C.3 Strategic Project Grants (SPG)

The Strategic Project grants program is undergoing an evaluation, and may result in changes to the program for the 2000-01 competition. The community will be informed of any changes to the program; before beginning the application process, consult NSERC's Web site to obtain the latest program information.

Completing Form 101 – Step-by-step

Applicants must complete Form 101 (Parts I and II and required appendices). For deadlines and other information consult the *Researchers' Guide.*

PART I

Page 1

Type of grant

Indicate which Research Area (the selected research areas are described in Appendix 7 of the *Researchers' Guide*), if applicable, the proposal addresses; select one only.

Title of proposal

The title will be used for publication purposes. It should describe the subject of the proposal. Spell out scientific symbols and acronyms.

Codes

Consult the NSERC *Code Book* for code tables.

Page 2

Co-applicants

For applications from groups, list each co-applicant's name, personal identification number, and organization, as well as the time (in hours per month) each will devote to the proposed research.

Co-applicants, except those from the applicant's university, must obtain their organization's signature agreeing to their participation.

Page 3

Summary of proposal for public release

The summary is intended to explain the proposal in language that the public can understand.

Using simple terms, briefly describe the nature of the work to be done. Indicate why and to whom the research is important, the anticipated outcomes, and how your field and Canada will benefit. Applicants may also provide a summary in the second official language on an additional page.

Research activity schedule

List the tasks required to achieve the objectives for each year of the grant. Indicate the start and end dates for the activities leading to the milestones as well as the major results expected.

Page 4

Proposed expenditures for the direct costs of research

Consult chapter 3 of the *Researchers' Guide* regarding eligibility of expenditures for the direct costs of research and regulations governing the use of grant funds. Use additional page(s) to explain and justify each budget item.

Salaries and benefits

Give the names (if known), categories of employment and proposed salaries (indicating the amount of non-discretionary benefits) of students, postdoctoral fellows, assistants, etc. Briefly describe the responsibilities for each position for which support is requested.

Equipment or facility

Give a breakdown of the items requested, models, manufacturers, prices, and applicable taxes. Justify the need and urgency for each piece of equipment requested in Part II of the proposal. Provide two recent quotations for items or systems costing more than $25,000.

Fees to be paid for the use of equipment or a facility should be described.

Materials and supplies

Provide details; explain major items.

Travel

Explain briefly how each activity relates to the proposed research.

Dissemination costs

Justify funds for user workshops and the expected participation of industry and/or government.

Other expenses

List all items not relevant to previous categories and provide a brief explanation for major items.

Report the need for ship time (append form 128) and the amount requested. Form 128 is available from the NSERC Web site only (www.nserc.ca).

Relationship to other research support

Applicants must provide clear and concise information on the conceptual and budgetary relationship or difference between this application and all other support (currently held or applied for).

The onus is on the applicant to provide sufficient information to enable a review committee to evaluate the relationship with other sources of support and to recommend the appropriate NSERC funding level. The consequence of not providing adequate information to assess the relationship to other research support is that the selection committee can recommend reduced or no funding.

Page 5

Contributions from supporting organizations

If appropriate, use page 5 of the budget to indicate the contributions from industry, university and other sources to the research project. Consult Appendix 8 of the *Researchers' Guide* for information on the eligibility of in-kind contributions. Provide an explanation of the cash and eligible in-kind contributions; use an additional page if necessary.

Transfer the total amount of the **Cash Contributions to Direct Costs of Research** from industry and other sources to the appropriate line on page 4.

Page 6

Use page 6 if the application includes the purchase of an equipment item or the installation of a facility costing $150,000 or more. Report expected revenues in "Total cash contribution from university" and/or in "Total cash contribution from other sources" on page 4 only for the year(s) you are requesting support for operation and maintenance costs.

PART II

This part of the application is "free form" and should be printed single-sided on regular white paper, as described in the General Presentation standards on page 2.

In a maximum of 10 single-sided pages, describe your proposal using the headings below and addressing the selection criteria for the program (consult the *Researchers' Guide*).

