Breakthrough answers to timeless questions
How to prepare a Discovery Grant (DG) application
Full application overview and tips (Part 1 of 3)
Discovery Grant application

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**: Discovery Grants competition
- **April**: Announcement of results
Discovery Grant application

Overview

• **Deadline:** November 1st * - internal deadlines are earlier

• **Main components:**
  – Grant application
  – Research proposal
  – Research contribution samples
  – Budget and justification
  – Canadian Common CV (CCV)

• **Submission:**
  – [Research Portal](#)
Discovery Grant application

Discovery Grant updates — Early career researchers

- Applicants who have an **independent** academic position for **5 years or less** at the time of submitting the notification of intent
  - Five-year window adjusted for any eligible delay in research
  - All eligible leaves taken (e.g., parental, bereavement, illness of applicant or family) will now be credited as **twice** the amount of time taken
  - ECRs need to self-identify on the Research Portal at the full application stage by completing the Applicant Category module
Discovery Grant application

Discovery Grant updates — DND supplement and NRS

- **DND/NSERC DG supplement**
  - Proposed research must fit within DND defence and security target areas
  Contact: dndsuppmdn@nserc-crsng.gc.ca
  Webpage: DND*/ NSERC DG supplement

- **Northern Research Supplements (NRS)**
  - Updates for the 2020 competition year:
    - Boundary change: moved to the southern limit of “isolated patches of permafrost” from British Columbia to Labrador, including all of the three territories—wider area of inclusion
    - Selection criteria updated: weighted scoring applied to each criterion; more detailed feedback provided to applicants
    - Application incorporated into the Research Portal
  Contact: EnviroSciences-SciencesEnviro@nserc-crsng.gc.ca
  Webpage: Northern Research Supplements
Discovery Grant application

Discovery Grant updates - DAS

- Discovery Accelerator Supplements (DAS)
  Updates for CY2022:
  - Program suspended until further notice
  - No new DAS awards, starting CY2022
  - Ongoing DAS awards continue to be honored

NSERC will continue to monitor and assess the future role and objectives of the DAS program as it relates to NSERC’s commitment to funding excellence in discovery research and training.

IMPORTANT NOTE
  - DAS self-identification statements still appear in the Research Portal
  - DAS related self-identification will not be used
  - Must provide an answer to both questions to submit your application
  - Option available to select “This does not apply to me/I do not agree”

Contact: resgrant@nserc-crsng.gc.ca
Discovery Grant application

Delays in research and dissemination of research results

• Eligible leaves of absence (e.g., maternity and parental leave, personal illness, leave taken by applicant for family-related illness, bereavement, extraordinary administrative duties) are those taken within the last six years.

• COVID-19-related impacts on research and training are considered eligible delays.

• The impact of delays is taken into consideration in the assessment of contributions to research and/or training.
Discovery Grant application

Delays: Where and how to describe in your application

- Applicant delays are recorded in the CCV, under the Employment section
- HQP delays are recorded in the HQP section of the application
- In both cases, clearly explain:
  - the **duration** (start/end dates, FTE if period of reduced research and training)
  - the **impact** on research and training (e.g., dissemination of results, ability to recruit or train HQP)
- **Focus on the impact of the delay**, not on the personal circumstances
- Additional guidance on how to describe impacts related to COVID-19:

  *Impacts of the COVID-19 pandemic on research: New guidelines for NSERC’s community*
Discovery Grant application

Delays in research: Leaves of absence attachment

Applicants who have reported an eligible leave of absence or delay in their CCV are entitled to an attachment that must be used to list only supplemental contributions to research and to training beyond the last 6 years, for a period equivalent to the duration of the leave or delay.

- **Contributions to research:** list of presentations, interviews and media relations, publications, intellectual property and recognitions
- **Contributions to training:** list of supervisory activities
Discovery Grant application

Review process

Step 1: Merit assessment

• Three equally weighted criteria:
  – Excellence of the researcher
  – Merit of the proposal
  – Contribution to training of highly qualified personnel (HQP)

• Uses six-point scale
  – From Exceptional to Insufficient
**Discovery Grant application**

**Review process**

**Criteria**

**Merit Indicators**

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### DISCOVERY GRANTS MERIT INDICATORS

<table>
<thead>
<tr>
<th>EXCELLENT</th>
<th>OUTSTANDING</th>
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The merit indicators are used to evaluate the quality of the research proposal. The criteria are evaluated based on the following aspects:

1. **Excellence of the Proposal**: The proposal must be innovative, original, and of high quality.
2. **Mentorship and Promise**: The mentor must have a track record of successful mentoring and a clear plan for the candidate.
3. **Training and Research Environment**: The training environment must be conducive to research and development.
4. **Contributions to Equity, Diversity, and Inclusion**: The proposal must address issues related to equity, diversity, and inclusion.
5. **Impact**: The research must have a significant impact on the field of study.

