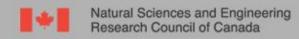
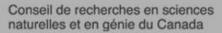
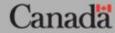
#### People. Discovery. Innovation. Les gens. La découverte. L'innovation.









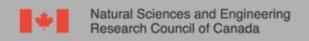


## Research Tools and Instruments Program

#### Information Session

## 2018 competition







### Research Tools and Instruments Program

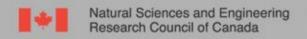
**Conference number 1-877-413-4790** 

Conference ID 7462843

Link <a href="http://nsercofcanada.adobeconnect.com/complete-">http://nsercofcanada.adobeconnect.com/complete-</a>

application/



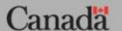




#### **Overview of Webinar**

- RTI Program Objective
- 2017 Competition Results
- RTI Program Eligibility (equipment, subject matter, and applicants)
- Applying to the RTI program
- Evaluation Criteria for RTI applications
- Research Portal Submission Step-by-Step





#### Research Tools and Instruments Program

- RTI grants foster and enhance the discovery, innovation and training capability of university researchers in the natural sciences and engineering (NSE) by supporting the purchase of research equipment;
- RTI grants are one-year awards of up to \$150,000 that assist in the purchase or fabrication of (custom made) research equipment;
- The net cost of the equipment must be between \$7,001 and \$250,000 (before taxes, customs and importation fees, transportation and shipping charges, and assembly and installation costs, and after any discount from the vendor);
- Vendor discounts must be free of conditions, restrictions, or limitations.

## **2017 Competition Results**

	Total
Number of Applications	748
Amount Requested	\$91,6M
Number of Awards	241
Amount Awarded	\$30.5M
Funding Rate	33%

## **RTI Program Updates for 2018**

- University quotas removed
  - Competition open to all eligible Canadian university researchers;

Researchers will be able to participate on <u>one</u> application per competition, either as an applicant or a co-applicant, but not both;

 Changes to application requirements / Research Portal changes.

### **Eligibility of Application**

#### **NSERC** will only accept requests:

- for tools and instruments that form a comprehensive system intended to support NSERC-funded research in the natural sciences and engineering (bundling of unrelated tools and instruments is not accepted);
- for the rental or purchase of new, used, or refurbished equipment, or for the repair or upgrade of equipment, or for the fabrication of equipment that is not readily available off the shelf; and
- for equipment that is purchased after the application deadline.

## **Eligible and Ineligible Expenses**

Type of Expenditure	Eligible Costs	Ineligible Costs (Costs not eligible for funding must not be included in the application)
Equipment	Purchase or rental of equipment including taxes, shipping, and handling	
Other	<ul> <li>Transportation / shipping costs for purchased equipment</li> <li>Fabrication, assembly, and installation of the equipment</li> <li>Extended warranty or service contract</li> <li>Brokerage and customs charges for the importation of equipment and supplies</li> <li>Testing/calibration costs</li> <li>On-site costs of training staff to use equipment</li> <li>Software licensing or upgrades</li> </ul>	<ul> <li>Salaries and benefits</li> <li>Travel</li> <li>Insurance costs for equipment and research vehicles</li> <li>Laboratory infrastructure</li> <li>Costs of the construction, renovation or rental of laboratories or supporting facilities</li> <li>Equipment or item intended to render other equipment compliant with health and safety standards</li> </ul>

## **Subject Matter Eligibility**

Applicants should specifically note how equipment acquired with RTI funds will be used as the intent is for equipment grants to foster and enhance the discovery, innovation, and training capability of university researchers in the natural sciences and engineering (NSE).

### Eligibility of the applicants

#### **Applicants and co-applicants must:**

- be eligible to apply for and to hold NSERC funds (<u>Eligibility Criteria for Faculty</u>);
- each currently hold\*, or be applying\* for one of the following NSERC research grants at the time of application: Discovery Grant, Discovery Development Grant, Strategic Partnerships Grants, Collaborative Research and Development Grants, Canada Research Chairs or Canada Excellence Research Chairs;
- Adjunct professors with a full-time position in industry or government may only be co-applicants.

# Applying to the Research Tools And Instruments (RTI) Program

## **Application process for RTI**

Deadline: October 25<sup>th</sup> (Mandatory) via Research Portal

#### A complete submission includes:

- Proposal (limit of four pages)
- Budget Justification (limit of two pages)
- Two (2) recent quotations for any items or any systems costing more than \$25,000 before taxes
- Letter from organization(s) confirming cash contributions towards the purchase of the equipment (other than the applicant's and/or co-applicants' institution(s))
- NSERC Researcher CCV for each applicant and co-applicant

#### **2018 RTI Application Content**

Section	2018 Competition	Completed by
Summary of proposal	Max. 2500 characters (1/2 page)	Applicant
Time to be devoted to research/activity	In hours per month	Applicant & Co-applicants
Proposal	Limit of <b>four</b> pages (PDF)	Applicant
Budget Justification	Limit of <b>two</b> pages (PDF)	Applicant
Relationship to other source of support (explanation)	Explain in <b>Budget Justification</b>	
Two Quotations	2 quotations in PDF, 10Mb each (for items more than \$25,000)	Applicant
Confirmation of financial contributions	PDF (File size limit of 10Mb)	Applicant

## **Application process for RTI**

Application deadline: October 25;

 To apply, applicants must submit an Application via the <u>Research Portal</u>;

Instructions are available on NSERC's website:

www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/RTIInstruct-SOllnstruct\_eng.asp

### **Proposal**

## **A. Summary of Proposal** (limit of 2,500 characters)

 Summarize proposal in plain language that the public can understand. It will be available to the public if your proposal is funded.

#### B. Proposal (limit of four pages)

 Refer to the five Selection Criteria section of the RTI program description. The applicant prepares the proposal with input from co-applicants, as required.

## **Budget Justification (limit of two pages)**

- Explain and justify each budget item in the RTI Proposal
  - Provide a breakdown of items requested; detailing the model, manufacturer, prices, exchange rates, and applicable taxes;
  - Explain all financial contributions from industry, university or other sources towards purchase of equipment.

- Relationship to other research support
  - Explain any relationship and/or overlap (conceptual or financial) between equipment supported by other funding sources and the current application;
  - Provide sufficient information to enable the reviewers to assess the relationship between this application and other sources of support, including those of co-applicants.

