

Networks of Centres of Excellence

Full Application Guide **2013 NCE Knowledge Mobilization (NCE-KM) Competition**

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 and Health Canada

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Background

As outlined in the [Letter of Intent Guide](#) for the 2013 NCE Knowledge Mobilization (NCE-KM) Competition, selected applicants are invited to submit Full Applications following review of the Letters of Intent.

Candidates submitting Full Applications are advised to read this guide in conjunction with the following documents: the [Competition Guide for the 2013 Knowledge Mobilization Competition](#), the [Letter of Intent Guide for the 2013 Knowledge Mobilization Competition](#) and the [NCE Program Guide](#).

Budget

Approximately \$1.2 million per year will be available to support the successful 2013 NCE-KM networks. Each network will be awarded up to \$400,000 per year for four years, with a possible three-year extension.

The second (and final) funding cycle of up to three years is available only where a NCE-KM has developed and built on its partnerships to progressively transform itself into a network that is centred on its end-users.

Eligibility and Evaluation Criteria

Applications submitted at the Full Application Stage of the 2013 NCE-KM competition must continue to meet the eligibility criteria set out in the NCE Competition Guide. They are also required to provide comprehensive descriptions of the ways in which they meet the threshold of excellence in all five of the NCE-KM evaluation criteria outlined in the [2013 NCE-KM Competition Guide](#).

Review Process

The NCE Standing Selection Committee is responsible for reviewing the Full Applications and for providing recommendations to the NCE Steering Committee regarding the applications to be funded as well as the levels of funding to be allocated.

The applicant will be required to attend part of the NCE Standing Selection Committee deliberations in order to provide clarification or expansion of aspects of the proposed network. The face-to-face meeting with the Standing Selection Committee will be a half-day's commitment in Ottawa between September 9 and 13, 2013. Further details will be provided closer to the time of the meeting.

Please note that the decisions of the NCE Steering Committee are final. There is no appeal process.

Full Application Preparation Funding

Applicants whose Letters of Intent pass the initial screening process may request funding of up to \$15,000 to assist them in preparing a Full Application. Full Application Preparation (FAP) funding is tenable until the completion of the Standing Selection Committee meeting, and should be used for application-related expenses such as travel (for application preparation and to

attend the Standing Selection Committee meeting in Ottawa), communications and workshops, as well as for secretarial, clerical and co-ordination services.

To request FAP funding, applicants must submit a one-page letter outlining their required budget, including a brief rationale of proposed expenses via email as outlined in the letter of invitation. **Applications for FAP will be accepted until March 4, 2013 at 4:00 p.m. EST.**

Privacy Act Statement

The information you provide is collected under the authority of the Natural Sciences and Engineering Research Council Act; the Canadian Institutes of Health Research Act; and the Social Sciences and Humanities Research Council Act.

Guidelines for Completing a Full Application

The complete Full Application consists of four books:

- Book 1: The Application Form, Host Letter of Support, and Free Form (10 pages maximum),
- Book 2: Letters of support
- Book 3: CVs (maximum of up to 15 CVs)
- Book 4: Signatures (for hardcopy submission only)

Books 1 to 3 must be compiled into one searchable PDF for electronic submission. Book 4 is not required to be submitted electronically, but must be submitted with the original, paper submission.

Please see below for further information about these sections.

Deadlines

The electronic version of the Full Application must be uploaded to the [NCE secure upload site](#) by 11:59 p.m. EDT, August 1, 2013. The electronic version is used by the NCE Secretariat for the review process.

One complete original paper copy is also required for the NCE files. The paper copy must be received at the address below by 4 p.m. EDT, August 9, 2013

Mailing Address

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

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.**

Format and Number of Copies

Applicants must provide **one unbound original copy** and upload one copy to the NCE secure upload site in searchable PDF format.

Full applications must be submitted via the [NCE Secure Submission Web Site \(https://excellence.nce-rce.gc.ca\)](https://excellence.nce-rce.gc.ca).

Complete the required fields and select the *NCE-KM Initiative > 2013 Competition > Full Application (FA)* from the respective drop down menus. The PDF document may not exceed 10 MB.

