**NEW FRONTIERS IN RESEARCH FUND – TRANSFORMATION 2020**

**NOTICE OF INTENT (NOI) CHECKLIST**

**Program DEadlines:**

My Research Applications (MRA) deadline: **February 13, 2020, noon**

Internal Deadline (on Convergence Portal): **February 13, 2020, noon**

Sponsor Deadline (RSO submits to agency): February 18, 2020

*This checklist is provided for overview purposes only, and does not replace the program materials. This checklist should be used along with the NFRF program materials and application instructions.*

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| **BEFORE YOU START** | |
|  | **Updates to Funding Opportunity.** We recommend checking the [funding opportunity](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2020/competition-concours-eng.aspx) periodically to check for any revisions/clarifications. NFRF will also periodically update its [FAQs](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2020/faq-eng.aspx) section. |
|  | **Eligibility – General.** Proposals must be submitted by research teams composed of at least five (5) individuals, including one Nominated Principal Investigator (NPI), Co-Principal Investigators (Co-PI) and Co-Applicants (Co-A).  **Note:** While additional members may be added at the LOI and application stages, those identified at the NOI stage are expected to remain part of the project team. |
|  | **Eligibility - Limit on number of applications.** Individuals can participate in **only one application** as a NPI or Co-PI in this competition.  This application limit does not apply to Co-Applicants or Collaborators.  Applicants or grantees of other NFRF competitions (Exploration or International) are eligible to participant in the Transformation stream competition.  Please ensure all named Co-PIs and Co-As meet the required eligibility. This includes verifying that they have not been named as NPI or CO-PI on any other proposals in the Transformation 2020 competition. |
|  | **Team Composition**. The research team (NPI, co-principal investigators and co-applicants) identified at the NOI stage should reflect the expertise required to deliver on the project.  Team members can be from any sector to ensure that all required sectors and disciplines are represented in the team and to provide an integrated interdisciplinary – and, if applicable, intersectoral – approach to the project. The focus should be on assembling a coherent team of experts to execute the project rather than on establishing a network.  National, international and cross-sector (private, public or other) collaborations are encouraged, as needed, to ensure that the most appropriate individuals and/or organizations are involved and that team composition reflects best practices in equity, diversity and inclusion (EDI). **Gender-based analysis plus (GBA+)** considerations must also be integrated into the research design, when appropriate. |
|  | **Creating the NOI.** NOIs are to be submitted using **t**he [Convergence Portal](https://www.convergence.gc.ca/SignIn). Only the latest versions of Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox will be compatible. |
| **TEAM MEMBERS – ELIGIBILITY AND DEFINITIONS** | |
|  | **Nominated Principal Investigator (NPI) - Definition.** The NPI is the applicant who will be responsible for the direction of the proposed activities, assume administrative and financial responsibility for the grant; and receive all related correspondence from the sponsor. |
|  | **Nominated Principal Investigator - Eligibility.** To be eligible to apply as NPI on the application you must:   * be an independent researcher, defined as an individual who engages in research not under the direction of another individual, * have an academic research appointment (that commences by January 1, 2021) that allows the individual to pursue the research for the entire duration of funding, allows for the supervision of trainees, and to publish research results. * have their primary affiliation with a Canadian institution currently holding full institutional eligibility with one of CIHR, NSERC, or SSHRC.   Please contact the Research Services Office (contacts provided below) if you have any questions about your eligibility for the program. |
|  | **Co-Principal Investigators (Co-PI)** share responsibility with the NPI for the direction of the proposed activities and may access grant funds. |
|  | **Co-Applicants (Co-A)** contribute to the execution of the research project and may access grant funds. |
|  | **Co-Principal Investigator (Co-PI) and Co-applicant (Co-A) Eligibility**  Co-principal investigators and co-applicants can be practitioners, policy-makers, educators, decision-makers, health care administrators, Indigenous elders, Indigenous knowledge keepers, patients, community leaders, individuals working for a charity, and a range of other individuals. To be eligible as a co-principal investigator or a co-applicant, *researchers and professors* must be considered [independent researchers](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2020/competition-concours-eng.aspx#4b1).  The co-principal investigators’ and co-applicants’ affiliation may be a Canadian institution or organization or it can be an international institution outside of Canada. However, it may **not** be a federal, provincial, territorial or municipal government department or a for-profit company. |
