



# How to prepare a Discovery Grant Notification of Intent to Apply (NOI)

Program Officer, Evaluation Group

## Notification of Intent to Apply

# Life Cycle of a Discovery Grant Application



## Notification of Intent to Apply

# Overview

- **Deadline:** August 1<sup>st</sup> \* - **Mandatory**
- **Main components:**
  - Research topics, keywords, title
  - Summary of proposal
  - Suggested external reviewers
  - Reviewer Exclusions
  - Canadian Common CV (CCV)
- **Submission:**
  - Research Portal

## Notification of Intent to Apply

# Purpose

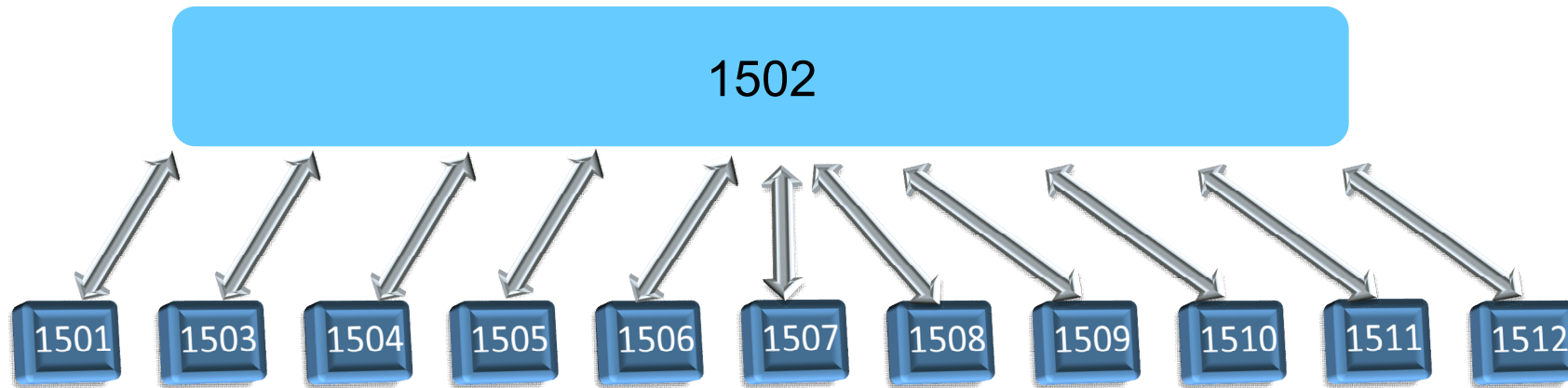
- **Facilitates preliminary assignments:**
  - to an Evaluation Group
  - of internal reviewers
  - of external reviewers
- **First indication of joint review**
  - Informed by research topics, keywords, and proposal summary
- **First review of subject matter eligibility**

