

**NEW FRONTIERS IN RESEARCH FUND (NFRF) – EXPLORATION 2020
NOTICE OF INTENT (NOI) TIPS & CHECKLIST
July 2020**

KEY DATES:

Internal Deadline (on Convergence Portal):	August 11, 2020, noon
My Research Applications (MRA) deadline:	August 11, 2020, noon
Sponsor Deadline (RSO submits):	August 18, 2020, noon

BEFORE YOU BEGIN	
<input type="checkbox"/>	<p>Updates to Funding Opportunity. We recommend checking the funding opportunity periodically to check for any revisions/clarifications. NFRF will also periodically update its FAQs section.</p>
<input type="checkbox"/>	<p>Eligibility – General. Proposals must be submitted by research teams composed of <u>at least two (2) individuals</u>. The <u>minimum</u> team composition will be made up of: One (1) Nominated Principal Investigator (NPI) and either one (1) Co-Principal Investigator (Co-PI) OR one (1) Co-Applicant (Co-A). NOTE: Participants who do not meet the eligibility criteria will be removed from the application. If the removal of ineligible participants results in research teams with fewer than two (2) team members the application will also be removed from the competition. TIP: Please ensure all named Co-PIs and Co-As meet the required eligibility. This includes verifying that they are not currently an NFRF Grantee or Co-Grantee and that they have not been named on any other proposals in the Exploration 2020 competition.</p>
<input type="checkbox"/>	<p>Eligibility - Limit on number of applications. Individuals can participate in only one application as a NPI, Co-PI, or Co-A in this competition. NOTE: This application restriction does not apply to Collaborators. NOTE: Applying to other streams offered under the NFRF (e.g. Transformation and International competitions) is allowable.</p>
<input type="checkbox"/>	<p>Eligibility – Current Exploration Grantees or Co-Grantees. Any Exploration 2018 & 2019 grantees or co-grantees may <u>only</u> participate in this year’s competition as a Collaborator.</p>
<input type="checkbox"/>	<p>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 NFRF.</p>
<input type="checkbox"/>	<p>Nominated Principal Investigator - Eligibility. To be eligible to apply as NPI on the application you must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be an independent researcher, defined as an individual who engages in research not under the direction of another individual, <input type="checkbox"/> have an academic research appointment that commences by the effective date of funding (March 31, 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. <input type="checkbox"/> have their primary affiliation with a Canadian institution currently holding full institutional eligibility with one of CIHR, NSERC, or SSHRC. <p>TIP: Please contact the Research Services Office (contacts provided below) should you have any questions about your eligibility for the program. NOTE: Students, postdoctoral fellows, research associates, etc. are not eligible to apply as NPIs.</p>

☐	<p>Early Career Researchers (ECR). <u>Early Career Researchers</u> (ECRs) are defined as individuals who have five years or less experience since their first academic appointment (i.e. an appointment starting July 1, 2015 or later), with the exception of career interruptions.</p> <p>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.</p> <p>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 NFRF may request such back-up to verify eligibility.</p> <p>NOTE: A proportion of awards will be allocated specifically to ECR-led applications. In order to qualify as an ECR-led application both the NPI and Co-PI (if applicable) must meet the ECR definition.</p>
☐	<p>Co-Principal Investigator (Co-PI) – Definition. The Co-PI shares responsibility for the direction of the proposed activities with the NPI.</p>
☐	<p>Co-Principal Investigator (Co-PI) - Eligibility. To be eligible to apply as a Co-PI you must be considered an independent researcher and may not be affiliated with a federal, provincial, territorial or municipal government department or a for-profit organization.</p>
☐	<p>Co-Applicants (Co-A) – Definition. Co-As contribute to the proposed activities.</p>
☐	<p>Creating the NOI. NOIs are to be submitted using the <u>Convergence Portal</u>, now available. Only the latest versions of Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox will be compatible.</p>
CONVERGENCE PORTAL – NOTICE OF INTENT	
☐	<p>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.</p>
☐	<p>Eligibility Profile – Each team member. Completed profiles are required for the research team (minimum of 2 (two) individuals including the NPI). If any team members have not previously registered for the Convergence Portal, they will need to create an account.</p>
☐	<p>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.</p> <p>NOTE: Your primary affiliation must be at an institution that holds full eligibility at CIHR, NSERC, or SSHRC as of March 31, 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.)</p>
☐	<p>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-Exploration NOI application.</p>
☐	<p>Application Title. Must be understood by a layperson.</p>
☐	<p>Indigenous Research. Per SSHRC’s definition, 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. Indigenous research can embrace the intellectual, physical, emotional and/or spiritual dimensions of knowledge in creative and interconnected relationships with people, places and the natural environment.</p>
☐	<p>Fields of Research. You must provide at least two (2) fields of research, two of which must be from different disciplines.</p> <p>NOTE: The NFRF program is using the <u>Canadian Research and Development Classification (CRDC) 2019</u>.</p> <p>TIP: your project should cross over the mandates of at least two (2) of the Tri-Agencies. (i.e. it should not be a project eligible for funding under a single agency)</p>

☐	<p>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.</p> <p>TIP: You should send a separate, direct email to all invited participants to ensure that they received the invitation.</p> <p>NOTES:</p> <ol style="list-style-type: none"> 1) You may only participate in one (1) Exploration application as NPI, Co-PI, or Co-A. 2) 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. 3) Changes to the team (except the NPI and at least one other original, eligible Co-PI or Co-A) may be made between the NOI stage and full application stage.
☐	<p>Summary of Proposal. This is limited to 2,500 characters, including spaces and should be written for a lay audience.</p>
SUBMISSION on CONVERGENCE PORTAL	
☐	<p>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, August 11, 2020, 12pm ET. Once submitted the status of the application will change to Received by Administrator.</p> <p>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)</p>
☐	<p>My Research Applications (MRA). The internal deadline for receipt of the <u>MRA</u> is Thursday August 11, 2020, 12pm ET. The MRA is required in order for RSO to approve and submit the NOI to NFRF on the Convergence Portal.</p>
☐	<p>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.</p>
☐	<p>Availability of the Full Application. Unless you are deemed ineligible to apply, the Full application will be available on the <u>Convergence Portal</u> on August 25, 2020.</p>

U of T Contacts

Research Services Office

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