

Eligibility

<input type="checkbox"/>	PI and all co-PI's must hold an NSERC Discovery Grant, Strategic Partnership Grant, Collaborative Research and Development Grant, Canada Research Chair (NSERC) or Canada Excellence Research Chair (NSERC) or are applying for one of these grants.
<input type="checkbox"/>	Researchers can only participate in one RTI application per competition, either as an applicant or as a co-applicant.

U of A Signature Requirements.....

<input type="checkbox"/>	U of Alberta Signature Page including signatures of Applicant, Chair, Dean and Institution (RFO), all Signatures of U of Alberta Co-applicants (if any) on application. External co-applicants will require sign-off from their institution which can be in the form of an email or institutional signature page.
<input type="checkbox"/>	Note: RSO must verify that external co-applicants have advised the authorized officer of their organization that the applicant is participating in the application, as we will be seeking their signature prior to submitting the application to NSERC and agreeing to their participation.
<input type="checkbox"/>	Application Deadline: RSO internal deadline is noon October 16. Check with your department/faculty if there is an earlier deadline to obtain Chair and Dean signatures.

Completing the Application

<input type="checkbox"/>	<p>Identification:</p> <ul style="list-style-type: none"> • Administering Organization: Alberta, University of Alberta. • Department: Enter your department. • Application Title: MUST be short and should describe the equipment requested, avoid acronyms and company trade names. • Language of Application: Indicate language, either French or English, not both. The NSERC CCV must be in the same official language as the application. • Suggested Evaluation Group • Time Devoted to Research/Activity: Time in hours per month you plan to devote to the use of the requested equipment. Applicant and all co-applicants must complete this information.
<input type="checkbox"/>	Summary of Proposal: 2,500 character limit text box – plain language (layman’s terms) description of equipment requested, what will it be used for, research it will enable, why and to whom is the research important, anticipated outcomes and benefits to the field and Canada.
<input type="checkbox"/>	Proposed Expenditures: Note that salaries and benefits, travel, insurance, lab infrastructure, construction, renovation or rental of lab space and items needed to render other equipment compliant with health and safety standards are NOT eligible costs.
<input type="checkbox"/>	Indicate any cash contributions from the University, industry or other sources.
<input type="checkbox"/>	Activity Details: Certifications, Environmental Impact, Research Subject and Area of Application codes and Keywords.
<input type="checkbox"/>	Certifications: Generally these should be no , unless the equipment is integrated into an animal care facility.
<input type="checkbox"/>	Research Subject Codes and Area of Application Codes: http://www.nserc-crsng.gc.ca/help-aide/codes-listedecodes_eng.asp#rsc ; and http://www.nserc-crsng.gc.ca/help-aide/codes-listedecodes_eng.asp#area
<input type="checkbox"/>	Keywords: Maximum 10 that best describe your proposal.

Eligibility Profile

<input type="checkbox"/>	Re-validate and ensure it reflects details of your eligible position. Ensure you save and validate before uploading attachments.
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Attachments