## Notification of Intent to Apply

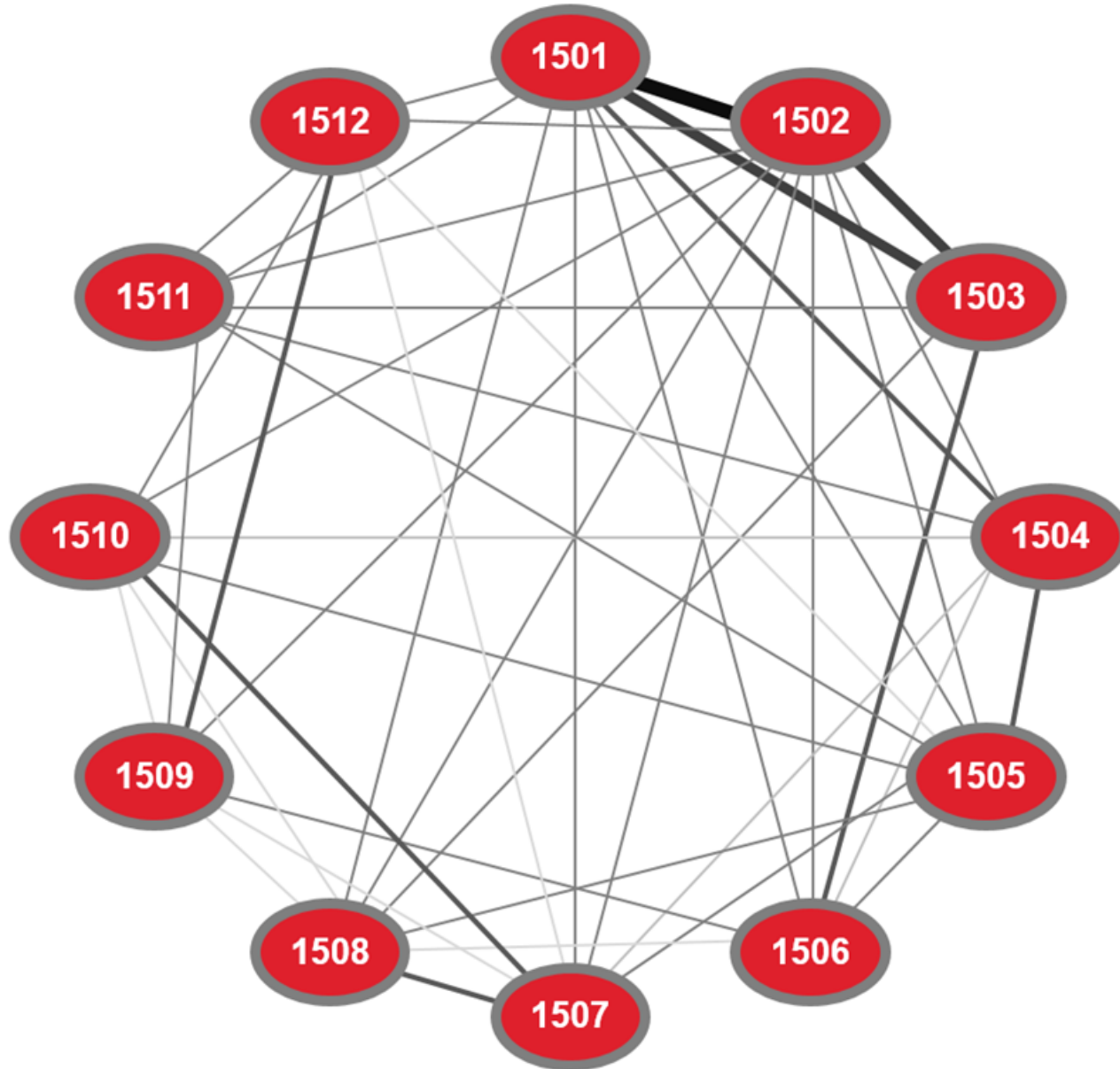
# Joint Reviews – Evaluation Groups

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

# Joint Reviews and Transfers – Conference model in action



# Joint Reviews and Transfers – Conference model in action



**If Applicant selected EG 1501**

**Joint review**

**Transfer**

**R1 1501**

**R1 1502**

**R2 1501**

**R2 1502**

**R3 1501**

**R3 1502**

**R4 1501**

**R4 1502**

**R5 1502**

**R5 1501**



Notification of Intent to Apply

# Joint Reviews - Conference Model in Action

		Participating (Visiting) Evaluation Group												Total
		GCM	BSF	EE	Chem	Phys	Geo	CS	MS	CISE	ECE	MCE	ME	
Reviewing (Home) Evaluation Group	GCM		48	23	9	7	1	4	8	0	0	5	3	108
	BSF	86		27	4	6	1	6	3	2	5	2	9	151
	EE	21	21		0	0	16	0	6	0	0	1	0	65
	Chem	10	2	0		11	6	1	0	0	1	5	0	36
	Phys	10	5	0	10		4	3	5	0	7	3	1	48
	Geo	0	3	13	2	1		0	2	8	0	0	0	29
	CS	4	5	1	0	2	0		19	1	14	0	1	47
	MS	4	2	4	0	5	5	8		4	1	0	0	33
	CISE	0	4	2	2	0	7	7	2		2	6	10	42
	ECE	0	3	0	0	14	2	8	2	1		0	4	34
	MCE	8	1	0	9	1	0	0	3	3	4		7	36
	ME	1	1	0	0	1	0	1	0	3	0	11		18
	Total	144	95	70	36	48	42	38	50	22	34	33	35	647

- Notes:
- Applications involving members from more than one other EG (i.e. more than 2 EGs participating in the review) appear more than once.
  - Joint reviews involving more than one member from the same EG appear only once.
  - Reviews involving different streams of the same EG, without participation from other EGs, do not appear
  - EG1508 provided a JR for EG 19 (SAP).

## Notification of Intent to Apply

# Transfers

		Reviewing Evaluation Group (Transferred to)												Total
		GCM	BSF	EE	Chem	Phys	Geo	CS	MS	CISE	ECE	MCE	ME	
Original Evaluation Group (Transferred from)	GCM		8	7	0	0	0	1	0	0	0	1	0	17
	BSF	46		3	1	1	0	1	0	0	1	0	0	53
	EE	2	3		1	0	1	0	0	0	0	0	0	7
	Chem	0	0	0		0	0	0	0	0	0	0	0	0
	Phys	0	0	0	0		0	0	0	0	1	0	1	2
	Geo	0	1	4	0	0		0	0	3	0	0	0	8
	CS	0	0	0	0	0	0		0	0	1	0	0	1
	MS	0	0	1	0	2	0	0		1	2	0	0	6
	CISE	0	0	0	0	0	0	0	0		1	0	1	2
	ECE	0	1	0	0	1	0	1	0	0		1	0	4
	MCE	2	1	0	0	0	0	0	0	0	0		2	5
	ME	0	2	0	0	0	0	0	0	0	0	3		4
	Total	50	16	15	2	4	1	3	0	4	6	5	4	109

## Discovery Grant Application

# Subject Matter Eligibility

- NSERC supports research whose major challenges lie in the natural sciences and engineering (NSE), other than the health sciences.
- The intended objective(s) of the research must be to advance knowledge in one or more of the NSE disciplines.
- Applicants should refer to:
  - [Selecting the Appropriate Federal Granting Agency](#)
  - [Addendum to the Guidelines for the Eligibility of Applications Related to Health](#)

The Addendum provides examples that illustrate the eligibility of applications related to human health.

