

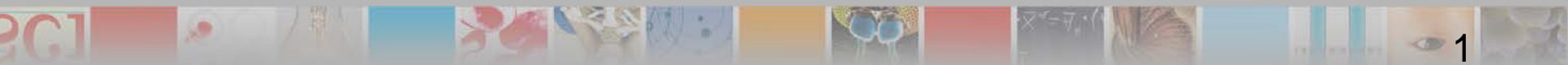
# National Webinar Information Session

## Discovery Grants Program

Conference number: 1-877-413-4790  
Conference ID: 7462843

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

- NOI Overview and Tips
- Research Portal Overview & Live Demo
- CCV (NSERC\_Researcher) Live Demo
- Questions (ask by chat on AdobeConnect)



# Life Cycle of a Discovery Grant Application



**August**

Submission of notification of intent to apply (due Aug. 1)

**September**

Internal assignment to EG

**October**

Selection of external reviewers and preliminary joint review discussions

**November**

Submission of application (due Nov. 1)

**December**

Members receive applications and begin reviewing

**January**

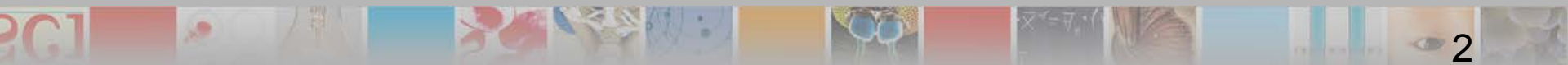
Members review applications and external reviewer reports are received

**February**

Grants competition

**March/April**

Announcement of results



# Notification of Intent to Apply (NOI)

## Overview

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

# Notification of Intent to Apply

## Purpose

- **Facilitates preliminary assignments:**
  - to an Evaluation Group;
  - of internal reviewers; and
  - 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)

# Notification of Intent to Apply

## 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:
  - **\*Updated\*** [Selecting the Appropriate Federal Granting Agency](#)
  - **\*New\*** [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.

# Notification of Intent to Apply

## Tips

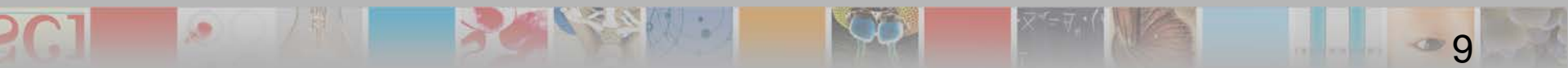
- **Select appropriate research topics**
  - First selected must be from suggested EG
  - Helps identify potential joint reviews
- **Submit a detailed summary**
  - Helps internal reviewers select appropriate external reviewers
  - Helps identify potential joint reviews
- **Select appropriate suggested external reviewers**
  - Be mindful of conflicts and expertise
  - **Conflict of Interest and Confidentiality for Review Committee Members, External Reviewers, and Observers**





# Demonstration 1 – Research Portal

- Instructions
- Research Portal navigation, how it works, and key strategic recommendations





# Research Portal



Canada

## 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 ..



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



# Research Portal



**Profile** | Assessment | Helpdesk | Feedback

- User Profile**
- Change Password
- Change Email
- Change Security Question

**Profile**

[▶ Create Application](#)

Sign out

[Report this page](#)

Version: 12.5.1.0 ..

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



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[JOBS](#)

[ECONOMY](#)

Canada.ca

Sign out

✓  
Your profile was saved.    
[Back to Welcome Page](#)

## User Profile

### User Profile Information

Salutation (Required)

First Name (Required)

Middle Names

Family Name (Required)

Correspondence Language (Required)  English  French

Citizenship (Required)

Date of Birth (Required)   
(MM/DD)

I am not affiliated with a postsecondary institution.

Primary Affiliation (Required)  [Select](#)

Department/Division (Required)

Current Position (Required)

Phone Number (Required)  Extension

(e.g. 9999999999)

Secondary Email

Personal Identification No. (PIN)

### Sign In Information

Last sign in: 2016-05-13 12:46:52

Last password change: 2015-08-26 11:51:17

[Change Password](#) [Security Question](#)

[Change Email](#)

Save Profile



Profile ▾ Feedback

Home

Welcome G C

Sign out

Applicant

**Applicant**

▶ 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 | Open   |

Records displayed per page: 10

1 items in 1 pages

[Report this page](#)

Version: 12.5.1.0 ..



