



Networks of Centres of Excellence

2012 NCE Network Competition

Full Application Guide

The Networks of Centres of Excellence (NCE) program is a federal initiative administered jointly through the Natural Sciences and Engineering Research Council (NSERC), the Canadian Institutes of Health Research (CIHR) and the Social Sciences and Humanities Research Council (SSHRC) in partnership with Industry Canada.

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2012 NCE Network Competition

Background

The Networks of Centres of Excellence (NCE) Program invests in Canadian research and entrepreneurial talent to translate and apply knowledge to produce economic and social benefits for Canadians. The Program plays an important role in mobilizing some of Canada's best research talent found in the Canadian academic community, and in engaging Canadian and international partners of the private, public, and non-profit sectors. Together, they expand the global knowledge frontier to generate and implement multifaceted solutions to complex Canadian issues, which increases the benefit of research and research training for the benefit of society.

The NCE Program goals, objectives, expected results and outcomes are detailed in the NCE Program Guide found on the website (www.nce-rce.gc.ca)

Context

This competition guide should be used in conjunction with the **Letter of Intent Guide 2012 NCE Network Competition**, the most recent **NCE Program Guide** and the **Review Guide for the 2012 NCE Network Competition: Full application**.

Eligibility

Applicants must continue to meet the eligibility requirements as described in the NCE Program Guide.

Competition Framework

Review Criteria:

Applicants are required to meet the five NCE Program Criteria:

- Excellence of the research program
- Development of Highly Qualified Personnel (HQP)

- Networking and partnerships
- Knowledge and technology exchange and exploitation
- Management of the network

In addition, the proposed Network must:

- be solution-driven and involve partners and the receptor community in identifying and addressing the problem(s), challenge(s), or opportunity(ies) in implementing the solutions;
- demonstrate world-class capacity to address the problem(s), challenge(s), or opportunity(ies), and develop and enhance collaborations with relevant international partners that would contribute to Canada's abilities and reputation for international leadership in areas of importance to Canada;
- advance knowledge and/or technology in the Network's area(s) of focus for the benefit of Canadian society;
- outline the impacts the Network will provide within the timeframe of the proposed funding cycle through its multifaceted programs, partnerships and knowledge mobilization activities; and
- outline a plan for lasting value and long term impacts beyond the conclusion of NCE funding.

Networks are expected to be multidisciplinary and to involve the significant and meaningful participation of researchers whose expertise falls under the domains of two or more of the federal granting agencies, where appropriate.

Target Areas:

As for all new NCE Competitions, the Steering Committee has taken many factors into consideration and has established the need for target areas for new networks.

Four priority research areas were established by the 2007 S&T Strategy. Based on these, the 2008 *Science*,

Technology and Innovation Council (STIC) report established 13 research sub-priority areas, which will be the target areas for the 2012 NCE Network Competition.

New networks must contribute to one or more of the 13 STIC sub-priority areas within the relevant S&T priority area(s). Moreover, it is understood that all research fields covered by SSHRC, CIHR and NSERC are important in the advancement of knowledge and innovation in these target areas. Applicants should consider all dimensions of these target areas in the broadest sense of the social, economic, technological and wellness elements that they represent. Applicants are responsible for the clear articulation of the networks' key problems, challenges, or opportunities, and the interpretation of how they align with these target areas.

The four S&T priority areas and the 13 STIC sub-priority research areas are:

Environmental science and technologies:

1. Water (health, energy, security)
2. Cleaner methods of extracting, processing and using hydrocarbon fuels, including reduced consumption of these fuels

Natural resources and energy:

3. Energy production in the oil sands
4. Arctic (resource production, climate change adaptation, monitoring)
5. Biofuels, fuel cells and nuclear energy

Health and related life sciences and technologies:

6. Regenerative medicine
7. Neuroscience
8. Health in an aging population
9. Biomedical engineering and medical technologies

Information and communication technologies:

10. New media, animation and games
11. Wireless networks and services
12. Broadband networks
13. Telecom equipment

Budget

The 2012 NCE Network Competition is looking for a balanced portfolio of networks and anticipates funding **four to five** networks to begin operations in 2012. It seeks to fund the top proposals in as many of the four S&T priority areas as possible. Only proposals that meet the threshold of excellence shall be funded.

