**NSERC Collaborative Research and Training Experience (CREATE)**

**Letter of Intent**

**Completed LOI must be submitted to** [**irp@uwo.ca**](mailto:irp@uwo.ca)

**no later than 5 p.m. on Monday, March 17, 2025**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT** | | | | | | | |
| Family name | | | Given name | | Telephone | | |
| Faculty | | | Department | | Email | | |
| **APPLICATION INFORMATION** | | | | | | | |
| Title of proposal | | | | | | | |
| KEY WORDS (Please provide 7) | | | | | | | |
| Submission Stream: (Please specify if this application belongs to the **regular** or **international stream**) | | | | | | | |
| Have you previously held a CREATE grant, either as an applicant or a co-applicant? (Yes or No) | | | | | | | |
| **CO-APPLICANTS (MINIMUM OF 1, MAXIMUM OF 10)**  *A researcher may only be the applicant on one CREATE initiative annually. In addition, an individual researcher may only participate in a maximum of two CREATE initiatives as either an applicant or co-applicant (active or applied for).* | | | | | | | |
| Family name | Given name | | | Research/ activity time (hours/month) | | Organization and department | |
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| **COLLABORATORS (No limit)** | | | | | | | | |
| Family name | | Given name | | Research/ activity time (hours/month) | | | Organization and department | |
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Collaborators should contribute something to the program (e.g. teaching capacity for a new course, or attendance of industry representatives at program events). If needed, one (1) additional page of collaborators may be appended to the LOI.

**Attachments**

Please adhere to NSERC’s Attachment standards [here](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp).

**1. Outline of Training Program (Maximum 2 pages)**

The training program outline must describe how the proposed approach will create valuable opportunities for trainees to develop **professional and technical skills**, including through **mentorship**, to prepare them for future careers.

State the objectives of the proposed research training program, and summarize the approach, originality and novelty, as well as the expected significance of the proposed program. Briefly indicate the type of research that the trainees will be involved in during the program. Your proposal must describe how the proposed approach, including the role of mentoring, would better prepare students and/or postdoctoral fellows for their future careers in industry, government or, to a lesser extent, academia. In addition, the proposal should indicate how these stakeholders, as future employers, will be involved in guiding the training program. A description of the potential employers and a qualitative assessment of the job prospects for the trainees should be included.

Include information on the approximate number of students and postdoctoral fellows whom you are planning to train and mentor on an annual basis in a table similar to the example below. Briefly indicate how the training and mentoring of each group will be handled. Provide an explanation if a particular category of students will not be receiving funding or be included in the program (e.g., if no M.Sc. students will be supported, explain why).

**Note:** LOIs that focus on support only at the undergraduate level will not be accepted. If the training proposal focuses primarily on only one group of trainees, it must be justified.

Example table of expected HQP trainees

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Total |
| **Natural Science and Engineering (NSE)** | | | | | | | |
| Undergraduates |  |  |  |  |  |  |  |
| Graduates |  |  |  |  |  |  |  |
| Post-doctoral |  |  |  |  |  |  |  |
| **Non-NSE** | | | | | | | |
| Undergraduates |  |  |  |  |  |  |  |
| Graduates |  |  |  |  |  |  |  |
| Post-doctoral |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

1. **Excellence of the Proposed Team of Researchers (Maximum 1 page)**

Provide information on the core team involved. Explain the rationale for the team composition and how it has the necessary expertise for the successful execution of the training program. **Equity diversity and inclusion considerations must be addressed**. Describe specific actions implemented to support equity and inclusion in recruitment practices, mentorship approaches and initiatives aimed at ensuring an inclusive research and training environment and trainee growth. For more information, refer to the [Guide for applicants](https://www.nserc-crsng.gc.ca/_doc/EDI/Guide_for_Applicants_EN.pdf): Considering equity, diversity and inclusion in your application (questions 1 to 4).Indicate if the members of the team will work together (i.e., collaborative research) and how they will do so. The applicant, co-applicants and collaborators’ roles and responsibilities within the training program and its management must be explained. Be sure to adequately explain the team’s past contributions to the training and **mentoring** of HQP.

If applicable, researchers who currently hold or participate in an active CREATE grant must clearly describe their distinct contribution to and justification for their participation in the proposed training program. The onus is on the applicant to provide sufficient information to enable the selection committee to evaluate the relationship of researchers with other CREATE initiatives. Researchers can participate in a maximum of two CREATE training programs at the same time—as either an applicant or a co-applicant.

1. **Applicant’s Form 100**

The applicant must attach a completed NSERC Form 100.

Further guidance for completing this form can be found on NSERC’s website [here](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/100/100_eng.asp).