



**Canadian Foundation for Climate
and Atmospheric Sciences (CFCAS)**

**Fondation canadienne pour les sciences
du climat et de l'atmosphère (FCSCA)**

CFCAS Instructions for Applicants: Knowledge Synthesis, Outreach and Lecture Series Grants

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Instructions for Applicants

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Instructions for Applicants

1.0 INTRODUCTION

CFCAS supports university-based research in the following areas, through a competitive peer review process:

- Climate system science
- Air quality
- Marine environmental prediction
- Climate change
- Extreme weather

The Foundation is currently offering three types of awards:

1. CFCAS Knowledge Synthesis Grants, requesting up to \$80,000 for a duration of up to 10 months
2. CFCAS Outreach Grants, requesting up to \$80,000 for a duration of up to 10 months
2. CFCAS Lecture Series Grants requesting up to \$20,000 for a duration of up to 10 months.

CFCAS has harmonized its forms, instructions and policies with those of NSERC¹. Although the forms look similar, CFCAS's objectives, programs and selection criteria are different from those of NSERC and applicants must address CFCAS requirements.

2.0 GENERAL INSTRUCTIONS

Researchers should read these instructions as well as the *CFCAS Awards Guide* before submitting their proposal.

The application to be submitted is in two parts:

- Application Form (Form 101), and;
- Personal Data Form (Form 100).

Independent researchers playing an important or essential role in the proposed grant should be listed as either:

Co-applicants (F) - university based researchers sharing responsibility for the work and requesting funds (F) from CFCAS;

Co-applicants (NF) - individuals and independent researchers (including university based) playing an important or essential role in the project, who are not requesting funds (NF) from CFCAS;

Collaborators - individuals and independent researchers, playing a minor role in the project and who are not requesting funds from CFCAS.

¹ Natural Sciences and Engineering Research Council of Canada

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Co-applicants (F and NF) and collaborators must be listed in the application. Not including these individuals in the application could inadvertently lead reviewers to conclude that some essential parts of the collaboration are missing. Form 100 – Part 1 (preformatted) is not required for co-applicants (NF) and collaborators, but Form 100 – Part 2 (free form) is required for all co-applicants and is optional for collaborators.

Note: In the case of the Lecture Series Grants the identified “Speaker” is considered to have co-applicant (NF) status and a Form 100 – Part 2 must be submitted.

2.1 Presentation Standards

When preparing the CFCAS application and supporting material, the following general presentation standards must be met:

- Print must be in black ink and of letter quality;
- Text must be single-spaced with no more than six lines per inch (2.54 cm);
- If you use a type size measured in pts, it must be no smaller than 12 pts;
- If you use a type size measured in cpi, it must be no smaller than 10 cpi.

When preparing Part 2 of Forms 100 and 101 (free form), the following standards must be met:

- Use white paper, 8½ x 11 inches (21.5 x 28 cm), portrait format, with a single column, unless specified otherwise;
- Set margins at ¾ of an inch (1.7 cm), minimum, all around;
- Enter your name at the top of every page, within the set margins;
- Number consecutively following the last page of Part 1;
- Print on one side of the page only;
- The maximum number of pages is specified in the instructions for the relevant grant. Pages in excess of the number permitted will be removed.

All text, including references, must conform to the above standards. Incomplete applications and/or applications that do not meet the standards may be rejected or be at a disadvantage in comparison with those that are complete and respect the standards.

3.0 SIGNATURES ON GRANT APPLICATIONS (What do they mean?)

One copy of an application for a CFCAS award must be signed by:

- The applicant;
- Each co-applicant (F and NF);
- The designated representatives of the applicant’s department and institution;
- The designated representatives of co-applicants’ departments and institutions.

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Note: the institutional representative is usually the president of the university or his/her designate. Some Canadian universities also require the signature of a faculty official. Applicants and co-applicants must conform to their institution's policy on signatures. In some cases these require additional institutional signatures.