Timetable

Dates	Milestone
July, 2010	Competition Announcement
November 24, 2010	LOI Submission Deadline
March 2011	Invitations for Full Applications
July 28, 2011	Common CV deadline
August 4, 2011	Full Application Deadline
August/September 2011	Expert Panel Reviews
October 2011	Standing Selection Committee Review
March 2012	Release of Funds

Privacy Act Statement

The information provided is collected under the authority of the NSERC, CIHR, and SSHRC Acts. Details on the use of this information are provided in Appendix C of the 2011 NCE Network Program Guide.

Guidelines for Completing a Full Application

The full application consists of four individual books:

- Book 1: The Proposal
- Book 2: Letters of Support
- Book 3: CVs
- Book 4: Signature Pages

Deadline

The deadline for submission of Books 1, 2 and 4 is **August 4, 2011**. The application must be postmarked no later than said date and sent via overnight courier.

The deadline for submission of Book 3 through the Common CV system is **July 28, 2011**.

Format and Number of Copies

Only one copy of each Book is required.

For Books 1 and 2, the applicants must submit a searchable PDF version on one USB key. Books 1 and 2 must not be assembled using scanned documents, but must be converted to PDF from electronic documents. Electronic signatures are accepted.

For Book 4, applicants may choose to submit either a PDF version on USB (scanned documents are accepted), or a paper copy.

Mailing Address

Networks of Centres of Excellence
16th Floor, mailroom
350 Albert Street
Ottawa, ON K1A 1H5

The NCE Secretariat will confirm receipt of the application within two weeks.

General Presentation

Provide the application in black ink at letter quality (minimum standard), with no more than six lines per inch. Ensure that type size for fonts measured in points (pts) is no smaller than 12 pts. If measured in characters per inch (cpi), ensure that type size is no more than 10 cpi. Condensed type is unacceptable.

Use white paper, 8½ x 11 inches (21.5 cm x 28 cm), with margins of ¾ of an inch (1.905 cm) (minimum) all around. Enter the title of the network at the top of every page and number the pages consecutively.

Graphs and illustrations may be included, but will count as part of the page limits set out below. Either single or double column presentation of text, graphs, or illustrations is acceptable. **Any extra material will be removed.**

What to Include in a Full Application

BOOK 1: THE PROPOSAL

Covering Letter (2 pages max)

A letter, signed by the applicant and the President or CEO (or delegate) of the institution that proposes to host the network administrative centre must be included. This letter must outline the nature of anticipated support from the proposed Host Institution. Host Institutions play an important role in networks, through both direct support of the administrative centre and by participating in network governance through ex-officio voting membership on the Board of Directors.

Application Form Section A1 (Excel File)

Complete all sections of the Excel spreadsheet entitled **Book 1 Section A1**, which is available on the NCE website. See *On-line Resources* for a direct link.

Executive Summary (1 page max)

Provide a one-page summary describing the network, its proposed research program, and expected impact on the Canadian economy and quality of life. Write for a general audience using plain language as the summary may be used for communication purposes, such as press releases or the NCE website.

Application Form Section A2 - Table of Proposed Network Investigators (unlimited pages)

Using the table provided in Section A2 of the application form, please provide an alphabetized list of all proposed Network Investigators (i.e., those for whom signatures are provided in Book 4). Applicant may add lines to the form as required.

Network Investigators who receive NCE funds must be eligible to receive research funds from at least one of the three federal granting agencies (i.e., CIHR, NSERC or SSHRC). Network Investigators do not include graduate students, postdoctoral fellows, research associates, etc.

Network Vision (1 page max)

Describe a vision of what the network proposes to achieve, including specific goals and objectives. The vision should describe the expected end-results and impacts within the timeframe of the proposed funding cycle, especially with respect to the expected outcomes and impacts on partners and on the user sector for the benefit of Canada and Canadians.