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**Application**: The application must clearly demonstrate how the research activities are supported by the research community.
Discovery Grant application

Review process

Step 2: Funding recommendations

• Applications grouped into ‘bins’ of comparable merit

• Similar overall ratings within an EG receive comparable funding
Discover Grant application

Review process

**Step 1: Merit assessment**

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<tr>
<th></th>
<th>Exceptional</th>
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<th>Strong</th>
<th>Moderate</th>
<th>Insufficient</th>
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Outstanding – Very Strong – Very Strong

**Step 2: Funding recommendation**

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</table>
Discovery Grant application

Review process

Reviewer

Reviewer

Reviewer

Reviewer

Non-participating member

Reviewer

Reviewer

Conflicts?

Excellence
Exceptional
Exceptional
Outstanding
Outstanding
Very Strong

Merit
Outstanding
Outstanding
Very Strong
Very Strong

HQP
Outstanding
Outstanding
Very Strong
Very Strong
Moderate

Program Officer

Section Chair

Program Officer

Section Chair

Non-participating member

Reviewer

Reviewer

Reviewer

Reviewer
Full application overview and tips (Part 2 of 3)
Equity, diversity and inclusion (EDI) in evaluation criteria

• **Excellence of the researcher**
  – Describe *past contributions* to the promotion of equity, diversity and inclusion in the research enterprise *(if you contributed in this way)*

• **Merit of the proposal**
  – You are *required* to describe consideration of sex, gender and diversity in the research design *(where applicable to the field of research)*

• **Contributions to the training of HQP**
  – You are *required* to describe barriers to equity and inclusion in your training environment, and EDI considerations in your future approaches to recruitment, training and mentoring
  – Describe barriers and specific actions implemented in support of EDI in your *past training environment* *(if you contributed in this way)*
Discovery Grant application

Excellence of the researcher

Assessment based on achievements demonstrated over the last active 6 years.

• Knowledge, expertise and experience
• Quality and impact of contributions to natural sciences and engineering (NSE) research
• Importance of contributions to researchers and end users
Discovery Grant application

Excellence of the researcher

Members will assess this using information from:

• **Most significant contributions (up to 5)**
  – Highlight quality and impact

• **Samples of research contributions**
  – Up to 4 attached to application within the last active 6 years

• **Additional information on contributions**
  – Choices of venues, order of authors, etc.

• **CCV contributions, recognitions, activities**

• **Leaves of absence attachment (if applicable)**
Discovery Grant application

Excellence of the researcher

Most significant contributions:

• Describe up to five most significant research contributions and highlight quality and impact
• List all types of research contributions
• Explain your role in collaborative research activities
• Give other evidence of impact
Discovery Grant application

Excellence of the researcher

CCV:

- Recognitions (honours, prizes and awards, etc.)
- Activities (international collaborations, event administration, editorial activities, organizational review, knowledge and technology transfers, etc.)
- Memberships (service on committees)
- Contributions (publications, books, patents, etc.)
Discovery Grant application

Merit of the proposal

Assessment based on the following elements:

• Originality and innovation
• Significance and expected contributions to NSE research
• Clarity, scope of objectives, and appropriateness of methodology
• Feasibility
• Consideration of sex, gender and diversity in the research design (where applicable to the field of research)
• Appropriateness and justification for the budget
• Relationship to other research support
Discovery Grant application

Merit of the proposal

Members will assess this using information from:

- **Research proposal (5 pages)**
  - List of references (2 pages)

- **Proposed expenditures and budget justification**

- **Relationship to other research support**
  - Portal section (12,000 characters)
  - CIHR and/or SSHRC summary and budget pages
  - CCV research funding history (applied & held)
Discovery Grant application

Merit of the proposal

Relationship to other research support

All grants from CIHR and SSHRC:

- Proposed ideas, objectives and expenses are entirely distinct from support held or applied for

- Anticipated contributions to research resulting from the DG will be distinct from the ones resulting from CIHR or SSHRC support held or applied for
Discovery Grant application

Merit of the proposal

Relationship to other research support
CIHR Foundation Grants (FG):

• DG applicants that **hold or receive funds** from a CIHR Foundation Grant must provide convincing evidence that **support from DG is essential to carry** out the work proposed.

