Networks of Centres of Excellence

Full Application Guide
2009 Competition for New NCE Networks

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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2009 Competition for New Networks

Background

As outlined in the Letter of Intent Guide for the 2009 Competition for New NCE Networks, selected applicants are invited to submit Full Applications for new Networks following peer review of Letters of Intent.

Candidates submitting Full Applications are advised to read this guide, the 2009 *Letter of Intent Guide* and the 2009 *NCE Network Program Guide*. These publications are available at www.nce-rce.gc.ca. The links to these and other on-line resources are listed on page 13.

To ensure that the NCE Program goals and objectives are met, proposals are assessed against the five NCE Program Criteria, the 2009 Competition Framework, relevance to the NCE Program goals and objectives and relevance to the target research areas.

Criteria, Framework and Targets

Four priority research areas were established by the S&T Strategy. Based on these, the 2008 *Science, Technology and Innovation Council* (STIC) report established thirteen research sub-priority areas, which will be targeted for the 2009 NCE Competition.

In order to best align the 2009 targets with recommendations of the International Advisory Committee and the recent NCE Program Evaluation (both reports can be found on the NCE website at www.nce-rce.gc.ca), 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:

- Address (a) key problem(s), challenge(s) or opportunity(ies) in at least one of the STIC sub-priority areas
- Advance knowledge and/or technology in the chosen sub-priority area(s) for the benefit of Canadian society
- Be solution-driven and involve the receptor community in addressing the problem(s), challenge(s), or opportunity(ies) and in implementing the solutions
- Demonstrate world-class capacity to address the problem(s), challenge(s), or opportunity(ies)
- Have a plan that will result in impacts within a 5 to 10-year time frame

New networks would be expected to be multidisciplinary and to involve the participation of researchers whose expertise falls under the domains of two or more of the federal granting agencies, where appropriate.

The 2009 NCE Competition is looking for a balanced portfolio of networks, and is therefore expecting to support **a maximum of one new network in a given S&T priority area**. New networks must address one or more of the STIC sub-priority areas.

The four S&T priority areas and the thirteen 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 2009 Competition for new Networks has a budget of **$75M over five years**. It is anticipated that **three to four networks** may be funded and begin operations in late 2009/early 2010. For the purposes of planning, use the following:

2009-2010	Year 1	$15 M
2010-2011	Year 2	$15 M
2011-2012	Year 3	$15 M
2012-2013	Year 4	$15 M
2013-2014	Year 5	$15 M

Networks will be eligible to receive funding for up to two five-year terms for a total of ten years.

For networks funded for two consecutive five-year terms, a third (and final) term could be available where the Network has developed and built on its partnerships to progressively transform itself into a partner-driven network.

See the 2009 *NCE Network Program Guide* for information on eligible expenditures and use of NCE funds.

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.

The information is stored in a series of data banks described in Info Source. Details on the use of this information are provided in Appendix C of the 2009 *NCE Network Program Guide*.

Environmental Review Policy for Networks Receiving NCE Funds

All Networks must pay careful attention to environmental considerations in their decision to fund Network project proposals. The Network Board of Directors shall establish a process for environmental review that is comparable to the process established by NSERC in fulfillment of its obligations, pursuant to the Canadian Environmental Assessment Act (CEAA). All project proposals within the Network shall be reviewed for potential environmental effects. For additional information see the 2009 *NCE Network Program Guide*.

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Guidelines for Completing a Full Application

Deadline

The NCE Secretariat must receive the Full Application for the 2009 Competition for New Networks is **Tuesday**, **August 11, 2009. Applications must be received by the NCE Secretariat by 12:00 p.m. (noon) EDT.**

Mailing Address

Networks of Centres of Excellence
16th Floor, Mailroom
350 Albert Street
Ottawa, Ontario K1A 1H5

The NCE Secretariat will confirm receipt of Full Applications within three weeks of receipt.

General Presentation

Print must be in black ink, of letter quality (minimum standard), with no more than six lines per inch. The type size for fonts measured in points (pts) must be no smaller than 12 pts. If measured in characters per inch (cpi), it must be no more than 10 cpi. Condensed type is unacceptable.   Note: 10 pt. font is acceptable for text included in the Application Form pages.

Use white paper, 8½ x 11 inches (21.5 cm x 28 cm), with margins of 3/4 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. Pages should be double-sided.

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.**

General Guidelines

The Full Application consists of four (4) individually bound Books:

> Book 1: The Proposal
> Book 2: Letters of Support
> Book 3: CVs
> Book 4: Signature Pages for Network
>   Investigators

Please note that Book 1 consists of both freeform text sections as well as pages of the 2009 *NCE Full Application Form*, which can be found at www.nce-rce.gc.ca.