#### Confirmation of financial contributions

- If a cash contribution towards the purchase is provided by an organization (other than the applicants' institution[s]), a letter from the organization(s) confirming this commitment is required (upload as PDFs);
- Such letters must clearly explain the contribution that the organization will provide to the purchase of the equipment;
- Cash contributions from applicants' Discovery Grants do not require written authorization from NSERC;

 The use of funds from other types of NSERC grants must be accompanied by written authorization from NSERC.

# Evaluation of Research Tools and Instruments Applications

#### **Five Selection Criteria**

- Excellence of the applicant(s);
- 2. Merit of the proposed research program(s);
- 3. Need and urgency of the equipment including availability of, and access to, similar equipment;
- 4. Suitability of the proposed equipment for the proposed research program(s); and
- 5. Importance of the equipment for the training of highly qualified personnel.

### 1 of 5. Excellence of the applicant(s)

Knowledge, expertise, and experience of the applicant(s);

 Extent to which the applicant(s) have relevant experience and demonstrated ability to fully use the equipment.

# 2 of 5. Merit of the proposed research program(s)

Overall quality of the research program(s);

Feasibility of the research program(s); and

Potential for major advances in the discipline.

## 3 of 5. Need and urgency for the equipment

- The impact of a delay in acquisition of equipment;
- Potential for the new equipment to move the research forward or help to launch new research directions;
- Impact of the new equipment on the pace of progress for existing or proposed research;
- Availability of other equipment/facilities/services in the vicinity;
- Impact of limited or lack of access to existing equipment;
- The need to upgrade or replace obsolete or failed equipment.

# 4 of 5. The suitability of the proposed equipment for the proposed research program(s)

- For multi-user applications, demonstrate that the proposed equipment is suitable for a multi-user facility and for the desired applications.
- Demonstrate that the equipment is essential to do the work, and that there are no other more cost effective ways of obtaining the results.
- Probable degree of utilization by, or accessibility for, the applicant(s) and other users.
- Capability of applicant(s) to fully utilize the equipment.
- Accessibility of the equipment, both in terms of location and the availability of technical support to assist in operations.

# 5 of 5. Importance of the equipment for the training of highly qualified personnel (HQP)

The quality and extent of training;

The opportunity for hands-on training; and

 The potential to provide marketable skills for students trained on the equipment.

## **Evaluation process overview**

 Applications are assessed on the basis of the five (5) selection criteria. Selection Committee members provide an overall score based on all five criteria

 Each application is assessed by up to five (5) members independently using a forced distribution system (10 being the highest score)

 NSERC ranks applications based on their average scores and does not collect comments from members

## **Evaluation process overview (Cont.)**

 No face-to-face meetings take place. Cases that need further input from the Chairs and members are resolved before the Committee's ranked list is finalized (e.g.: subject matter eligibility, eligibility of equipment, or partial awards)

Applicants are informed of the score and rank of their application

## **RTI Application Cycle**

Preparation of submissions by applicants and co-applicants

#### October 25

Submission of application to NSERC via Research Portal

#### **Early December**

Selection
Committee
members
receive
applications

## December – February

Assessment of applications

#### **April** nounceme

Announcement of results

#### Reminders

 Ensure completeness of the application (including quotations, if required, and any letter(s) confirming financial contributions)

Plan ahead and check institution deadlines too (if applicable)

#### **Important RTI Program Links**

#### **RTI Peer Review Manual:**

http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Reviewers-Examinateurs/IntroPRManual-IntroManuelEP\_eng.asp

#### **RTI Program Description:**

http://www.nserc-crsng.gc.ca/Professors-Professeurs/RTII-OIRI/RTI-OIR\_eng.asp

#### **RTI Program Instructions:**

http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/index\_eng.asp

#### **RTI Frequently Asked Questions:**

http://www.nserc-crsng.gc.ca/\_doc/Reviewers-Examinateurs/RTIFAQ-OIRFAQ\_eng.pdf

#### Canadian Commom CV – How to Complete NSERC's Version

http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/ccv-cvc\_eng.asp

## **Subject Matter Eligibility - Info**

#### Selecting the Appropriate Federal Granting Agency:

http://science.gc.ca/default.asp?lang=En&n=FEE7261A-1

## Clarifications to the Government of Canada guidelines on selecting the appropriate federal granting agency:

http://www.nserc-crsng.gc.ca/Media-Media/ProgramNewsDetails-NouvellesDesProgrammesDetails\_eng.asp?ID=625\_

## Addendum to the guidelines for the eligibility of applications related to health:

http://www.nserc-crsng.gc.ca/NSERC-CRSNG/policies-politiques/Addendum-Addenda\_eng.asp

# **Submitting an Application and Research Portal Step-by-Step**

#### **Selection of Evaluation Group**

- Select the Evaluation Group that best fits your research discipline
- Your suggestion is used for the preliminary assignment of your application to the appropriate RTI selection committee
- NSERC makes the final decision on the assignment.

<u>www.nserc-crsng.gc.ca/NSERC-CRSNG/Committees-</u> Comites/programs-programmes\_eng.asp

#### **RTI Selection Committees**

- Genes, Cells & Molecules: Genes, Cells & Molecules (1501)
- Biological Systems & Functions: Biological Systems & Functions (1502)
- Environment Sciences: Evolution and Ecology (1503)
   Geosciences (1506)
- Chemistry: Chemistry (1504)
- Physics: Physics (1505)
- Computer, Mathematical & Statistical Sciences: Computer Sciences (1507)
   Mathematics & Statistics (1508)
- Engineering: Civil, Industrial & Systems Engineering (1509)
   Electrical & Computer Engineering (1510)
   Materials & Chemical Engineering (1511)
   Mechanical Engineering (1512)

### Research Portal Step-by-Step

#### Login:

https://portal-portail.nserccrsng.gc.ca/s/login.aspx

#### Research Portal FAQ:

http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/FAQ-FAQ/ResearchPortal-PortailDeRecherche\_eng.asp

#### **Create Your Account**

#### Research Portal



#### Canadä

#### Welcome to the Research Portal

Please note that Research Portal no longer supports Internet Explorer versions 8.

We recommend upgrading to Internet Explorer 9, Google Chrome, Firefox or Safari.

#### Account

The Research Portal is intended for use only by individuals participating in the preparation of applications/nominations for funding from the Canada Research Chairs, the Research Support Fund, and other programs of the Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council of Canada (SSHRC), in the administration of awards, and in the merit review of applications.