The applicant's signature means that he/she:

- Certifies that the information provided in the application is complete and accurate to the best of his/her knowledge. Note: False or inaccurate information on an application may result in sanctions, including the termination of funding and disentitlement of the applicant for future CFCAS funding;
- Agrees to abide by CFCAS regulations governing awards as outlined in the *CFCAS Awards Guide*.
- Will use the grant only for the purpose for which it is awarded;
- Agrees to abide by regulations regarding animal care, ethical considerations in the use of human subjects in research, and biohazards, and environmental impact guidelines;
- Agrees to comply with the CFCAS integrity policy, and authorizes the university, if need be, to release to CFCAS personal information that is relevant to the CFCAS application and award.
- Will report as required on research progress and financial disbursements including the use of any funds transferred to co-applicants (F) at other institutions;
- Will acknowledge, wherever possible, CFCAS's funding assistance for the research.

The co-applicant (F)'s signature means that he/she:

- Also agrees to the same conditions as the applicant;
- Agrees that the applicant will administer the grant on behalf of the group.
- Agrees to provide the applicant with information on the his/her part of the project, including timely reports on the use of any transferred grant funds.

The signatures of the Canadian university authorities certify that:

- The applicant (or co-applicant (F)) has met the eligibility requirements for CFCAS funding (Section 2.1, *CFCAS Awards Guide*);
- The university will provide the applicant with the space and basic facilities to carry out the project;
- The university meets the requirements set out in the tri-Council policies on Ethical Conduct for Research Involving Humans and Integrity in Research and Scholarship and respects normal guidelines for the supervision and safety of undergraduate students involved in research;
- The university agrees to comply with normal data protection requirements and has adequate safeguards in place to protect sensitive information entrusted to it by CFCAS for the purpose of administering applications and awards;
- The university will administer the CFCAS's funds on the applicant's (or co-applicant (F)'s) behalf consistent with the provisions of the *CFCAS Awards Guide*;

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- The university will release funds to the applicant once all necessary certification requirements have been met;
- The university will notify CFCAS of any change in the applicant's status during the tenure of the award;
- The university will enter into any necessary agreements with partner universities, for the transfer (and accounting for use) of funds allocated to a co-applicant (F) at that other institution, consistent with the management arrangements for the project.

For the Institutions employing Co-applicants (NF), the signatures of authorized officers certify that the organization:

- Agrees with the content of the application and will provide the resources it has committed to it, as described in the application and/or the organization's letter of support;
- Agrees to the release of a public summary of the award and to the publication of the organization's name as a supporter of the initiative;
- Agrees that researchers in their employ who are on the project team will be permitted to contribute to the project, as described in the application.

If the applicant is a principal of a collaborating company, another senior official must sign on behalf of the company.

Signatures are not required for Collaborators, though their institutions may provide a letter of support, if appropriate.

4.0 SELECTION CRITERIA FOR CFCAS AWARDS

In evaluating the Knowledge Synthesis, Outreach and Lecture Series grant applications, competitive rankings will be made by the Review Committee using the selection criteria presented below. Applications should demonstrate how they meet all the criteria. Applicants should not assume that the merits of the application or the expertise of the applicants, with respect to any of the criteria, is so obvious to the review committee that they need only be addressed superficially.

Criteria will not necessarily be given equal weight by the Review Committee in its adjudication and depending on the nature of the "request for proposal", some criteria may be deemed more critical than others. However, all criteria will be considered.

The role of the Review Committee is to evaluate and rank applications so that those ranked highest overall, in the collective opinion of the Review Committee, are the ones recommended for funding to the Board of Trustees. Therefore, the criteria will be applied on a relative basis, with the proviso that there are also absolute standards of excellence that must be met for all applications being recommended for funding.

The following selection criteria will be used to evaluate applications to CFCAS for Knowledge Synthesis, Outreach and Lecture Series Grants.

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4.1 Knowledge Synthesis

4.1.1 Science: Scope and Understanding

The proposal must be scientifically sound.

The Science criterion will be assessed on factors such as:

- The scope and justification of the proposed work, including an understanding of the existing background knowledge.
- The significance of the scientific issues and challenges being addressed: this may include the novelty and originality of the overall approach and concepts being proposed.
- The extent to which the proposed project is likely to advance current knowledge and understanding and provide information of practical use to decision makers.
- Feasibility of the proposed project and its potential to deliver tangible results through knowledge translation and transfer strategies.