<input type="checkbox"/>	<p>Proposal (four pages) – addressing the following points:</p> <ul style="list-style-type: none"> • The research program(s) to be supported; • The need and urgency to purchase the proposed equipment to undertake the research program(s) effectively; including availability of, and access to, similar equipment; • The suitability of the requested item(s) for the proposed research program(s); and • The importance of the equipment for the training of highly qualified personnel. <p>Keep in mind the 3 Selection Criteria the application will be rated on:</p> <p>1) <i>Need, urgency and suitability of the equipment for the research programs (40%)</i></p> <ul style="list-style-type: none"> • Demonstration that the equipment is essential for the research, and that there are no other more cost-effective ways of obtaining the results; • Necessity of item for the completion of student projects and/or theses; • Availability of similar equipment/facilities/services in the vicinity; • Impact of a delay in acquisition of equipment on the research and the pace of research progress; • Need to upgrade or replace obsolete or failed equipment; and • Degree of utilization of the equipment by the applicant(s) and other users. <p>2) <i>Merit of the research programs supported by the equipment and excellence of the applicant(s) (40%):</i></p> <ul style="list-style-type: none"> • Quality and significance of research programs, including potential for major advances and impact in the discipline as a result of the equipment; • Feasibility of the plan to use the equipment; and • The excellence of the applicant(s), including scientific or engineering calibre of the applicant(s) and extent to which the applicant(s) has relevant experience and demonstrated ability to fully use the equipment. <p>3) <i>Importance of the equipment for the training of highly qualified personnel (HQP) (20%)</i></p> <ul style="list-style-type: none"> • Quality and extent of training; • Opportunity for hands-on training; and • Potential to provide marketable skills for students trained on the equipment.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Budget Justification (two pages) • Equipment: Breakdown items requested, provide details on models, manufactures, prices, exchange rates and taxes. Justify the need for each item requested. Equipment purchase or rental is eligible. Other eligible costs include transportation costs for purchased equipment, extended warranty, brokerage and customs charges for the importation of equipment and supplies, the costs of training staff to use equipment, testing/calibration costs, software licensing or upgrades. NSERC will only accept applications for equipment that is purchased after the application deadline. If you cannot provide 2 quotations for items or systems valued over \$25,000, justify why. Applications without justifications will be rejected by NSERC. • Other expenses: List and provide explanation justification. • Total cash contributions from other sources (if applicable): Explain all financial contributions toward the purchase (e.g., department support, from start-up funds, from Discovery or other NSERC grants).

RTI Category 1 Application Checklist

	<ul style="list-style-type: none"> • Explain any relationship and/or overlap (conceptual or financial) between equipment supported by other funding sources and the current application. You must provide sufficient information to enable the reviewers to assess the relationship between this application and other relevant sources of support, including those of the co-applicants.
<input type="checkbox"/>	<p>Quotations: Provide 2 quotations for any items or systems costing more than \$25,000 before taxes. The application will be rejected if quotations or justification is not submitted with the application.</p>
<input type="checkbox"/>	<p>Confirmation of Financial Contributions:</p> <ul style="list-style-type: none"> • If financial contribution is provided by an organization other than the U of Alberta, a letter is required explaining the cash support provided toward purchase of the equipment. • If funds from other NSERC grants are to be used (except Discovery Grants), an authorization from NSERC confirming this use of funds must be submitted. • All letters to be combined in a single PDF file.
<input type="checkbox"/>	Preview your application in the Research Portal and verify that all documents have been uploaded correctly and the content is viewable.

Co-applicants

<i>Include only major users as co-applicants</i>	
<input type="checkbox"/>	<p>Invite your Co-Applicants to the proposal: Using Manage Invitations, provide the email address and last name of each co-applicant. An email will be sent to each participant with instructions on how to accept the invitation.</p>
<input type="checkbox"/>	<p>A co-applicant invitation will require each co-applicant to complete the following:</p> <ul style="list-style-type: none"> • Eligibility Profile • Time devoted to use of the equipment (hours per month)
<input type="checkbox"/>	A submit button will be displayed once the co-applicant has validated the information and uploaded their NSERC CCV. This submit button sends the co-applicant part of the application to the applicant.

Uploading NSERC CCV

<i>Both applicant and each of the co-applicants must submit an NSERC CCV</i>	
<input type="checkbox"/>	<p>Create an NSERC CCV in the Canadian Common CV system:</p> <ul style="list-style-type: none"> • Enter your CCV confirmation number in the RTI application • Preview your CCV in the Research Portal and verify that it was uploaded correctly and that it contains all of the entries that you wish to submit for peer review.

Submitting the Application to NSERC.....

<input type="checkbox"/>	<ul style="list-style-type: none"> • Click Submit. • On the Application Overview page, click Export Application and Attachments to PDF and save a copy of your submission for your records. • When you submit your application, it is sent to your Research Administrator for approval and submission to NSERC.
<input type="checkbox"/>	Forward the signed U of Alberta internal signature page (created in PeopleSoft from your Researcher Home Page) and if you have external co-applicants, include sign off from their institution which can be in the form of an email or institutional signature page to the RSO before October 16, 2018.