Before using the Research Portal, you must read the <u>Terms and conditions</u> and <u>Transparency</u> (see below). When you login and use this system, it means that you understand these policies and conditions and you consent to the use of your personal information for administrative purposes.

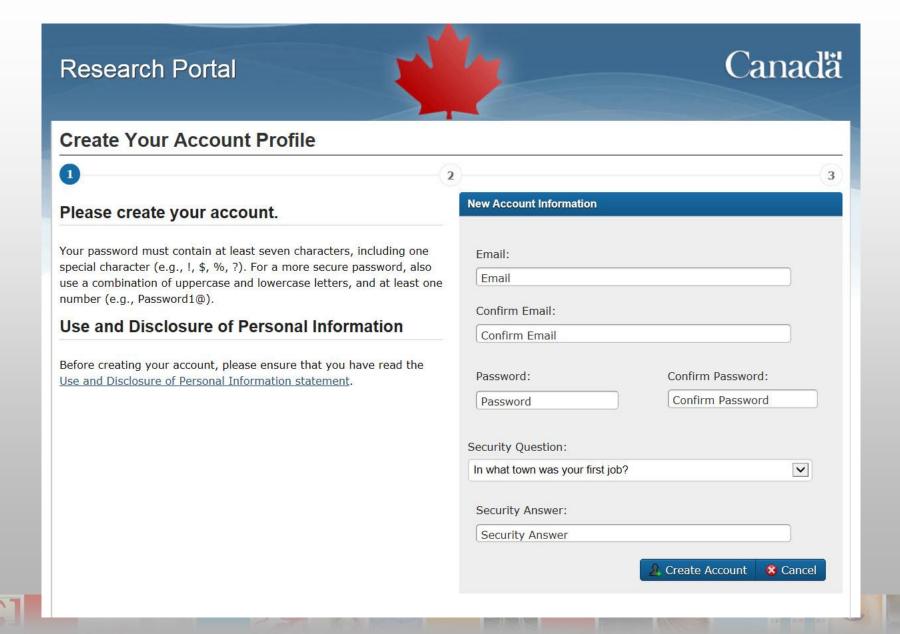
#### Notice: Maintenance Window

This system will normally be unavailable to users Saturdays from 7:30 to 9:30 a.m. (eastern), as well as on the second Wednesday of each month from 6:00 to 10:00 p.m. (eastern).

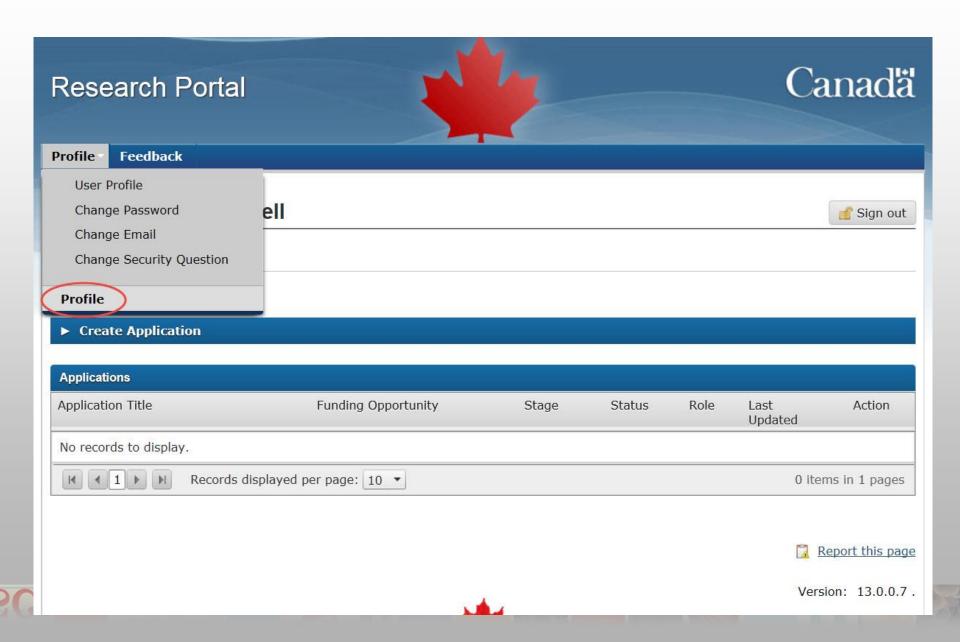
Sign In	
Email:	
Email	
Password:	
Password	
<b>≝</b> Sign In	
New here? Create account	
I forgot my <u>password</u> .	

Version: 13.0.0.7.