## NOI Overview and Tips

# Tips

- **Select appropriate research**
  - First selected must be from chosen Evaluation Group
  - Helps identify potential joint reviews
  
- **Submit a detailed summary**
  - Helps internal reviewers select appropriate external reviewers
  - Helps identify potential joint reviews

## NOI Overview and Tips

# Tips for selecting external reviewers

- **Be mindful of conflicts of interest**
  - Reviewers outside your institution (primary & adjunct)
  - Adhere to [NSERC guidelines](#) (e.g., six-year window for Conflicts of Interest)
- **Identify the best expertise**
  - Ability to comment/review with confidence
- **Consider diversity in your selection**
  - National, international
  - Private, government, public sectors
  - Gender
  - Underrepresented groups
  - Established, mid career, early stage researchers

NSERC News

# Tri-agency Self-Identification Questionnaires

## Questionnaire: updated summer 2021

- Age
- **Gender** (updated to include more gender options)
- **Sexual orientation** (new question)
- Indigenous Identity
- **Person with a disability** (updated to also ask about type(s) of disability)
- **Visible minorities** (updated to include “white” as a response option)
- **Languages** (new question)

## NOI Overview and Tips

# NSERC Contacts

<b>Discovery Grants Program (including eligibility)</b>	<a href="mailto:resgrant@nserc-crsng.gc.ca">resgrant@nserc-crsng.gc.ca</a>
NSERC Staff	First name.last name@nserc-crsng.gc.ca
Deadlines, acknowledgement of applications and results	Your university Research Grants Office (RGO)
Use of Grant Funds	<a href="mailto:usegrantfund@nserc-crsng.gc.ca">usegrantfund@nserc-crsng.gc.ca</a>
Grant Administration	<a href="mailto:grantadministration@nserc-crsng.gc.ca">grantadministration@nserc-crsng.gc.ca</a>
On-line Services Helpdesk	<a href="mailto:webapp@nserc-crsng.gc.ca">webapp@nserc-crsng.gc.ca</a>

## NOI Overview and Tips

# Useful Links

- CCV, NOI and instructions: [http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/index\\_eng.asp](http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/index_eng.asp)
- Resource Videos: [http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Resource-Informatives\\_eng.asp](http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Resource-Informatives_eng.asp)
- Financial Administrative Guide: [https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/index\\_eng.asp](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/index_eng.asp)
- Evaluation Groups and Research Topics: [http://www.nserc-crsng.gc.ca/Professors-Professeurs/Grants-Subs/DGPLList-PSDListe\\_eng.asp](http://www.nserc-crsng.gc.ca/Professors-Professeurs/Grants-Subs/DGPLList-PSDListe_eng.asp)
- NSERC program information in relation to COVID-19: [https://www.nserc-crsng.gc.ca/Media-Media/NewsDetail-DetailNouvelles\\_eng.asp?ID=1139](https://www.nserc-crsng.gc.ca/Media-Media/NewsDetail-DetailNouvelles_eng.asp?ID=1139)



# Research Portal Overview

Government of Canada / Gouvernement du Canada | Canada.ca | Services | Departments | Français

## Research Portal

### 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 [Terms and conditions](#) and [Transparency](#) (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:

Password:

[Sign In](#)

New here? [Create account](#)

I forgot my [password](#).

Version: 11.4.0.0 ..

[Terms and conditions](#) | [Transparency](#)

<https://portal-portail.nserc-crsng.gc.ca/s/login.aspx>

# Research Portal Overview

Government of Canada / Gouvernement du Canada

Canada.ca | Services | Departments | Français

## Research Portal

### Create Your Account Profile

1 2 3

**Please create your account.**

Your password must contain at least seven characters, including one special character (e.g., !, \$, %, ?). For a more secure password, also use a combination of uppercase and lowercase letters, and at least one number (e.g., Password1@).

**Use and Disclosure of Personal Information**

Before creating your account, please ensure that you have read the [Use and Disclosure of Personal Information statement](#).

**New Account Information**

Email:

Confirm Email:

Password:  Confirm Password:

Security Question:

Security Answer:

Version: 23.0.1912.19

Terms and conditions | Transparency

About us Help Contact us Sign in

HEALTH TRAVEL SERVICE CANADA JOBS ECONOMY | Canada.ca

# Research Portal Overview

Research Portal

Canada

**Profile** **Feedback**

- Person Profile
- Change Password
- Change Email
- Change Security Question

Sign out

**Create Application**

**Applications**

Application Title	Funding Opportunity	Stage	Status	Role	Last Updated	Action
-------------------	---------------------	-------	--------	------	--------------	--------

# Research Portal Overview

The screenshot shows the Research Portal interface. At the top, there is a blue header with the text "Research Portal" on the left and the "Canada" logo on the right. Below the header is a navigation bar with "Profile" and "Feedback" tabs. The main content area shows the user's name "lianxiang qiu" and a "Sign out" button. A green success message bar states "Your profile was saved." with a checkmark icon. Below this, there are two main sections: "Person Profile Information" and "Sign In Information". The "Person Profile Information" section contains text explaining that the profile data will be used to create a Research Portal account and merged with existing data from agency databases (NSERC, SSHRC, and Canada Research Chairs). The "Sign In Information" section shows the last sign-in time (2021-04-14 15:00:51) and the last password change time (2021-01-21 16:49:47). There are buttons for "Change Password", "Security Question", and "Change Email".

