



# Emerging Infectious Diseases Modelling Initiative

## Instructions for completing an application – form 101

- [General information](#)
- [Completing the application](#)
- [Signatures](#)
- [List for a complete application](#)

### General information

#### About the program

Read the [program description](#) before you complete the application.

#### Who completes the application?

The applicant must complete the application and include all required documentation using the [NSERC's secure portal](#). In addition, a CCV, personal data form (form 100), if readily available, or other equivalent CV must be completed by applicants and co-applicants and attached to the application materials.

#### Presentation standards

You are responsible for submitting a complete application that conforms to the presentation standards established by NSERC. Incomplete applications and applications that do not meet the presentation standards may be rejected, or be at a disadvantage, in comparison with those that are complete and respect the presentation standards. Where page limits are stated, pages in excess of the number permitted will be removed.

For more information, read the [NSERC On-line Presentation and Attachment Standards](#).

#### Application deadlines

The deadline to submit your application is indicated on the [program description](#) page of this funding opportunity.

Material or updates received under separate cover (before or after the deadline date) will not be accepted.

## Personal information

The collection, use and disclosure of personal information provided to NSERC are outlined in the following policy statements:

- the [Access to Information Act and the Privacy Act \(ATIP\)](#), and the [Use and disclosure of personal information statement](#);
- [Data Retention Information](#);
- [Privacy Notice](#).

The information you provide in your application is collected under the authority of the [Natural Sciences and Engineering Research Council Act](#). Both Public Health Agency of Canada (PHAC) and NSERC are subject to the [Access to Information Act and the Privacy Act \(ATIP\)](#). The information you provide is stored in a series of NSERC data banks described in [Information about programs and information holdings](#).

Personnel from PHAC will have access to relevant data and records for purposes consistent with the program's objectives.

## Help with program information

- Contact the [staff](#) responsible for the program to which you are applying.

## Help with the NSERC's secure portal

- Review the instructions available in the application;
- Contact the **On-line Services Helpdesk**. Send an email to: [webapp@nserc-crsng.gc.ca](mailto:webapp@nserc-crsng.gc.ca) or call 613-995-4273. Include your email address and telephone number.

## Completing the application

**For uploading purposes, all the documents described below must be saved into a single PDF file.**

## Self-identification information

Prior to submitting your application, you will be redirected to the form for self-identification (of age, gender, Indigenous identity, disability, visible minority identity). Co-applicants will be sent a request to complete this form shortly after the application has been submitted. This information is used to help the federal granting agencies monitor the equity of their programs and design new measures to achieve greater equity, diversity and inclusion (EDI) in the research enterprise.

Although you must complete the form, which self-identification information you choose to disclose is voluntary. Self-identification information does not form part of your application and is not accessible to or shared with external reviewers and/or selection committee members. Whether you choose to self-identify has no bearing on the outcome of your application. However, in certain funding opportunities, an agency may offer special consideration for members of a designated equity group. In this case, applicants will be asked for their consent to use their self-identification information for this purpose.

## Application profile

### Title of proposal

The title will be used for publication purposes. It should describe the subject of the research to be supported. It should not contain a company or trade name. Spell out scientific symbols and acronyms.

### Time devoted to proposed research/activity

Enter the time devoted by the applicant (in hours per month) to the proposed research/activity.

## Certification/requirements

Before completing this section, consult the [Requirements for certain types of research](#).

**Research involving the use of animals:** If you select Yes, you must provide your institution's administration with certification from your institution's animal care committee that the experimental procedures proposed have been approved and that the care and treatment of animals is in accordance with the principles outlined in the Canadian Council on Animal Care (CCAC) guide.

**Research involving humans:** If you select Yes, you must provide your institution's administration with the appropriate certification indicating that research involving humans has been reviewed and has received the required approval.

**Research involving human pluripotent and/or totipotent stem cells:** If you select Yes, or if the peer review finds that your application falls into this category and your application is recommended for funding, it will be forwarded, with your consent, to CIHR's Stem Cell Oversight Committee

(SCOC) to ensure compliance with [Chapter 12, Section F of the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans \(TCPS 2\)](#). The SCOC review is in addition to the

normal review by local Research Ethics Boards. Funding will not be released until approval has been obtained from the SCOC.