#### **Create Your Account**



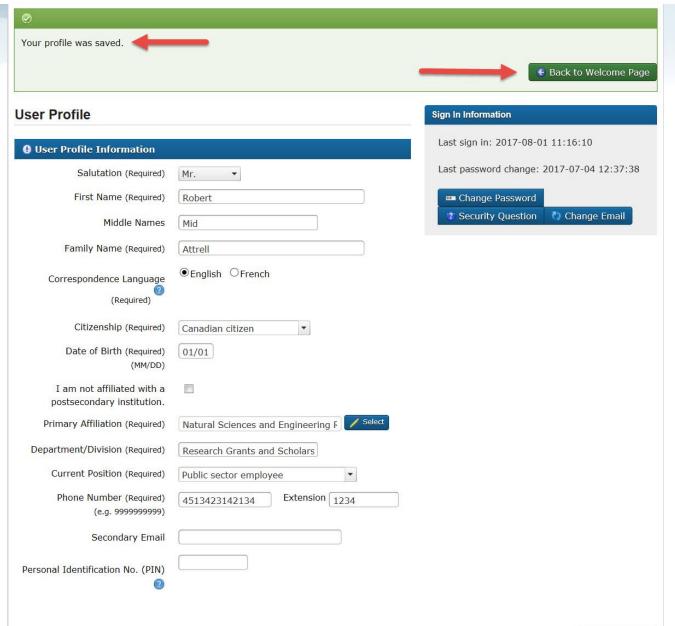
# **Navigate to the Profile Page**



#### **Create/ Edit Your Profile**

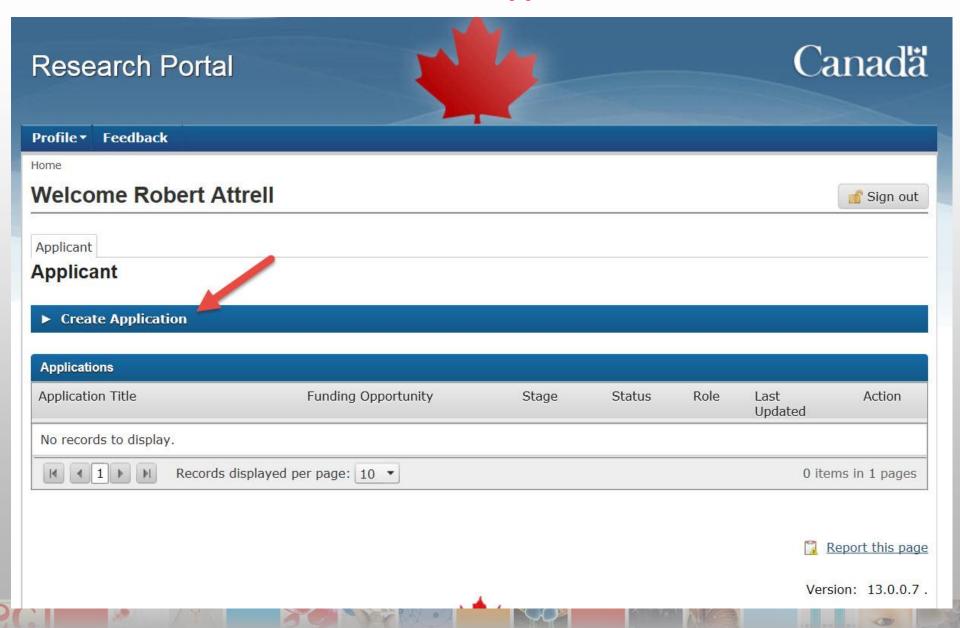


#### **User Profile**

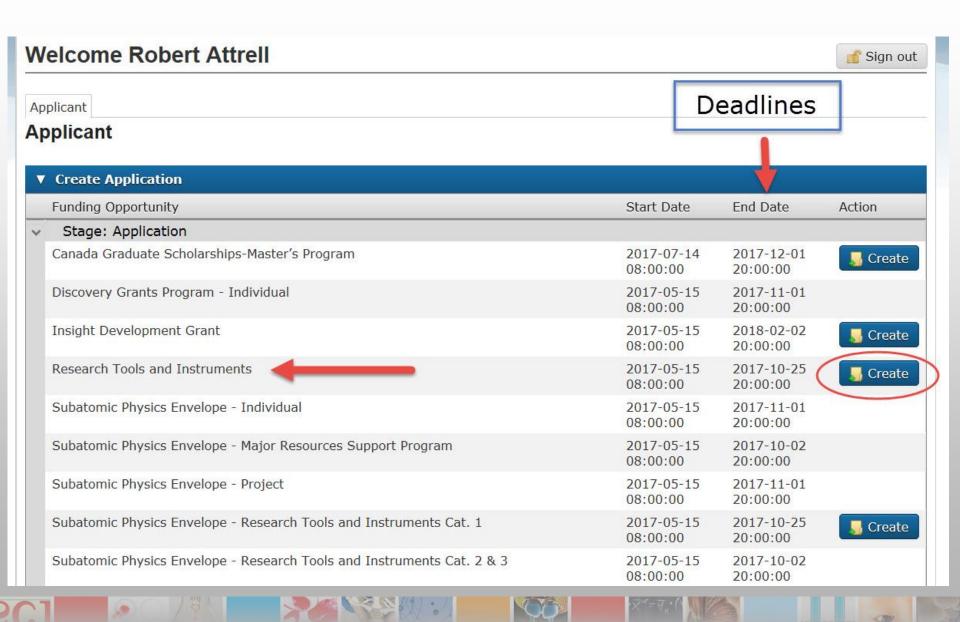




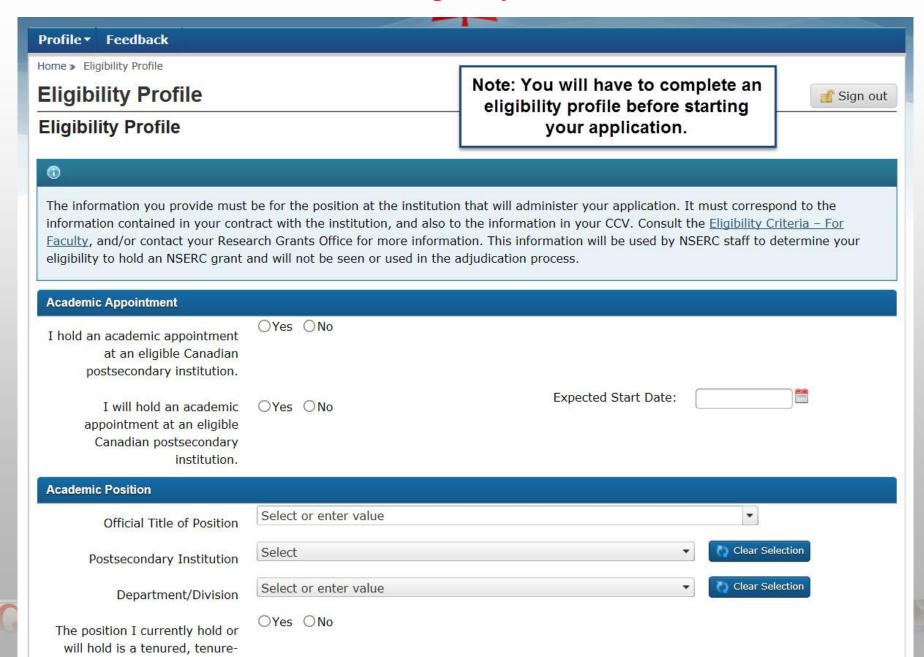
# **Create A New Application**



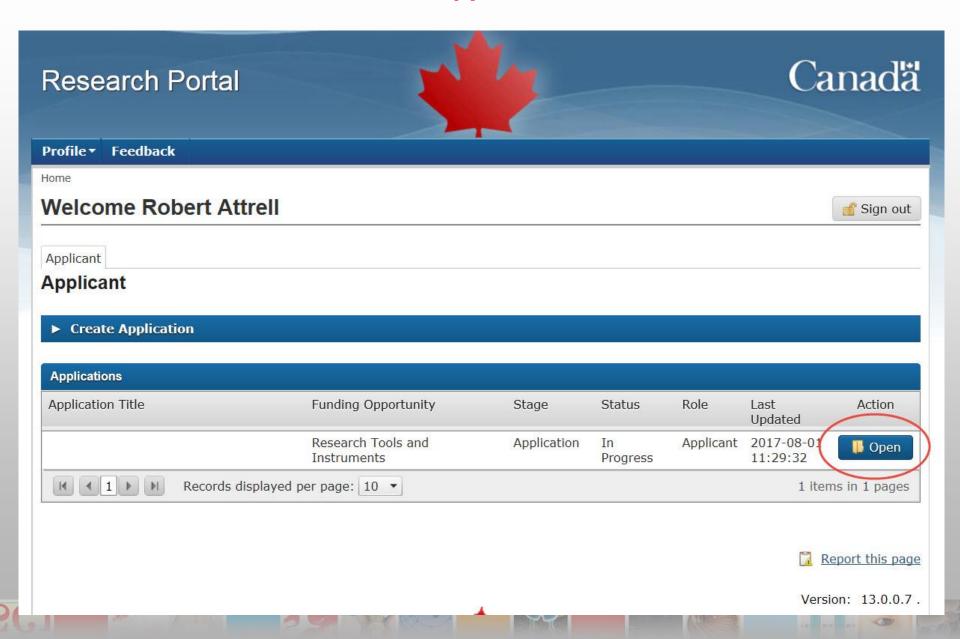