The following message will appear on-screen if the document is successfully uploaded:
Thank you for using the *NCE Secure Submission Site*. You have successfully submitted the document below. We will contact you or the contact person indicated in the document should we require any additional information. Document submitted:
<AcronymOfProgEnglish>_<AcronymOfCompEnglish>_<AcronymOfDocTypeEnglish>_
<AcronymOfNetworkName><NameLast> <YYYY-MM-DDTHH:MM:SS ET>

What to Include in a Full Application

Book 1: THE APPLICATION FORM AND THE FREE FORM

Application Form

Complete all sections of the NCE-KM Application Form which is available from the NCE website. See *On-line Resources* for a direct link.

Executive Summary for Public Release (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 Table 1 – Alphabetical List of Key Individuals (unlimited pages)

In the table provided, please list the individuals and/or organizations that will be integral to the proposed network and their institutional affiliations where relevant. Briefly describe their roles (knowledge producers, users and/or end-users using the abbreviations KP, KU, and EU) and an estimate of their time commitment to the network.

Application Form Table 2 – Summary of Anticipated Funding

Complete both sections of the form showing all anticipated cash and in-kind contributions to the proposed network including requested NCE funds.

Application Form Table 3 – Proposed Expenditures of NCE Funds for the Administrative Centre

Using the provided form, detail the proposed expenditures of NCE funding associated with the operations of the administrative center for the proposed Network. Include costs for salaries, equipment, staff and committee travel, communications activities, meetings, and all Knowledge Mobilization activities – please specify these activities in the form.

On a separate page (provided) justify the proposed expenditures for the Administrative Centre.

Application Form Table 4 – Contributions from Partner Organizations

Using one page for each partner organization, provide details on the cash and in-kind contributions. In the text box provided, provide a justification for the contributions.

Host Institution Letter of Support (maximum of 2 pages)

Host Institutions play an important role in networks, through both direct support of the administrative centre and by participating in network governance. Please refer to guidelines for the meaning of signatures (see *On-line Resources*).

Provide either a letter signed by the applicant and the President or CEO (or delegate) of the Host institution confirming the information contained in the letter provided at the LOI stage, or a new letter signed by the applicant and the President or CEO (or delegate) of the Host Institution changing or expanding on the information provided at the Letter of Intent stage regarding the nature of anticipated support from the proposed Host Institution.

Free form (10 pages maximum)

Using each of the evaluation criteria and sub-criteria in turn (refer to the [NCE-KM competition Guide](#)), provide detailed information on the proposed network. If there have been changes in

approach since the Letter of Intent stage, please outline them. Please note the page limits and suggested limits for each section.

i) *Expected Impacts and Added Value (1 – 1 ½ pages)*

Define the problem areas and the anticipated incremental economic and social benefits to Canada. Describe the potential impact and added value over a four-year time frame to Canada's productivity, health and social systems and/or public policies.

Describe how Canadians will benefit from the unique contribution of the proposed Network, both during the life of the network and beyond by detailing the expected impacts (social, economic, technological, and/or wellness-related) of the proposed NCE-KM network.

Where there is significant overlap or reasonable potential for perceived overlap between a proposed network and currently or previously funded initiatives in Canada or internationally, provide a short explanation describing the differences between the proposed network and the currently or previously funded initiatives. Describe how the proposed network will complement or build on the activities of the other initiative(s).

ii) *Plan for Knowledge Mobilization (5 pages)*

The proposed NCE-KM network must be developed in collaboration with key stakeholders and must integrate receptor partners, academia and government priorities. Provide a concise four year plan that sets out how the network will move as a cohesive and effective organization to meet its stated goal(s) The plan should include the techniques of knowledge mobilization that will be applied, performance metrics that will be applied to demonstrate that stated impacts and outcomes are being achieved, and an outline of the risks faced by the network, as well as the ways in which the risks will be mitigated. Link the outcomes with the proposed activities demonstrating when and how progress will be measured.

Include in your discussion the network's plans and strategy with respect to engaging the receptor communities and encouraging collaboration between knowledge producers and users.

Describe the strategies for disseminating network knowledge, successes, and activities to the scientific community, stakeholders, and the general public

iii) *Composition of the Proposed Network Team (1- 1 ½ pages)*

Applicants must be able to demonstrate that the proposed network possesses world-class capacity to address any problems, challenges or opportunities being addressed.

