
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:
  - *Updated* Selecting the Appropriate Federal Granting Agency
  - *New* 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.
Notification of Intent to Apply

Tips

- **Select appropriate research topics**
  - First selected must be from suggested EG
  - Helps identify potential joint reviews

- **Submit a detailed summary**
  - Helps internal reviewers select appropriate external reviewers
  - Helps identify potential joint reviews

- **Select appropriate suggested external reviewers**
  - Be mindful of conflicts and expertise
  - Conflict of Interest and Confidentiality for Review Committee Members, External Reviewers, and Observers
How to use the Research Portal
Demonstration 1 – Research Portal

- Instructions
- Research Portal navigation, how it works, and key strategic recommendations
Welcome to the Research Portal

Please note that Research Portal no longer supports Internet Explorer versions 8.
We recommend upgrading to Internet Explorer 9, Google Chrome, Firefox or Safari.

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).

Your profile was saved.
### Create Application

<table>
<thead>
<tr>
<th>Funding Opportunity</th>
<th>Start Date</th>
<th>End Date</th>
<th>Action</th>
</tr>
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<tbody>
<tr>
<td>Discovery Grants Program - Individual</td>
<td>2017-05-08</td>
<td>2017-08-01</td>
<td>Create</td>
</tr>
<tr>
<td>Subatomic Physics Envelope - Individual</td>
<td>2017-05-08</td>
<td>2017-08-01</td>
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<tr>
<td>Subatomic Physics Envelope - Project</td>
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<tr>
<td>Subatomic Physics Envelope - Research Tools and Instruments Cat. 2 &amp; 3</td>
<td>2017-05-08</td>
<td>2017-10-02</td>
<td>Create</td>
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</table>

**Deadline**
Remember: System will allow **one** NOI for DG Program

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**Applications**

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<th>Role</th>
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<tbody>
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<td>In Progress</td>
<td>Applicant</td>
<td>2017-06-14</td>
<td>06:36:36</td>
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**Click open to edit your NOI**
Yellow triangle = incomplete
Research Portal

Application Overview

What's incomplete?

Click here

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<th>Title</th>
<th>Funding Opportunity</th>
<th>Stage</th>
<th>Updated</th>
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<td></td>
<td>Test Application</td>
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<table>
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<th>Canadian Common CVs Attached</th>
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<td>Status</td>
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<td>--------</td>
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<tr>
<td></td>
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</table>

17
Save and Validate each section

Click to edit
Select Research Topic from Suggested EG
Select a RT

Select EG for next Research Topic
Enter confirmation number

Click Upload
Canadian Common CV Upload

See the instructions on how to use the Canadian Common CV (CCV) for information on completing and attaching your CCV.

**Note:** To successfully upload your CCV, the first name and family name used to create your CCV site account must be identical to those used to create your Research Portal account. As well, the email address used to create your Research Portal account must be identical to at least one of the emails you listed on the CCV site (i.e., the email used to create your CCV account, or any of the emails you included in the Email section of your CCV).

**Research Portal:** To change your family name, first name and/or email address, go to User Profile.

**CCV:** To change your family name, first name and/or email address, log into the CCV and click "Account" in the top menu bar. To change any other email addresses included in your CCV, go to the Email section of the relevant CCV template.

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**Add New Canadian Common CV**

Your CCV has been uploaded.
For co-applicants only: Click Back to Application Overview and then click Submit to attach your CCV to the application.

**Confirmation Number:**

**Uploaded Canadian Common CV**

<table>
<thead>
<tr>
<th>File Title</th>
<th>Date Uploaded</th>
<th>Action</th>
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<td>668058-10013800-NSERC_Research</td>
<td>14/06/2017 8:01:48 AM</td>
<td>Delete</td>
</tr>
</tbody>
</table>

Click to view
Your application has now been validated. Please submit.

Module Status:
- Identification
- Summary of Proposal
- Activity Details
- External Reviewer Suggestions
- Reviewer Exclusion

Ready to submit

Submit before deadline!
Submission successful
Research Portal- Questions

- Can I change my research direction between the NOI and the full application stage?
  - NOI used for assignment of reviewers
  - If major change, 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

- Other questions?
Canadian Common CV (CCV)
Demonstration 2 - NSERC_Researcher CCV

- Instructions
- CCV platform navigation, how it works, and key strategic recommendations (NSERC_Researcher CCV vs generic CCV)

- What, where, how:
  - 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: webapp@nserc-crsng.gc.ca
    - Content questions: resgrant@nserc-crsng.gc.ca
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 growing number of funding organizations including NSERC, SSHRC, CIHR and CFI;
  - Discovery Grants Programs: NSERC CCV template since April 2013

NSERC_Researcher
*** 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.
2016-03-18. New Release
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NSERC Framework on Diversity & Gender Equity

- Integrate equity, diversity & inclusivity analysis in policies, programs & initiatives
- Statistics are key to well informed decisions
- Applicants therefore encouraged to identify their sex in the CCV

This information is NOT shared with reviewers (removed before CCV is provided to reviewers)