How to Apply for the Research Tools and Instruments Grants Program

RTI Program Updates
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

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- Completing the Application
- Summary of Proposal
- Proposed Expenditures
- Activity Details
- Attachments
- Budget Justification
- Co-Applicants
- Uploading your NSERC CCV
- Submitting the Application to NSERC
RTI Updates from Recent Competitions

- Confirmation of Financial Contribution documents no longer need to be submitted to NSERC [New in 2021]
- Additional instructions to specify correct tax and exchange rates in the budget justification [New in 2021]
- Changes to RTI selection criteria:
  - Moved from 5 equally weighted criteria to 3 weighted criteria
  - Added equity, diversity, and inclusion considerations
- Clarified language around eligibility to apply for and hold RTI grants
# 2020 Competition Results

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of Applications</strong></td>
<td>892</td>
</tr>
<tr>
<td><strong>Amount Requested</strong></td>
<td>$ 107.1 M</td>
</tr>
<tr>
<td><strong>Number of Awards</strong></td>
<td>249</td>
</tr>
<tr>
<td><strong>Amount Awarded</strong></td>
<td>$ 30.7 M</td>
</tr>
<tr>
<td><strong>Funding Rate</strong></td>
<td>29 %</td>
</tr>
<tr>
<td><strong>Success Rate</strong></td>
<td>28 %</td>
</tr>
</tbody>
</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.
The vendor discount must be free of conditions, restrictions or limitations (e.g., 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 and disadvantaged 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, applicants should refer to the Guide for Applicants: Considering equity, diversity and inclusion in your application.
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 Finance 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:
  - Discovery Grant
  - Discovery Development Grant
  - 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.

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 and major users, 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 the Guide for Applicants: Considering equity, diversity and inclusion in your application (questions 1 to 4).
Attachment Guidelines

- If applicable, applicants should include two (2) recent quotations for any individual item(s) over $25,000 (before taxes) or for any system(s) to be purchased from a single supplier and costing more than $25,000 (before taxes).

- 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. The need, urgency and suitability of equipment for the research program(s) [40%]

2. Merit of the proposed research program(s) supported by the equipment and excellence of the applicant(s) [40%]

3. Importance of the equipment for the training of highly qualified personnel [20%]
1. Need, Urgency and Suitability of Equipment for the Research Programs* [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;
- the 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. Merit of the Proposed Research Program(s) Supported by the Equipment and Excellence of the Applicant(s) [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;
- the excellence of the applicant(s), including scientific or engineering calibre of the applicant(s) and extent to which the applicant(s) has relevant experience and demonstrated ability to fully use the equipment; and
- consideration of equity, diversity and inclusion in the rationale of the team composition (applicant, co-applicant(s), and major users).
3. Importance of the Equipment for the 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.
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.
Presentation Standards

- In the application, applicants and co-applicants must submit all requested information in agreement with 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*. If it is not received by the deadline, it will be considered late and will be rejected.

- 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
## Contacts

<table>
<thead>
<tr>
<th>NSERC Contact List</th>
<th><a href="https://nserc-crsng.gc.ca/ContactUs-ContactezNous/ContactDirectory-RepertoiredeContact_eng.asp#Professors-Professeurs">https://nserc-crsng.gc.ca/ContactUs-ContactezNous/ContactDirectory-RepertoiredeContact_eng.asp#Professors-Professeurs</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>RTI Program (including eligibility)</td>
<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>*</td>
</tr>
<tr>
<td>Deadlines, acknowledgement of applications and results</td>
<td>Your university RGO</td>
</tr>
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<td>NSERC Website</td>
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</tr>
<tr>
<td>Use of Grant Funds</td>
<td><a href="mailto:usegrantfunds@nserc-crsng.gc.ca">usegrantfunds@nserc-crsng.gc.ca</a></td>
</tr>
<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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</tbody>
</table>

*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:
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. See the Presidents’ Open Letter to the Research Community.

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

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

**Gender**
Select the option that you identify with.
- Woman

**Indigenous Identity**
Do you identify as Indigenous; that is First Nations (North American Indian), Métis, or Inuit?
- select
If "Yes", select the options that you identify with.
- select
- I prefer not to answer

**Disabilities**
Do you identify as a person with a disability?

Note: Person with a disability is a person who has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and:
- Who considers themselves to be disadvantaged in employment by reason of that impairment, or
- Who believes that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment; and
- Includes persons whose functional limitations owing to their impairment may have been accommodated in their current job or workplace.