Strategic Plan (85 pages max)

The Strategic Plan is limited to eighty-five (85) pages, to be allocated amongst seven sections. Within the overall limit of 85 pages, the suggested length of sections may be adjusted as needed.

General Context (5 pages approx.)

Provide a general discussion of the role of the network in the landscape of work being conducted in its area(s) of research, including the following:

- any overlap or reasonable potential for perceived overlap between the network and currently or previously funded initiative(s);
- the qualitative and quantitative differences between the proposed Network and the currently or previously funded initiative(s);
- how the network will complement or build on the activities of the other initiative(s);
- the incremental or added value of the proposed network; and
- why the network is essential in terms of advancing work in its area(s) of research and why individual researchers or research programs would be unable to generate these advances without the network.

Socioeconomic Context (5 pages approx.)

Define the problem(s), challenge(s), or opportunity(ies), and the incremental economic and social benefits to Canada that the network will provide through its multifaceted program, partnerships, and knowledge mobilization activities. Include details on the possible impacts of the network on Canadian public policies.

Furthermore, applicants should demonstrate how knowledge generated by the network will be applied to practical solutions, leading to innovations that produce social and economic benefits for Canadians.

Excellence of the Research Program (40 pages approx.)

- Provide brief biographies of all key individuals (ex: theme leaders) who have agreed to participate in network activities, (200 words max).

Network research programs must be developed in collaboration with relevant stakeholders and must integrate industry, receptor partners, academia, and government priorities as appropriate.

Applicants must be able to demonstrate that the network possesses world-class capacity to address the problem(s), challenge(s), or opportunity(ies) described in the network's research program.

Applicants should develop research approaches that ensure the effective application of research to solve important problems for Canada by having an appropriate balance within the research continuum and promoting interdisciplinary collaboration to generate solutions.

Include in this section a brief review of the current state of knowledge in the field, as well as the scope, focus, and general objectives of the network and how the network will attain those objectives. Discuss the anticipated incremental value of the network relative to other efforts in the area (e.g. provincial Centres of Excellence, CIHR Institutes, other research consortia or initiatives), as well as the collaborations necessary to attain the objectives of the network. Also include the network's plans and strategy with respect to:

- integrating research projects and themes into a coherent research program which generates solutions that will be implemented to produce social and economic benefits for Canadians;
- establishing relationships with research programs conducting similar work elsewhere in Canada and abroad;
- using international collaborations to enhance the overall capacity of the network to focus on Canadian issues;
- contributing to Canada's abilities and reputation for international leadership in the area(s) being addressed by the network; and
- becoming leading-edge in areas critical to Canadian social, economic, technological and wellness development.

The Network's proposed research program should be organized into major themes. Each theme must be assigned an acronym for use in the budget sections of the Application Form.

For each research theme:

- identify the Theme Leader(s), Project Leaders and Network Investigators; discuss their roles in the Network and their ability to contribute to the proposed research;
- describe how the theme fits the Network's overall vision and addresses the problem(s), challenge(s) or opportunity(ies) the Network is intended to address;
- describe how it relates to other theme areas, how it responds to receptor needs, and how it is anticipated to evolve through to Year 5;
- describe, where relevant, how new and emerging social and ethical issues will be addressed, using specific examples where possible; and
- summarize the specific objectives, research plan, methods, schedule and milestones by project.

Development of Highly Qualified Personnel (10 pages approx.)

Outline the network's strategy to develop highly qualified personnel (HQP) and expose them to the full range of economic, social, and ethical implications of the network's research by involving them in activities from the initial research discovery to its practical application. Moreover, demonstrate how the network will add value to training opportunities already available with innovative mentorship programs. Discuss how the network will enhance HQP capacity in relation to the needs of the receptors.

Include in this section the network's strategy to capitalize on its multidisciplinary, multisectoral, networked environment to develop HQP, as well as its plan for drawing

international personnel to the network and Canada.

Networking and Partnerships (10 pages approx.)