Book 4 Signature Pages are also found in the 2009 Application Form.

Please note that all elements described below must be included in the application in order to be considered complete.

Number of Copies

Each submission must include:

- One original copy of each Book, individually bound, containing original signatures on all relevant documents.
- Forty (40) individually bound copies of Book 1
- Forty (40) individually bound copies of Book 2
- One electronic copy (CD) containing a single pdf file of each original Book

What to include in the Full Application

BOOK 1: THE PROPOSAL

1. Application Form Section A: Summary Information

Complete and sign Section A of the Full Application Form.

The following information must be provided:

Scientific Director: name, personal identification number (PIN) of one of the three federal granting agencies (if available), the preferred language of correspondence and the percentage of the total salaried time

committed to the Network by the Scientific Director

Network title: name and acronym of the proposed Network (in both official languages) as it will be used for publication and communication purposes

Target Research Area(s): select from the dropdown menus up to two S&T priority/STIC sub-priority areas that the proposed Network will address.

Keywords: up to ten keywords related to the proposed Network

Anticipated number of:

- *Participating researchers* involved in Network activities at participating universities, research centers and post-secondary institutions with a research mandate who would be funded by the proposed Network (excluding graduate students, postdoctoral fellows and research associates)

- *Post-Secondary Institutions* and research centres which have a research mandate and which are eligible to receive funding from one of the three federal granting agencies

- *Private sector partners:* companies, industries and private institutions collaborating with the Network through signed agreements

- *Community partners:* hospitals, not-for-profit associations, provincial, federal or municipal government institutions collaborating with the Network through signed agreements

Signatures: of the Scientific Director and President or CEO (or delegate) of the proposed Host Institution.

Scientific Director's Contact Information: Provide the Scientific Director's title, institutional mailing address, email address, plus phone and fax numbers where the Scientific Director can be reached.

2. Letter from Host Institution (2 pages max)

A letter, **signed by the proposed Scientific Director *and* the President or CEO** (or delegate) of the institution that proposes to host the Network administrative centre (i.e., the Host Institution), must be included. This letter should 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.

The signatures on the letter should match the signatures on Section A of the Application Form.

Please review guidelines for the meaning of signatures (see page 13).

3. Executive Summary (1 page max)

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

4. Table of Proposed Network Investigators

A Network Investigator can be from the academic, public or private sector and must be responsible for certain aspects of a Network-funded research project. **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.

Provide an alphabetized table of all proposed Network Investigators (i.e., those for whom signatures are provided in Book 4).

For each Investigator, provide the following information:

- name
- organization, department and position
- province
- percentage of salaried time to be devoted to the network
- role in the Network: Scientific Director (SD), Theme Leader (TL), Project Leader (PL), Network Investigator (NI), etc.
- acronym(s) of research themes with which Investigator is involved
- acronym(s) of project(s) with which Investigator is involved

Use as many pages as required.

5. 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 a five to ten year time frame, especially with respect to the expected outcomes and impacts on partners and on the user sector or the benefit of Canada and Canadians.

6. Strategic Plan (85 pages max)

The strategic plan should provide a framework for the operation of the Network and be designed in the context of the goal and objectives of the NCE Program (please refer to the *2009 Letters of Intent Guide*). The strategic plan must consist of an integrated research and business management strategy during the proposed funding period.

The onus is on the applicant to provide sufficient information to enable review committees to evaluate the relationship with other sources of support (held or applied for) and to recommend the appropriate NCE funding level. A consequence of not providing adequate information to enable a committee to assess the relationship to other research support is that the committee can recommend reduced or no funding.

Applicants must refer to the Program Criteria described in the 2009 *NCE Network Program Guide* as well as the competition framework described in the *Letters of Intent Guide*. Guidelines for the presentation of the Strategic Plan are found below.

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

General Context (~5 pages)

Applicants must include a general discussion of the role of the proposed Network in the landscape of work being conducted in its area of research, including the following:

Discuss any overlap or reasonable potential for perceived overlap between the proposed Network and currently or previously funded initiative(s). This explanation should describe, both qualitatively and quantitatively, the differences between the proposed Network and the currently or previously funded initiative(s).

Describe how the proposed Network will compliment or build on the activities of the other initiative(s).

Discuss the incremental or added value of the proposed Network.

Discuss why the Network is essential in terms of advancing work in its area of research, and why individual researchers or research programs would be unable to generate these advances.

Socio-economic Context (~ 5 pages)

Applicants must demonstrate that the proposed Network is focused on addressing complex challenges facing Canadians from a multidisciplinary perspective.