**Research involving hazardous substances:** If you select Yes, you must provide your institution's administration with certification from your institution's biosafety committee that the laboratory procedures being used comply with the safety precautions necessary for the level of containment required by the research.

### Cover letter – attachment

The cover letter is optional and should only be used if you wish to provide NSERC with additional information that will not be shared with external reviewers, such as a request (with justification) that a certain individual, group of individuals, or organization not be involved in the review of your proposal. NSERC will take such a request into consideration. The cover letter must contain your name, the NSERC program to which you are applying, and the title of your application.

**Note:** This letter may be accessible to these individuals under the [The Access to Information Act and the Privacy Act \(ATIP\)](#).

### Applicant and Co-applicants – F101

Identify co-applicants to the proposed research program who will participate on your application. Co-applicants must provide their NSERC personal data form (form 100), CCV or equivalent CV. The [Terms and conditions of applying form](#) must be completed and included in the application material for the applicant and each co-applicant.

By submitting these forms, the applicant certifies that the individuals listed as co-applicants have been informed of the precise uses and disclosures of their personal information by NSERC (see [Use and disclosure of personal information provided to NSERC](#)) and have authorized the release of the information by the applicant.

The [Terms and conditions of research administrators form](#) must be completed and included in the application material for all applicant and co-applicants' institutions.

Given that this initiative is being delivered jointly by NSERC and PHAC, PHAC employees are not eligible to participate in this funding opportunity as an applicant or co-applicant. They can however participate as a collaborator.

## **Supporting organizations – F101**

Enter information about each co-applicant organization's signing officer (other than the applicant's organization). For supporting organizations such as an industrial partner or a government department, enter information about the authorized representative(s).

The applicant must ensure that the co-applicants from other institutions obtain the appropriate signature from the authorized officer of their organization prior to submitting the application to NSERC (see [Signatures](#) requirements within this document).

## **Collaborators – F101**

In the form 101, identify known collaborators (national and international); their NSERC personal identification number (PIN), if known; the time (in hours per month) each will devote to the proposed research program; and their organization/department.

A collaborator is a member of a research team that is applying for a group grant. A collaborator will not have access to the grant funds and must be qualified to undertake research independently. Collaborators are expected to contribute to the overall intellectual direction of the research project or program of research and to bring their own resources to the collaboration. Examples of collaborators include academic researchers, company staff members, research scientists, researchers from community health organizations or non-NSERC eligible indigenous researchers.

By submitting your application, the applicant certifies that the individuals listed as collaborators have been informed of the precise uses and disclosures of their personal information by NSERC (see [Use and disclosure of personal information provided to NSERC](#)) and have authorized the release of the information by the applicant.

## **Summary of proposal – F101**

The summary is intended to explain the proposal in language that the public can understand. Using simple terms, briefly describe the nature of the work to be done. Indicate why and to whom the research is important, the anticipated outcomes and how your field and Canada will benefit. This plain language summary will be made available to the public if your proposal is funded.

If you wish, you may also provide a summary in the other official language in the text box identified for that purpose.

## **Proposed expenditures – F101**

Before completing this page, read the instructions and consult the [Tri-Agency Guide on Financial Administration](#) for information about the eligibility of expenditures for the direct costs of research and the regulations governing the use of grant funds.

Enter the planned spending in each budget category for each year of the project. A breakdown of each category and a detailed budget justification will be requested in the next section.

Provide a two-year budget.

Academic researchers outside the natural sciences and engineering (NSE) may serve as co-applicants if they meet NSERC's [eligibility criteria for faculty](#). As such, up to 30% funds granted under this funding opportunity may be spent on non-NSE research costs. Note that the overall outcomes must still be tied to meeting the NSE research challenge that is the focus of the overall award.

All non-NSE related expenses must be clearly identified in the Budget Justification section of the application. Please also include a calculation demonstrating that these costs represent 30% or less of the overall costs. Non-NSE expenses must be commensurate with the objectives, scope and scale of the project.

## **Budget justification – attachment**

Provide a detailed explanation and justification for each budget item identified in the Proposed Expenditures page. Provide sufficient information to allow reviewers to assess whether the resources requested are appropriate. This section should contain only information pertinent to the budget.