#### **Your Application**



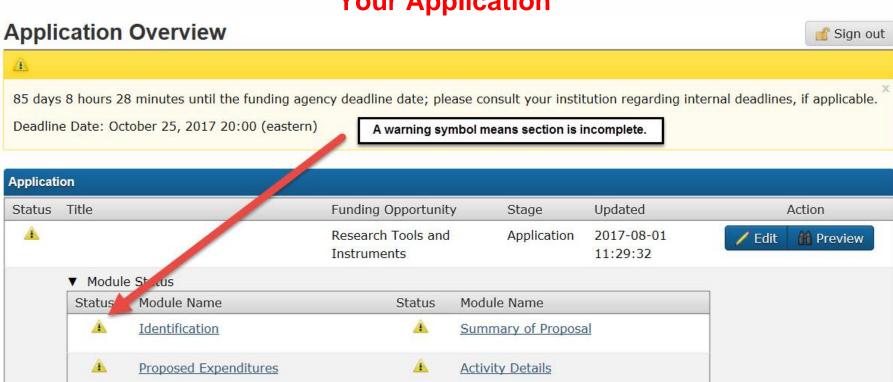
## **Eligibility**



# **Your Application**



#### **Your Application**

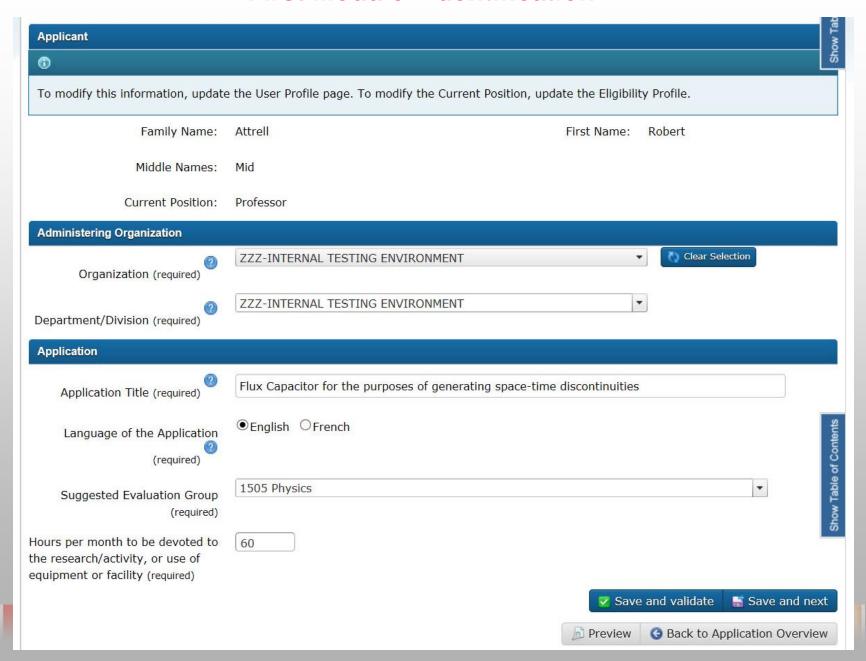


Attachments			
Status Title	Document Type	Updated	Action
A	Proposal	2017-08-01 11:29:32	Attach
<b>A</b>	Budget Justification	2017-08-01 11:29:32	
•	Quotation 1	2017-08-01 11:29:32	Attach

