2018 – NSERC Discovery Grant and RTI eSubmission Overview: UBC Okanagan

All applications to the Discovery Grant competition (including the Subatomic Physics program) and the Research Tools & Instruments competition must be electronically submitted via NSERC's Research Portal. Please follow procedures described in NSERC's Discovery Grant and RTI program outlines.

DEADLINES

Discovery Grant full application

- UBC O internal deadline (see procedure #3): **Monday, October 29, 2018 at 9AM**
- Applicant's e-Submission Deadline (see procedure #4): You may continue to work on your on-line application after you have submitted your package to ORS. Your final application should be submitted via the Research Portal on **October 31st, 2018 at 12PM (noon)**
- Sponsor deadline: **Thursday, November 1, 2018 at 4:30 pm**

Research Tools and Instruments (RTI)

- UBC internal deadline (see procedure #3): **Monday, October 22, 2018 at 9AM**
- Applicant's e-Submission Deadline (see procedure#4): You may continue to work on your on-line application after you have submitted your package to ORS. Your final application should be submitted via the Research Portal on **Wednesday, October 24, 2018 at 12PM (noon)**
- Sponsor deadline: **Thursday, October 25, 2018 at 4:30 pm**

While ORS makes every effort to submit all applications on time and to facilitate support for our research community, applications submitted after UBC internal deadline will not receive a guarantee of administrative review from ORS, which includes confirmation for application completeness. As ORS must forward each application to NSERC after PI submission, we cannot guarantee that applications submitted after noon on the sponsor deadline day will be forwarded.

Useful resource: Research Portal – Frequently Asked Questions

E-Submission Procedures:

1. Application Preparation

Your application must be prepared and submitted using the Research Portal and NSERC CCV. Instructions can be found on the NSERC web site. Select "The University of British Columbia" as the Administering Institution (do not select "Technical University of British Columbia").

2. UBC Signature requirements

For co-applicants, electronic acceptance of the PI's invitation to participate in the application meets NSERC requirements, so physical signatures are not required. However, UBC co-apps will need to determine with their Department/Faculty whether they need to review and sign the application. External authorized institution signature is required for co-apps outside of UBC. Please use ORS signature page.

If you are a co-applicant on a grant application initiated by a PI at another institution, you must still submit a copy of the application with required UBC signatures for ORS review and approval per NSERC policy.

3. Submit required pages to ORS for Internal Deadline

You can e-mail or drop off the pages to the appropriate ORS location. Ensure you have collected ALL required signatures prior to submitting to ORS, and that the documents submitted to ORS are identical to your Research portal submission. You may submit the entire application if you wish:

- A signed UBC Research Project Information Form (RPIF). Complete the Co-applicant page (template) if you have any internal or external co-applicants. If co-applicants are within UBC, they will need to determine with their Head/Faculty whether or not they need to review the application and sign. If co-applicants are outside of UBC, external authorized institutional official signature is required.
- Identification page (page 1 of the application)
- Supplements/Joint Initiatives (if applicable)
- Summary of Proposal Page
- Activity Details page (this page displays the certification requirements)
- Proposed Expenditures and budget justification pages
- Quotations if applicable (per RTI guideline, provide two (2) recent quotations for any items or any systems costing more than $25,000 before taxes. If the required number of quotations cannot be submitted, you must provide a justification in the Budget Justification section.)

4. Submit your application online (per the deadlines above)

Upon receiving notice by ORS to do so, submit your full application online using the Research Portal and NSERC CCV by the above stated Applicant's e-Submission Deadline. To do this, the applicant must complete and link all the forms as described in the NSERC instructions. First "Verify" to ensure the application is complete. Then click "Submit" to submit your application to ORS for online approval.

5. ORS approves and submits your application

After you submit, ORS will approve your application on the Research Portal by NSERC's deadline. ORS has read-only access to your application and cannot make changes. If the application is not approved, ORS will return it to you for changes. ORS is no longer required to physically sign applications submitted through NSERC Research Portal. Note that at this stage, ORS is unable to examine the application carefully for any problems.

Once ORS has approved your application, the status on the NSERC Research Portal will change from "Received by Administrator" to "Received by Agency" (see Definition of Application Status). Material or revisions received under separate cover (before or after the deadline date) will not be accepted by NSERC.