Alliance grants application checklist

Before submitting an application, ensure that all requirements are met and the [instructions](#) are followed. Missing components or non-compliance with the instructions may result in the application not being accepted.

Alliance Advantage and Alliance Society

General

☐ If this application is a new submission of a previously unsuccessful one, all issues identified in the preceding application have been addressed. A cover letter explaining the changes is mandatory for all previously unsuccessful submissions. This letter will not be shared with external reviewers.

Research topics

☐ The application's research challenge is in the natural sciences or engineering (NSE).

☐ If the proposed research includes collaborations outside the NSE, their costs must be identified separately in the project budget, up to a maximum of 30% of the cost-shared project costs.

Partner organization(s)

☐ The application involves at least one partner organization recognized for cost sharing with NSERC.

☐ The cash contributions by partner organizations recognized for cost sharing with NSERC are sufficient for the funding opportunity (refer to [Alliance Advantage: Partners](#) or [Alliance Society: Partners](#) and [Alliance Advantage: Funding your research project](#) or [Alliance Society: Funding your research project)](#).

☐ The partner organizations' cash contributions are in Canadian dollars.

☐ Each partner organization participating in the application plays a role in it, regardless of whether the organization is recognized for cost sharing with NSERC or whether it makes cash contributions. Except for organizations whose mandate is to provide financial support to R&D, each partner organization provides in-kind contributions, which must be well described and well justified.

☐ For each partner organization, your application includes a completed [Partner organization form,](#) including the one-page partner organization profile. Letters of support are not allowed and will be removed from the application; however, they will be accepted from Indigenous organizations in the public and not-for-profit sectors, who may opt to provide them in place of the one-page partner organization profile.

☐ For each partner organization with fewer than five full-time employees, or operating from a home address or virtual work setting, your application includes a completed Partner organization supplemental information questionnaire.

Budget

☐ For **Alliance Advantage**, each annual amount requested from NSERC is not less than $20,000 and does not exceed $1,000,000. For **Alliance Society**, each annual amount requested from NSERC is more than $20,000 and does not exceed $1,000,000.

☐ Cash contributions provided in advance by partner organizations, and recognized as necessary in the cost-sharing calculation with NSERC, were not spent in part or in total prior to three months before the application submission date.

☐ All planned expenditures are eligible (refer to the Tri-agency Guide on Financial Administration), well described and well justified.

☐ Project management costs do not exceed 10% of the total direct research costs (see Guidelines for research partnerships programs project management expenses), and the need for project management expenses is explained in the Budget justification section.

Proposal

☐ Your proposal uses the template presentation structure without altering the headings, text, bullet points or margins while complying with the NSERC online presentation and attachment standards. In particular, all text must be in 12 pt Times New Roman font, and margins must be set at a minimum of $^3/_4$" (1.87 cm).

☐ The length of your proposal does not exceed the **total page limit** outlined in the instructions. This limit depends on the average annual request from NSERC and whether the applicant and all co-applicants hold an active NSERC peer-reviewed grant (except for ECR co-applicants). Excess pages will be removed, and if this results in information addressing one or more evaluation criteria or sub-criteria being truncated, NSERC will not accept the application.

☐ Your proposal addresses **each** item listed in the bullet points under each section heading in the proposal template. Failure to do so may result in the application being found incomplete and not accepted.

☐ The proposal includes a training plan that is principally intended for undergraduate, graduate or postdoctoral trainees.

☐ The project provides opportunities for the trainees to interact with the partner organization.

☐ The proposal includes a detailed **training plan** describing **specific practices** that consider equity, diversity and inclusion (EDI) and that will be **implemented** during the project to ensure an inclusive research and training environment. Generic statements or references to the current environment in the applying team will not be considered sufficient. If the training plan does not adequately demonstrate that EDI has been appropriately taken into consideration, NSERC will not accept the application.

National Security Guidelines for Research Partnerships' Risk Assessment form

☐ The [form's](#) risk assessment questionnaire and risk mitigation plan (when applicable) are complete in the case where your partnership involves one or more partner organizations from the private sector (including industrial associations) or when they participate alongside other partner organizations from the public and/or not-for-profit sectors. Failure to provide a complete Risk Assessment form (including the risk mitigation plan, if applicable) will result in the application being found incomplete and not accepted.

Attestation for Research Aiming to Advance Sensitive Technology Research Areas

☐ The [Attestation form](#) is completed and attached for the applicant, co-applicant(s) and collaborator(s) in the case where the research activities supported by the grant will aim to advance a listed sensitive technology research area. Failure to provide the required completed Attestation form(s) (if applicable) will result in the application being found incomplete and not accepted.

Applicant(s) and co-applicant(s)

☐ Form 100A and the CCV for the applicant and each co-applicant are complete and up to date, complying with the instructions [(Form 100A; CCV)](#). Failure to provide Form 100A and CCV that comply with the instructions will result in the application being found incomplete and not accepted.

☐ If you deem it relevant, the application can include biographical sketches or CVs for collaborators and/or key staff of the partner organizations. Such biographical sketches or CVs must comply with the [instructions](#) and not exceed **two pages** each in length. Excess pages will be removed.

Alliance Society only

Proposal

☐ The Public Impact Value Proposition (PIVP) section of the proposal template is complete. This will be the primary source of information for the Alliance Society PIVP selection committee, which will determine whether your application meets the requirements for Alliance Society and whether it can proceed to peer review for its overall merit assessment, similar to Alliance Advantage. The remainder of the proposal, exclusive of the PIVP, includes all relevant information necessary for its evaluation through peer review.

☐ The Data Management Plan (DMP) is included as a PDF attachment not exceeding two-pages (see [instructions](#)) while also complying with the [NSERC online presentation and attachment standards](#). The DMP is not part of the scoring or the formal evaluation of the application; however, during this pilot, PIVP committee members are asked to provide feedback on submitted DMPs to help support applicants.