Networking is intended to integrate research teams and programs and to promote effective interactions and partnerships with the user-sector outside the academic community. These networking and partnership activities should demonstrably assist the network in addressing the problem(s), challenge(s), or opportunity(ies) for which they are generating solutions.

- Provide details on the planning process including the consultations undertaken with partners (academic, private, and/or public) in developing the application. Specifically, include the following:
- identification of key proposed partners in the network with an explanation of the critical capacity that each contributes to ensuring that the network achieves its objectives;
- discussion on existing linkages and the network's proposed strategy to build new linkages among industry, receptor partners, academia, and governments across Canada and abroad;
- indication of the anticipated level of non-NCE funding and description of the network's strategy for achieving the projected levels of contribution;
- discussion of the nature and anticipated extent of involvement of the private and user sector in the research;
- incremental value of a multidisciplinary, multisectoral approach to achieving the network's research and business objectives; and
- how the use of resources will be optimized through sharing of equipment, research facilities, databases, and personnel.

Knowledge and Technology Exchange and Exploitation (10 pages approx.)

NCE networks are expected to generate social and economic benefits by ensuring the rapid flow of ideas and innovations from researchers to receptors. Applicants are expected to demonstrate that the appropriate activities will be undertaken and the appropriate resources allocated to maximize those benefits.

Include in your description the network's plans and strategy with respect to:

- the framework for the network's approach to knowledge and technology exchange and exploitation;
- how the network will create an environment that encourages collaboration between the user-sectors, providing concrete examples, such as the application of research to technology, market development, health systems, or public policy innovations;
- the anticipated impact of addressing the problem(s), challenge(s), or opportunity(ies) identified by the network, over a five-year period, on Canada's productivity, environment, health, and social systems and/or public policy; and
- the management and protection of intellectual property for network research.

Management of the Network (5 pages max)

Discuss the network's key business objectives over the next five years. Give an overview of the network's management, taking into consideration the following points:

- a strong management structure with clearly defined responsibilities for shaping the strategic plan and direction of the network;
- a Board of Directors responsible for the approval of the annual financial reports and audits that are required for all incorporated entities;

- the nature and anticipated extent of involvement of the industrial and user-sector in research planning, direction, and management of the network;
- the administrative and operational structures of the network, with regards to co-ordination of activities, setting schedules, monitoring the network's progress towards its strategic goals, and allocation of resources;
- internal communication mechanisms; and
- strategies for disseminating network knowledge, successes, and activities to the scientific community, stakeholders, and the general public.

An organizational chart must be provided.

Application Form Section B: Budget

Please refer to the NCE Program Guide for details on use of funds and eligible expenses.

Application Form Section B.1: Summary of Anticipated Funding for the Network

Indicate, for Years 1 to 5, the total funding being requested from the NCE Program (line A) as well as the anticipated new incremental cash support (lines B to F) and new incremental in-kind support (lines H to L) from all of the other sources.

Where a commitment of new incremental cash or new incremental in-kind support is made, a Letter of Support certifying the contributor's commitment to the costs of the Network is required in Book 2.

Provide a short explanation of cash and in-kind contributions on up to two additional pages (i.e., for lines B to F and H to L).

Application Form Sections B.2 and B.3: Proposed Expenditures of NCE and Non-NCE Funding for the Network

Using Section B.2, provide the total proposed expenditures of **NCE funding** for

each category described below, for Years 1 to 5.

Using Section B.3, provide the total proposed expenditures of **non-NCE funding** for each category described below, for Years 1 to 5.

Note that additional, detailed descriptions of expenditures are requested for some categories.

Salaries and Stipends (line 1): For the payment of stipends for students and postdoctoral fellows, follow the regulations of the Granting Agency under whose mandate the research of the Network falls.

Operation of Core Facilities (line 2): If core facilities are to be funded through the proposed Network, provide details on the operating costs of each facility on a separate page (one page per facility). Detail the salary and maintenance costs to be paid by the network.