Research Portal

Canada

Profile Feedback

Home > Profile > Person Profile

lianxiang qiu

Sign out

✔ Your profile was saved.

← Back to Welcome Page

**Person Profile Information**

Your Person Profile information will be used to create your Research Portal account. It will also be matched against any existing profiles that you may have in agency databases (NSERC, SSHRC and Canada Research Chairs), and used to merge the data into one database for the purpose of managing current grants/awards and maintaining a historical record of your participation in agency activities and funding opportunities.

As your Person Profile is a key component of your personal record, please check your profile regularly and update any information as needed.

**Sign In Information**

Last sign in: 2021-04-14 15:00:51

Last password change: 2021-01-21 16:49:47

Change Password Security Question

Change Email

# Research Portal Overview

1. What is your date of birth? (YYYY-MM-DD)

I prefer not to answer

2. Select the option that best describes your current gender identity

- Gender-fluid
- Man
- Nonbinary
- Trans man
- Trans woman
- Two-Spirit
- Woman
- I don't identify with any option provided.
- I prefer not to answer

3. Select the sexual orientation that best describes how you currently think of yourself

- Asexual
- Bisexual
- Gay
- Heterosexual
- Lesbian
- Pansexual
- Queer
- Two-Spirit
- I don't identify with any option provided.
- I prefer not to answer

4a. Do you identify as Indigenous, that is, First Nation (North American Indian), Métis or Inuk (Inuit)?

- Yes
- No
- I prefer not to answer

The [Employment Equity Act](#) defines visible minorities as "persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour."

5. Do you identify as a member of a visible minority in Canada?

- Yes
- No
- I prefer not to answer

**Note:** if you answered "Yes" to question 4a (i.e., you are an Indigenous person), select "Population group not listed above" for this question. You can also select from the list any other population group that applies to you.

6. Select the population groups you identify with

- Arab
- Black
- Chinese
- Filipino
- Japanese
- Korean
- Latin American
- South Asian (e.g., East Indian, Pakistani, Sri Lankan, etc.)
- Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai, etc.)
- West Asian (e.g., Iranian, Afghan, etc.)
- White
- Population group not listed above
- I prefer not to answer

The [Accessible Canada Act](#) defines disability as "any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment—or a functional limitation—whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society."

7a. Do you identify as a person with a disability as described in the Act?

- Yes
- No
- I prefer not to answer

# Research Portal Overview

Research Portal

Canada

Profile Feedback

Home

Welcome G C [Sign out](#)

Applicant

**Applicant**

**Create your application**

[Create Application](#)

Applications

Application Title	Funding Opportunity	Stage	Status	Role	Last Updated	Action
NSERC	Discovery Grants Program - Individual	NOI	In Progress	Applicant	2016-05-10 09:18:32	<a href="#">Open</a>

Records displayed per page: 10

1 items in 1 pages

[Report this page](#)

Version: 12.5.1.0 ..

Terms and conditions | Transparency

About us Help Contact us Sign out

HEALTH TRAVEL SERVICE CANADA JOBS ECONOMY

Canada.ca

# Research Portal Overview

The screenshot displays the Research Portal interface. At the top, there is a blue header with the text "Research Portal" on the left and the "Canada" logo on the right. Below the header, there are navigation tabs for "Profile" and "Feedback". The main content area starts with a "Home" link and a "Welcome" message, accompanied by a "Sign out" button. A tab labeled "Applicant" is active, and the page title is "Applicant". Below this, there is a section titled "Create Application" which contains a table of funding opportunities. The table has columns for "Funding Opportunity", "Start Date", "End Date", and "Action". The "Action" column contains "Create" buttons. Two callouts, "Deadline" and "Select", are placed above the table. The "Deadline" callout has an arrow pointing to the "End Date" column, and the "Select" callout has an arrow pointing to the "Create" buttons.

Funding Opportunity	Start Date	End Date	Action
Stage: NOI			
Discovery Grants Program - Individual	2017-05-08 08:00:00	2017-08-01 20:00:00	Create
Subatomic Physics Envelope - Individual	2017-05-08 08:00:00	2017-08-01 20:00:00	Create
Subatomic Physics Envelope - Major Resources Support Program	2017-05-08 08:00:00	2017-08-01 20:00:00	Create
Subatomic Physics Envelope - Project	2017-05-08 08:00:00	2017-08-01 20:00:00	Create
Subatomic Physics Envelope - Research Tools and Instruments Cat. 2 & 3	2017-05-08 08:00:00	2017-10-02 20:00:00	Create

# Research Portal Overview

The screenshot shows the Research Portal interface. At the top, there is a blue header with the text "Research Portal" on the left and the "Canada" logo on the right. Below the header, there are navigation tabs for "Profile" and "Feedback". The main content area starts with a "Home" link and a "Welcome" message. A large white box with a black border contains the text: "Remember: System will allow one NOI for DG Program". To the right of this box is a "Sign out" button. Below the welcome message, there is a section for "Applicant" with a green bar and a checkmark icon, followed by the text: "Your notice of intent or application has been created." Below this is a section titled "Create Application" which contains a table of funding opportunities. The table has columns for "Funding Opportunity", "Start Date", "End Date", and "Action". The "Action" column contains "Create" buttons for each row. Below the "Create Application" section is an "Applications" section with a table. The table has columns for "Application Title", "Funding Opportunity", "Stage", "Status", "Role", "Last Updated", and "Action". The "Stage" column for the first row is circled in red, and the "Open" button in the "Action" column is also circled in red. An arrow points from the "Open" button to a text box at the bottom of the page.

