



Canadian Statistical Sciences Institute
Institut canadien des sciences statistiques

Simon Fraser University
8888 University Drive
Burnaby BC Canada V5A 1S6

canssi.ca | incass.ca

Revised March 2024

CANSSI COLLABORATIVE RESEARCH TEAMS APPLICATION INSTRUCTIONS 2024

Your completed application must be emailed to info@canssi.ca with a copy to destep@sfu.ca by end of day on Wednesday, May 15. Please use the subject line “CANSSI CRT Application Submission.”

Overview of the CRT Application Process

Teams desiring to participate in the CANSSI CRT program must submit an application for support. Project applications are reviewed by the CANSSI Scientific Advisory Committee (SAC) with supplementary evaluations by external reviewers. The CANSSI Director and Deputy Director review the equity, diversity, and inclusion (EDI), communication and dissemination, and budget sections.

Following the review process, the authors of short-listed project applications may be invited to provide a short response to the reviews and assessments.

The CANSSI Director and Deputy Director will then make the final decisions about which projects to support based on the recommendations of the SAC.

Timetable

The timetable for the 2024 CRT competition is given in the following table:

Wednesday, May 15	Deadline for submission of project applications
Mid-May to end of September	Review of applications by SAC, external reviewers, and CANSSI Director and Deputy Director
First half of October	Upon invitation of SAC, authors of short-listed applications prepare a response to reviews and assessments
Second half of October	Final assessment of applications by SAC and announcement of decisions for support

Application Ingredients

Your project application should include the ingredients described below. It will be evaluated on the scientific merit and potential impact of the proposed research, the scale and significance of the proposed collaborations, the alignment of the requested support with CRT program goals, the heterogeneity of geography and institutions, and the involvement of students and postdoctoral fellows. Commitment to fulfilling CANSSI EDI requirements, plans for dissemination and communication of results, budget, partnerships, and additional funding will also be considered.

Fundamentally, the CRT program is designed to fund sustained collaborations. The team composition must span geography, institutions, and disciplines. Your application should explain how and why your project cannot be undertaken in a sustainable way with individual funding (e.g., through NSERC's Discovery Grant Program), how deep collaboration and a team-based approach are integral to achieving the project goals, and how the project will be organized to encourage and maintain that level of collaboration.

Use 8.5" x 11" paper with margins set to a minimum of ¾" (1.87 cm) and 12 pt Calibri, Aptos, or Times New Roman font. Applications that do not conform to the specified format and page limits may be rejected without review.

Title of the project

The title should describe the research focus of the project.

Names, affiliations, and emails of project leads

List the project leads who are responsible for scientific leadership and management of the project. **There must be at least two leads.**

List of proposed collaborators and mentors along with titles and affiliations

Collaborators should be individual researchers at universities or in partner organizations, in the statistical sciences or other disciplines. Collaborators should have a meaningful role in the proposed research and training activities. Prior consent from all proposed collaborators should be obtained before application submission. If the project includes mentors, list them here.

List of potential partner organizations (optional)

List organizations, in Canada and elsewhere, that will take part in the project research and training activities. Describe the interest, role in the project, and potential for sponsorship (e.g., in-kind support, funding, etc.) for each organization. You may append letters of support from these partner organizations, specifying their interest in the research, their proposed role in the project, and the type and level of support they

would be willing to provide, if applicable. **Limit the list to 1 page. Letters of support should be limited to 1 page each.**

Proposed research

Describe the research aims, anticipated outcomes, and their potential impact. The description should justify support under the CRT program. The description should also make clear the relation of the proposed research to existing and emerging research. **Limit to 5 pages.**

Collaboration

Describe the degree to which the proposed research requires a team-based approach and the degree to which the collaboration is more than the sum of the efforts of the individual partners. Describe the plans for supporting collaboration, e.g., communication plans, group meetings, exchanges of trainees, and dealing with disciplinary and geographic hurdles to the collaboration. Your statement should emphasize activities that will distinguish this project from activities that can be sustainably funded through individual funding such as the NSERC Discovery Grant Program. **Limit to 1 page.**