4.1.2. Team Expertise and Capability

The proposal must demonstrate the proponent's ability to deliver the proposed work and the level of collaboration with decision makers and knowledge user organizations and/or individuals.

The Team Expertise criterion will be assessed on:

- The stature and research or other accomplishments of the applicant and the team members and their potential both to perform and deliver the work being proposed.
- The appropriateness, credibility and completeness of the assembled expertise in terms of the work being proposed.
- The credibility of each participant as a member of the team and a clear description of the role and anticipated contribution of each team member;
- The interdisciplinary nature of the collaboration, and the potential for cross fertilization of scientific and multi-disciplinary knowledge.
- The bringing together of researchers from different science and policy sectors (academic, international, governmental, industrial and private).

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4.1.3 Benefits of the Proposed Work

The proposal must demonstrate how the work will address national interests and make a clear contribution to knowledge users and decision makers.

The Benefits criterion will be assessed on the significance of the potential contribution of the project to:

Understanding the complex interactions between climate-weather-ocean and policy-governance issues related to different sectors and segments of Canadian society (e.g. Health, the North, Energy and Natural Resources, Transportation, Agriculture, Security and Social and Economic issues).

Consideration will be given to the degree of likely use of results by knowledge users, particularly in terms of providing advice for decision making and policy formulation.

4.1.4. Funding

The proposal must justify the need for Foundation funds and demonstrate any leverage of funds from other sources.

The Funding criterion will be assessed on factors such as:

- The need for CFCAS funding;
- That the work being proposed does not duplicate existing funding, and is separate or incremental to other work being done;
- The potential for information exchange and the plan for dissemination of knowledge results to the receptor community;
- The clarity of the project descriptions;
- The use of CFCAS funds to leverage support from other sources;
- The justification for the level and duration of funding requested vis-à-vis the stated objectives;
- A clear account that the relevant management and coordination issues have been adequately addressed;
- Plans for collaboration and communications among the participants;
- The coherence of activities, milestones, timelines and deliverables;
- The probability of achieving the project objectives in the proposed time frame.

4.2. Outreach Grants

Eligibility for Outreach grants is restricted to individuals who are, or have been, either principal or co-investigators on CFCAS project or network grants.

4.2.1 Science: Scope and Understanding

The proposal must be scientifically sound.

The Science criterion will be assessed on factors such as:

- The scope and justification of the proposed outreach activities and their relation to existing or previous CFCAS-funded research activities.
- The significance of the scientific issues and challenges being addressed and communicated and the audiences being targeted.
- The extent to which the proposed work is likely to expand the understanding of the research activities undertaken.
- Feasibility of the proposed outreach activities and their potential to communicate tangible results through knowledge translation strategies.

4.2.2. Team Expertise and Capability

The proposal must demonstrate the proponent's ability to deliver the proposed outreach activities.

Team Expertise and Capability criterion will be assessed on:

- The stature and research or other accomplishments of the applicant and proposed team members and their potential both to perform and to deliver the outreach activities being proposed.
- The appropriateness of the assembled expertise in terms of the outreach activities being proposed.
- The credibility of each participant as a member of the team and a clear description of the contribution of each member.
- The bringing together of researchers from different research, science and policy sectors (academic, international, governmental, industrial and private).

4.2.3 Benefits of the Proposed Work

The proposal must demonstrate how the outreach activities will address either regional or national interests and/or make a clear contribution to the uptake of scientific knowledge.

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The Benefits criterion will be assessed on the significance of the potential outreach activities to:

- Facilitate the uptake of scientific knowledge to one or more target audiences.
- Enhance the scientific understanding of and policy use by, one or more target audiences.
- Facilitate a better understanding of the complex interactions between climate-weather-ocean and policy-governance issues related to different sectors and segments of Canadian society (e.g. Health, the North, Energy and Natural Resources, Transportation, Agriculture, Security and Social and Economic issues).

Consideration will also be given to the degree of likely use of results by knowledge end-users and educators. Particular attention will be paid to outreach activities which communicate relevant knowledge/understanding to decision makers.

4.2.4. Funding

The proposal must justify the need for Foundation funds and demonstrate whether it is leveraging funds from other sources.