Equipment (line 3): List equipment to be purchased or rented and the cost on separate page(s). Provide details on operating and maintenance costs for each piece of equipment costing more than \$150,000 and specify how these costs will be covered.

Materials and Supplies (line 4): Provide details for any extraordinary requirements on a separate page.

Computing Costs (line 5): Provide details on a separate page if required.

Travel Expenses (line 6): On a separate page, list anticipated field trips, conferences and travel related to Network research for which funds are requested for each year, excluding both the Network annual meeting and meetings of Network Committees and Board of Directors (see page B.2, line 8).

Administrative Centre (line 7): provide details on a separate page.

Management and Networking (line 8): On a separate page, provide details for each category related to the costs of managing the research that is not included in the Administrative Centre. This includes the cost of attending workshops and committee meetings related to the functioning of the network in cases where it is not part of the budget of the Administrative Centre.

Other Expenditures (line 9): List any other expenditures not included in the above categories. Provide details on a separate page.

***Application Form Sections B.4 and B.5:
Proposed Expenditures of NCE and Non-NCE Funds by Research Theme***

Using one page from Section B.4 per research theme, provide the proposed expenditures of **NCE funds** for Years 1 to 5.

Using one page from Section B.5 per research theme, provide the proposed expenditures of **non-NCE funds** for Years 1 to 5.

On separate pages for each theme, also provide:

- Details of the proposed expenditures for the budget categories indicated.
- An indication of the *total* approximate expenditures for each research project described in the proposed Research Program.

***Application Form Section B.6:
Contributions from Partner
Organizations***

Using one page from Section B.6 per partner organization, provide details on new incremental cash and new incremental in-kind contributions.

For each partner organization, also provide a one-page explanation of how the incremental cash and in-kind contributions reported will be distributed in the Network.

A letter from each partner organization confirming each incremental contribution must be included in Book 2.

***Application Form Sections B.7 and B.8:
Proposed Expenditures of NCE and non-NCE Funds for the Administrative Centre***

Using Section B.7, and adding sub-headings where necessary, detail the proposed expenditures of **NCE funding** associated with operating the administrative centre for the Network, including costs for salaries, annual meetings, communications, technology transfer, etc. for Years 1 to 5.

Using Section B.8, and adding sub-headings where necessary, detail the proposed expenditures of **non-NCE funding** associated with operating the administrative centre for the Network, including costs for salaries, annual meetings, communications, technology transfer, etc. for Years 1 to 5.

Provide details and justification on the costs associated with operating the administrative centre on separate pages.

References Cited (unlimited pages)

Provide a bibliography of all references cited in previous sections.

Acronyms (unlimited pages)

Provide an alphabetized list of all acronyms used in the application.

BOOK 2: LETTERS OF SUPPORT

Letters of support should:

- come from a senior executive with signing authority for the contributions being committed;
- indicate the level, duration, and nature (cash and/or in-kind) of anticipated support for the proposed network;
- describe potential involvement and added-value of the network to the

stakeholder's current and future activities;

- indicate current and past associations with individuals participating in the network's activities;
- not be template formatted by the applicant; and
- be original documents, dated and signed no earlier than six months prior to the application deadline.

Sort letters of support by sector (university, industry, provincial, federal, other) and provide a summary table indicating the name of organization, the page number, incremental cash and/or new in-kind contribution to the network.

The signatures of authorized officers of supporting organizations certify that that organization:

- agrees with the content of the application and will provide the committed resources; and
- agrees to the release of the public summary of the award and to the publication of the organization's name as a supporter of the network.

If the Scientific Director or a Network Investigator is also a principal of a collaborating or supporting organization, another senior official must sign on behalf of the organization.

BOOK 3: CURRICULUM VITAE (CV)

The NCE Secretariat uses the Common CV (CCV) system, in which applicants submit CVs on-line. This component of the Full Application stage of the 2012 NCE Network Competition is due on July 28, 2011.

An administrator account is created for the proposed Scientific Director (SD). The NCE Secretariat will provide a username and password for access to the administrator page. Further instructions for the use of the Common CV tool are available at www.commoncv.net. The proposed SD is responsible for identifying, on-line, up to 50

CVs to be included with the application and provide an Excel File with an alphabetical list of Network Investigators.