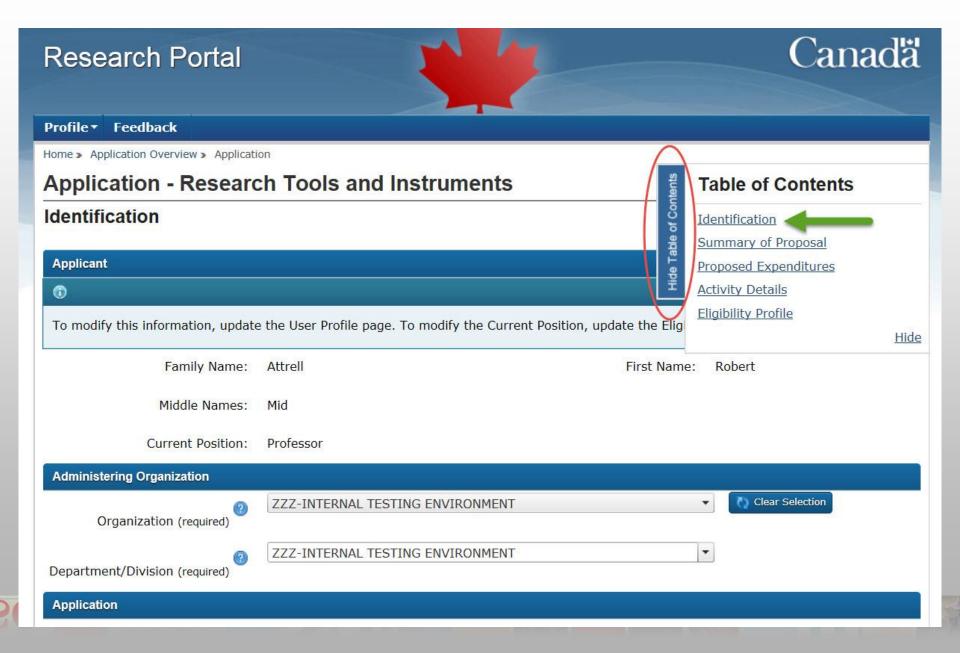
A

Eligibility Profile

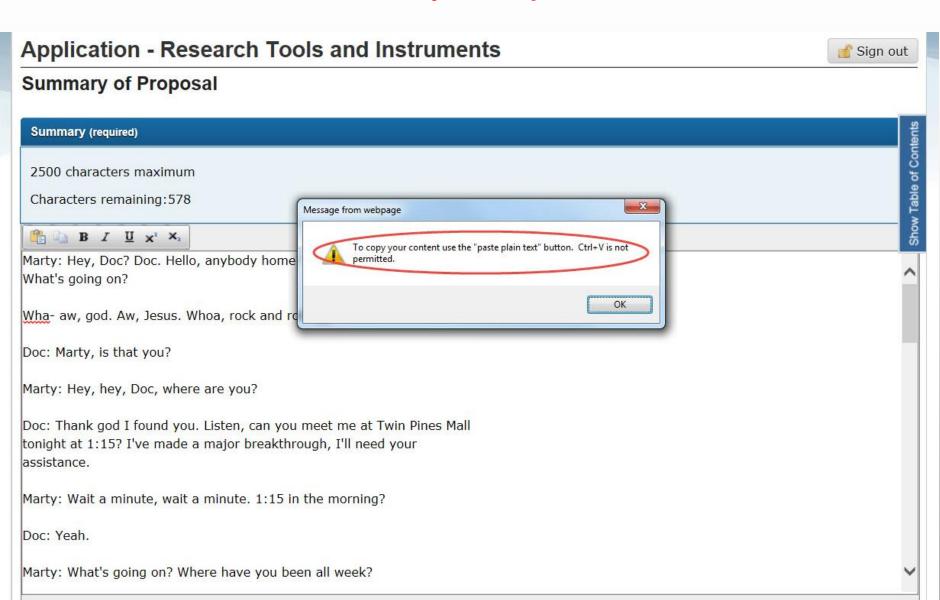
#### **First Module - Identification**



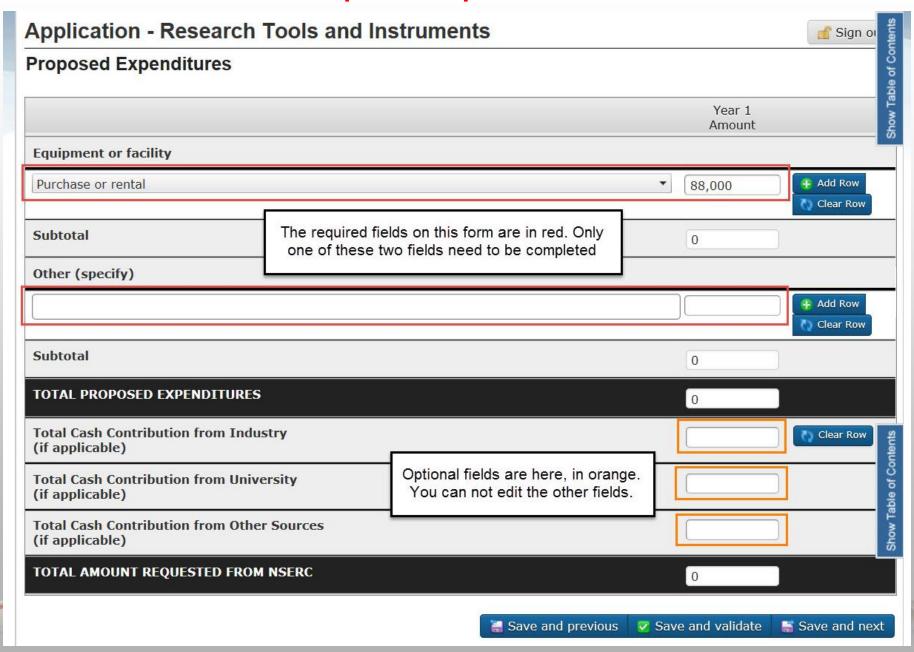
#### **Table of Contents**



#### **Summary of Proposal**



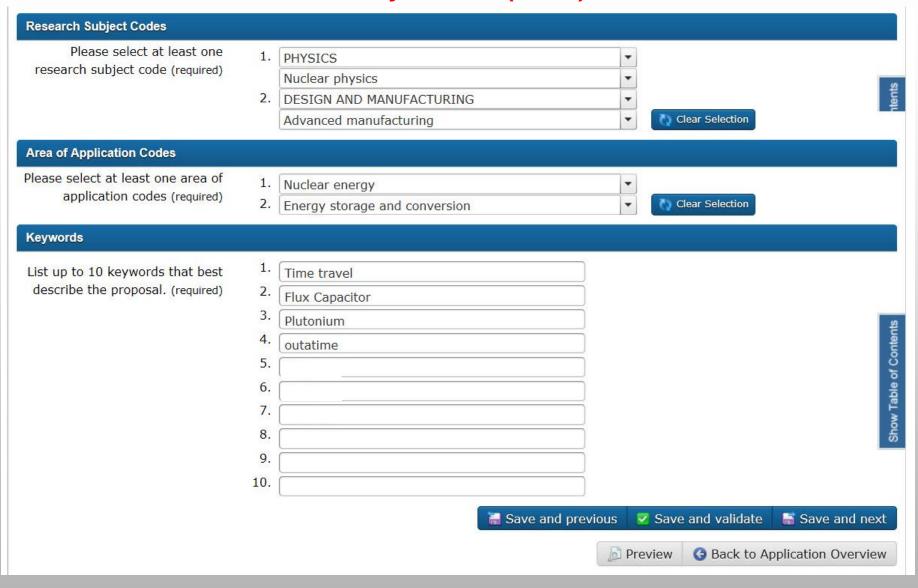
#### **Proposed Expenditures**



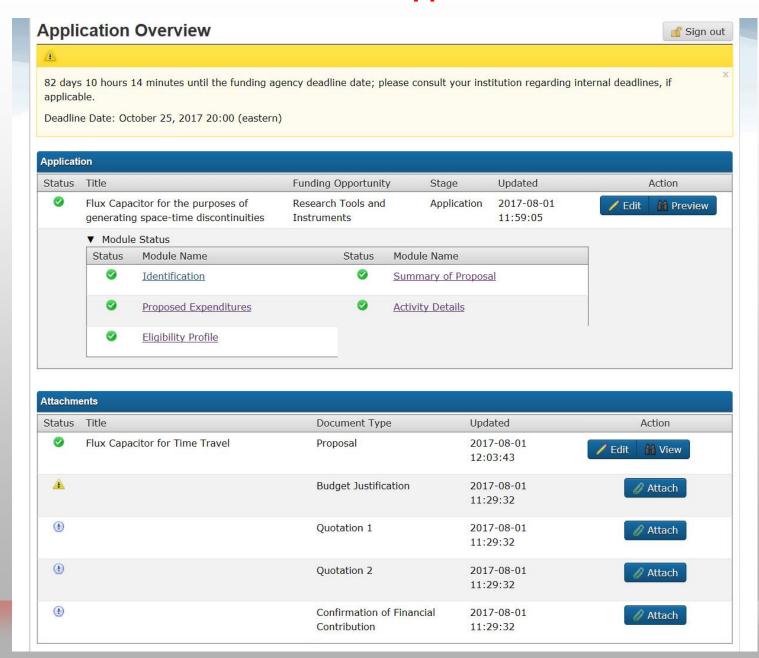
#### **Activity Details**



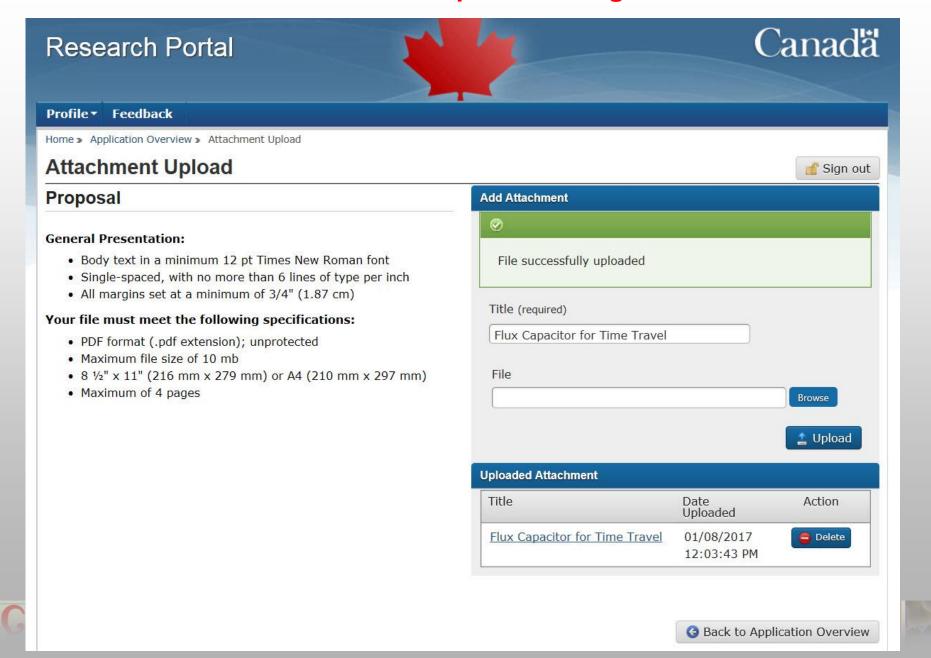
# **Activity Details (cont.)**



#### **Finalize Your Application**



#### **Attach the Proposal + Budget**



# **Finalize Your Application**

Status	Title	Document Type	Updated	Action
0	Flux Capacitor for Time Travel	Proposal	2017-08-01 12:03:43	/ Edit H View
A		Budget Justification	2017-08-01 11:29:32	Attach
•		Quotation 1	2017-08-01 11:29:32	Attach
•		Quotation 2	2017-08-01 11:29:32	Attach
•		Confirmation of Financial Contribution	2017-08-01 11:29:32	Attach

🛓 Export application and attachments to PDF

Canadian Common CVs Attached					
Status Title	Role	Updated	Action		
<b>A</b>	Applicant	2017-08-01 11:29:32	Attach		

Invitations Control of the Control o							