Synopsis: Provide a concise overview of the scientific and technical objectives, the approach and the new knowledge, expertise or technology that could be transferred to the non-university partners. Indicate the benefits expected to accrue to the non-university partner, to the academic institution and to the scientific or engineering discipline.

Background: Relate the proposal to current scientific and/or technical developments in the field referring to the current literature. Describe the background research on which the project is built. If you or one of your co-applicants currently hold an NSERC project grant in a related area, submit a separate two-page status report outlining the progress against the milestones as awarded.

Proposed research: Describe the scientific issues, research questions and technical challenges; the objectives both short and long term and the research methodology and experimental design. Discuss the anticipated significance of the work, highlighting the relevance of the scientific or technical advances or the innovative techniques, process or products that will be developed.

Benefits to Canada: Discuss the benefits of the proposed research and its potential impact within a reasonable time on Canada's economy, industry, society and/or environment.

Team expertise: For all group applications describe the pertinent expertise, and the role and expected contributions of each team member to the project. Explain how the contributions of team members will be integrated. If the proposal involves large or dispersed research teams, provide details of how the team will be managed and any management structure.

Training: Provide a training plan describing the role of students, postdoctoral fellows, research associates, technicians (referring to the information provided in the budget justification) and the research staff of the non-university partner, including the extent to which all participants are involved in the training. Describe any opportunities for training in settings that encourage interaction with other participants in the project. If the project does not involve training, this should be justified.

Intellectual Property: Discuss plans for the protection and disposition of intellectual property arising from the grant. Include a copy of any research or intellectual property agreement that exists between the university and the supporting organizations. (See Section 1.5 of the *Researchers' Guide* .)

Note:

- Your list of references must conform to the General Presentation standards described on page 2.
- Do not refer readers to Web sites for additional information on your proposal.

APPENDICES

Appendix A – Environmental Impact

Complete Appendix A for all research involving a possible impact on the environment, hazardous substances, field work, or field or marine stations.

Appendix B - Referee Suggestions

Give the name, complete mailing address, telephone and facsimile numbers, e-mail address, and the area(s) of expertise of potential referees. Suggested referees must not be thesis supervisors, former students, current or former collaborators or departmental colleagues ("former" means within the last six years), employees of organizations with which you have or formerly had collaboration, or those providing letters of support for your application. Referees should be able to review the proposal in the language in which it is written. You may also request in a covering letter that some researchers not be involved in the review of your application (your request will be taken into account by NSERC).

Material Required From Supporting Organizations (Form 120)

Form 120 is required for all applications involving private sector sponsors or collaborators. Each supporting organization must provide a complete copy of the form and relevant attachments. Copies of the form are available on NSERC's Web site or from university research grants offices.

How to submit your application

When you submit your application, make sure you include all required documentation and appendices. Remember that most universities have an internal deadline date that is earlier than NSERC's deadline date. As a result, plan ahead. Make sure you allow enough time before the application deadline.

Use the following checklist to make sure your application is complete.

Strategic Project Grants

- ❑ Form 101
  - ❑ Part I
  - ❑ Part II (maximum of 10 pages)
  - ❑ Appendix A (Environmental Impact) – if required
  - ❑ Appendix B (Referee Suggestions)
- ❑ Form 100 (for the applicant and each co-applicant)
  - ❑ Part I
  - ❑ Part II
  - ❑ Appendix A (Personal Data) – one original only – do not photocopy
  - ❑ Appendix B (Eligibility Questionnaire) – if eligibility needs to be determined – one original only – do not photocopy
  - ❑ Appendix C (Description of Applicant's Activities) – if required
- ❑ Status Report – if applicable
- ❑ Form 128 (Ship Time) – if applicable
- ❑ Quotes for Equipment – if applicable
- ❑ Form 120 (Material required from supporting organizations)

Number of copies (including original): 12

Incomplete applications may be rejected or may be at a disadvantage in comparison with those that are complete. Late applications or material received under separate cover will not be accepted. Consult the *Researchers' Guide* for the application deadline for a specific program.