**NEW FRONTIERS IN RESEARCH FUND – EXPLORATION 2021**

**FULL APPLICATION TIPS & CHECKLIST**

**Key Dates:**

**Internal Deadline (on Convergence Portal): Tuesday, October 12, 2021, noon ET**

Sponsor Deadline (RSO submits): Tuesday, October 19, 2021, 8pm ET

Anticipated Date of Results: March 31, 2022

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| **BEFORE YOU BEGIN** | |
|  | **Updates to Funding Opportunity.** We recommend checking the [funding opportunity](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/exploration/2021/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/exploration/2021/faq-eng.aspx) section. |
|  | **Creating the Full Application.** The [Convergence Portal](https://www.convergence.gc.ca/en/) will open on August 17, 2021 for Full Application submissions. Access to create an Application is granted only to NPIs who registered at the NOI stage. Only the latest versions of Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox will be compatible. |
|  | **Review Criteria.**  Please keep in mind the assessment criteria that the multidisciplinary review panel will use when you are preparing your Application:   * Equity, Diversity and Inclusion (pass/fail) * Interdisciplinarity (pass/fail) * High Risk (40%) * High Reward (40%) * Feasibility (20%)   TIP: Please use the program’s [evaluation matrices](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/exploration/2021/merit_indicators-indicateurs_du_merite-eng.aspx) to inform your Application submission. High Risk and High Reward scores should be rated **Excellent** or **Exceptional** to be successful. |
| [**CONVERGENCE PORTAL**](https://www.convergence.gc.ca/SignIn) **– FULL APPLICATION** | |
|  | **NOI information.** All relevant information from the NOI will be pre-populated into the full application. |
|  | **Changes allowed:**   * Any new participants (Co-PI/Co-app); However, they cannot transfer from one NFRF project to another. * Additional members can be added e.g. co-PI ( if one not already invited), co-Applicants and/or Collaborators. * Any changes to: Collaborators, Suggested Reviewers or Reviewer Exclusions. |
|  | **Double-Blind Review.** External reviewers will conduct a double-blind review. No self-identifying information of the team members should be included in the following sections:   * Gender-based analysis plus (GBA+); * Research proposal; and * Budget Justification   **NOTE: If a team member’s personal information is relevant to the research project, it may be included in the biographical information section but only with their consent. Otherwise, personal information (e.g. age, gender, Indigenous identity, disability, or racial background) must not be included in any part of the application.** |
|  | **Budget Table – Direct Costs.**  The maximum you may request for direct costs is $100,000 per year for two years. |
|  | **Budget Table – Indirect Costs.** UofT applicants must request **25%** of their direct costs budget for indirect costs. E.g. If you have requested the maximum $100,000 each year for direct costs, you must request $25,000 each year for indirect costs. |