Interdisciplinary research and partners

Describe the interdisciplinary aspects of the proposed research, the potential for impact in disciplines outside statistical sciences and/or in Canadian society, and the role and suitability of the proposed interdisciplinary partners. **Limit to 1 page.**

Roles of trainees (students and postdoctoral fellows)

Provide an estimate of the number of undergraduate students, graduate students, and postdoctoral fellows you anticipate will be involved with the project. Describe the roles they will play in the project. Indicate the proposed home institutions of the various personnel, how they would be mentored and included in the project, and how they would contribute to the cohesion of the team (e.g., through joint supervision arrangements). **Limit to 1 page.**

References

Provide cited references to the literature. **Limit to 2 pages.**

Agreement to fulfill CANSSI EDI requirements

Provide a clear statement of the team commitment to participating in CANSSI EDI and to fulfilling CANSSI EDI requirements, including the following:

- CANSSI support will be made available to HQP in the project in an equitable way.
- HQP will be supported equitably in terms of professional development and applying to participate in CANSSI programs (e.g., CANSSI Distinguished

Postdoctoral Fellowships, Graduate Student Enrichment Scholarships, and other opportunities for support).

- Project team members will participate in the annual CANSSI EDI program as specified by current CANSSI guidelines.

Additionally, if you anticipate recruiting HQP using open searches, you should include an additional statement that describes your plans to meet or exceed minimal EDI standards for recruitment.

For graduate students:

- Describe department and university policies and resources for recruiting graduate students or provide a link to those descriptions.
- Confirm your commitment to working with institutional best practices for recruiting graduate students.

For postdoctoral fellows:

- Confirm that advertisements for open positions will be distributed widely, including to venues serving underrepresented and disadvantaged communities.
- Confirm that the selection committee will consist of at least two people who have received unconscious-bias training and that suitable selection metrics will be determined before evaluation of candidates.
- Confirm that all applications will be evaluated using the same criteria.
- Describe or provide a link to university EDI policies and resources regarding recruitment of postdoctoral fellows.
- Confirm your commitment to working with institutional best practices for recruiting postdoctoral fellows.

Limit to 1 page.

Plans for communication and dissemination

Describe your plans for communication and dissemination of results, e.g., organization of specialized professional meetings, organized presentations at large professional meetings, preparation of short courses, surveys, and notes, software, publicly accessible publications, and so on. It is important to describe planned efforts to communicate project outcomes to disciplines outside statistical sciences and/or academia. **Limit to half a page.**

Suggested reviewers

Please suggest three potential reviewers of your project, including their affiliations, links to their web pages, and reasons why they have expertise to review the project. The suggested reviewers should not be in a conflict of interest with the lead

applicants according to NSERC guidelines. You may also indicate names of individuals who should not be asked to review the project. **Limit to half a page.**

CVs

Please append up to 5 two-page CVs for the project leads and collaborators. The short CVs should include degrees, current position(s), selected peer-reviewed publications (last 6 years), other evidence of impact and contributions (last 6 years), and numbers of undergraduate, master's level, PhD level and postdoctoral trainees (last 6 years). **Limit to 2 pages per CV and 5 CVs in total.**

Schedule of activities

Provide a 3-year calendar or schedule of project milestones, major collaborative activities, and dissemination and publication activities. **Limit to half a page.**

Budget and justifications

CANSSI funding can be used only for NSERC-eligible expenses. Provide a tentative 3-year budget table showing the expenditures in each of the 3 years for student funding, postdoctoral fellow funding, trainee travel, visitor travel, and costs associated with communication and dissemination of results. For each item, indicate the funding from CANSSI and the funding from other sources, if applicable. If relevant, identify other sources of funding below the table. For the 2024 competition, the CANSSI funding over the 3 years should not exceed \$210,000.

Other funding (optional)

Describe other major potential support for the project, including funding you hold, have applied for, or plan to apply for. **Limit to half a page.**