The Funding criterion will be assessed on factors such as:

- The need for CFCAS funding;
- The work being proposed does not duplicate existing funding, and the work is separate or incremental to other work being done;
- The potential for knowledge and technology exchange and the plan for dissemination of research results to an identified audience or community;
- The clarity of the proposed outreach activities;
- The use of CFCAS funds to leverage funds from other sources;
- A clear account that the relevant management and coordination issues have been adequately addressed;
- Plans for collaboration and communications among the researchers;
- The coherence of activities, milestones, timelines and deliverables;
- The probability of achieving the project objectives in the proposed time frame.

4.3. Lecture Series Grants

4.3.1 Science: Scope and Understanding

The Science criterion will be assessed on factors such as:

- The scope and justification of the lecture tour being proposed.
- The significance of the scientific issues and challenges being addressed.

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- The extent to which the proposed lectures are likely to advance current knowledge, understanding and awareness of important climate-weather-ocean issues in the audiences being targeted.

4.3.2. Team Expertise and Capability

The proposal must demonstrate the proponent's ability to implement the activity.

The Expertise criterion will be assessed on:

- The stature and research accomplishments of the applicant, the proposed speaker(s) and other members of the team, and their potential to undertake and deliver the work being proposed.
- The appropriateness of the speaker(s) in terms of topic and venues being proposed.
- The ability of the speaker(s) to deliver lectures on the proposed topic at the venues indicated.
- The ability of the applicant to undertake the organization of the proposed lecture tour, its associated publicity and the reporting requirements necessary upon its completion.

4.3.3 Benefits of the Proposed Work

The proposal must demonstrate how the proposed speaker(s) will address national interests and highlight the importance of the complex interactions between climate-weather-ocean and policy-governance issues.

The Benefits criterion will be assessed on the ability to:

- Facilitate the transfer of scientific knowledge to the target audiences.
- Influence public opinion on the importance of weather-climate-oceans to Canadian society.
- Improve understanding of the complex interactions between climate-weather-ocean and policy-governance issues related to different sectors and segments of Canadian society (e.g. Health, the North, Energy and Natural Resources, Transportation, Agriculture, Security and Social and Economic issues).

Consideration will also be given to the degree to which lectures are likely to influence policy makers and the end-users of scientific knowledge.

4.3.4. Funding

The proposal must justify the need for Foundation funds.

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The Funding criterion will be assessed on factors such as:

- The need for CFCAS funding.
- The potential to convey scientific knowledge to audiences and user communities.
- The benefits of the proposed lectures.
- The justification for the level and duration of funding requested vis-à-vis the stated objectives.
- A clear account that organizational and coordination issues have been adequately addressed.
- Development of a communications plan.
- The coherence of activities, milestones, timelines and deliverables.
- The probability of achieving the proposed objectives in the given timeframe.

5.0 COMPLETING THE PERSONAL DATA FORM (FORM 100)

5.1 Part 1

Part 1 of Form 100 is preformatted, and information should be typed into the appropriate spaces on the form. Form-fillable versions are available on the CFCAS Website (<http://www.cfcas.org/applicationformse.htm>).

In Part 1, the Applicant and each Co-applicant (F) (use a separate Form for each) must provide details about: personal data; academic background; academic, research and industrial experience; and sources of research support.

Note: Co-applicants (NF) and Collaborators are not required to complete Form 100 – Part 1. Form 100 – Part 2 (free form) is required for all co-applicants (NF) and is optional for collaborators.

Name

If you have changed your name since the last CFCAS application, enter the previous name in parentheses beside your family name on page 1.

Appointment at a Postsecondary Institution

If you have not taken up your position at the time of application, indicate in this section the institute where you have been offered a position or where you will hold the grant.

5.2 Part 2

This part of Form 100 is “free-form” and should be printed on regular white paper following the guidelines in Section 2.1 for general presentation standards. Using the headings below and a maximum of five single-sided pages, describe your contributions to research (including industrial R & D) over the last six years or 10 years for non-university contributions. Co-

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applicants (NF) and collaborators may wish to include other information customarily included in a *curriculum vitae*.