Status	Role	Family Name	First Name	Email	Invitation Status	Updated	Action
A	Co- applicant	Attrell		raa1@nserc-crsng.gc.ca	Invitation sent but not yet accepted.	2017-08- 04 09:40:46	

#### Attach a CCV

# Research Portal



# Canadä'

ign out

Profile ▼ Feedback

#### **Canadian Common CV Upload**

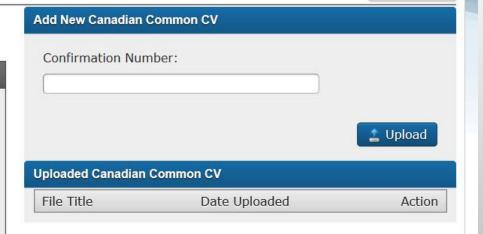
See the instructions on how to use the Canadian Common CV (CCV) for information on completing and attaching your CCV.

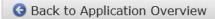


**Note:** To successfully upload your CCV, the first name and family name used to create your CCV site account must be identical to those used to create your Research Portal account. As well, the email address used to create your Research Portal account must be identical to at least one of the emails you listed on the CCV site (i.e., the email used to create your CCV account, or any of the emails you included in the Email section of your CCV).

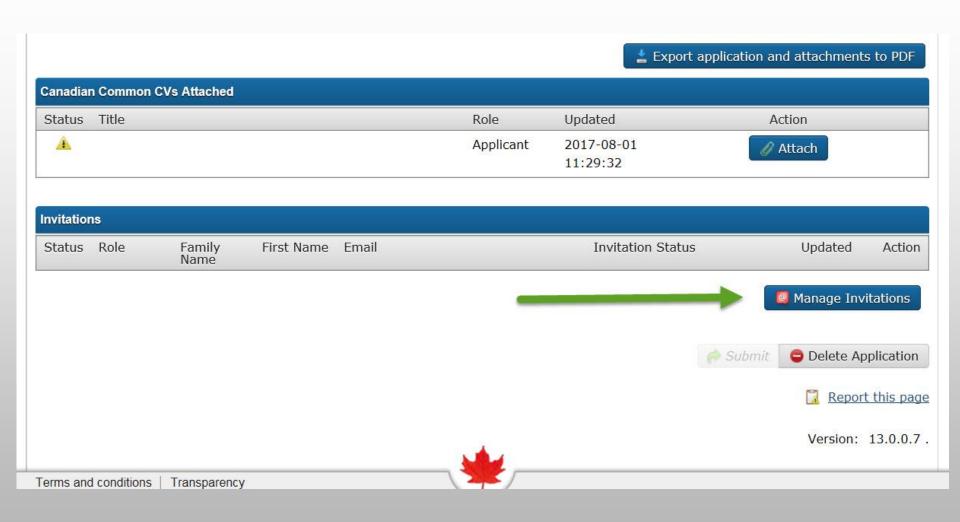
Research Portal: To change your family name, first name and/or email address, go to User Profile.