Funding Opportunity	Start Date	End Date	Action
Discovery Grants Program - Individual	2017-05-08 08:00:00	2017-08-01 20:00:00	
Subatomic Physics Envelope - Individual	2017-05-08 08:00:00	2017-08-01 20:00:00	
Subatomic Physics Envelope - Major Resources Support Program	2017-05-08 08:00:00	2017-08-01 20:00:00	Create
Subatomic Physics Envelope - Project	2017-05-08 08:00:00	2017-08-01 20:00:00	Create
Subatomic Physics Envelope - Research Tools and Instruments Cat. 2 & 3	2017-05-08 08:00:00	2017-10-02 20:00:00	Create

Application Title	Funding Opportunity	Stage	Status	Role	Last Updated	Action
	Discovery Grants Program - Individual	NOI	In Progress	Applicant	2017-06-14 06:36:36	Open

Click "Open" to edit your NOI



# Research Portal Overview

The screenshot shows the Research Portal interface. At the top, there is a navigation bar with 'Profile' and 'Feedback' options. Below this, the page title is 'Application Overview' with a 'Sign out' button. A yellow banner at the top of the content area contains a warning icon and text: '48 days 13 hours 11 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable. Deadline Date: August 01, 2017 20:00 (eastern)'. Below the banner is a table for the application details. The table has columns for 'Application', 'Status', 'Title', 'Funding Opportunity', 'Stage', 'Updated', and 'Action'. The first row shows a yellow triangle icon in the 'Status' column, 'Discovery Grants Program - Individual' in the 'Title' column, 'NOI' in the 'Stage' column, and '2017-06-14 06:36:36' in the 'Updated' column. The 'Action' column contains 'Edit' and 'Preview' buttons. Below the table is a 'Module Status' section with a table of module names and their status, each with a yellow triangle icon. At the bottom, there is a 'Canadian Common CVs Attached' section with a table showing one entry with a yellow triangle icon in the 'Status' column and an 'Attach' button in the 'Action' column. At the very bottom, there are 'Submit' and 'Delete Application' buttons. Annotations with arrows point to the yellow triangle icons and the 'Edit' button.

Research Portal

Canada

Profile Feedback

Home > Application Overview

Application Overview Sign out

48 days 13 hours 11 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable. ×  
Deadline Date: August 01, 2017 20:00 (eastern)

Application	Status	Title	Funding Opportunity	Stage	Updated	Action
			Discovery Grants Program - Individual	NOI	2017-06-14 06:36:36	<a href="#">Edit</a> <a href="#">Preview</a>

Module Status

Status	Module Name	Status	Module Name
	<a href="#">Identification</a>		<a href="#">Activity Details</a>
	<a href="#">Summary of Proposal</a>		<a href="#">External Reviewer Suggestions</a>
	<a href="#">Reviewer Exclusion</a>		

[Export application to PDF](#)

Canadian Common CVs Attached	Status	Title	Role	Updated	Action
			Applicant	2017-06-14 06:36:36	<a href="#">Attach</a>

[Submit](#) [Delete Application](#)

Yellow triangle = incomplete

Click to edit application

Click to attach CCV

# Research Portal Overview

Research Portal

Canada

Profile Feedback

Home > Application Overview

Application Overview Sign out

48 days 13 hours 3 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable.

**What's incomplete?**

Application					
Status	Title	Funding Opportunity	Stage	Updated	Action
	Test Application	Discovery Grants Program - Individual	NOI	2017-06-14 06:56:50	<a href="#">Edit</a> <a href="#">Preview</a>

Module Status

**Click here**

[Export application to PDF](#) [Export application and attachments to PDF - Clean](#)

Canadian Common CVs Attached				
Status	Title	Role	Updated	Action
		Applicant	2017-06-14 06:36:36	<a href="#">Attach</a>

[Submit](#) [Delete Application](#)

# Research Portal Overview

Research Portal

Canada

Profile Feedback

Home > Application Overview

### Application Overview

Sign out

48 days 13 hours 3 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable.  
Deadline Date: August 01, 2017 20:00 (eastern)

#### Application

Status	Funding Opportunity	Stage	Updated	Action
	Discovery Grants Program - Individual	NOI	2017-06-14 06:56:50	<a href="#">Edit</a> <a href="#">Preview</a>


▼ Module Status

Status	Module Name	Status	Module Name
	<a href="#">Identification</a>		<a href="#">Activity Details</a>
	<a href="#">Summary of Proposal</a>		<a href="#">External Reviewer Suggestions</a>
	<a href="#">Reviewer Exclusion</a>		

Click to edit

Each section must be saved and validated

# Research Portal Overview

Research Portal 

Profile ▾ Feedback

Home > Application Overview > Application

## Application - Discovery Grants Program - Individual

Sign on

### Identification

**Applicant**

To modify this information, update the User Profile page. To modify the Current Position, update the Eligibility Profile.