|  | **Collaborators** contribute to the execution of research activities but do not have access to grant funds.  Any individual who will contribute to the project is eligible to be a collaborator. Collaborators may include individuals affiliated with a federal, provincial, territorial or municipal government department or a for-profit company. |
|  | **Early Career Researchers (ECR).** Early career researchers (ECRs) must be included as confirmed members in all teams. [Early Career Researchers](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2020/competition-concours-eng.aspx#4) (ECRs) are defined as individuals who have five years or less experience since their first academic appointment (i.e. starting December 1, 2014 or later), with the exception of career interruptions.  **NOTE:** SSHRC use different criteria in determining their definitions of Emerging researchers and should not be used as a basis for determining ECR eligibility for this program.  **NOTE:** If an applicant qualifies as an ECR due to mitigating career interruptions (e.g. medical leave, parental leave, etc.) please ensure that sufficient documentation is on file as the sponsor may request such back-up to verify eligibility. |
|  | Students, postdoctoral fellows, research associates, and such positions are **not eligible** to participate as a co-principal investigator or co-applicant. They are eligible to participate as a collaborator if they are not supervised by the NPI, co-principal investigator, co-applicant and/or another collaborator. |
| [**CONVERGENCE PORTAL**](https://www.convergence.gc.ca/SignIn) **– NOTICE OF INTENT** | |
|  | The NPI must complete all sections of the NOI. Other team members (co-principal investigators and co-applicants) complete their own profiles. |
|  | **Sign-in or Register**. If you already have an account on the NSERC/SSHRC Research Portal sign in using those same credentials. If you do not already have an account you will need to create one. |
|  | **Affiliation.** All current affiliations should be listed, and your primary affiliation indicated. Also include your affiliation associated with the application even if you have not yet started the appointment.  **NOTE:** The NPI’s primary affiliation must be at an institution that holds full eligibility at CIHR, NSERC, or SSHRC as of January 1, 2021. **This means that applicants whose research is taking place at one of the affiliated hospitals should apply directly via that institution (e.g. UHN, Sick Kids, etc**.) |
|  | **Create the Application – Nominated Principal Investigator.** Once the EDI questionnaire, Eligibility Profile, Affiliations, Fields of Research, and Keywords sections are completed the NPI may click on the “Home” button to create the NFRF-Transformation NOI. |
| **Research Team Profiles** | |
|  | **Invitations.** Adding participants (Co-PI and Co-As, as applicable) will send them an email allowing them to accept your invitation to participate in the project. Once you have invited individuals you can track completion of their tasks by clicking on the **Participants** section of the application.  **TIP:** Send a separate, direct email to all invited participants to ensure that they received the invitation.  Once a Co-PI or Co-A has accepted your invitation to participate in the project they will be able to view (but not edit) the NOI. |
|  | **Research Team Profiles – Each team member.** Completed profiles are required for the research team. If any team members have not previously registered for the Convergence Portal they will need to create an account.  Complete profiles include: eligibility profile; fields of research and keywords; and equity, diversity and inclusion (EDI) self-identification.  After co-principal investigators and co-applicants have completed their profile, they will be listed on the Participants screen with a status of “Eligible”. While a participant’s status may show as “Accepted” in the List of Invitations, a status of “Pending eligibility” in the Participants screen indicates that they have not completed their profile. |
| **NOI Content** | |
|  | **Application Title.** Provide a short and descriptive title that may be used for publication purposes. |
|  | **Indigenous Research.** Indicate whether your project involves Indigenous research. Indigenous Research is research in any field or discipline that is conducted by, grounded in or engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals, and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present. If the project involves indigenous research, consult SSHRC’s [Indigenous Research Statement of Principles](https://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/indigenous_research-recherche_autochtone-eng.aspx) and [Guidelines for the Merit Review of Indigenous Research](https://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx). |