  ➔ For guidance (not exhaustive):
  • Could the proposed DG be supported by the FG? Could the DG be a sub-program or component of the FG program?
  • Do the DG and FG have entirely distinct long-term goals? Are they entirely distinct programs of research?
Discovery Grant application

Merit of the proposal

Relationship to other research support
Sources other than CIHR and SSHRC:

- Proposed ideas and objectives can be the same
- Proposed expenses must be distinct from support held
- Proposed expenses may be the same for support applied for, however applicants must indicate that no duplication of funds will occur if all applications are successful
## Other sources of research support

<table>
<thead>
<tr>
<th>Grant</th>
<th>Ideas/objectives and anticipated contribution to research</th>
<th>Expenses from funding</th>
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</thead>
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<td>Entirely distinct</td>
<td>Not applicable</td>
</tr>
<tr>
<td></td>
<td>Justification for DG is essential</td>
<td>(program phasing out)</td>
</tr>
<tr>
<td>CIHR or SSHRC – All Grants</td>
<td>Entirely distinct</td>
<td>Different</td>
</tr>
</tbody>
</table>

### All sources of support other than CIHR or SSHRC:
- Other federal grants:
  - NSERC – all grants (including CHRP)
  - Tri-Agency initiatives: NFRF, CRC, CERC
- Provincial
- Private
- Other* (e.g., NGO, university)

*This list is not exhaustive

- Confirm that there will be no duplication of funding for the same expense(s); otherwise, explain how funds will be used if all applications are successful
- Indicate that expenses are different

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**Note:** Research support that will be, or may become, active during the funding period of the proposed Discovery Grant.
Discovery Grant application

Merit of the proposal

Common mistakes in addressing funds from other sources:

- CCV amounts and application information do not match or are missing
- Role in joint funding is not explained
- Funding applied for not listed or not explained
- Planned expenses are not explained or overlap
- Summary and budget pages from CIHR and/or SSHRC are missing
- CIHR Foundation application not addressed in CCV or application when applicant holds or receives funds
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.
Discovery Grant application

Merit of the proposal

• Keep in mind that two audiences read your application: expert and non-expert
• Provide a progress report on related research
• Position the research within the field and state-of-the-art
• Clearly articulate short- and long-term objectives
• Provide a detailed methodology and realistic budget
• Consider comments/recommendations you may have received for previous applications
• Integrate HQP into the proposal
• Follow research portal presentation and attachment standards
Full application overview and tips (Part 3 of 3)
Contributions to the training of HQP

Why is NSERC asking for information about existing challenges or barriers to inclusion?

“Achieving a more equitable, diverse and inclusive Canadian research enterprise is essential to creating the excellent, innovative and impactful research necessary to advance knowledge and understanding, and to respond to local, national and global challenges.”

Source: Tri-agency statement on equity, diversity and inclusion (EDI)
Contributions to the training of HQP

There are two key elements; assessment is based on both:

- past contributions to training and
- future plans for training

Quality research training at all levels are valued, including:

- Undergraduate students involved in research
- Graduate students and postdoctoral fellows
- Technicians and research associates
- Other research personnel from non-academic sectors (i.e., government or industry)
Discovery Grant application

Contributions to the training of HQP

Evaluation Group will assess HQP using information from:

• **Application**
  - Past contributions to HQP training
  - HQP training plan

• **CCV**
  - Supervisory activities and contributions
Discovery Grant application

Past contributions to the training of HQP

Assessment based on contributions to training over the last active 6 years: 2015–2021 for the 2022 DG competition
Exception: if you had eligible leave or delays in that period

Includes three components:
1. Training environment – new instructions
2. HQP awards and research contributions
3. Outcomes and skills gained by HQP

Focus on quality and impact of training
Past contributions to the training of HQP

1. Training environment (1/2)
   - research training and development opportunities provided for HQP (e.g., science outreach and engagement, interdisciplinary research, promoting EDI in the NSE, collaborations, interaction with the private and public sectors)
Discovery Grant application

Past contributions to the training of HQP

1. **Training environment (2/2) – new instructions**
   - **Challenges or barriers** encountered in ensuring an inclusive research and training environment (*if you participated in this way*)
   - **Specific actions** implemented to support equity and inclusion in the research training environment (*if you participated in this way*)
     - Specific actions can occur at any stage of training
     - There is no priority or value placed on different stages
     - You are not expected to participate at every stage
Past contributions to the training of HQP

2. HQP awards and research contributions

- Awards and scholarships of individual HQP can be described *when prior consent has been given*

- HQP should be indicated in CCV using “*” on research contributions (usually as co-authors) *when prior consent has been given*

Applicants are instructed to summarize HQP presentations in application; do not list them in the CCV.
Past contributions to the training of HQP

