If you’re experiencing technical difficulties with the audio, please connect with a telephone or mobile.

- Under “Select Audio Connection”, choose one of the following:
  - “I Will Call In” or;
  - “Call me”

- Follow the displayed instructions

- Use the Q&A box for questions
2019 Exploration Competition

How to Prepare an Application—Applicants and Research Administrators

November 2019

[Logos of Government of Canada, CIHR, SSHRC, NSERC, and CRSH]
Presentation Overview

- Competition Timeline
- Application Content
- Submitting the Application (Applicants)
- Application Review Process
- Convergence Portal Demo (Applicants)

RGO Specific
- Submitting the Application (RGO)
- Convergence Portal Demo (RGO)
New Frontiers in Research Fund
Exploration Stream

• Objectives:
  – Generate opportunities to conduct high risk, high reward and interdisciplinary research
  – Support research that pushes the boundaries of what is funded through the agencies

• Minimum of 100 awards
  – Maximum of $125,000 per year for up to 2 years
    • includes indirect costs of up to 25% of direct costs
    • maximum of $100,000/year for direct costs of research
### Competition timeline

**NOI Stage**

**July**  
Competition launch and Convergence Portal opens (July 3rd)

**August**  
Submission of Notification of Intent to apply (NOI) (due Aug. 7th)

**September**  
Submission of Letter of Intent to apply (LOI) (due Sep. 4th)

**LOI stage**

**October**  
LOI stage results and invitations to submit an Application (Oct. 31st)

**Application Stage**

**December**  
Submission of Application (due Dec. 10th)

**Dec - March**  
External reviews and committee assessment

**March**  
Multidisciplinary review panel meeting

**March**  
Release of Notices of Decision and start of awards (by March 31st)
Application Stage

By invitation only: the NPIs that were successful at the LOI stage will be able to create an Application on the Portal

Application Deadline: **December 10**

Check with your RGO for internal deadlines
Application Content

• Information submitted at the NOI and LOI stages

• Sections to complete in Convergence Portal:
  – Budget Table
  – Gender-based analysis plus (GBA+)
  – Certifications, licences and permits
    • Environmental Information Form
Application Content

Supporting Documents:

- Equity, Diversity and Inclusion (EDI)
- Biographical Info on team
- Research Proposal
- Budget justification
- Literature references
Redaction of LOI Attachments

- Committee members noted self-identifying information in LOI attachments
- Redacted by staff
- Redacted attachments uploaded to Convergence Portal
Application
Supporting Documents

Equity, diversity and inclusion
(form-fillable PDF)

• Analysis of Context
• Team composition and recruitment processes
• Training and development opportunities
• Inclusion
• Best Practices in Equity, Diversity and Inclusion in Research
Application
Supporting Documents

Biographical Info: Research Team
(max 3 pages)

• Overview of research team’s knowledge, background and expertise
• Identify anticipated contributions of each team member
• Explain how their contributions will be coordinated and integrated
Application
Supporting Documents

Research Proposal
(max 4 pages)

- Describe proposed research
- Short and long term objectives
- Research methodology and design
- Work plan and timeline
- Approaches to Indigenous Research (if appropriate)
- GBA+/SGBA (if appropriate)
Application

Supporting Documents

Budget Justification (max 1 page)

- Breakdown & explanation of direct costs
- Info to assess appropriateness of requested resources
- Other resources: funding, materials, equipment
- Indirect cost breakdown is not required
Application
Supporting Documents

Literature References
(max 3 pages)

• List of references cited in new documents
Instructions for Attachments

• All documents must be converted to Portable Document Format (PDF) before uploading

• Formatting instructions for attachments

***Be mindful of formatting requirements (page length, font size, margins, no personally identifying information, etc.) as applications that do not adhere to the requirements can be withdrawn***
Instructions for Attachments: Anonymity

- Double-blind review by external reviewers
- No self-identifying information of the team members is included in the following:
  - Gender-based analysis plus (GBA+);
  - Research proposal; and
  - Budget justification
- When referring to prior research, use non-identifying nouns in statements (e.g., article was published; research was conducted on, etc.)
- Do not provide links to personal sites (websites, blogs, Facebook, LinkedIn, etc.)
- Self-identifying information can be included in:
  - EDI form
  - Biographical information about the research team attachment.
Submitting the Application

- Review
- Accept the Terms and Conditions
- Status: Received by Administrator
- For changes: ask RGO to return it to you
- RGO approves and submits to agency
  - Status: Received by Agency
  - No further changes can be made
Review Process: Overview

• External Expert Review
  – Double-blind review

• Multidisciplinary Review Panel
  – Initial assessment
  – In-person meeting

Reviewer Manual
Review Process: External Review (Double-Blind)

• Focus of Exploration grants is on the high-risk, high-reward and interdisciplinary nature of the project
  – Focus on the research rather than the team
• External Reviewers
  – Double blind review
  – Anonymity of reviewer and applicant
• External Reviewers
  – High risk/ High reward
  – Feasibility/ Identify expertise required to carry out research
• Do not have access to:
  – List of participants/collaborators
  – Research team’s biographical information
  – EDI form
Review Process:
Multidisciplinary Review Panel

• 5 members per file
  – At least 2 with similar area of research expertise
  – Others provide non-expert perspective

• Content from NOI, LOI and Application
Review: Assessment

• Scored according to merit indicator matrices (7 point)
  – High risk (40% overall score)
  – High reward (40% overall score)
  – Feasibility (20% overall score)
  – Equity, Diversity, Inclusion (EDI) (pass/fail)

• Top rated application
Review: Results

• In person Multidisciplinary Review Panel (March 2020)

• All applications will be discussed

• Proportion of awards reserved for ECR-led applications is at least equal to proportion of ECR-led LOIs received
How to use the Convergence Portal - Applicants
Questions and Answers for Applicants

Please use the Q&A box to ask questions
Submitting an Application as RGO

Use the “Research Administrator” link to access your Institution’s applications.

If you do not have this option, please contact: websupport@chairs-chaires.gc.ca
Submitting an Application as RGO

RGOS can:

• View applications from NPIs at their institution (submitted and in-progress)
• Forward submitted Applications to the Agency
• Return submitted Applications to the NPI
• Bulk download multiple applications in PDF
Submitting an Application as RGO

Before submitting an application to the agency, confirm:

- NPI’s primary affiliation is (or will be) with your organization
- NPI has the necessary time and resources to carry out the project
How to use the Convergence Portal- RGO
Questions and Answers for RGOs

Please use the Q&A box to ask questions
## Resources

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<tr>
<th>NFRF contact</th>
<th><a href="mailto:NFRF-FNFR@chairs-chaires.gc.ca">NFRF-FNFR@chairs-chaires.gc.ca</a></th>
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<tbody>
<tr>
<td>Internal Deadlines</td>
<td>Your institution’s Research Grants Office / RGO</td>
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<td><strong>NFRF website</strong></td>
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<td><strong>Competition Overview</strong></td>
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<td>On-line Services Helpdesk</td>
<td>E-mail: <a href="mailto:websupport@chairs-chaires.gc.ca">websupport@chairs-chaires.gc.ca</a></td>
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<td>Telephone: 613-995-4273</td>
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