Describe why the key individuals, including knowledge producers and users mentioned in the application form, are key to the success of the proposed NCE-KM network and are precisely those who need to be there. The explanation must demonstrate the engagement of key individuals in disciplines from at least two of the three federal granting agencies and clearly show the added value of a network approach in the area(s) of knowledge that have been chosen. Also detail the roles and proposed activities of the key individuals.

iv) *Stakeholder Engagement in the Proposed Network (1 page)*

Provide evidence that the proposed network will have the requisite commitment and involvement (including financial) from stakeholders at its beginning and throughout its four year life.

Describe 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. Describe the pre-existing relationships that led to the development of the proposal;
- 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;
- discussion of the nature and anticipated extent of involvement of the private and user sector in the network;

The proposed network should build on existing relationships with partners and the receptor community. This is essential in order to accelerate the formation and activities of the proposed network.

v) *Management and Governance (1 page)*

Describe the management and governance structures that will be the mainstay of the network. Name the individuals who will be in key management and governance roles, summarizing their credentials. Include details of the finance and accounting structures that will be provided by the Host Institution.

Provide details on the management structure and governance model to be employed. Discuss the proposed nature and expected involvement of end users in the planning, direction and management of the network. Describe 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.

An organizational chart must be included (in addition to the page limit).

vi) *References Cited (no page limit)*

Provide a bibliography of all references cited in previous sections.

vii) *Acronyms (no page limit)*

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

Book 2: LETTERS OF SUPPORT

(No more than 15 letters, maximum of two pages each)

The letters should be addressed by contributing stakeholders to the proposed Network Director and confirm participation and/or expected in-kind or cash contributions.

Provide a summary table for the letters of support indicating the name of the organization, page number, cash and/or in-kind contribution to the network, by sector (academic, industry, provincial, federal, other) at the beginning of this section.

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.

If the applicant is also a principal of a collaborating or supporting organization, another senior official must sign on behalf of that organization.

Book 3: CVs

Up to 15 CVs should be included with the application.

The applicant is responsible for selecting up to 15 CVs for inclusion in Book 3. Any additional CVs (>15) will be removed. The NCE Secretariat will only accept CVs that conform with a tri-agency (CIHR, NSERC, or SSHRC) CV Presentation Standard.

The CVs should be in alphabetical order by last name of the researcher and each should be separated by a bookmark. There are no page limits for CVs or for Book 3.

Book 4: SIGNATURES

Please use the provided form to produce signature pages. Use one page per organization, unless the number of individuals from an organization is large enough to require additional pages.

The signature of each academic participant is required to confirm their willingness to participate in the network and to acknowledge their agreement that the applicant will administer any NCE-KM award in accordance with the NCE-approved management, governance and accountability structures.

Please note that an electronic version of the signature forms is not required. Please only submit the signatures as part of the unbound original copy.

Please refer to Appendix A for the meaning of electronic and original signatures.

On-line Resources

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

NCE-KM Competition Guide - http://www.nce-rce.gc.ca/Competitions-Competitions/Current-EnVigueur/NCEKM-RCEMC-2013/CompetitionGuide-GuideConcours_eng.asp

NCE-KM LOI Guide - http://www.nce-rce.gc.ca/Competitions-Competitions/Current-EnVigueur/NCEKM-RCEMC-2013/LOIGuide-GuideLI_eng.asp

NCE-KM Application Forms –

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

NCE Secure Upload Site - <https://excellence.nce-rce.gc.ca>

Information Regarding In-kind Eligibility - www.nserc-crsng.gc.ca/NSERC-CRSNG/Policies-Politiques/orgpartners-orgpartenaires_eng.asp

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

Tri-Agency Financial Administration Guide - http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp

Tri-Agency Responsible Conduct of Research - <http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>

http://www.nserc-crsng.gc.ca/NSERC-CRSNG/governance-gouvernance/rcr-crr_eng.asp

Privacy Act - <http://laws.justice.gc.ca/PDF/Statute/P/P-21.pdf>

Contact

For more information, please contact Rick Schwartzburg or Chris Kelly at the NCE Secretariat:

Telephone: **(613) 943-7616**
Fax: **(613) 992-7356**
E-mail: rick.schwartzburg@nce-rce.gc.ca

Telephone: **(613) 995-3080**
Fax: **(613) 992-7356**
E-mail: chris.kelly@nce-rce.gc.ca

Checklist

Each section must be submitted in the following order. The page limit for each section is indicated in brackets. Compile all documents and books into a searchable Adobe PDF format as one document.