### **Salaries and benefits**

Give the names (if known), categories of employment and proposed salaries (with explicit indication of the non-discretionary benefits) of students, postdoctoral fellows, research staff, and the project manager. Briefly describe the responsibilities for each position and indicate the percentage of time they will be spending on this project over its life span. Do not include salaries of faculty in project costs.

Refer to the [NSERC CCV instructions](#) for information on obtaining consent to name individuals in your proposal.

## **Equipment or facility**

Give a breakdown of the items requested, models, manufacturers, prices, and applicable taxes. Justify the need for each item requested. Fees to be paid for the use of equipment or a facility should be described (e.g., hours and rate). Also report the need for beam time or other special facilities, and if time has been allocated for these. If more than 10% of the NSERC budget request is being used for equipment, prior discussion with NSERC staff is required.

## **Materials and supplies**

Provide details and explain major items.

## **Travel**

Explain briefly how each activity relates to the proposed research. Please include considerations for the ongoing COVID-19 related travel restrictions.

## **Dissemination**

Provide details of publication costs, user workshops or other activities.

## **Knowledge transfer activities**

List the expenditures for the transfer of knowledge to users or user communities through education, outreach, demonstration projects and other means.

## **Summary of expenditures related to aspects outside the natural sciences and engineering**

Research within the area of emerging infectious disease modelling is multidisciplinary by nature. Applicants are encouraged to collaborate with academic researchers and other collaborators in fields other than the natural sciences and engineering (NSE). Academic researchers outside the NSE may serve as co-applicants if they meet NSERC's [eligibility criteria for faculty](#). As such, up to 30% funds granted under this funding opportunity may be spent on non-NSE research costs. Note that the overall outcomes must still be tied to meeting the NSE research challenge that is the focus of the overall award.

All non-NSE related expenses must be clearly identified. Please also include a calculation demonstrating that these costs represent 30% or less of the overall costs. Non-NSE expenses must be commensurate with the objectives, scope and scale of the project.

## **Project management expenses**

Effective project management demands that the components of a project be constantly monitored and revised with new information. While the applicant is responsible for overall delivery of research results in partnered grants, depending on the size of the collaboration, awards made under this initiative may require additional project management resources to ensure integrated coordination of research activities and timely conveyance of research results.

The maximum level of support for all expenditures related to project management will be up to 10% of the awarded grant.

Supportable activities and expenditures for this line item include:

- Project manager salary
- Project management software
- Project management training for scientific and technical staff working on a project for which project management expenses are requested
- Staff training is for project management only and training for other types of activities will not be accepted

Project management activities may include: setting schedules and scopes of work, ensuring management and delivery on all activities taking place in the project, liaising with collaborators, federal/provincial and/or territorial governments and other stakeholders, organizing data collection and/or field surveys, drafting results, dissemination and preparing reports. The project management resource may be a professional project manager or a member of the scientific team (for example a research associate or a post-doctoral fellow). As a general rule graduate students are not expected to provide project management support to the grants.

In the Budget section of the application:

- Project management salary expenses must be listed under salaries and benefits
- Project management software requests must appear under materials and supplies
- Project management training costs should appear under other expenses

Please also include a calculation demonstrating that these costs represent 10% or less of the overall costs. The amount and percent time of the project manager salary request must be commensurate with the scope and scale of the project. Project management expenses for other grants cannot be provided from these expenses.



## Contributions from supporting organizations - attachment

If appropriate, you may submit a list of Contributions from Supporting Organizations. Use this page to report the contributions committed by the supporting organization(s) to the research project. Provide the information for each supporting organization. List the resources being provided to support the proposed activities. Your list should include: the name of the supporting organizations, the cash or in-kind contribution for each project years and the family name and given name of the signing officer.

Before completing this page, consult the Use of Grant Funds section of the [Tri-Agency Guide on Financial Administration](#) and [Guidelines on Eligibility and Value of In-Kind Contributions](#).

List the resources that will be provided by the supporting organization to support the proposed activities including:

- the cash contributions to direct costs of research;
- the in-kind contributions to the direct costs of research (e.g., donations of services, materials and equipment);
- the in-kind contributions to the indirect costs; and
- an indication of the amount paid to the institution for overhead.