|  | **Keywords.**  Provide between five and 15 keywords to describe the proposed research. |
|  | **Fields of Research.** Select up to 10 fields of research. At least two different disciplines must be included as primary fields of research (as defined by CRDC [group-level classification](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/crdc-ccrd-eng.aspx)).  The project must cross over the mandates of at least two (2) of the Tri-Agencies. Projects that fall under the mandate of [only one federal research funding agency](http://science.gc.ca/eic/site/063.nsf/eng/h_FEE7261A.html?OpenDocument) are not eligible. |
|  | **Outline of challenge.** Provide a plain language overview of the challenge(s) or issue(s) to be addressed and the goals or objectives of the project. [Maximum of 3,500 characters, including spaces.] |
|  | **Overview of the approach and potential changes:** Briefly describe the approach to be taken and the anticipated changes or impacts that are likely to result from the project. [Maximum of 3,500 characters, including spaces.] |
|  | **Collaborators:** Provide a list of collaborators. Collaborators do not need to create an account in the Convergence Portal. |
|  | **Suggested reviewers (optional at NOI stage; minimum of 20 at LOI stage)** Provide a list of suggested reviewers who may be contacted to review your proposal at the application stage. These individuals should have the required expertise to review and comment on the proposal and not be in a conflict of interest with any member of the team. At least 10 must be from outside Canada. |
|  | **Reviewer exclusions (if applicable):** Indicate any individuals who should not be asked to review the proposal. |
| **SUBMISSION on** [**CONVERGENCE PORTAL**](https://www.convergence.gc.ca/SignIn) | |
|  | **Finalize and Submit to the Research Services Office (RSO).** The NPI must accept the Terms and Conditions prior to submitting the application on the Convergence Portal. The internal deadline is **Thursday, February 13, 2020, 12:00 p.m. ET**. Once submitted the status of the application will change to Received by Administrator.  **IMPORTANT:** Submitting your NOI on the Convergence Portal means you are ready for Research Services to forward your proposal to NFRF. NOIs will only be returned to applicants if deemed ineligible or should be submitted from a different Administering Organization (e.g., an affiliated hospital). |
|  | **My Research Applications (MRA).** The internal deadline for receipt of the [MRA](https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/) is Thursday February 13, 2020, 12:00 p.m. ET. The MRA is required in order for RSO to approve and submit the NOI to NFRF on the Convergence Portal. |
|  | **RSO to Approve and Submit.** Once RSO has approved and submitted the NOI, the status will change to Received by Agency. **No changes can be made after submission to NFRF**. |
|  | **Availability of the LOI.** Unless you are deemed ineligible to apply, the LOI will be available on the [Convergence Portal](https://www.convergence.gc.ca/SignIn) on February 25, 2020.  **TIP:** The instructions to the LOI are already available, so we recommend you start earlier than this offline, and then enter in the details on the Convergence Portal once the LOI is available. |
| **ADDITIONAL RESOURCES** | |
| The Evaluation Criteria are outlined in the [2020 Transformation Competition](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2020/competition-concours-eng.aspx). The elements considered under each criterion are outlined in more detail in the [evaluation matrices](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2020/merit_indicators-indicateurs_du_merite-eng.aspx). | |
| The [NFRF Best Practices in Equity, Diversity and Inclusion in Research](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/edi-eng.aspx) provides guidance on how to integrate approaches that support EDI and information on how this criterion is assessed for submissions to all NFRF programs. | |
| The [Status of Women Canada’s information on GBA+](https://cfc-swc.gc.ca/gba-acs/index-en.html) as well as the [Sex- and Gender-Based Analysis (SGBA) section of the Canadian Institutes of Health Research (CIHR) website](http://www.cihr-irsc.gc.ca/e/32019.html) provide definitions for sex, gender, SGBA and GBA+, as well as information on applying GBA+ and SGBA to the development and assessment of research proposals. | |
| Additional UofT resources to support LOI development, including EDI and GBA+ planning, will be made available when the LOI module opens (February 25, 2020). | |

**U of T Contacts**

**Research Services Office**

When contacting Research Services please choose the contact appropriate to your primary discipline:

Health & Life Sciences: Deanna Pong, [deanna.pong@utoronto.ca](mailto:deanna.pong@utoronto.ca)

Natural Sciences & Engineering: Jessica Keating, [jessica.keating@utoronto.ca](mailto:jessica.keating@utoronto.ca)

Social Sciences & Humanities: Sarah Scott, [sja.scott@utoronto.ca](mailto:sja.scott@utoronto.ca)