5.2.1 Most Significant Contributions to Research

List up to five of your most significant contributions to research over the last six years (make reference to items listed in Section 5.2.2 rather than duplicating them here). For each, describe its significance in terms of its influence on the direction of thought and activity in the target community and in terms of significance to, and use by other researchers and end users. For collaborative contributions, describe your role.

5.2.2. Research Contributions

List all research contributions over the last six years. Begin with your most recent and start each entry on a new line. Use the following order:

1. Articles in refereed publications (Published, Accepted and Submitted);
2. Other refereed contributions (Include: Letters, Notes, and communications);
3. Review articles;
4. Papers in refereed conference proceedings (include the title, date and sponsoring society of the conference);
5. Monographs, books or book chapter;
6. Government publications;
7. Non-refereed contributions (Include any non-refereed item listed in the previous section, as well as: Specialized publications, technical reports, internal reports, discussions, abstracts, symposium records;
8. All other publications (including those from research that you supervised (*e.g.*, theses));
9. Contributions to practical applications of knowledge (include: R & D activities at your primary place of employment (non-university or part-time university participants));
10. Technology or product development;
11. Technology transfer and commercialization, including spin-off companies; Participation in industrially relevant R & D activities;
12. Patents and copyrights (*e.g.*, software, but excluding publications). For each, provide this information: Date and country(ies) of issue; Name(s) of joint inventor(s); Title and brief description; Patent/copyright number.

For published contributions, list the full authorship as it appears in the original publication, year, title, name and volume of the publication and first and last page numbers. For publications in press, indicate the date of acceptance.

Provide details, as appropriate, on the contributions you listed. Such details may include, for example: A list of collaborators and their institutions; The nature of collaborations with other researchers; Contributions to joint publications; The reason for selecting certain journals for publications, particularly features of the journals,

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e.g., target audiences, review procedures; The impact of potential patents and technology transfer; The nature of industrially relevant R & D activities; The significance of technical reports; Original research reported in books or technical reports.

5.2.3. Other Evidence of Impact and Contributions

List other activities that may show the impact of your work. These may include:

- Relevance of work to engineering practice or industrial processes (*e.g.*, methods and standards);
- Awards;
- Prestigious invited lectures;
- Research fellowships;
- Journal editorships;
- Memberships on committees, boards, or policy making bodies;
- Consulting activities;
- Public awareness/education;
- Any other activities or information that will help the committee to evaluate your contributions to and impact on science and engineering.

For Co-applicants (F and NF) and Collaborators involved from the end-user communities, list other appropriate indicators of their contributions to policy development and other activities relevant to their role in the project.

5.2.4. Delays in Research Activity

Use this section to explain and give dates for any significant delays in your research activity or in disseminating research results (*e.g.*, parental leave, bereavement, single parent situations, illness, extraordinary administrative duties, *etc.*)

5.3. Appendix A

Note: This appendix is no longer required.

5.4 Appendices B and B1 – Eligibility Questionnaire

Submit only single original copies of these Appendices

Complete Appendix B or B1 only if:

- The applicant or a co-applicant (F) holds an Adjunct Professor position at a Canadian university;
- The applicant or a co-applicant (F) holding a position at a Canadian university that is not a tenured, tenure-track or lifetime professor emeritus position, or;
- The co-applicant (F) is from an eligible Canadian college at the time of application.

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Researchers holding an eligible position at an eligible Canadian college may participate in CFCAS Knowledge Synthesis, Outreach and Lecture Series Grants as a Co-applicant (F), Co-applicant (NF) or Collaborator, but may not apply as an Applicant.

The information you provide must be for the position you will hold at the time the grant is awarded. If you are not currently in that position, you must have a firm, written offer. You may append any relevant information. Please see the CFCAS *Awards Guide* for eligibility requirements.

5.5 Appendix C – Description of Applicant’s and/or Co-Applicant (F)’s Activities

Send one copy of this appendix with each copy of the application.

Complete Appendix C for the Applicant and each Co-applicant (F), who:

- Holds an Adjunct Professor position or an academic appointment at a Canadian university, that is not a full, associate or assistant professor, or;
- Holds a part-time academic appointment at a Canadian postsecondary institution.

The requirement to submit Appendix C includes Applicants and/or Co-applicants (F) holding an adjunct or emeritus professor position and all Co-applicants (F) from an eligible Canadian college.