The NCE Secretariat will provide copies of Book 3 to the Expert Panels and the NCE Standing Selection Committee and may produce additional copies (paper/electronic) as needed.

Instructions for submitting a CV

The CCV submission allows proposed Network Investigators (NI) to link their CVs to the Network's application. In order to do so NIs must create their CVs (if they have not already done so) online .

Network Investigators:

First time users (who need to register) and returning members can login at:

<https://www.ccv-cvc.ca/pls/c3/c3.startup?pLANGUAGE=1>

1. NI must create or update their CV.
2. The "Network Acronym" and "Network Password" can be obtained from the Applicant (Scientific Director).
3. Upon creating or updating the CV, NIs must "Finalize and Submit" their CV. Select "NCE" from the drop-down menu. It will then prompt for the "Network Acronym" and "Network Password". Completion of these steps attaches the NI's CV to the proposed Network.
4. To submit additional files to your CV you must already have created one on the CCV website. Your CV can be accessed by going to the CCV home page and selecting 'Access my CV'. Upon accessing your CV follow the steps to attach additional files:
 - Select 'Contributions – details' at the bottom of the page (a list of agencies will appear under Contribution - details on the left hand panel)
 - Click on NCE (at the bottom of this new page, you will find a tab called Attach file)

- Click on 'attaching a file to my CV' (you will now be prompted to browse for the file you wish to attach)
- Select the file you would like to attach then click on 'attach'. The file will now be listed in the attached file list. By closing this window it will bring you back to the Contribution – details page.
- To submit your CV and attached file, click the 'Finalize and submit my CV' tab (located at the bottom of the page). Follow the instructions for submission i.e. choose agency and enter network application and password. Your CV will be submitted with the attached file. Note that you can also return to the Home page and submit from there. Save your changes by clicking on save (top menu) before going back to Home page.

In order to remove the attached file, you must go back to Contribution details and click on the garbage can icon beside the listed files.

Once you have submitted your CV with the attachment; should you require a change or removal of attachments you must return to Contribution – details, remove the attached file by deleting it (and attach a new file – if required) and resubmit the CV.

Upon submission of your CV, a window containing a pdf will provide a preview of the submitted CV, arranged in a form. You will also be able to save it.

For Applicant (proposed Scientific Director):

An account for administering the CCV component of your application for the 2012 NCE Network Competition will be generated. The Scientific Director (SD) will select the CVs to be included in Book 3 of the application by using the NCE "Build BOOK" application.

1. In order to select the 50 CVS of key researchers, the SD must log in:
Prod User:
https://www.ccv-cvc.ca/pls/c3_admin/startup
Test User:
http://209.71.212.26/pls/c3_admin/startup
2. There are two environments available: Test and Production. A user ID for each environment ("Test User" or "Prod User") as well as a common password will be provided. The test login or "Test User" accesses a test environment, where the functionality of the system can be tested. The data submitted to the test environment will not be included in your Book 3. The production login or "Prod User" accesses the "live" environment. Anything done in the production environment is FINAL and will be submitted as part of your Book 3.
3. As CVs are submitted, they appear in the Build Book. Options available for the Scientific Director are as follows:
 - Check the box in order to include a CV;
 - Click the CV filename, and/or the file attachment filename to review the item;
 - 'Select All' which allows the SD to choose all listed CVs;
 - 'Clear All' removes all checks from the boxes;
 - 'Print this list' generates a printable list of all CV's associated with that application .
4. The assembly of Book 3 can be done in multiple sessions and can be saved and/or changed at any time prior to submitting Book 3. Once all CVs to be included in the application have been chosen, the SD will click 'Submit Book 3 to NCE'. The deadline for submission is July 28, 2011.
5. Upon submitting Book 3 a confirmation screen will appear ensuring the correct CVs have been selected. The SD can review the list, then chose either the 'Submit' or 'Do not Submit' button. 'Do not Submit' will return the SD to the previous page. 'Submit' will finalize the CV Book. Upon submitting Book 3, the

information will be accessible for review by clicking 'View NCE Book' in the left-hand menu, but will not be accessible for editing.

