

As you prepare to apply to NSERC this fall, please note these IMPORTANT changes in the way you will submit your application to Research Services (UTRS) for final approval by the University. A significant change is that all Discovery Grant submissions must now be completed electronically. Please review this memo carefully, taking note of internal deadlines, and if you have any questions, do not hesitate to contact any member of our team (listed at the end of this memo.)

**FOR DISCOVERY GRANTS (INDIVIDUAL, GROUP, NORTHERN RESEARCH SUPPLEMENT, SUBATOMIC PHYSICS PROJECT), SHIP TIME, RESEARCH TOOLS & INSTRUMENTS-CATEGORY 1**

**FIRST STEP:** You must ensure that you are eligible to hold a research grant from NSERC. Applicants and co-applicants to NSERC programs should refer to the NSERC eligibility guidelines at: [www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/faculty-corpsprof\\_eng.asp](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Eligibility-Admissibilite/faculty-corpsprof_eng.asp). If you are in doubt about your NSERC eligibility, or your eligibility to hold a grant at the University of Toronto, please consult your department chair.

**SECOND STEP:** Applicants to all NSERC Grant programs MUST submit to UTRS, **on or before the specified internal deadline below**, the following:

- ∅ A completed, and signed RIS Application Form (formerly “the blue form”) that includes all required signatures from your department and division (i.e., unit head or one-up, Vice Principal (UTM/UTSC) and/or Dean where applicable.) The RIS form is available at [www.research.utoronto.ca/funding/pdf/ris\\_blue.pdf](http://www.research.utoronto.ca/funding/pdf/ris_blue.pdf). You may scan and e-mail the completed and signed form to one of the UTRS contacts listed below, or you may deliver it in person (see address at end of this memo.)
- ∅ Any additional documentation required to support your eligibility to apply to NSERC (i.e., letter of appointment, and where applicable, the NSERC Form 100 Appendices B and/or C) attached to the RIS form.
- ∅ If you have any co-applicants on your grant applications, Research Services will only check the eligibility of your UofT co-PIs. For co-applicants from other universities/institutions, attach a signed copy of Form 101 page 2 (co-applicant’s page), showing the signature(s) of their university representatives, to your RIS form.

**THIRD STEP:** Complete your application on NSERC’s on-line application system. When it is final, and complete, submit it to UTRS by clicking on “Submit to RGO”. You must do this **before 5:00 pm on the internal deadline date specified in the table below**. UTRS will then approve your application, which will then be automatically transmitted to NSERC.

Please adhere to the following **FIRM INTERNAL DEADLINES:**

NSERC Program	Internal Deadline
Discovery Grant – Individual, Group & Subatomic Physics Project	October 27
Discovery Grant – Northern Research Supplement	October 27
Research Tools & Instruments-Category 1	October 21
Ship Time	September 28

Submitting your final application to Research Services means you are ready to submit it to NSERC. Research Services will **NOT** be reviewing the content of your application but will be verifying your eligibility to hold a research grant at UofT, and will return applications only to those who do not meet the University's criteria to hold a research grant. If you have questions about these programs, please contact Research Services **prior to internal deadlines**.

**FOR THE MAJOR RESOURCES SUPPORT PROGRAM AND RESEARCH TOOLS AND INSTRUMENTS – CATEGORIES 2 & 3 (SUBATOMIC PHYSICS) ONLY**

Research Services will need to review the applications and require signed hard copies of the RIS form, Form 101 and Form 100s of the applicant and all UofT co-applicants as well as letters of support, even if these are to be submitted online.

Please adhere to the following **FIRM INTERNAL DEADLINES**:

<b>NSERC Program</b>	<b>Internal Deadline</b>
Major Resources Support (Invited Applications Only)	September 23
Research Tools & Instruments – Categories 2 & 3 (Subatomic Physics Only)	September 23

**IMPORTANT REMINDERS:**

1. UofT applicants and co-applicants with non-standard appointments will be contacted by Research Services in advance to ensure that they are eligible to apply and to prepare the proper documentation (i.e., letters of appointment, Form 100 Appendix B and/or Appendix C).
2. Those who have not submitted a Form 180 and who wish to apply to the Discovery Grant should contact NSERC as soon as possible. NSERC will continue to accept Form 180 before the November 1<sup>st</sup> deadline.

**UTRS SUPPORT**

Grant writing tips, checklists and other resources on the preparation of NSERC Research Grant applications will be available shortly on our website: [www.research.utoronto.ca](http://www.research.utoronto.ca) and will also be distributed during the NSERC Grants Information sessions.

If you have any questions on the above programs, please contact Research Services **prior to the internal deadlines**.