The information must be for the position that you will hold at the time the grant is to be awarded. Provide a full and accurate description of the position and your research activity at the institution.

The employer at your principal place of employment, and your department head at the university department where you also have an appointment must sign appendix C.

5.6 Letters of Support

Additional documents, such as letters of support for individual researchers, must not be submitted. If submitted, they will be removed. The exception to this rule is letters from users attesting to the nature and significance of technical and internal reports described in the contributions section of Form 100, Part 2. Letters of Support may be submitted from the home institutions of Co-applicants (NF) who are not based at Canadian universities. They can also come from potential users of the research results.

6.0 APPLYING FOR A CFCAS KNOWLEDGE SYNTHESIS, OUTREACH OR LECTURE SERIES GRANT

The deadline for receipt of applications is October 7, 2009. CFCAS Knowledge Synthesis, Outreach and Lecture Series Grants are for individuals or small groups and involve a specific project or initiative over a period of up to 10 months. Applicants may request up to \$80,000 for Knowledge Synthesis and Outreach Grants and up to \$20,000 for Lecture Series Grants. **Submit 3 copies** (including the original) of the following items:

Form 101:

- Part 1 - Pages 1-5
- Part 2 - A maximum of 10 pages and an Executive Summary for the Knowledge Synthesis and Outreach grants; and up to 6 pages and an Executive Summary for the Lecture Series grants
- Appendix A (Environmental Impact) – if required
- Appendix B (Pre-screening Checklist) – if applicable
- Appendix C Not Required
- Status Report(s) – Not Required
- Quotes for Equipment – Only if applicable
- Material Required from Non-academic Participating Organizations
- Letter(s) of support (if applicable)

Form 100 (for the applicant and each co-applicant (F)):

- Part 1
- Part 2
- Appendix A - This Appendix is no longer required.
- Appendix B or B1 (Eligibility Questionnaire) – if required – send one original only (do not photocopy)
- Appendix C (Description of applicant and co-applicant (F) research activities – if required)

6.1 Completing Form 101, Part 1

Before completing Form 101, please read the General Instructions in Section 2.0 of this document.

6.1.1 Page 1

Time to be devoted to the proposed project.
Enter an estimate of the number of hours per month the applicant expects to devote to the project.

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Type of Proposal

Specify what type of application is being submitted for the CFCAS Grant competition.

Title of Proposal

The title will be used for publication purposes. It should describe the subject of the proposal and not contain a company or trade name. Spell out scientific symbols and acronyms.

Research Subject

Indicate to which of the four major CFCAS subject area(s) your proposal is primarily seeking to make a contribution. (Check only one area.)

6.1.2 Page 2

Co-applicants (F and NF)

For applications involving co-applicants, list each co-applicant's name and organization, and provide an estimate of the number of hours per month each co-applicant will devote to the project. Co-applicants (except those from the applicant's university) must obtain the signature of an authorized officer of their organization, agreeing to their participation in the proposed research. Enter the total number of co-applicants on this proposal in the space provided. Indicate by "F"(funding) or "NF" (no funding) whether the co-applicant is requesting funding.

It is important that all independent researchers playing a major or essential role be listed as co-applicants whether or not they are eligible to receive CFCAS funding. Researchers playing a more minor role and not asking for CFCAS funding could, at the applicant's option, be included as collaborators rather than co-applicants, and in this case, no signatures or time estimates are required.

6.1.3. Page 3

The summary is intended to explain the proposal in language that the public can understand.

Using simple terms, briefly describe the nature of the work to be done. Indicate why and to whom the activities are important, the anticipated outcomes, and how your field and Canada will benefit. Applicants may also provide a summary in the second official language on an additional page.

Research activity schedule

List the activities/steps required to achieve the objectives. Indicate the start and end dates for the milestones/Outcome Targets as well as the major results expected. It is important that planned activities be discussed in sufficient detail to assist reviewers to visualize and understand the full extent of the proposal.

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6.1.4. Page 4

Proposed expenditures for the direct costs of research.

CFCAS Knowledge Synthesis, Outreach and Lecture Series Grants will be funded for up to 10 months, starting no earlier than January 2010 and must be completed no later than December 31, 2010. There is no allowance for wrap-up activities. Do not put any budget figures in the shaded areas of the form.