Family Name: Leung First Name: Danny

Middle Names:

Current Position: Program Officer

Primary Affiliation: Natural Sciences and Engineering Research Council of Canada

Department/Division: Engineering and Life Sciences

### Administering Organization

Organization (required) Acadia University

Department/Division (required) Biology

### Application

Application Title (required) Title of Application

Language of the Application (required)  English  French

Suggested Evaluation Group (required) 1502 Biological Systems and Functions

Show Table of Contents

# Research Portal Overview

**Research Portal** Canada

Profile Feedback

Home > Application Overview > Application

### Application - Discovery Grants - Individual

Activity Details

Application Title

Your application title entered in the "Identification" screen is:

**Proposed Research Topics**

Enter up to five Research Topics in order of relevance. The first Research Topic must be selected within the Suggested Evaluation Group. (required)

**Keywords**

List up to 10 keywords that best describe the proposal. (required)

**Test Application**

1. 1501 Genes, Cells and Molecules

2. LSA01 Immunology

3. LSA02 Microbiology

4. LSA03 Organelle Function and Intracellular Trafficking

5. LSA04 Cellular and Molecular Neuroscience

6. LSA05 Molecular Genetics

7. LSA06 Evolutionary and Developmental Genetics

8. LSA07 Cell Signals and Electrical Properties

9. LSA08 Quantitative Approaches

10. LSA09 Biochemistry

11. LSA10 Cell Cycle

Clear Selection

Clear Selection

Clear Selection

Clear Selection

Save and previous Save and validate Save and next

Show Table of Contents

**Select Research Topic from Suggested Evaluation Group**

**Save and Validate each section**

# Research Portal Overview

Research Portal

Canada

Profile ▾ Feedback

Home > Application Overview > Application

## Application - Discovery Grants - Individual

### Activity Details

**Application Title**

Your application title entered in the "Identification" screen is: **Test Application**

**Proposed Research Topics**

Enter up to five Research Topics in order of relevance. The first Research Topic must be selected within the Suggested Evaluation Group. (required)

1. 1501 Genes, Cells and Molecules  
LSA02 Microbiology

2. 1504 Chemistry

3. CH01 Inorganic Synthesis

4. CH02 Inorganic Catalysis

5. CH03 Physical Properties and mechanisms of Inorganic Compounds

CH04 Organic Synthesis

CH05 Organic Catalysis

1. CH06 Chemistry of biological systems

2. CH07 Characterization of biological systems

3. CH08 Physical Properties and mechanisms of Organic Compounds

4. CH09 Photochemical reactivity and dynamics

5. CH10 Photonics

6. CH11 Theoretical physical chemistry

7.

8.

9.

10.

**Keywords**

List up to 10 keywords that best describe the proposal. (required)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Clear Selection

Clear Selection

Save and previous Save and validate Save and next

Show Table of Contents

Select the Evaluation Group for the next Research Topic

Select a Research Topic

# Research Portal Overview

The screenshot displays the Research Portal interface. At the top, there is a blue header with the text "Research Portal" on the left and the "Canada" logo on the right. Below the header, a navigation bar contains "Profile" and "Feedback" links. The main content area shows a breadcrumb trail: "Home > Application Overview > Application". The title of the page is "Application - Discovery Grants Program - Individual". To the right of the title is a "Sign out" button. Below the title is the section "Summary of Proposal (required)". A text area is provided for the proposal, with a character count: "6000 characters maximum" and "Characters remaining: 6000". Below the text area is a rich text editor toolbar. The clipboard icon in the toolbar is circled in red, and an arrow points from a text box to it. The text box contains the instruction: "Click on the clipboard icon to paste your proposal". At the bottom of the page, there is a navigation bar with three buttons: "Save and previous", "Save and validate" (which has a green checkmark), and "Save and next". These three buttons are circled in black. Below these buttons are two more buttons: "Preview" and "Back to Application Overview".

# Research Portal Overview

Research Portal

Canada

Profile Feedback

Home > Application Overview > Application

## Application - Discovery Grants Program - Individual

Sign on

### External Reviewer Suggestions

**Add External Reviewer**

List five external reviewers who can provide an independent assessment and that are not in a [conflict of interest](#). They should be capable of reviewing the application in the language in which it is written.

For each suggested reviewer, enter the information and click *Add*.

Family Name (required)

First Name (required)

Initials

Email (required)

Expertise (required)

Organization (required)  Edit

Department

+ Add x Cancel

#### Suggested External Reviewers

Family Name	First Name	Initials	Expertise	Organization	Department	Email	Action
No records to display.							

Save and previous Save and validate Save and next

Preview Back to Application Overview



# Research Portal Overview

Research Portal

Canada

Profile Feedback

Home > Application Overview > Application

## Application - Discovery Grants Program - Individual

Sign out

### Reviewer Exclusion

Show Table of Contents

**Add reviewer to be excluded**

List individuals, collaborations or organizations that you wish to exclude from the review of the application. Enter the information and click *Add*.

Exclusion Type (required)

+ Add × Cancel

#### Excluded Reviewers

Exclusion Type	Family Name / Collaboration	First Name	Initials	Organization	Department	Email	Action
No records to display.							