3. Outcomes and skills gained by HQP

- Most significant HQP outcomes and how applicant’s training contributed to HQP’s success
- Successful outcome?
  - Any outcome in which the HQP has impact
  - Impact can be in the NSE or in other fields but it must be clear how skills gained in the applicant’s research training environment are being used by HQP
- Note impact of delays in training (those of HQP or the applicant)
Past contributions to the training of HQP

Within the CCV
- **Use asterisk (*)** to identify HQP co-authors in CCV *when prior consent has been given*
- Include present position in CCV (career, further studies) *when prior consent has been given*
- Do not select “academic advisor” in CCV

Within the application
- Describe the nature of HQP studies and their level of involvement in your research
- Explain your role in any co-supervision
- Explain any delays in training (e.g., leaves taken by HQP)

Early Career Researchers should not be rated *Insufficient* solely due to the lack of training record.
Discovery Grant application

Future plans for training

Include two components:
1. Training philosophy
2. Research training plan
Discovery Grant application

Future plans for training

1. Training philosophy (1/2)
   - **Existing challenges or barriers** to inclusion and advancement of underrepresented groups, specific to the applicant’s research context
   - **Planned approach** to promoting the participation of a diverse group of HQP, taking into account equity and inclusion in recruitment practices, mentorship approaches and initiatives aimed at ensuring an inclusive research and training environment
Discovery Grant application

Future plans for training

1. Training philosophy (2/2)
   - Approach to training HQP: How does the applicant intend to train the future generation of scientists and engineers?
   - Details of mentoring approach
   - Intellectual involvement of HQP in the research program
   - Type of research training and development opportunities that will be provided
Discovery Grant application

Future plans for training

2. Research training plan

• Focus on quality, suitability and clarity of plan
• Highlight the suitability and inclusion of HQP in research program and specific anticipated projects in NSE
• Explain anticipated outcomes, planned future contributions to knowledge, and development of new skills or knowledge
• Explain value of projects for HQP
• Justify any limitations to HQP training
• Explain your role in any planned co-supervision or collaboration
Discovery Grant application

Tips

• Read other successful applications

• Ask colleagues and/or your RGO for comments on your application
  • Ask both experts in your field and non-experts to review

• Plan ahead and check institutional deadlines

• Use the resources available
Discovery Grant application

**NSERC contacts**

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<thead>
<tr>
<th>Discovery Grants program</th>
<th><a href="mailto:resgrant@nserc-crsng.gc.ca">resgrant@nserc-crsng.gc.ca</a></th>
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<tr>
<td>(including eligibility)</td>
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<tr>
<td>NSERC staff</td>
<td>First name.last <a href="mailto:name@nserc-crsng.gc.ca">name@nserc-crsng.gc.ca</a></td>
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<td>Deadlines, acknowledgement of applications and results</td>
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Discovery Grant application

Available resources

• Discovery Grants Information Centre
• Discovery Grants program description
• Discovery Grants resource video
• Peer Review Manual
  • Includes information on each of the three criteria and the merit indicators
• HQP FAQ
• Impacts of the COVID-19 pandemic on research: New guidelines for NSERC’s community
• Webinars on how to apply
How to complete your NSERC researcher CCV
Log-in

Collection of self-identification data
Collection of self-identification data

Age
What is your date of birth? (DD/MM/YYYY)
I prefer not to answer

Gender
Select the option that you identify with.
I prefer not to answer

Indigenous Identity
Do you identify as Indigenous; that is First Nations (North American Indian), Métis, or Inuit?
I prefer not to answer
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.
I prefer not to answer

Visible Minorities
Do you identify as a member of a visible minority in Canada?
Note: Visible minority refers to whether a person belongs to a visible minority group as defined by the Employment Equity Act and, if so, the visible minority group to which the person belongs. The Employment Equity Act defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race
Creating an application

Create your application
Creating an application

<table>
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<td>Discovery Grants Program - Individual</td>
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<td>Subatomic Physics Envelope - Individual</td>
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Creating an application

### Create Application: Discovery Grants Program - Individual

Select the NOI that will form the basis for your application.

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Select NOI
Creating an application

Click “Open” to edit your application
Navigating the research portal

Yellow triangle = incomplete
# Application - Discovery Grants Program - Individual

## Identification

### Applicant

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<thead>
<tr>
<th>Family Name</th>
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<tr>
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<td>Middle Names</td>
<td>MID</td>
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<tr>
<td>Current Position</td>
<td>Assistant professor</td>
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### Applicant Category

- **Suggested Applicant Category (required)**: Select

### Administering Organization

- **Organization (required)**: Carleton University
- **Department/Division (required)**: Biochemistry, Institute of

### Application

- **Application Title (required)**: The crystal structure of DNA
- **Language of the Application (required)**: English
- **Suggested Evaluation Group (required)**: 1501 Genes, Cells and Molecules
Supplements/joint initiatives

Consult the details on the DND/NSERC Discovery Grant Supplement and the description of the Defence and Security Target Areas.

