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CANSSI Collaborative Research Team Full Proposal Instructions

2023

Full Proposals should be emailed to canssi_sc@sfu.ca and copied to director@canssi.ca by end of day **September 27** with the subject line: CANSSI CRT Proposal Submission. No extension of the deadline will be given.

Drafts for Budgets and Justifications, Fulfillment of CANSSI Equity, Diversity, Inclusion Requirements; Anticipated organization of collaboration; and Plans for dissemination and communication should be emailed to canssi_sc@sfu.ca and copied to director@canssi.ca by end of day **August 29** with the subject line: **CANSSI CRT Draft Documents. No extension of the deadline will be given.**

Overview of the CRT full proposal process

Congratulations! Being invited to submit a full proposal means that the external reviewers and the Scientific Advisory Committee rated the research along with the preliminary details of collaboration and training plans described in your Letter of Intent as having strong potential for deserving support by the CRT program.

The full proposal builds upon the Letter of Intent, adding important details in several categories along with detailed budget plans. Your team has been supplied with the comments of the reviewers and the Scientific Advisory Committee along with advice from the CANSSI directors. It is critically important that the proposal address the comments and issues raised during the review of the Letter of Intent. The full proposal will be reviewed by the Scientific Advisory Committee.

To support success for applications, the CANSSI Directors conduct a preliminary review of drafts of the *Budgets and Justifications, Fulfillment of CANSSI Equity, Diversity, Inclusion Requirements; Anticipated organization of collaboration; and Plans for dissemination and communication* parts of the full application. The review is completed in time to enable adjustments before submission of the full applications.

Full proposal ingredients

Full proposal ingredients are described below. The scope of review of full proposals includes 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 institution, the involvement of students and postdoctoral fellows, details of collaboration, dissemination and communication, commitment to fulfill the CANSSI equity, diversity and inclusion (EDI)

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requirements, budget, partnerships, and additional funding. We stress that it is important to explain how the project cannot be undertaken in a sustainable way using individual funding such as a grant from the Discovery Grant Program and that the project offers more than the “sum of the individual parts”.

The review will also consider your response to comments and issues raised in the review of the Letter of Intent.

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 applications that do not conform to the specified format and limits will be rejected without review.

Letter of submission

The letter of submission should detail the responses to the reviews in a point-by-point fashion. The letter should be no more than **two pages** in length.

Title 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, which would have an interest in and assist in the research and 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 Letter of Intent. 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 Letter of Intent. ***Limit to 7 pages.***

Anticipated roles of trainees (students and postdoctoral fellows)

Describe roles of undergraduate and graduate students and postdoctoral fellows in the project. Indicate the proposed home institution of the various personnel, how they will 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 one page.***

Fulfillment of CANSSI Equity, Diversity, Inclusion 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., CDFP, GSES, and other opportunities for support.
- Project team members will participate in the annual 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.

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 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 one 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, 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 Discovery Grant Program. ***Limit to one page.***

Plans for dissemination and communication

Describe plans for dissemination and communication, 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 Letter of Intent. Please consult with the CANSSI Director regarding potential activities if there are 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. A short CV 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).

Schedule of events

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

Three-year budget

Provide a tentative three-year budget table showing the expenditures in each of the three 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 three 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 Letter of Intent.