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Profile Assessment

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Applicant

Applicant

Deadline

| Create Application   |                     |                     |        |
|--|---------------------|---------------------|--------|
| 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 |



Home

Welcome

Remember: System will allow one NOI for DG Program

Sign out

Applicant

Applicant



Your notice of intent or application has been created.

Create Application

| 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 |        |
| 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 |


Applications






| 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

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

Yellow triangle = incomplete

[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](#)





### 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](#)

### 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)

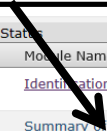
#### Application

| 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



### Application - Discovery Grants Program - Individual

Sign out

#### Summary of Proposal (required)

5000 characters maximum  
Characters remaining:5000



Large empty text area for writing the proposal summary.

Save and Validate each section

[Save and previous](#) [Save and validate](#) [Save and next](#)  
[Preview](#) [Back to Application Overview](#)



### Application - Discovery Grants - Individual

Show Table of Contents

#### Activity Details

#### Application Title

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

#### Test Application

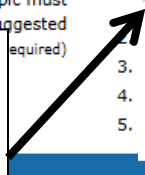
#### Proposed Research Topics

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

- 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

Select Research Topic from Suggested EG





## Application - Discovery Grants - Individual

[Sign](#)

Show Table of Contents

### Activity Details

#### Application Title

#### Test Application

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)

- 1. 1501 Genes, Cells and Molecules
- 2. LSA02 Microbiology
- 3. 1501 Genes, Cells and Molecules
- 4. 1502 Biological Systems and Functions
- 5. 1503 Evolution and Ecology
- 6. 1504 Chemistry
- 7. 1505 Physics
- 8. 1506 Geosciences
- 9. 1507 Computer Science
- 10. 1508 Mathematics and Statistics
- 11. 1509 Civil, Industrial and Systems Engineering
- 12. 1510 Electrical and Computer Engineering
- 13. 1511 Materials and Chemical Engineering

- Clear Selection
- Clear Selection
- Clear Selection
- Clear Selection

Select a RT

Select EG for next Research Topic

#### Keywords

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



Profile ▾ Feedback

### Canadian Common CV Upload



the [instructions](#) on how to use the Canadian Common CV (CCV) 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.

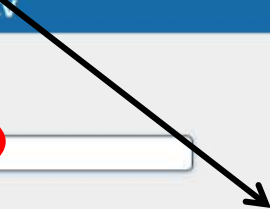
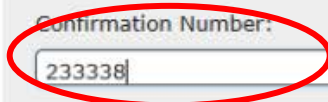
Enter confirmation number  
Click Upload

Add New Canadian Common CV

Confirmation Number:

Uploaded Canadian Common CV

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



[Back to Application Overview](#)



## Canadian Common CV Upload

[Sign out](#)

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.

### 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.

Confirmation Number:

**Click to view**

[Upload](#)

### Uploaded Canadian Common CV

| File Title                                     | Date Uploaded         | Action                 |
|--|-----------------------|------------------------|
| <a href="#">668068-10013800-NSERC_Research</a> | 14/06/2017 8:01:48 AM | <a href="#">Delete</a> |

# Application Overview

Sign out

**Warning:** 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)

**Success:** 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 | <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>  |                                       |   |                     |  |

Ready to submit

[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 | <a href="#">Edit</a> <a href="#">View</a> <a href="#">View - reviewer version</a> |

**SUBMIT before deadline !**

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



[Profile](#) [Feedback](#)

[Home](#)

## Welcome

[Sign out](#)

Applicant

## Applicant

[▶ Create Application](#)

### Applications

| 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> |

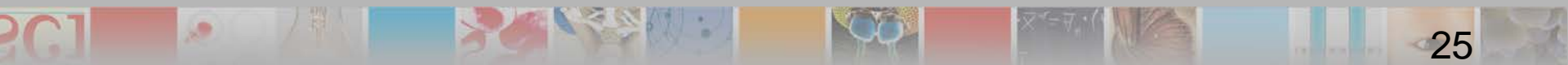
Submission successful

 [Report this page](#)



# Research Portal- Questions

- Can I change my research direction between the NOI and the full application stage?
  - NOI used for assignment of reviewers
  - If major change, 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
- Other questions?



