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CANSSI Collaborative Research Team Letter of Intent Instructions

2022

Please review the **CRT Program and Review Criteria** document for background and review criteria for CRT proposals.

> **Letters of Intent should be emailed to donald_estep@sfu.ca and canssisc@sfu.ca by end of day April 30 with the subject line: CANSSI LOI Submission. No extension of the deadline will be given.**

Overview of the CRT Letter of Intent process

The CRT proposal process has two stages. The first stage consists of a Letter of Intent (LOI) that details the proposed research and research team and includes summaries of HQP training, equity, diversion and inclusion (EDI), communications and dissemination. The second stage is the submission of a full proposal by invited teams.

LOIs are adjudicated by the CANSSI Scientific Advisory Committee which is provided with external reviews. The LOI is a critical stage in the application process. Only teams with LOIs demonstrating clear potential for eventual success in the proposal competition will be invited to submit a full application. In the LOI, it is important that the novelty and impact of the proposed research be made clear to reviewers.

The schedule for the CRT competition is given below.

April 30	Deadline for receipt of LOI at CANSSI National
End of June	Review of LOI completed, invitations for full proposals sent
August 29	Draft budgets for invited proposals due
September 27	Deadline for receipt of full proposals at CANSSI National
End October	Review of proposals completed, awards announced

Letter of Intent Ingredients

LOI ingredients are described below. The review of LOI focuses on scientific merit and potential impact of the proposed research, the merit of the collaboration, the justification for support

under the CRT programming, and the involvement of students and postdoctoral fellows. Full proposals expand to include important details of collaboration, justification for CRT funding, EDI, dissemination and communication, budget, partnerships, and additional funding.

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

Title of the project

Name(s), affiliation(s), and emails of lead investigator(s).
List the lead investigators who are responsible for scientific leadership of the project and management of the project activities along with institution and email.

List of proposed collaborators and mentors along with titles and affiliations
Collaborators should be individual researchers in universities or in partner organizations, in the statistical sciences or other disciplines. If the project includes mentors, list them here.

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. ***Include up to 2 sentences explaining the interest, role in the project, and potential for sponsorship, e.g., in-kind support, funding, etc. for each organization****. Keep in mind that a full proposal requires letters of support from these partner organizations detailing their involvement and support for the project.*

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. ***Limit to 5 pages****. The description of research aims of a full proposal is expanded to 7 pages, so it is important to include all important details in the LOI.*

Anticipated roles of trainees (students and postdoctoral fellows)
Provide estimates of numbers of undergraduate students, graduate students, and postdoctoral fellows that are anticipated to be involved with the project. Write a brief description of how trainees will be involved with the research. ***Limit to one half page.*** *Full details will be included in the full proposal.*

Preliminary agreement to fulfill Equity, Diversity and Inclusion goals
Projects receiving funding must meet CANSSI expectations for EDI, which include: providing equitable access to CANSSI support, programs and activities for HQP, measured participation of project team members in the annual CANSSI EDI program, and employing best EDI-related practices for recruiting and selecting project-associated HQP as determined by the home institutions and CANSSI policy. Include a brief statement indicating agreement to fulfil EDI expectations. ***Limit to 3 sentences.*** *Full details will be included in the full proposal.*

Anticipated organization of collaboration
Details about the organization of the collaboration will be included in the full proposal and are not necessary in the LOI.

Plans for dissemination and communication
Briefly 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. ***Limit to 5 sentences.*** *This will be expanded for a full proposal.*

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

Suggested reviewers
Please suggest three potential reviewers of the project and their affiliations, along with a link to their home page and reasons why they have expertise to review the project. Limit to 3 sentences for each reviewer. Suggested reviewers should not be in conflict of interest with the lead applicants according to NSERC's guidelines. The Scientific Director may select other reviewers, and the opinions of both statistical science and application area reviewers will be sought. It is permissible to indicate names of individuals who should not be asked to review the project.

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). These CVs will suffice for a full proposal.

Preliminary budget description
Provide rough estimates of total expenditures in the categories of graduate student funding, postdoctoral fellow funding, student travel, visitor travel, and costs associated with dissemination and publication of results. ***Limit to 1/4 page.*** *This will be expanded in a full proposal.*

Other funding (optional)
Describe other major potential support for the project, including funding held, applied for, or to be applied for. ***Limit to 3 sentence or less.*** *This will be expanded for a full proposal.*