Save and previous Save and validate

Preview Back to Application Overview

# Research Portal Overview

Research Portal

Canada

Profile Feedback

Home > Application Overview

Application Overview Sign out

48 days 13 hours 11 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable.  
Deadline Date: August 01, 2017 20:00 (eastern)

Status	Title	Funding Opportunity	Stage	Updated	Action
		Discovery Grants Program - Individual	NOI	2017-06-14 06:36:36	<a href="#">Edit</a> <a href="#">Preview</a>

Module Status

Status	Module Name	Status	Module Name
	<a href="#">Identification</a>		<a href="#">Activity Details</a>
	<a href="#">Summary of Proposal</a>		<a href="#">External Reviewer Suggestions</a>
	<a href="#">Reviewer Exclusion</a>		

[Export application to PDF](#) [Export application and attachments to PDF - Clean](#)

Status	Title	Role	Updated	Action
		Applicant	2017-06-14 06:36:36	<a href="#">Attach</a>

[Submit](#) [Delete Application](#)

Yellow triangle = incomplete

Click to attach CCV

# Research Portal Overview

**Research Portal**

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 Person 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.

Sign out

### Add New Canadian Common CV

Confirmation Number:

Upload

### Uploaded Canadian Common CV

File Title	Date Uploaded	Action
------------	---------------	--------

Back to Application Overview

**Enter confirmation number**  
**Click Upload**

# Research Portal Overview

**Research Portal** Canada

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 Person 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.

**Add New Canadian Common CV**

✓ Your CCV has been uploaded.  
**For co-applicants only:** Click Back to Application Overview and then click Submit to attach your CCV to the application.

Upload

### Uploaded Canadian Common CV

File Title	Date Uploaded	Action
<a href="#">JosephWatters-CCV-753394-10083658-NSERC_Researcher</a>	14/04/2021 3:15:25 PM	Delete

Back to Application Overview

# Research Portal Overview

The screenshot shows the 'Application Overview' page. At the top, there are tabs for 'Profile' and 'Feedback'. Below the navigation, a yellow warning banner states: '48 days 11 hours 45 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable. Deadline Date: August 01, 2017 20:00 (eastern)'. A green success banner below it says: 'Your application has now been validated. Please submit.' The main content area is titled 'Application' and contains a table with columns: Status, Title, Funding Opportunity, Stage, Updated, and Action. The first row shows a 'Test Application' with a green checkmark in the Status column. Below this row is a 'Module Status' section with a sub-table showing four modules: 'Identification', 'Activity Details', 'Summary of Proposal', and 'External Reviewer Suggestions', all with green checkmarks. To the right of the main table is an 'Export application to PDF' button, circled in red. Below the main table is a section for 'Canadian Common CVs Attached' with a table showing one CV with a green checkmark in the Status column. At the bottom right, there is a 'Submit' button, also circled in red, and a 'Delete Application' button. A large black box with the text 'Ready to submit' has an arrow pointing to the green checkmark in the main table. Another large black box with the text 'SUBMIT before deadline!' has an arrow pointing to the 'Submit' button.

Profile Feedback

Home > Application Overview

## Application Overview

Sign out

48 days 11 hours 45 minutes until the funding agency deadline date; please consult your institution regarding internal deadlines, if applicable.  
Deadline Date: August 01, 2017 20:00 (eastern)

Your application has now been validated. Please submit.

### Application

Status	Title	Funding Opportunity	Stage	Updated	Action
✓	Test Application	Discovery Grants Program - Individual	NOI	2017-06-14 08:14:19	Edit Preview

Module Status

Status	Module Name	Status	Module Name
✓	<a href="#">Identification</a>	✓	<a href="#">Activity Details</a>
✓	<a href="#">Summary of Proposal</a>	✓	<a href="#">External Reviewer Suggestions</a>
✓	<a href="#">Reviewer Exclusion</a>		

Export application to PDF

### Canadian Common CVs Attached

Status	Title	Role	Updated	Action
✓	-CCV-668068-10013800-NSERC_Research	Applicant	2017-06-14 08:01:48	Edit View View - reviewer version

Submit Delete Application

Ready to submit

SUBMIT before deadline!

# Research Portal Overview

The screenshot displays the Research Portal interface. At the top, there is a blue header with the text "Research Portal" on the left and the "Canada" logo on the right, with a red maple leaf in the center. Below the header is a navigation bar with "Profile" and "Feedback" tabs. The main content area starts with "Home" and a "Welcome" message, followed by a "Sign out" link. A dropdown menu is open, showing "Applicant" as the selected option. Below this, the word "Applicant" is displayed. A blue button labeled "Create Application" is visible. The "Applications" section contains a table with the following data:

Application Title	Funding Opportunity	Stage	Status	Role	Last Updated	Action
test	Discovery Grants - Individual	NOI	Received by Agency	Applicant	2017-06-14 16:29:26	<a href="#">Open</a>

A red circle highlights the "Received by Agency" status in the table. Below the table, a large black-bordered box contains the text "Submission successful". In the bottom right corner, there is a "Report this page" link with a small icon.