BOOK 4: SIGNATURE PAGES

Use the table provided on the tab titled "Book 4" of the application form to produce signature pages. Use one page per organization, unless the number of Network Investigators from an organization is large enough to require additional pages.

The signature of each Network Investigator is required to confirm their willingness to participate in the network and to acknowledge their agreement that the Scientific Director will administer any NCE award in accordance with the directives of the Board of Directors.

On-line Resources

NCE website

<http://www.nce-rce.gc.ca>

2012 NCE Application form

http://www.nce-rce.gc.ca/Competitions-Competitions/Current-EnVigueur/NCE-RCE-2012/Index_eng.asp

NCE Network Program Guide

http://www.nce-rce.gc.ca/ReportsPublications-RapportsPublications/NCE-RCE/ProgramGuide-GuideProgramme_eng.asp

Information Regarding the Meaning of Signatures

<http://www.nserc-crsng.gc.ca/OnlineServices->

[ServicesEnLigne/Approvals-
Approbation_eng.asp](#)

<http://www.cihr-irsc.gc.ca/e/22630.html#1-B3>

Information Regarding In-kind Contribution Eligibility

www.nserc-crsng.gc.ca/NSERC-CRSNG/Politiques-Politiques/orgpartners-orgpartenaires_eng.asp

<http://www.cihr-irsc.gc.ca/e/3758.html>

Tri-Agency Use of Grant Funds

http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp

Privacy Act

<http://laws-lois.justice.gc.ca/PDF/P-21.pdf>

Environmental Review Policy for Networks Receiving NCE Funds

Networks of Centres of Excellence Program
– Program Guide Appendix D

http://www.nce-rce.gc.ca/ReportsPublications-RapportsPublications/NCE-RCE/ProgramGuide-GuideProgramme_eng.asp

Contact

For more information, please contact the NCE Program Secretariat at:

Telephone: (613) 995-6010
Fax: (613) 992-7356
E-mail: info@nce-rce.gc.ca

Checklist

A Full Application consists of four books, prepared as follows. Each book must be fully paginated, with tabs for each section. Please adhere to the page limits outlined in these guidelines.

Book 1

- Cover Letter from Host Institution (2 pages)**
- Application Form Section A1**
- Executive Summary (1 page)**
- Application Form Section A2**
- Network Vision (1 page)**
- Strategic Plan (85 pages total)**
 - General Context (~5 pp.)*
 - Socio-economic Context (~ 5 pp.)*
 - Excellence of the Research Program (~ 40 pp.)*
 - Development of Highly Qualified Personnel (~ 10 pp.)*
 - Networking and Partnerships (~ 10 pp.)*
 - Knowledge and Technology Exchange and Exploitation (~ 10 p.)*
 - Management of the Network (~ 5 p.)*
- Application Form Section B: Budget**
(use additional form pages as needed, where indicated in the guidelines above)
 - Application Form Section B.1: Summary of Anticipated Funding for the Network*
 - Application Form Section B.2: Proposed Expenditures of NCE Funding for the Network*
 - Application Form Section B.3: Proposed Expenditures of Non-NCE Funding for the Network*
 - Application Form Section B.4: Proposed Expenditures of NCE Funds by Research Theme*
 - Application Form Section B.5: Proposed Expenditures of non-NCE Funds by Research Theme*
 - Application Form Section B.6: Contributions from Partner Organizations*
 - Application Form Section B.7: Proposed Expenditures of NCE Funds for the Administrative Centre*
 - Application Form Section B.8: Proposed Expenditures of non-NCE Funds for the Administrative Centre*
- References Cited (unlimited)**
- Acronyms (unlimited)**

Book 2

- Summary table**
- Letters of Support**

Book 3

Due July 28, 2011.

Book 4

- Application Form Book 4 signature pages (one for each organization)**