- select

**Visible Minorities**
Do you identify as a member of a visible minority in Canada?
Collection of Self-Identification Data (cont.)
How to Apply for the Research Tools and Instruments Grants Program

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).

Sign In

Email:

Password:

I forgot my password.

New here? Create account

Version: 16.0.1608.01
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.
Navigate to the Profile Page
Create / Edit Your Profile

In this section, you will find links to your user profile and profile functionality.

- User Profile
- Change Password
- Change Email
- Change Security Question
User Profile

User Profile Information:
- Salutation (Required): Mr.
- First Name (Required): Robert
- Middle Names: Mid
- Family Name (Required): Attrell
- Correspondence Language (Required): English
- Citizenship (Required): Canadian citizen
- Date of Birth (Required): 01/01
- I am not affiliated with a postsecondary institution.
- Primary Affiliation (Required): Natural Sciences and Engineering
- Department/Division (required): Research Grants and Scholars
- Current Position (Required): Public sector employee
- Phone Number (Required): 000-000-0000, Extension: 000

Sign In Information:
- Last sign in: 2017-08-01 11:16:10
- Last password change: 2017-07-04 12:37:38

Options:
- Change Password
- Security Question
- Change Email

Back to Welcome Page
Create A New Application

Research Portal

Welcome Robert Attrell

Applicant

Create Application

Applications

<table>
<thead>
<tr>
<th>Application Title</th>
<th>Funding Opportunity</th>
<th>Stage</th>
<th>Status</th>
<th>Role</th>
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<th>Action</th>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Records displayed per page: 10

0 items in 1 pages

Version: 13.0.0.7
Your Application

Select the Funding Opportunity and click on Create.
Eligibility Profile

Complete your Eligibility Profile and click on Validate.

Note: You will have to complete an eligibility profile before starting your application.
Your Application

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

**NSERC Research Portal:**

<table>
<thead>
<tr>
<th>Section in Research Portal</th>
<th>Notes / Limits</th>
<th>Completed by</th>
</tr>
</thead>
<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>
</tr>
<tr>
<td>Time to be Devoted to Research/Activity</td>
<td>In hours per month</td>
<td>Applicant &amp; Co-Applicants</td>
</tr>
<tr>
<td>Proposal [A]</td>
<td>Limit of four pages (PDF)</td>
<td>Applicant</td>
</tr>
<tr>
<td>Budget Justification [A]</td>
<td>Limit of two pages (PDF)</td>
<td>Applicant</td>
</tr>
<tr>
<td>Quotations [A]</td>
<td>2 quotations in PDF, 10Mb each (for items more than $25,000)</td>
<td>Applicant</td>
</tr>
<tr>
<td>NSERC Researcher Common CV (CCV) [A]</td>
<td>Complete on CCV site and upload</td>
<td>Applicant &amp; Co-Applicants</td>
</tr>
</tbody>
</table>

[A] – Attachment(s)
Your Application

Note deadline date and time remaining to submit application to NSERC
Identification

Applicant

To modify this information, update the User Profile page. To modify the Current Position, update the Eligibility Profile.

Family Name: Atrell
Middle Names: Mid
Current Position: Professor

First Name: Robert

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

Save and validate Save and next
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)
Hours per Month of Use

**Applicant**

- Family Name: Attrell
- First Name: Robert
- Middle Names: Mld
- Current Position: Professor

**Administering Organization**

- Organization (required): ZZZ-INTERNAL TESTING ENVIRONMENT
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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

**Application - Research Tools and Instruments**

**Summary of Proposal**

<table>
<thead>
<tr>
<th>Summary (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>3000 characters maximum</td>
</tr>
<tr>
<td>Characters remaining: 1690</td>
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</tbody>
</table>
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions

Proposed Expenditures
## Eligible and Ineligible Costs

<table>
<thead>
<tr>
<th>Type of Expenditure</th>
<th>Eligible Costs</th>
<th>Ineligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Equipment</strong></td>
<td>- Purchase or rental of equipment including taxes, shipping, and handling</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Transportation/shipping costs for purchased equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Fabrication, assembly, and installation of the equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Extended warranty or service contract</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Brokerage and customs charges for the importation of equipment and supplies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Testing/calibration costs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- On-site costs of training staff to use equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Software licensing or upgrades</td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>- Salaries and benefits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Travel*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Insurance costs for equipment and research vehicles</td>
<td></td>
</tr>
<tr>
<td></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>
<td></td>
</tr>
<tr>
<td></td>
<td>- Costs of the construction, renovation or rental of laboratories or supporting facilities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Equipment or item intended to render other equipment compliant with health and safety standards</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Consumables</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Equipment or facility</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase or rental</td>
<td>88,000</td>
</tr>
</tbody>
</table>

Subtotal: 0

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](#).

<table>
<thead>
<tr>
<th>Activity Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Title</strong></td>
</tr>
<tr>
<td><strong>Flux Capacitor for the purposes of generating space-time discontinuities</strong></td>
</tr>
<tr>
<td><strong>Certification Requirements</strong></td>
</tr>
<tr>
<td>Does the proposed research involve humans as research participants? (required)</td>
</tr>
<tr>
<td>Does the proposed research involve human pluripotent stem cells? (required)</td>
</tr>
<tr>
<td>Does the proposed research involve animals? (required)</td>
</tr>
<tr>
<td><strong>Environmental Impact</strong></td>
</tr>
<tr>
<td>A. Will any phase of the proposed research take place on federal lands in Canada, other than lands under the administration and control of the Commissioner of Yukon, the Northwest Territories or Nunavut, as interpreted in section 2(1) of the <a href="#">Canadian Environmental Assessment Act, 2012</a> (CEAA 2012)? (required)</td>
</tr>
<tr>
<td>B. Will any phase of the proposed research take place outdoors and outside of Canada? (required)</td>
</tr>
<tr>
<td>C. (i) Will the grant permit a designated project, as listed in the CEAA 2012 <a href="#">Regulations Designating Physical Activities</a> (RDPA), to be carried out in whole or in part? (required)</td>
</tr>
<tr>
<td>(ii) Will any phase of the proposed research depend on a designated project, as listed in the RDPA, being carried out by a third party? <a href="#">Regulations Designating Physical Activities</a> (required)</td>
</tr>
</tbody>
</table>
Research Codes and Keywords

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

Application Instructions

Attachments
Required Attachments
Attach the Proposal

**Attach the 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
- Maximum 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
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 may 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
How to Apply for the Research Tools and Instruments Grants Program

Application Instructions

Budget Justification
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
Budget Justification

Limit of **two** 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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<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 major users, such as those who frequently use the equipment, as co-applicants. There is no typical number of co-applicants.
Send Invitations to Co-applicants

Manage Invitations

Add Participant

Please enter the email address, family name and, if applicable, the role for each participant. When you click Invite, an email will be sent inviting them to participate in the application.

Email: raa1@nsesc-crsng.gc.ca  Family Name: Attrell  Role: Co-applicant

Invitations

<table>
<thead>
<tr>
<th>Role</th>
<th>Family Name</th>
<th>First Name</th>
<th>Email</th>
<th>Invitation Status</th>
<th>Last Status Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records to display.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Send Invitations to Co-Applicants

Profile > Feedback
Home > Application Overview > Manage Invitations

Manage Invitations

Invitation has been sent.

Add Participant

Please enter the email address, family name and, if applicable, the role for each participant. When you click Invite, an email will be sent inviting them to participate in the application.

Email: raa1@nserc-crsng.gc.ca  Family Name: Attrell  Role: Co-applicant

Invitations

<table>
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<th>Role</th>
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<th>First Name</th>
<th>Email</th>
<th>Invitation Status</th>
<th>Last Status Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-applicant</td>
<td>Attrell</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>
</tr>
</tbody>
</table>
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
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

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.

Please read this
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>!</td>
<td>Co-applicant</td>
<td>Attrell</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>

- **Submit**
- **Delete 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 to 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, understood 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 (ATPA) 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, all of your social information, including personal information, in any way relevant to the applications submitted to these granting agencies.
- 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; the institution where you are currently employed; and the recourse 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.

I ACCEPT I DO NOT ACCEPT
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.