



## Applying for an NSERC Grant Competition

Preparing and submitting an application to an NSERC grant competition requires a significant amount of planning, as many competition application procedures involve two parallel and independent processes: submitting the initial application to the UofA's Research Administrative Services (RAS) [Researcher Home Page](#) for internal evaluation and approval, and submitting the final version to NSERC's [Online](#) or [Research Portal](#). As such, applicants must contend with multiple internal deadlines in addition to those set by NSERC. To help you navigate this submission process, we have prepared the following step-by-step guide.

Please note that this guide is a general overview of the submission process, and specific competitions may have slightly differing submission requirements.

### **Letter of Intent/Notification of Intent Stage:**

Certain competitions, such as CREATE and Discovery grants, require you to submit a Letter of Intent (LOI) or Notification of Intent (NOI) before your full application. This LOI/NOI outlines the project for which you are requesting funding and the team of researchers who will be involved. If your project proposal is successful, the NSERC will then invite you to submit a full application.

For specific competitions, like CREATE Grants, you must submit your LOI/NOI to RAS for internal evaluation and approval via the [Researcher Home Page](#) before sending it to NSERC. For others, such as Discovery Grants, you may submit your LOI/NOI directly to

NSERC via their [Research Portal](#). Please refer to a competition's dedicated page or contact its assigned [Research Partner](#) for more information on its specific LOI/NOI submission deadlines and requirements, as well as for more information on preparing an LOI/NOI.


## Full Application Stage

Full applications to any NSERC grant competition must be sent to RAS for internal evaluation and approval via the Researcher Homepage before being submitted to NSERC. Please note that the **RAS internal deadlines** refer to the date and time by which your application must be received by RAS, not by which it should be submitted.

When preparing and submitting your full application, follow these steps:

1. Create your proposal in the appropriate sponsor portal, but **do not click submit**.
  - a. For Alliance Grants, go to the [NSERC Online](#).
  - b. For Discovery Grants, go to the [NSERC Research Portal](#).
  - c. For other NSERC grants, use this [complete list](#) to navigate to the appropriate portal.
  
2. Prepare the required forms:
  - a. "Grant form" (i.e. Form 101) for the specific competition
  - b. "Personal form" (i.e. Form 100A), applicable for any NSERC competition
  - c. [Canadian Common CV](#) (CCV) formatted for NSERC
  - d. Research Security Requirements (e.g., [risk assessment form](#)), *if applicable*
  - e. [Environmental Impact Assessment](#), *if applicable*

*Note: Applicants are asked to obtain consent from the individuals they have supervised/HQP before providing personal data about them to NSERC. Kindly complete this [form](#) or collect an email confirmation using this [template](#).*

3. Download these documents from the NSERC Online or CCV portals and combine into a single PDF.
4. Upload a single PDF as a new proposal in the [Researcher Home Page](#) (RHP). If you are only uploading a Letter of Intent, please select “Application/Proposal-LOI”. Otherwise, you may select “Application/Proposal-New.” For instructions in creating a new proposal, click [here](#).
5. Wait for the approvals from the Department, Faculty, and Research Administration Services (RAS). Any of these levels may reach out to you with questions or requests for additional information. To track the progress, you may click the grant life cycle icon  next to the RES# in the RHP.
6. If revisions are requested, make necessary changes in the NSERC Online or CCV portals.
7. Often, no additional approval from RAS is needed before submitting to NSERC. However, if RAS application reviewers suggest specific steps post-submission, please follow their guidance.
8. Once you have done the revisions, you **must** submit it in the NSERC Online/Portal.
9. This submission in the NSERC Portal will result in a "received by institution" status. It will also send an email to RAS, who will conduct a final check to ensure completeness.
10. If everything is in order, RAS will automatically forward your application to NSERC, and the status will change to "received by agency". If any issues are identified during the final check, RAS will return the application in the portal. They

will reach out to ask you to make changes and to re-submit the application in the NSERC portal.

11. Celebrate the completion of your application to NSERC!