Consult the Discovery Grant - Northern Research Supplement (NRS) program description.

The Terms and Conditions of applying for a Discovery Grant also apply to the Northern Research Supplement and the DND/NSERC Discovery Grant Supplement.

To be considered for one or more Supplements or Joint Initiatives, select all that apply (required):

<table>
<thead>
<tr>
<th>DND/NSERC Discovery Grant Supplement</th>
<th>Yes</th>
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<table>
<thead>
<tr>
<th>Northern Research Supplement (NRS)</th>
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Leaves of absence

Consult the Discover Grants Program instructions for completing an application for details regarding supplemental contributions to research and training in the event of eligible leaves of absence taken in the last six years.

I entered one or more eligible leaves of absence in my Canadian Common CV for this application (required)  
  
  ○ Yes  ○ No

Attachments:

<table>
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<th>Title</th>
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Selecting applicant category

Select Applicant Category

Required for ECRs
Eligibility profile

The information you provide must be for the position at the institution that will administer your application. It must correspond to the information contained in your contract with the institution, and also to the information in your CV. Consult the Eligibility Criteria – For Faculty, and/or contact your Research Grants Office for more information. This information will be used by NSERC staff to determine your eligibility to hold an NSERC grant and will not be seen or used in the adjudication process.

Academic Appointment

I hold an academic appointment at an eligible Canadian postsecondary institution.

- Yes
- No

I will hold an academic appointment at an eligible Canadian postsecondary institution.

- Yes
- No

Expected Start Date:

Academic Position

Official Title of Position

Select or enter value

Postsecondary Institution

Select

Department/Division

Select or enter value

The position I currently hold or will hold is:

- tenured, tenure-track or lifetime professor emeritus at an eligible Canadian university.
- an indeterminate (i.e. with no end date) academic position with an eligible Canadian university, other than tenured, tenure-track or lifetime professor emeritus.
Eligibility profile
Summary of the proposal
Summary of the proposal
**Proposed expenditures**

### Application - Discovery Grants Program - Individual

#### Proposed Expenditures

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![Image of the table](image-url)
Relationship to other research support

Select the module

Clear explanation
HQP training plan

Character limit Increased to 9000 characters as of Competition Year 2021
Past contribution to HQP training

Character limit Increased to 6000 characters as of Competition Year 2021
Most significant contributions
Additional information on contributions
## Activity details

### Application Details

**Application Title**

*The crystal structure of DNA*

**Certification Requirements**

- Does the proposed research involve humans as research participants? (required) 
  - Yes ☐  No ☑
- Does the proposed research involve animals? (required)
  - Yes ☐  No ☑
- Does the proposed research involve human pluripotent stem cells? (required)
  - Yes ☐  No ☑

**Environmental Impact**

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 Canadian Environmental Assessment Act, 2012 (CEAA 2012)? (required)
  - Yes ☐  No ☑

B. Will any phase of the proposed research take place outdoors and outside of Canada? (required)
  - Yes ☐  No ☑

C. (i) Will the grant permit a designated project, as listed in the CEAA 2012 Regulations Designating Physical Activities (RDPA), to be carried out in whole or in part? (required)
  - Yes ☐  No ☑

OR

(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? Regulations Designating Physical Activities (required)
  - Yes ☐  No ☑

### Research Subject Codes

Please select at least one research subject code (required)

1. Select
2. Select

### Area of Application Codes
Activity details
**Attachments**

### Application Overview

- **Deadline Date:** November 01, 2019 20:00 (eastern)

#### Application

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#### Module Status

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Click to attach attachments
Attachment Upload

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 5 pages
Obtaining your CCV confirmation number
Obtaining your CCV confirmation number
Obtaining your CCV confirmation number
Obtaining your CCV confirmation number

You are about to submit and share your electronic Curriculum Vitae with other institutions. Once such information is successfully forwarded, the designated institution will be responsible for the management and protection of the personal information shared. Please note: for privacy inquiries, you must contact each institution directly. You agree to share your CV and personal information with the institutions you have chosen here. For additional details please see the Privacy Notice Statement.

Obtaining your CCV confirmation number
### Attach CCV

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#### Canadian Common CVs Attached

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Uploading CCV

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.
Export application to PDF
Submitting an application