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## CANSSI COLLABORATIVE RESEARCH TEAMS FULL PROPOSAL INSTRUCTIONS | 2023

Full proposals **must** be emailed to [canssi\\_sc@sfu.ca](mailto:canssi_sc@sfu.ca) with a copy to [destep@sfu.ca](mailto:destep@sfu.ca) by end of day on **Monday, October 2**. Use the subject line “CANSSI CRT Proposal Submission.”

Drafts of the following sections **must** be emailed to [canssi\\_sc@sfu.ca](mailto:canssi_sc@sfu.ca) with a copy to [destep@sfu.ca](mailto:destep@sfu.ca) by end of day on **Wednesday, September 6**. Use the subject line “CANSSI CRT Draft Documents.”

- Budget and justifications
- Fulfillment of CANSSI Equity, Diversity, and Inclusion (EDI) requirements
- Anticipated organization of collaboration
- Plans for communication and dissemination of results

### Overview of the CRT Full Proposal Process

Congratulations! Being invited to submit a full proposal means that the external reviewers and the CANSSI Scientific Advisory Committee rate your Letter of Intent (LOI) as indicating a project that has strong potential for deserving support under the Collaborative Research Teams (CRT) program.

The full proposal builds upon the LOI, adding important details in several categories along with detailed budget plans. You are supplied with reviews and comments from the Scientific Advisory Committee and the CANSSI directors. It is critically important that the full proposal address the comments and issues raised during the review of the LOI. The full proposal will be reviewed by the Scientific Advisory Committee, which will carefully evaluate the response.

To support success for applications, the CANSSI directors conduct a preliminary review of drafts of the following sections:

- Budget and justifications
- Fulfillment of CANSSI EDI requirements
- Anticipated organization of collaboration
- Plans for communication and dissemination of results

The review of these parts is completed ahead of the full proposal deadline to enable adjustments before submission of the full proposal.

## Full Proposal Ingredients

The scope of review of full proposals includes all aspects of a potential CRT project, including scientific merit and potential impact of the proposed research, the merit of the collaboration, justification for funding under the CRT program, the heterogeneity of geography and institutions, the involvement of students and postdoctoral fellows, details of collaboration, plans for communication and dissemination of results, commitment to fulfill the CANSSI EDI requirements, budget, partnerships, and additional funding. We stress that it is important for the proposal to:

- Address the issues raised in the reviews and invitation letter.
- Explain how and why the project cannot be undertaken in a sustainable way using individual funding such as the NSERC Discovery Grant Program.
- Explain how the project involves a *high* degree of collaboration and a team-based approach in order to achieve the project goals and how the project is organized to encourage and support that level of collaboration.

## Format of the Full Proposal

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

### Letter of Submission

The letter of submission should detail responses to the reviews in a point-by-point fashion. **Limit to 2 pages.**

### Title of the Project

The title should indicate the research focus of the project.

### Name(s) and Affiliation(s) of Lead Investigator(s)

List the lead investigators who are responsible for scientific leadership of the project and management of the project activities.

### **List of Proposed Collaborators, Titles, and Affiliations**

Collaborators should be individual researchers in universities or in partner organizations, in the statistical sciences or other disciplines. Agreement should have been obtained from all proposed collaborators.

### **List of Potential Partner Organizations (optional)**

List organizations, in Canada and elsewhere, that would have an interest in and assist in the research and high-quality personnel (HQP) training. Describe the interest, role in the project, and potential for sponsorship, e.g., in-kind support, funding, etc., for each organization, expanding on the descriptions in the LOI. Letters of support from these organizations must be appended, specifying their interest in the research, role in the project, and the type and level of support they are willing to provide, if applicable.

### **Research Aims**

Describe the research aims, anticipated outcomes, and their potential impact. The description should justify support under the CRT program in terms of the activities to be supported. The description should address issues and concerns raised in the review of the LOI. **Limit to 7 pages.**

### **Anticipated Roles of Trainees (students and postdoctoral fellows)**

Describe the roles of undergraduate and graduate students and postdoctoral fellows 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.**

### **Fulfillment of CANSSI EDI Requirements**

All proposals should include a statement addressing the incorporation of equity and inclusion in mentoring of HQP. This should include a clear statement of commitment to participate in CANSSI EDI and to fulfil CANSSI EDI requirements. These include:

- 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., CDPF, GSES, and other opportunities for support.
- Project team members will participate in the annual CANSSI EDI program as specified by current CANSSI guidelines.

Additionally, projects that anticipate recruiting HQP should include an additional statement that describes plans to meet or exceed minimal EDI standards for recruitment.

For graduate students, the statement should:

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

Projects that will recruit a postdoctoral fellow through an open search should include an additional statement that:

- States that advertisements for open positions will be distributed widely, including to venues serving underrepresented and disadvantaged communities.
- Confirms 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.
- Confirms that all applications will be evaluated using the same criteria.
- Describes or provides a link to university EDI policies and resources regarding recruitment of postdoctoral fellows.
- Confirms commitment to working with institutional best practices for recruiting postdoctoral fellows.

**Limit to 1 page.**

### **Anticipated Organization of Collaboration**

Describe plans for supporting collaboration, e.g., indicating how members of the team will communicate, group meetings, exchanges of students and postdoctoral fellows, and dealing with disciplinary and geographic hurdles to the collaboration. The statement should emphasize activities that distinguish the project from

activities that can be sustainably funded under individual funding such as the NSERC Discovery Grant Program. **Limit to 1 page.**

### **Plans for Communication and Dissemination of Results**

Describe 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, expanding on the description in the LOI. Please consult with the CANSSI Director regarding potential activities if you have any questions. **Limit to half a page.**

### **References**

Provide relevant references. **Limit to 2 pages.**

### **CVs**

Please append up to 5 short CVs (**2 pages each**) of the lead investigator(s) and collaborators. **The short CVs are restricted to 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).**

### **Schedule of Events**

Provide a 3-year calendar or schedule of major collaborative activities, dissemination and publication activities, and any project milestones.

### **Budget and Justifications**

Provide a tentative 3-year budget table showing the expenditures in each of the 3 years for undergraduate and graduate student funding, postdoctoral fellow funding, student travel, visitor travel, and costs associated with dissemination and publication 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 in footnotes below the table. CANSSI funding can be used only for NSERC-eligible expenses. For the competition in 2023, the CANSSI funding over the 3 years should sum to \$210,000 or less.

### **Other Funding (optional)**

Describe other major potential support for the project, including funding held, applied for, or to be applied for, expanding on the description in the LOI.