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

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Provide a summary describing the context within which the Network would be positioned to generate multifaceted solutions to complex Canadian problem(s) challenge(s), or opportunity(ies), as well as the potential impacts over a 5- to 10-year time frame. Include in your description:

- define the problem(s), challenge(s), or opportunity(ies) that the Network will address
- describe the incremental benefits and/or impacts to Canada's economy, environment, health and social systems that the Network will provide through its multifaceted program, partnerships and knowledge mobilization activities
- discuss the possible impacts of the Network on Canadian public policies.

Proposed Research Program
(~ 40 pages)

Network research programs must be developed in collaboration with relevant stakeholders, and must integrate industry, receptor partners, academia, and government priorities. New networks would be expected to be multidisciplinary and to involve the participation of researchers whose expertise falls under the domains of two or more of the federal granting agencies, where appropriate.

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.

Give an overview of the Network's research program through to year 5. Include in your description:

- a brief review of the current state of knowledge in the field
- a definition of the problem(s), challenge(s), or opportunity(ies) that the Network will address
- the scope, focus and general objectives of the Network and how

the proposed research program will attain those objectives

- the integration of research projects and themes into a coherent research program that generates solutions that will be implemented to produce social and economic benefits for Canadians
- the relationship of the research program to similar work conducted elsewhere in Canada and abroad
- the extent to which the program will contribute to Canada's abilities and reputation for international leadership in the areas being addressed by the Network
- an explanation of how the proposed research program is leading-edge in areas critical to Canadian economic and social development
- 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)
- a discussion of the collaborations necessary to attain the objectives of the Network

Organize the Network's proposed research program into major themes. Each theme should 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

- summarize the specific objectives, research plan, methods, schedule and milestones by project (each project must be given an acronym that will be used on budget tables in the Application Form)

Development of Highly Qualified Personnel (~ 10 pages)

Include in your description:

- the Network's strategy to capitalize on its multidisciplinary, multisectoral, networked environment to develop highly qualified personnel (HQP)
- the Network's strategy to expose HQP 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
- how the Network will add value to training opportunities already available with innovative mentorship programs and initiatives already available through the academic community
- how the Network will enhance HQP capacity in relation to the needs of the receptors

Networking and Partnerships (~ 10 pages)

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.

Also include in your description:

- the incremental value of a multidisciplinary, multisectoral approach to achieving the Network's research and business objectives
- the key proposed partners in the Network and explain the critical capacity that each contributes to ensuring that the Network achieves its objectives
- existing linkages and the Network's proposed strategy to build new linkages among industry, receptor partners, academia and governments across Canada and abroad
- the Network's efforts to include suitably qualified parties across Canada and internationally both initially and as the Network evolves (if foreign expertise is required, provide details)
- how the use of resources will be optimized through sharing of equipment, research facilities, databases and personnel
- the anticipated level of support from sources other than NCE funding and describe the Network's strategy for achieving the projected levels of contribution
- the nature and anticipated extent of involvement of the private and user sector in the research

Knowledge and Technology Exchange and Exploitation (~ 10 pages)

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 planned approach to knowledge and technology exchange and exploitation
- the new products, processes or services to be transferred or

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commercialized by firms operating in Canada as a result of Network activities and the extent to which these will strengthen the Canadian economic base, enhance productivity, and contribute to long-term economic growth and social benefits

- how the Network will create an environment that encourages collaboration between the user-sectors; provide concrete examples such as the application of research to technology, market development, health systems or public policy innovations
- the management and protection of Intellectual Property for Network research

Network Management (~ 5 pages)

Refer to the 2009 *NCE Network Program Guide* for basic requirements.

An organizational chart must be provided.

Discuss the Network's key business objectives over the next five years.

Include in your description:

- the proposed Network management structure, defining the roles and responsibilities of the Board, Network committees, ad-hoc groups, etc., in coordinating Network activities, monitoring progress, setting schedules and controlling spending
- a summary of expertise that will be required of key personnel
- the nature and extent of involvement of the user sector or Network partners in research planning and Network management, including plans to increase this involvement
- internal communication mechanisms;
- external communication mechanisms: strategies for disseminating Network knowledge, successes and activities to the scientific community, stakeholders and the general public

7. References Cited (unlimited pages)

Provide a bibliography of all references cited in previous sections.

8. Acronyms (unlimited pages)

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

9. Application Form Section B: Budget

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

Using one page 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 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.

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

BOOK 2: LETTERS OF SUPPORT

Letters of Support should:

- Come from a senior executive with influence over a research budget

- 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 proposed Network to the stakeholder's current and future activities

- Indicate current and past associations with individuals participating in the proposed Network's activities

- Not be template formatted by the applicant

- Be original documents, dated and signed no earlier then 6 months prior to the Full Application submission deadline.