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|  | **Gender-based analysis plus (GBA+).** Self-identifying information of team members should not be included in this section. The purpose of including GBA+ is to promote rigorous research that considers identity factors so that the results are impactful and relevant to the diversity of the Canadian population. Applicants **must provide a strong rationale** if they believe no aspect of the proposed research’s design, methods, analysis and interpretation, and/or dissemination of findings should take GBA+ into consideration. For the NFRF program, GBA+ is distinct from the EDI criterion.  NOTE: GBA+ will be assessed under the Feasibility criterion.  NOTE: For more information on integrating sex, gender, and other diversity factors into your proposed research you may wish to consult the following online resources, as appropriate to the project:   * Status of Women Canada, [Introduction to GBA+ course](https://cfc-swc.gc.ca/gba-acs/course-cours/eng/mod00/mod00_01_01.html) * NSERC, [Guide for Applicants: Considering equity, diversity and inclusion in your application](http://www.nserc-crsng.gc.ca/_doc/EDI/Guide_for_Applicants_EN.pdf) * CIHR, [How to Integrate Sex and Gender into Research](http://www.cihr-irsc.gc.ca/e/50836.html)   + Includes lists of resources relevant to each of the four CIHR pillars   + Provides links to online training modules, webinars, and guidelines * CIHR, [Sex and Gender Champions](http://www.cihr-irsc.gc.ca/e/50652.html) * CIHR Institute of Gender and Health, [Videos and Webinars](http://www.cihr-irsc.gc.ca/e/48641.html) * SSHRC, [Indigenous Research Statement of Principles](http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/statements-enonces/indigenous_research-recherche_autochtone-eng.aspx) * SSHRC, [Guidelines for the Merit Review of Indigenous Research](http://www.sshrc-crsh.gc.ca/funding-financement/merit_review-evaluation_du_merite/guidelines_research-lignes_directrices_recherche-eng.aspx) * [Gendered Innovations in Science, Health & Medicine, Engineering, and Environment](http://genderedinnovations.stanford.edu/) * Women’s College Hospital Women’s XChange, [The Health Researcher’s Toolkit: Why Sex and Gender Matter](https://womensxchange.womensresearch.ca/resources/the-health-researchers-toolkit.html) * Day S, Mason R, Tannenbaum C, Rochon PA. Essential metrics for assessing sex & gender integration in health research proposals involving human participants. PLoS ONE. 2017 Aug 30;12(8): <https://doi.org/10.1371/journal.pone.0182812> |
|  | **Certifications, licences and permits.** Answer each question with respect to the proposed project. With the exception of research taking place outdoors, which may require submission of an Environmental Information Form, no forms or certifications are required at the time of application. |
|  | **Equity, Diversity and Inclusion (EDI).**  Please complete the required information in the text boxes provided on the Convergence Portal. The original application guidelines indicated that a fillable PDF needed to be uploaded but this is no longer the case. If you have already completed the form, the information must be cut and pasted into the appropriate text boxes.  **NOTE:** The EDI section may include self-identifying information, but **should not include personal demographic information** as noted in the Double-Blind Review section above. Please see the attached separate EDI Tips sheet with additional help and resources for completing this section**.** |
|  | **Supporting Documents - Attachments.** Documents must be uploaded as separate PDF attachments. Attachments must adhere to the following guidelines:   1. Any acronyms and abbreviations must be explained. 2. Pages must be 8 ½" x 11" (216 mm x 279 mm). 3. Text must be single-spaced, with no more than six lines of type per inch. 4. All text must be in black, using the 11 pt Arial font; condensed fonts will not be accepted. 5. Margins must be set at a minimum of ¾" (1.87 cm). 6. In multi-page attachments, pages must be numbered sequentially. 7. The application identification number (i.e., NFRFx-xxxx-xxxxx) must appear at the top of each page of the attachment. 8. No personally identifying information should be included in the headers and/or footers (e.g., name, PIN, institution, etc.). 9. The name of the document must appear at the top (e.g., Literature References). |

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|  | **Biographical Information on research team (maximum 2 pages). TIP**: Be sure to emphasize not only the expertise of the team but also the integration of researchers in a multi-disciplinary context.   * Provide an overview of the research team’s knowledge, background and expertise. * Identify the anticipated contributions of each team member. * Explain how their contributions will be coordinated and integrated. * If self-identifying information is relevant, it may be included in this section only with the members’ consent. |
|  | **Research Proposal (maximum 4 pages).**  Describe the proposed research project, providing a rationale for how it meets program expectations. Specifically, address why the research should be considered high risk and high reward. Also, highlight the interdisciplinary nature of the proposed research, explaining why an interdisciplinary approach is needed and/or the added value it brings. (The use of headers is suggested). Self-identifying information of team members should not be included in this section. When referring to prior research use non-identifying nouns. Do not include links to personal sites. There is no set format for this section, but please include:   * Description of Proposed Research Project * Objectives (both short- and long-term) * Relationship of the project to current and relevant research * Prior art or knowledge * Methodology and research design * Workplan and associated timeline * Approaches to Indigenous research, if appropriate * GBA+/SGBA considerations, if appropriate |
|  | **Budget Justification (maximum 1 page).** Self-identifying information of team members should not be included in this section. Provide a breakdown of the direct costs of research only. Provide sufficient details to justify the appropriateness of the budget request. Breakdown of indirect costs is not required. |
|  | **Literature References (maximum 5 pages).** This list should reflect references cited in the Full Application research proposal. You may include your own articles in the literature references. |
| **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 **October 12, 2021, noon ET**. Once submitted, the status of the application will change to Received by Administrator.  **IMPORTANT:** Submitting your Application on the Convergence Portal means you are ready for RSO to forward your proposal to NFRF. |
|  | **RSO to Approve and Submit.** Once RSO has approved and submitted the Application, the status will change to Received by Agency. **No changes can be made after submission to NFRF**. |
|  | **Results.** The Application results are expected by March 31, 2022. Successful grants will have a start date of March 31, 2022. |

**U of T Contacts**

**Research Services Office**

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