## Research Portal Overview

# Common Questions

- Can I change my research direction between the NOI and the full application stage?
  - NOI is used for assignment of reviewers
  - If it is a major change, please contact us
- Can I update my CCV before I submit my full application?
  - Yes, you must attach a new copy of your CCV to the full application

# 3. How to Complete your NSERC Researcher CV





## How to Complete your NSERC\_Researcher CCV

# The Canadian Common CV (CCV)

- Allows researchers to maintain their CV data in a single, centralized Canadian repository
- An important system in the Canadian research funding application process
  - Data can be used to apply to a number of funding organizations including NSERC, SSHRC\*, CIHR\*\* and CFI\*\*\*;
  - Use NSERC\_Researcher template on CCV platform

\*SSHRC: Social Sciences and Humanities Research Council

\*\*CIHR: Canadian Institutes of Health Research

\*\*\*CFI: Canadian Foundation for Innovation

## How to Complete your NSERC\_Researcher CCV

# NSERC\_Researcher CCV

- Where can I find the instructions?
  - [http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/ccv-cvc\\_eng.asp](http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/ccv-cvc_eng.asp)
- What are the mandatory fields?
- Where do I enter information (e.g. journal articles, presentations)
- How do I submit the CCV in order to attach it to the application in the portal?
- Where do I find assistance:
  - Technical assistance: [support-soutien@cihr-irsc.gc.ca](mailto:support-soutien@cihr-irsc.gc.ca)
  - Content questions: [resgrant@nserc-crsng.gc.ca](mailto:resgrant@nserc-crsng.gc.ca)
- HQP consent form: [https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F100D\\_e.pdf](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdf/F100D_e.pdf)

# How to Complete your NSERC\_Researcher CCV

<https://ccv-cvc.ca/indexresearcher-eng.frm>



Canadian Common CV  
WWW.CCV-CVC.CA

Français Home Contact Us Help Login

2016-04-29 16:10 EST

Overview	<p><b>*** IMPORTANT NOTICE ***</b></p> <p>A new CCV release has successfully been deployed. Changes have been made to make it easier for researchers to enter data. Highlights are:</p> <ul style="list-style-type: none"><li>• In several sections of the CV, subdivisions and exact dates are no longer required.</li><li>• Most significant contributions can now be captured in the application and displayed on the PDF.</li><li>• The artistic contributions section has been enhanced with the addition of a Poetry section and an open section to capture other contributions.</li><li>• Help texts have been improved to convey more useful information and assist researchers in filling the CV.</li><li>• For added security, an improved captcha mechanism, developed by Google (<a href="https://www.google.com/recaptcha">https://www.google.com/recaptcha</a>), has been implemented.</li></ul> <p>Note that these new sections may not be required by some organizations and thus will not appear on their Funding CV.</p>
Members	
How-To	
Webinars	
Glossary	
Migration	
Documentation	
Releases	
FAQ	

# How to Complete your NSERC\_Researcher CCV

Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help **Login**

Common CV Login 2016-04-29 16:11 EST

\*Username  ? [Forgot Username](#)

\*Password  ? [Forgot Password](#)

**Login**

Are you a new user? **Register**

# How to Complete your NSERC\_Researcher CCV

View as Web Page: 1504\_Resul... View as Web Page: 2016 DG U... Welcome to the Ca

Canadian Common CV  
www.ccv-cvc.ca

Français Home Contact Us Help Logout

Welcome CV Versions History Consent Utilities PIN/System Account Account

Welcome Funding an Common CV 2016-04-29 16:04 EST

Dr. Sophie [Name]

System Messages

**2016-03-18. New Release**  
A new CCV release has successfully been deployed. Changes have been made to make it easier for researchers to enter data. Highlights are:

- In several sections of the CV, subdivisions and exact dates are no longer required.
- Most significant contributions can now be captured in the application and displayed on the PDF.
- The artistic contributions section has been enhanced with the addition of a Poetry section and an open section to capture other contributions.
- Help texts have been improved to convey more useful information and assist researchers in filling the CV.
- For added security, an improved captcha mechanism, developed by Google, has been implemented.

Funding Source - Agency or Program to submit your CV for funding

Société Alzheimer Society

INNOVATION.CA  
CANADA FOUNDATION FOR INNOVATION | FONDATION CANADIENNE POUR L'INNOVATION

Canada Graduate Scholarships - Master's Program

Canada Research Chairs | Chaires de recherche du Canada

Canadian Diabetes Association

# How to Complete your NSERC\_Researcher CCV



**Canadian Common CV**  
WWW.CCV-CVC.CA

[Français](#) | [Home](#) | [Contact Us](#) | [Help](#) | [Logout](#)

[Welcome](#) | **[CV](#)** | [Versions](#) | [History](#) | [Consent](#) | [Utilities](#) | [PIN/System Account](#) | [Account](#)

**Funding CV - List of Sections** 2016-04-29 15:53 EST

\* Funding Source  

\* CV Type  

<u>Section</u>	<u>Included/Entries</u>	<u>Last Updated</u>
0 record(s)		

How to Complete your NSERC\_Researcher CCV

# Instructions to Complete the CCV

***[LIVE CCV DEMO]***  
**(See video)**

*CCV Instructions on NSERC Website*

## How to Complete your NSERC\_Researcher CCV

# A Few Reminders

- Deadline to submit your Discovery Grants NOI : August 1<sup>st</sup> \*
- If you are a first-time user of this system, START EARLY. Completing the CCV can take a significant amount of time.
- We remind you that the system is programmed to only accept information from the past 6 years. This could explain a reason for error messages when trying to save and/or validate.
- Lastly, please do your best to not duplicate information within the CCV.

**You are now ready to attach your completed CCV to your Discovery Grants NOI via the Research Portal.**