CCV: To change your family name, first name and/or email address, log into the CCV and click "Account" in the top menu bar. To change any other email addresses included in your CCV, go to the Email section of the relevant CCV template.

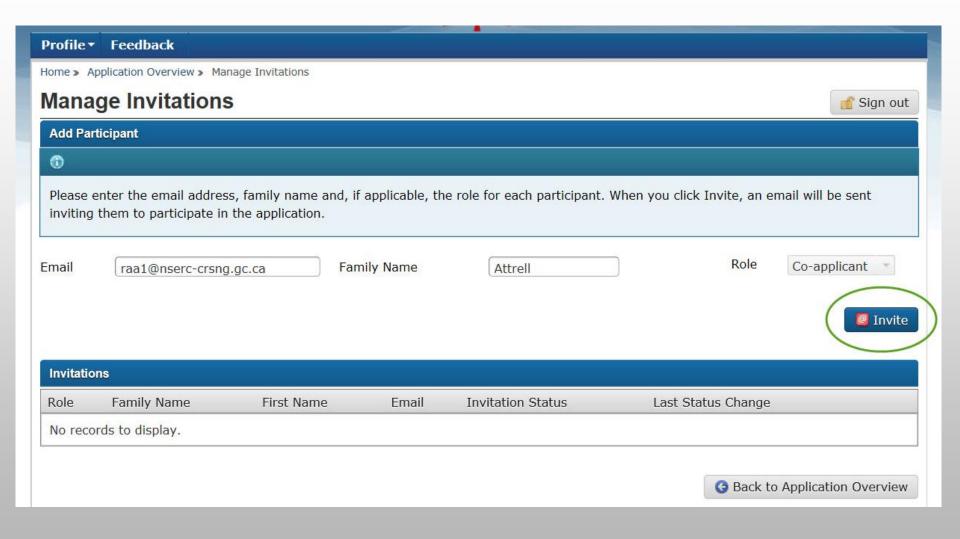




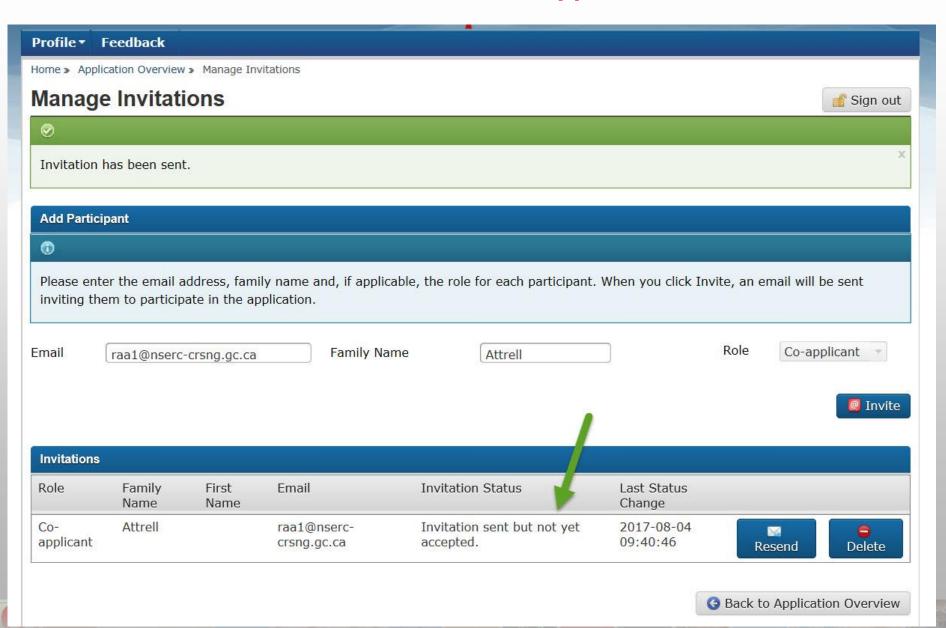
#### **Not Done!**



## **Send Invitations to Co-Applicants**



## **Send Invitations to Co-Applicants**



# **Ready to Submit**

		11.67.36	
•	Quotation 2	2017-08-01 11:29:32	Attach
•	Confirmation of Financial Contribution	2017-08-01 11:29:32	Attach

#### 🛓 Export application and attachments to PDF

Canadian Common CVs Attached				
Status Title	Role	Updated	Action	
À	Applicant	2017-08-01 11:29:32	Attach	

Invitations							
Status	Role	Family Name	First Name	Email	Invitation Status	Updated	Action
À	Co- applicant	Attrell		raa1@nserc-crsng.gc.ca	Invitation sent but not yet accepted.	2017-08- 04 09:40:46	



#### **Submit**



# **RTI-2018 Key Reminders**

- RTI grants fund up to \$150,000 for research equipment with a net cost between \$7,001 and \$250,000 (before taxes, shipping and handling)
  - Must form a <u>comprehensive system</u> intended to support NSERC-funded research in NSE
- Deadline: October 25, 2017
- University quotas have been lifted
- Researchers may apply only <u>once</u> as applicant or co-applicant (but not both)

# **Contacts**

NSERC Staff	First Name.Last Name@nserc- crsng.gc.ca
Deadlines, acknowledgement of applications and results	Your university RGO
Your account, Grants in Aid of Research Statement of Account (Form 300)	Your university Business Officer (BO)
NSERC Web site	www.nserc-crsng.gc.ca
Research Tools and Instruments Program (including eligibility)	E-mail: resgrant@nserc-crsng.gc.ca Tel.: 613-995-5829
Use of Grant Funds	E-mail: <u>usegrantfunds@nserc-crsng.gc.ca</u>
On-line Services Helpdesk	E-mail: webapp@nserc-crsng.gc.ca