# Canadian Common CV (CCV)



Natural Sciences and Engineering  
Research Council of Canada

Conseil de recherches en sciences  
naturelles et en génie du Canada

Canada

# Demonstration 2 - NSERC\_Researcher CCV

- Instructions
- CCV platform navigation, how it works, and key strategic recommendations (NSERC\_Researcher CCV vs generic CCV)
- What, where, how:
  - 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: [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca)
    - Content questions: [resgrant@nserc-crsng.gc.ca](mailto:resgrant@nserc-crsng.gc.ca)

# 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 growing number of funding organizations including NSERC, SSHRC, CIHR and CFI;
  - **Discovery Grants Programs: NSERC CCV template since April 2013**

**NSERC\_Researcher**

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



Canadian Common CV  
WWW.CCV-CVC.CA

Français

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Login

2016-04-29 16:10 EST

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Glossary

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Documentation

Releases

FAQ

\*\*\* **IMPORTANT NOTICE** \*\*\*

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 (<https://www.google.com/recaptcha>), has been implemented.

Note that these new sections may not be required by some organizations and thus will not appear on their Funding CV.



# 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



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 [Generi

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

## 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.

Members

*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



# Canadian Common CV

WWW.CCV-CVC.CA

|                          |                    |                          |                         |                            |                           |                                    |                         |                        |  |
|--------------------------|--------------------|--------------------------|-------------------------|----------------------------|---------------------------|------------------------------------|-------------------------|------------------------|--|
| <a href="#">Français</a> |                    | <a href="#">Home</a>     |                         | <a href="#">Contact Us</a> |                           | <a href="#">Help</a>               |                         | <a href="#">Logout</a> |  |
| <a href="#">Welcome</a>  | <a href="#">CV</a> | <a href="#">Versions</a> | <a href="#">History</a> | <a href="#">Consent</a>    | <a href="#">Utilities</a> | <a href="#">PIN/System Account</a> | <a href="#">Account</a> |                        |  |

## Funding CV - List of Sections

2016-04-29 15:53 EST

\* Funding Source  ?

\* CV Type  ?

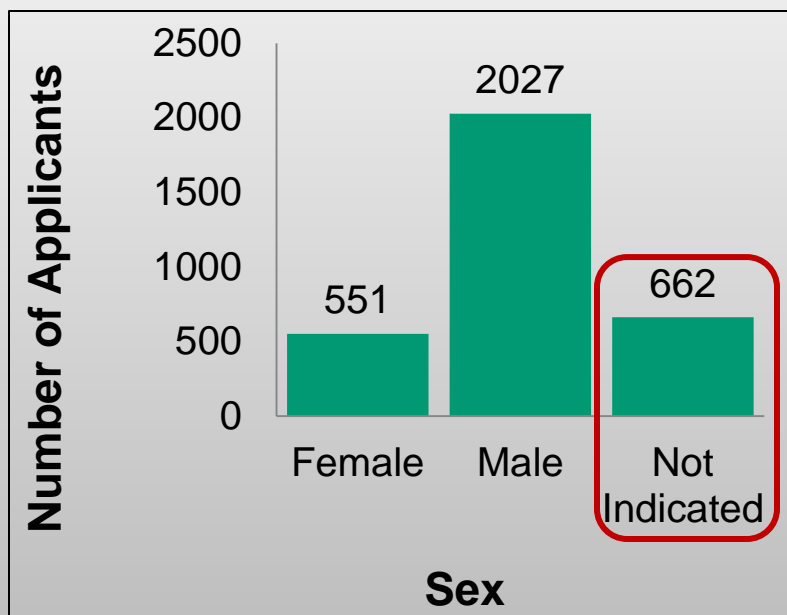
| <u>Section</u> | <u>Included/Entries</u> | <u>Last Updated</u> |
|----------------|-------------------------|---------------------|
|----------------|-------------------------|---------------------|

0 record(s)



# NSERC Framework on Diversity & Gender Equity

- Integrate equity, diversity & inclusivity analysis in policies, programs & initiatives
- Statistics are key to well informed decisions
- Applicants therefore encouraged to identify their sex in the CCV



A screenshot of a web form titled 'Personal Information' under the 'Identification' section. The form includes several input fields: \* Family Name (placeholder: Enter Your Last Name), \* First Name (placeholder: Enter Your First Name), Middle Name, Previous Family Name, \* Title (placeholder: Mrs.), Previous First Name, Sex (dropdown menu), Designated Group, and \* Correspondence language. The Sex dropdown menu is open, showing options: Female, Male, and No Response. The dropdown menu is highlighted with a red rounded rectangle.

This information is NOT shared with reviewers (removed before CCV is provided to reviewers)