- Book 1: The Application Form and Free Form (one unbound original, and one electronic copy)
 - 1. Application Form A
 - 2. Executive Summary (1 page)
 - 3. Application Form B – Tables 1-3 (no page limit)
 - 4. Host Letter (2 pages)
 - 5. Free Form (10 pages)
 - 6. Expected Impacts and Added Value (1 ½ pages)
 - 7. Plan for Knowledge Mobilization (5 pages)
 - 8. Composition of the Proposed Network Team (1 ½ pages)
 - 9. Stakeholder Engagement (1 page)
 - 10. Management and Governance (1 page)
 - 11. References (no page limit)
 - 12. Acronyms (no page limit)
- Book 2: **Up to 15** Letters of Support (Unbound originals and one electronic copy of each letter; maximum of two pages per letter)
- Book 3: CVs (unbound originals and one electronic copy, maximum of 15 CVs)
- Book 4: Signature Pages (Use the provided template, unbound originals only)

Appendix A

What do the electronic or original signatures on the application mean?

For the Lead applicant

By signing and submitting my application, I (the Lead applicant):

- certify that the information provided in my funding applications and related documents is true, complete and accurate and that I have represented myself, my research and my accomplishments in a manner consistent with the norms of the relevant field;
- consent to the sharing between the NCE Secretariat and any academic institution to which I am, or may become, affiliated of any and all information, including personal information, in any way related to the application and to the grant/award;
- understand the Access to Information Act and the Privacy Act (including the Use and Disclosure of Personal Information Provided to the NCE Secretariat) as they pertain to grant application information;
- attest that participants listed on the application have agreed to be included;
- certify that I am not currently ineligible to apply for and/or hold funds from Natural Sciences and Engineering Research Council (NSERC), the Social Sciences and Humanities Research Council of Canada (SSHRC), Canadian Institutes of Health Research (CIHR) or any other research funding organization world-wide for reasons of breach of responsible conduct of research policies such as ethics, integrity or financial management policies;
- certify that I respect and comply with the Values and Ethics Code for the Public Service, as required **only** if I am, or was in the last 12 months, a public servant in the federal government;
- accept the terms and conditions set out in NCE Program Guide and the [Agreement on the Administration of Agency Grants and Awards by Research Institutions](#) between the federal granting agencies and Canadian institutions;
- will inform the NCE Secretariat and institutional officials of changes in eligibility status;
- agree to comply with the policies and guidelines described in the Requirements for Certain Types of Research, including:
 - research involving humans;
 - research requiring human pluripotent stem cells;
 - research requiring the use of animals;
 - research involving controlled information;
 - research involving biohazards;
 - research involving radioactive materials;
 - research activities having potential effects on the environment; and
 - other related policies;
- will inform the NCE Secretariat and institutional officials of any changes in the nature of the research that may have an impact on certification or approvals on the same policies as in the previous bullet; and
- understand that maintaining public trust in the integrity of researchers is fundamental to building a knowledge-based society. By submitting this application or by accepting funding from CIHR, NSERC and/or SSHRC, I affirm that I have read and I agree to respect all the policies of these agencies that are relevant to my research, including the [Tri-Agency Framework: Responsible Conduct of Research](#). In cases of a serious breach of agency policy, the agency may publicly disclose my name, the nature of the breach, the institution where I was employed at the time of the breach and the institution where I am currently employed. I accept this as a condition of applying for, or receiving, agency funding and I consent to such disclosure.

For academic participants:

By accepting to participate in the Centre, I (the academic participant) also agree to the above.

The signatures of the institutional authorities certify that:

- the institution will abide by the roles and responsibilities as set out in the [Agreement on the Administration of Agency Grants and Awards by Research Institutions](#) with the three federal granting agencies;
- the applicant has met, or will meet, the eligibility requirements;
- the institution obtained written approval from other institutions involved in the application process prior to submission; and
- the institution agrees to comply with NSERC's, CHIR's or SSHRC's data protection requirements and has adequate safeguards in place to protect sensitive information entrusted to it by the NCE Secretariat for the purpose of administering applications and awards.

The signatures of authorized officers of other supporting organizations certify that the 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 initiative.

For further information, see the Questions and Answers on the Consent to Disclosure of Personal Information at address <http://www.nserc-crsng.gc.ca>.