NEW FRONTIERS IN RESEARCH FUND (NFRF) – TRANSFORMATION 2022

NOTICE OF INTENT (NOI) TIPS & CHECKLIST

Research Services Office

September 2021

# Key Dates:

**My Research Applications (MRA) deadline:** October 27, 2021, 12:00 pm ET

**Internal Deadline (on Convergence Portal):** November 2, 2021, 12:00 pm ET

**Sponsor Deadline (RSO submits):** November 2, 2021, 8:00 pm ET

# Before You Begin

[ ]  **Updates to Funding Opportunity.** We recommend checking the [NFRF funding opportunity](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2022/competition-concours-eng.aspx) periodically for any revisions/clarifications. NFRF will also periodically update its [FAQs section](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2022/faq-eng.aspx).

[ ]  **Eligibility – General.** Proposals must be submitted by teams. Teams must include a Nominated Principal Investigator (NPI) and may include Co-Principal Investigators (Co-PIs), Co-Applicants (Co-As), and/or collaborators.

**TIP:** Please ensure all named NPIs, Co-PIs, and Co-As meet the eligibility requirements. For more information on eligibility, please consult the [FAQs](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/transformation/2022/faq-eng.aspx#2).

[ ]  **Eligibility – Limit on Number of Grants.** Award holders may serve as an NPI or Co-PI **on only one** Transformation grant. If an individual is listed as a PI (either NPI or Co-PI) on more than one application, they will be required to remove themselves from all but one application at the full application stage. It is therefore recommended that individuals limit their participation as an NPI or Co-PI to a single project.

[ ]  **Eligibility – Current NFRF Award Holders/Applicants to Other NFRF Programs.** An individual’s status as an applicant to or grantee of other NFRF competitions other than Transformation does not affect their eligibility for the Transformation stream.

[ ]  **Team Size.** The research team at the NOI stage should reflect the expertise and experience required to carry out the project. The team at the NOI stage must include **at least five confirmed team members**: the NPI and any combination of Co-PIs and Co-As.

**NOTE:** Additions to the team may be made at the LOI and Full Application stages, but team members identified at the NOI stage are expected to remain part of the project team.

[ ]  **Early Career Researchers (ECR).** All teams **must** include [Early Career Researchers](https://www.sshrc-crsh.gc.ca/funding-financement/nfrf-fnfr/special/2021/call-appel-1/faq-eng.aspx#3) (ECRs). ECRs are defined as individuals who are within five years of the start date of their first research-related appointment as of August 1, 2021, with exceptions for eligible career interruptions.

**NOTE:** SSHRC uses different criteria in determining their definitions of emerging researchers; these criteria 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, effects of the pandemic, etc.), please ensure that sufficient documentation is on file as NFRF may request such back-up to verify eligibility.

[ ]  **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.

[ ]  **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 August 1, 2022, and allows the individual to pursue the research for the entire duration of funding, to supervise trainees, and to publish research results; and
* have a primary affiliation with a Canadian institution currently holding full institutional eligibility with one of CIHR, NSERC, or SSHRC.

**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.

[ ]  **Co-Principal Investigator (Co-PI) – Definition.** The Co-PI shares responsibility for the direction of the proposed activities with the NPI.

[ ]  **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.

[ ]  **Co-Applicants (Co-A) – Definition.** Co-As contribute to the proposed activities.

[ ]  **Trainees – Eligibility.** Postdoctoral fellows, students, research associates are not eligible to be NPI, Co-PI, or Co-A, and any individual whose contributions to the project will be supervised by an NPI, Co-PI, Co-A ,or collaborator on the grant cannot themselves be a collaborator.

[ ]  **Creating the NOI.** NOIs are to be submitted using the [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.

# Preparing Your Notice of Intent on the [Convergence Portal](https://www.convergence.gc.ca/SignIn)

[ ]  **Sign-in or Register**. If you already have an account on the NSERC/SSHRC Research Portal, sign in to the [Convergence Portal](https://www.convergence.gc.ca/SignIn) using those same credentials. If you do not already have an account, you will need to create one.

[ ]  **Eligibility Profile – Each team member.** Completed profiles are required for the research team members. If any team members have not previously registered for the [Convergence Portal](https://www.convergence.gc.ca/SignIn), they will need to create an account before being listed on an NOI.

**NOTE:** Collaborators do not need to create an account in the Convergence Portal.

[ ]  **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:** Your primary affiliation must be at an institution that holds full eligibility at CIHR, NSERC, or SSHRC. **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 complete, the NPI can click on the “Home” button to create the NFRF Transformation NOI application.

[ ]  **Application Title.** Must be understood by a layperson.

[ ]  **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.

[ ]  **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:** You should send a separate, direct email to all invited participants to ensure that they have received the invitation.

**NOTE:** Once a Co-PI or Co-A has accepted your invitation to participate in the project, they will are able to complete their profile. They are able to view (but not edit) other sections of the NOI.

[ ]  **Outline of Challenge.** This section is limited to 3,500 characters, including spaces, and should be written in plain language. This outline should summarize the challenge(s)/issue(s) that the project seeks to address and provide an overview of the project goals or objectives.

[ ]  **Overview of Approach and Potential Changes.** This section is limited to 3,500 characters, including spaces. This overview should briefly describe the planned approach and summarize the project’s anticipated changes or impacts.

# Submitting Your Notice of Intent on the [Convergence Portal](https://www.convergence.gc.ca/SignIn)

[ ]  **My Research Applications (MRA).** The internal deadline for receipt of the [MRA](https://easi.its.utoronto.ca/administrative-web-services/my-research-mr/) is **October 27, 2021, 12:00 pm ET**. The MRA is required in order for Research Services to approve and submit the NOI to NFRF on the [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 to submit on the [Convergence Portal](https://www.convergence.gc.ca/SignIn) is **November 2, 12:00 pm 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 they are deemed ineligible or if they should be submitted from a different administering organization (e.g., an affiliated hospital)

[ ]  **Research Services Approves and Submits.** Once Research Services 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 Transformation LOI will be available on the [Convergence Portal](https://www.convergence.gc.ca/SignIn) on November 9, 2021.

# U of T Contact

**Research Services Office**

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