Consult the *CFCAS Awards Guide: Knowledge Synthesis, Outreach and Lecture Series Grants* concerning the eligibility of expenditures for the direct costs of research and the regulations governing the use of grant funds. Use additional page(s) to explain and justify each budget item.

Ensure that proper justification is provided for the requested length of term of support.

Salaries and benefits

Give the name (if known), category of employment and proposed salary (indicating the amount of non-discretionary benefits) of students, postdoctoral fellows, assistants, etc. Briefly describe the responsibilities associated with each position for which support is requested.

Equipment or facilities

Equipment will be considered in the same way as other budget items and may be recommended for funding if the Grants Review Committee considers it necessary for the achievement of knowledge transfer objectives. Equipment can be requested for up to \$3,000. Requests above \$3,000 must be fully justified in the proposal and fully integrated into the application. The applicant must clearly explain why funding for the equipment cannot be obtained from other sources.

Fees for the use of equipment or a facility should be described.

Materials and Supplies

Provide details; explain major items.

Travel

Explain briefly how proposed travel relates to the project.

Dissemination costs

Justify funds for user workshops and the expected participation of industry and/or government.

Other expenses

List any other items and provide a brief explanation for major items.

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Relationship to other research support

Applicants must provide clear concise information justifying the budget in relation to other support (currently held or applied for). The onus is on the applicant to provide sufficient information to enable a review committee to evaluate the relationship with other sources of support and to recommend the appropriate CFCAS funding level.

Indirect Costs

Indirect costs are not eligible.

6.1.5. Page 5

Contributions from supporting organizations

Page 5 is only required if direct contributions to the project are being made by industry, universities or other sources.

If appropriate, use Page 5 to report contributions committed by supporting organizations to the project. Provide an explanation of the cash and in-kind contributions, using an additional page if necessary.

Transfer the total amount of “Cash Contributions to Direct Costs of Research from industry and other sources” to the appropriate line on Page 4.

Submit a separate copy of Page 5 for each supporting organization.

6.2 Completing Form 101, Part 2

This part of the application consists of the Executive Summary (1-page maximum) and the proposal (10-page maximum for the Knowledge Synthesis and Outreach proposals and 6-page maximum for the Lecture Series proposals).

The Executive Summary and the Proposal are “free-form” and should be printed single-sided on regular white paper with the applicant’s Family name on the top of each page as described in Section 2.1.

Executive Summary

This item should not exceed one page in length and should highlight the objectives of the work being proposed, how the work will be carried out, the interactions with non-academic participating organizations, the new knowledge that will be generated and transferred and the benefits to the user sector and to Canada.

Proposal

The proposal should describe the project in detail, and demonstrate how the objectives will be achieved. All issues that are relevant to achieving these objectives should be discussed, and the applicant should anticipate and address points that are likely to be especially important to reviewers. Show how the project meets each of the selection criteria discussed

Instructions for Applicants

in Section 4 of this document. There are no page limits for each relevant section of the proposal, but the total (Part 2) must not exceed 10 pages for Knowledge Synthesis and Outreach proposals and 6 pages for Lecture Series proposals.

Status Reports

Not required for these applications.

6.3 Appendix A - Environmental Impact

Complete Appendix A for all activities involving a possible impact on the environment, hazardous substances, field work, or field or marine stations.

6.4 Appendix B - Pre-Screening

If you submit Appendix A (Environmental Impact), you must complete Appendix B.

6.5 Appendix C - Referee Suggestions

Not required for these applications.

6.6 Letters of Support

Institutions (other than Canadian academic organizations) may submit letters of support.

Letters should provide the following:

- General information about the supporting organization:
 - Mailing address;
 - Name and title of liaison person between organization and the applicant;
 - A description of the organization, its mission and its services and products;
 - Nature and amount of the contributions to the direct costs of the research;
 - An account of how the organization will participate;
- An account of how the results will be used by the organization.

Letters of support may also be provided from the intended user community (though not participating in or supporting the project), describing how the results are likely to impact their activities. Do not submit Letters of Support for individual Applicants or Co-applicants.