Provide a table summarizing the contents of Book 2, indicating: name of organization, page number, new incremental cash commitment (if any), new incremental in-kind contribution (if any).

Sort letters of support by category (Academic, Private, Government and Other).

The signatures of authorized officers of 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 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: CVs

The NCE Secretariat has adopted the Common CV system, in which applicants submit CVs on-line.

For each Full Application, the proposed Scientific Director will confirm the 50 (fifty) CVs to be included with the application submitted for review.

Please consult www.commoncv.net for an updated schedule of availability and further instructions.

On-line access to the CV database for each Full Application will be provided by the NCE Secretariat to the Expert Panels and the NCE Selection Committee. Reviewers will have access to this online database after the deadline for submission of the Full Application until the conclusion of their part of the review process.

The NCE Secretariat will print copies of the Common CVs into Book 3 for use by reviewers, as required.

BOOK 4: SIGNATURE PAGES

Note: use the Application Form to complete this section.

Use one Book 4 page per organization. Additional pages may be included if the number of Network Investigators from a single organization necessitates additional pages.

For each Network Investigator provide: name, PIN from one of the three federal granting agencies, and signature.

The signature of each Network Investigator is required to confirm their willingness to participate in the Network as described in the application, and to indicate their agreement that the Scientific Director will

administer any NCE award in accordance with the directives of the Board of Directors.

Each organizations' Book 4 page should be signed by an authority able to certify that the potential Network Investigators employed by the organization have a mandate to undertake independent research and that the time, space and basic facilities necessary to carry out the research proposed will be available to them.

Reminders

The deadline for submission of the Full Application for a new NCE Network is **Tuesday**, **August 11, 2009. Applications must be received by the NCE Secretariat by 12:00 p.m. (noon) EDT.** CVs may be entered into the Common CV system until then.

Please send the originals of Books 1, 2 and 4, forty (40) copies of Books 1 and 2, and one CD containing pdf files of the original Books 1,2 and 4 to the NCE Secretariat:

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

The NCE Secretariat will confirm receipt of the application with applicants within three weeks of receipt.

Tables, graphs and figures may be included within the page limits noted above. **Any extra material will be removed.**

The *LOI Guide - 2009 Competition for New Networks*, the 2009 *NCE Full Application Form*, the 2009 *NCE Network Program Guide*, and details about the NCE Secretariat can be obtained at www.nce-rce.gc.ca.

For more information, please contact the NCE Secretariat at:

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

On-line Resources

NCE website

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

2009 NCE Full Application Form

http://nce-rce.gc.ca/comp/NCE2009/Alt-Format/AppForm_FormDemande-e.xls

2009 NCE Network Program Guide

http://nce-rce.gc.ca/comp/NCE2009/Alt-Format/network_Prog_reseaux-e.doc

2009 Letters of Intent Guide

http://nce-rce.gc.ca/comp/NCE2009/nce-fullappguide2009_e.html

Information Regarding the Meaning of Signatures

http://www.nserc-crsng.gc.ca/Professors-Professeurs/FAQ-FAQ_eng.asp#6

http://www.cihr-irsc.gc.ca/e/22630.html#1-B4

Information Regarding In-kind Eligibility

http://www.nserc-crsng.gc.ca/_stats/wdownload.asp?d=/_doc/NSERC-CRSNG/orgpartners-orgpartenaires_eng.pdf

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

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 (original + 40 copies)

- ☐ **Application Form Section A: General Information (1 page)**
- ☐ **Letter from Host Institution (2 pages)**
- ☐ **Executive Summary (1 page)**
- ☐ **Table of Proposed Network Investigators (unlimited)**
- ☐ **Network Vision (1 page)**
- ☐ **Strategic Plan (85 pages total)**
  - ☐ *General Context (~5 pp.)*
  - ☐ *Socio-economic Context (~ 5 pp.)*
  - ☐ *Proposed Research Program (~ 40 pp.)*
  - ☐ *Development of Highly Qualified Personnel (~ 10 pp.)*
  - ☐ *Networking and Partnerships (~ 10 pp.)*
  - ☐ *Knowledge and Technology Exchange and Exploitation (~ 10 p.)*
  - ☐ *Network Management (~ 5 p.)*
- ☐ **References Cited (unlimited)**
- ☐ **Acronyms (unlimited)**
- ☐ **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 Theme*
  - ☐ *Application Form Section B.5: Proposed Expenditures of non-NCE Funds by 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*

Book 2 (originals + 40 copies)

- ☐ **Summary table**
- ☐ **Letters of Support**

Book 3

As described in the Guidelines above, the NCE Secretariat has adopted the new Common CV system. CVs are prepared on-line. Books, as required for reviewers, will be printed by the NCE Directorate.

Book 4 (originals, no copies)

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