

**NEW FRONTIERS IN RESEARCH FUND - EXPLORATION
NOTICE OF INTENT TIPS & CHECKLIST**

BEFORE YOU BEGIN	
<input type="checkbox"/>	Updates to Funding Opportunity. We recommend checking the funding opportunity periodically to check for any revisions/clarifications.
<input type="checkbox"/>	Nominated Principal Investigator (NPI) - Definition. The Nominated Principal Investigator 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 TIPS.
<input type="checkbox"/>	<p>Nominated Principal Investigator - Eligibility. To be eligible to apply as Nominated Principal Investigator (NPI) on the application you must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be an Early Career Researcher, defined as individuals who have 5 years or less experience since their first academic appointment as of the NOI deadline (January 11, 2019) <input type="checkbox"/> be an independent researcher, defined as an individual who engages in research not under the direction of another individual, <input type="checkbox"/> have an academic research appointment that commences by the effective date of funding (March 29, 2019) that allows the individual to pursue the research for the entire duration of funding, allows for the supervision of trainees, and to publish research results. <p>TIP: Please contact the Research Services Office should you have any questions about your eligibility for the program.</p> <p>NOTE: NSERC and SSHRC use different criteria in determining their definitions of Emerging and Early Career researchers and should not be used as a basis for determining ECR eligibility for this program.</p> <p>NOTE: Students, postdoctoral fellows, research associates, etc. are not eligible to apply as NPIs.</p>
<input type="checkbox"/>	Co-Principal Investigator – Definition. The Co-Principal Investigator shares responsibility for the direction of the proposed activities with the Nominated Principal Investigator.
<input type="checkbox"/>	<p>Co-Principal Investigator - Eligibility. To be eligible to apply as a Co-Principal Investigator (Co-PI) you must:</p> <ul style="list-style-type: none"> <input type="checkbox"/> be considered an independent researcher; <input type="checkbox"/> qualify as an Early Career Researcher (ECR), if at an academic institution
<input type="checkbox"/>	Co-Applicants – Definition. Co-Applicants contribute to the proposed activities.
<input type="checkbox"/>	Co-Applicants – Eligibility. To be eligible as a Co-Applicant you do not need to qualify as an Early Career Researcher (ECR).
<input type="checkbox"/>	<p>Limit on number of applications. Individuals can participate in only one application as a nominated principal investigator, co-principal investigator, or co-applicant in this competition. Further, you may only hold one Exploration grant in any of these roles at any given time.</p> <p>NOTE: This application restriction does not apply to collaborators.</p> <p>NOTE: Applying to other streams offered under the NFRF (e.g. Transformation and International competitions) is allowable.</p>
<input type="checkbox"/>	Changes at Full Application Stage. The NPI must remain unchanged between NOI and Full Application stage. Co-Applicants do not need to be confirmed at the NOI stage but will need to be finalized before submitting the Full Application.
<input type="checkbox"/>	Creating the NOI. NOIs are to be submitted using the Convergence Portal , now available (as of December 17, 2018). Only the latest versions of Google Chrome, Microsoft Edge, Apple Safari, and Mozilla Firefox will be compatible.

CONVERGENCE PORTAL – NOTICE OF INTENT	
<input type="checkbox"/>	Sign-in or Register. If you already have an account on the NSERC/SSHRC Research Portal sign in using those same credentials. If you do not already have an account you will need to create one.
<input type="checkbox"/>	Equity, Diversity and Inclusion (EDI) Questionnaire. NPIs must complete this questionnaire. NPIs cannot select the “This does not apply to me” box.
<input type="checkbox"/>	Eligibility Profile. Only the NPI can complete his/her eligibility profile at the NOI stage.
<input type="checkbox"/>	Affiliation. Your primary affiliation must be at an institution that holds full eligibility at CIHR, NSERC, or SSHRC as of January 11, 2019. This means that applicants from the affiliated hospitals may apply directly via the hospital.
<input type="checkbox"/>	Create the Application. Once the EDI questionnaire, Eligibility Profile, Affiliations, Fields of Research, and Keywords sections are completed you may click on the “Home” button to create the NFRF-Exploration NOI application.
<input type="checkbox"/>	Application Title. Must be understood by a layperson.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Fields of Research. You must provide at least two (2) fields of research, two of which must be from different disciplines. NOTE: The NFRF program is using the new draft Canadian Research and Development Classification 2019, so codes for areas of research may be different from what you are used to using for Tri-Agency submissions. TIP: your project should cross over the mandates of at least two (2) of the Tri-Agencies. (i.e. it should not be a project eligible for funding under a single agency)
<input type="checkbox"/>	Participants. Adding participants (co-Principal Investigator and co-Applicants, as applicable) will send them an email allowing them to accept your invitation to participate in the project. TIP: You should send a separate, direct email to all invited participants to ensure that they received the invitation. NOTES: <ol style="list-style-type: none"> 1) You may only participate in one (1) Exploration application as a nominated principal investigator, co-principal investigator, or co-applicant. 2) You may submit the NOI even if some or all of your team have not yet accepted the invitation. 3) Once a Co-PI or Co-Applicant has accepted your invitation to participate in the project they will be able to view (but not edit) the NOI. 4) Changes to the team (except the NPI) may be made between the NOI stage to the Full Application.
<input type="checkbox"/>	Summary of Proposal. This is limited to 2,500 characters, including spaces and should be written for a lay audience.
SUBMISSION on CONVERGENCE PORTAL	
<input type="checkbox"/>	No Signature Pages. Participant and institutional signatures are <u>not</u> required at the NOI stage.
<input type="checkbox"/>	Submit. The NPI must click Submit to send the NOI before January 11, 2019, 8pm ET . Once you have submitted the NOI no further changes can be made, regardless of whether the deadline has passed or not.
<input type="checkbox"/>	Availability of the Full Application. Unless you are deemed ineligible to apply, the Full Application will be available on the Convergence Portal on January 14, 2019.

U of T Contacts**Research Services Office**

When contacting Research Services please choose the contact appropriate to your primary discipline:

Health & Life Sciences: Deanna Pong, deanna.pong@utoronto.ca

Natural Sciences & Engineering: Jessica Keating, jessica.keating@utoronto.ca

Social Sciences & Humanities: Sarah Scott, sja.scott@utoronto.ca