University of Victoria  
Office of the Vice-President Research  
NSERC RTI (Category 1) Application Pre-Selection Process

**UVic DEADLINE: September 8, 2016 (noon)**

NSERC requires each university to pre-select an assigned number of applications for submission. The quota for UVic this year is 14 applications. Only these applications will be accepted by NSERC as submissions to its national RTI (Category 1) funding competition (program details). For information relating to Research Tools and Instruments Grants specific to Subatomic Physics please refer to the [program description](#).

UVic researchers interested in submitting an NSERC RTI (Category 1) application for the 2016 competition must submit their application for pre-selection following the process described below.

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**APPLICANT ELIGIBILITY:**

a) To qualify the applicant(s) must hold an active NSERC research grant (Discovery, Strategic, Research Partnership, CRC), or be applying for an NSERC research grant in Fall 2016.

b) Each researcher, who is qualified as described in (a), is allowed to be an applicant or co-applicant on multiple RTI applications.

**SELECTION CRITERIA AND REQUIREMENTS:**

The criteria/requirements for the UVic pre-selection of RTI applications will be the same as for the national NSERC RTI (Category 1) national competition:

- **Selection criteria:**
  - Excellence of the applicant(s);
  - Merit of the proposed research program(s);
  - Need and urgency for the equipment, including availability of, and access to, similar equipment;
  - Suitability of the proposed equipment for the proposed research program(s); and
  - Importance of the equipment for the training of highly qualified personnel.

- The permissible requested amount is between $7,001 and $150,000 (available for all disciplines that come under the NSERC Evaluation Groups). The total net cost of the equipment must be below $250,000, provided the applicant is able to secure funding from other sources to bring the amount requested from NSERC to $150,000 or less (this funding must be in place and confirmed at the time that the application is submitted).

- Proposals can include items that form a discrete system. Bundling of unrelated equipment is not acceptable.

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**Do be sure that your cost estimates include applicable taxes, shipping, exchange, etc.**
PROCESS:

1) Applicants should send a brief summary to Nicole Kitson (grants@uvic.ca) by August 15, 2016 describing the equipment, the intended use, the estimated cost, and its relation to other funding (like CFI).

2) Applicants should email an application package to the Office of Research Services containing:
   a) A Canadian Common CV (www.ccv-cvc.ca) for just the lead applicant (PI)
   b) The application for Research Tools and Instruments (available on the NSERC’s portal). Details on the RTI program and instructions can be found here.
   c) Letter(s) confirming the availability of any funding to be used to supplement the NSERC RTI funding.

Please bundle these components as a single PDF file and send to grants@uvic.ca by noon, Sept. 8, 2016. Late submissions will not be accepted.

3) The applications will be reviewed and ranked by a Pre-selection Committee consisting of
   Director Institutional Programs – Chair (non-evaluating)
   Dean of Engineering
   Dean of Science
   Dean of Social Sciences
   Regional Associate Dean, Island Medical Program

A committee member (except the Chair) may designate a representative provided the designee is not an applicant or co-applicant on an RTI submission. If a committee member is an applicant or co-applicant, a designate must be chosen and approved.

4) To inform the committee’s ranking, each Chair / Director will be asked to prioritize the applications from his or her Department / School (Regional Dean in the case of DMS). That information will not solely determine the final selection of which applications will go forward but will significantly inform the pre-selection committee’s ranking of the proposals. Since the time for the pre-selection committee to do its work is rather tight, it would be helpful if applicants advise their Chair / Director of their planned application as soon as feasible.

5) The top 14 applications on the Pre-selection Committee’s ranking will be approved for submission to NSERC.

6) All applicants will be notified by Sept. 22, 2016 of the total number of applications considered and of the 14 submissions selected to be submitted to NSERC. The Pre-selection Committee may provide comments to the applicants of selected submissions as to how the applicants may strengthen their final submissions.

7) Each applicant for a submission selected to go to NSERC is responsible for submitting a final version of the application with a completed Research Application Summary Form to the Office of Research Services by Oct. 18, 2016. The deadline posted on the NSERC website for submission is Oct. 25, 2016.

For information please contact Nicole Kitson, Senior Grants Officer, grants@uvic.ca.