## Relationship to other research support – attachment

See [Selecting the Appropriate Federal Granting Agency](#) and [Relationship Between NSERC Proposals and Other Sources of Funds](#).

Any relationship and/or overlap, conceptual or financial, between proposed activities and activities supported by other major research projects (over \$100,000 annually) must be explained.

Use up to **two additional pages** to provide the following information:

- Clear and concise information on the conceptual and budgetary relationship or difference between this application and **all other support currently held or applied for by the applicant and co-applicants**. Also explain perceived duplication in funding or, if applicable, indicate how the current application complements research funded by other sources.

## Proposal – attachment

Use the guidelines in the [NSERC On-line Presentation and Attachment Standards](#) to provide the requested information in a document to be attached to the application. Your proposal must be contained within **a maximum of 20 single-sided free-form pages** (this page limit does not include references).

Address all the selection criteria for the [Emerging](#) Infectious Diseases Modelling initiative. Using individual headings that relate to each criterion, explain how your proposed research meets the [evaluation criteria](#):

- Management and budget
- Excellence of the research proposal
- Development of highly qualified personnel (HQP)
- Networking, partnerships and knowledge transfer

Where applicable, the proposal should address and present mitigation strategies related to the issues arising from the current COVID-19 situation (e.g. global travel restrictions, remote work environment, etc.) including those related to equity, diversity and inclusion.

## References – attachment

- Use this section to provide a list of literature references. Your list of references must not exceed **two pages** on the printed copy.
- Do not refer readers to websites for additional information on your proposal.
- Do not introduce hyperlinks in your list of references.

## Signatures

[Terms and conditions of applying form](#) and the [Terms and conditions of research administrators form](#) will require signatures. Original signatures are not required; a scanned copy is sufficient.

## What do the signatures on the application mean?

### For applicants

The Terms and Conditions of applying form must be completed and included in the application material for the applicant and each co-applicant. It is your responsibility to retain a copy of the agreed Terms and Conditions for your records.

**For institutional authorities, the signatures certify that:**

- the institution will abide by the roles and responsibilities as set out in the [Agreement on the Administration of Agency Grants and Awards by Research Institutions](#) with the three federal granting agencies, including the [Tri-Agency Framework: Responsible Conduct of Research](#);
- the applicant and co-applicant(s) have met, or will meet, the eligibility requirements;
- prior to submission of this application, the institution has obtained written approval from any other institutions involved in the application process; and
- if the applicant discloses any potential intellectual property (IP) arising from the research, they and the institution will endeavour to obtain the greatest possible economic benefit to Canada from the resulting commercial activity. **Note:** This requirement for disclosure is not intended to supersede any IP ownership policy that the institution already has in place.

**For authorized officers of other supporting organizations, the signatures certify that the organization:**

- agrees with the content of the application and will provide the committed resources; and
- agrees to the release of the public summary of the award and to the publication of the organization's name as a supporter of the initiative.

If you are both the applicant or co-applicant and a principal of a collaborating organization, another senior official must sign on behalf of the organization.

## List for a complete application

Use the following list to make sure your application is complete.

- Application for a grant (form 101)
- Application profile (including areas of research, certification requirements) (form 101)
- Cover letter, optional (attachment – max. 2 pages)
- Co-applicants (form 101)
- Collaborators (form 101)
- Summary of proposal (form 101)
- Proposed expenditures (form 101)
- Budget justification (attachment – no maximum)
- Contributions from supporting organizations (attachment – max. 2 pages)

- Relationship to other research support (attachment – no maximum)
- Proposal (attachment – max. 20 pages)
- Literature references (attachment – max. 2 pages)
- CCV, personal data form (form 100), if readily available, or other equivalent CV that addresses the following items:
  - Personal information (appointment, academic background, highly qualified personnel)
  - Experience
  - Research support
  - List of past highly qualified personnel and a description of their training
  - Contributions
- Completed [Terms and conditions of applying form](#) for each applicant and co-applicants.
- Completed [Terms and conditions for research administrators form](#) for each institution represented by the applicant and co-applicants. **Please engage with your research administrator with reference to this form as soon as possible if you plan on applying to this funding opportunity.**