

**NSERC Research Tools and Instruments (RTI)
Internal Notice of Intent Form - 2025**

The internal NOI is **mandatory** for all researchers interested in submitting an application to the October 2025 [NSERC RTI competition](#). ORS will review applicants’ and co-applicants’ eligibility, as well as the location in which proposed equipment is to be housed, and any exceptional installation or compliance requirements.

Important notes on applicant eligibility:

- Researchers may participate in **one application per RTI competition**, either as an applicant or co-applicant, not both.
- Applicants and co-applicants who were successful in the previous year’s RTI competition (submitted in October 2024) **will be ineligible to apply this year**.
- Applicants and co-applicants must meet [NSERC’s eligibility requirements for faculty to hold grant funds](#), and hold (or have applied for in the current competition) at least [one of the specified NSERC grants](#) (either as applicant or co-applicant).

Please ensure that all co-applicants listed on your NOI have confirmed that they are participating in only one RTI application in the current round, were not part of a successful RTI application in the last round, and that they meet the other eligibility criteria. This applies to co-applicants from other institutions as well.

Please submit your completed NOI form to amber.zapletal@ontariotechu.ca by October 2, 2025.

Please note that the forms may be shared with the Ontario Tech Office of Campus Infrastructure and Sustainability (OCIS) to determine whether any renovations will be required to accommodate the requested equipment. The information collected here is for internal university purposes only.

1) PROJECT INFORMATION

Project Title:	
Applicant:	Faculty:
Co-applicant(s), if applicable:	Faculty (or institution if external co-applicant):
1.	
2.	
3.	
4.	
5.	

STRAC Policy and Applicant Attestation Forms Please review the GOC's Policy on Sensitive Technology Research and Affiliations of Concern (STRAC) .		
Will your proposed research advance any of the Sensitive Technology Research Areas ?	Yes:	No:
If you check "yes," please notify all co-applicants and collaborators as soon as possible that they will have to submit an attestation form certifying that they have read, understood and are compliant with the STRAC policy and are not affiliated with, or receiving funds from, any Named Research Organizations (NRO). The applicant is responsible for collecting forms from all named research team members and uploading them to Research Portal prior to the NSERC deadline.		
Brief description of equipment being requested (150 words max):		

2) BUDGET

Estimated Total Project Cost:	
Estimated Request from NSERC: <i>(NSERC maximum is \$150,000)</i>	
Other sources of funds, if total cost is over \$150,000:	
If Faculty contributions are requested, Dean must initial here:	
Notes on budget: <ul style="list-style-type: none"> RTI funds tools and instruments that form a comprehensive system intended to support NSERC-funded research. <ul style="list-style-type: none"> a comprehensive system is one in which each tool or instrument forms part of an integrated system of operation to support the research program(s) requests that bundle unrelated tools and instruments together will not be accepted RTI funds must be used only for the specific type of equipment for which the grant was awarded through the peer review process. However, applicants may buy a model different from that which was requested in the application (for example a newer or upgraded model). Please see the Proposed Expenditures section of the application instructions for a fill list of eligible costs. 	

- In the full application Budget Justification attachment, applicants must provide a clear breakdown of the items requested indicating the subtotal(s), the institutional tax rate, the total tax and, if applicable, the currency exchange rate(s) and the converted currency total(s) in the table format shown below (as found in the [application instructions](#)).
 - For the institutional tax rate, please be sure to use 3.41% - as this is the equivalent HST rate that Ontario Tech pays after our tax rebates.
 - To calculate the exchange rate, use the monthly Bank of Canada Exchange Rates: <https://www.bankofcanada.ca/rates/exchange/monthly-exchange-rates/>
- ***New value for quotation requirements*** At the full application stage, applicants will have to include two quotations for any individual item(s) over \$40,000 (before taxes). If the required number of quotations cannot reasonably be submitted, applicants must provide a clear justification in the Budget justification section. Getting quotations can take time so it's best to start requesting these in well advance.
- Please be advised that the Ontario [Procurement Restriction Policy](#) will apply. Grants that request equipment from U.S. vendors will only be considered if there are no suitable Canadian or alternate international vendors able to supply equipment with similar functionality. Applicants should identify potential vendors early to determine whether the equipment is only available from a U.S source. If the RTI grant is awarded, all procurement must follow the appropriate [Procurement of Goods and Services Procedures](#) (Threshold Values and Means of Procurement), and the rationale for purchase from a U.S. vendor must be clearly documented and defensible.

3) SPACE AND RENOVATIONS

All Ontario Tech infrastructure requests must be accommodated within existing Faculty space and receive Dean's approval. Renovation costs are not an eligible cost for RTI grants; if renovations are required or identified by OCIS, the renovation costs must be covered by the research team or the Faculty. Applicants should be aware that renovation costs can also include such expenses as changes to a space in order to accommodate a piece of equipment that has special power requirements, ventilation needs or environmental cooling (for example). Based on the answers below, a consultation with OCIS may be required.

Proposed Infrastructure Location: <i>Specify the building and proposed room location for requested equipment.</i>		
Is new construction, equipment or renovation required?	Yes:	No:
If yes, briefly describe:		
Does any of the equipment over 1000lbs with dimensions larger than 3ft (914mm) L and W?	Yes:	No:
Does the equipment require electrical other than 120V or 208/230V single phase?	Yes:	No:
Does the equipment require gas/air/water?	Yes:	No:
Does the equipment introduce a hazard that is not already controlled within the lab (e.g. radiation, biohazards, acid/base containment)	Yes:	No:

NEW – Mandatory I have attached a quotation for proposed equipment totaling over \$40,000	Yes:	
NEW - Mandatory I have attached the technical installation documents that accompany the proposed equipment	Yes:	

4) SIGNATURES

By signing below, you agree that the information provided is accurate and can be shared internally with Ontario Tech OCIS. Please inform ORS as soon as possible should your equipment request change in a manner that would affect the responses above.	
Applicant Name:	Signature:
By signing below, the Dean confirms that the Faculty is aware of and supportive of the proposed RTI application. The Dean confirms that space has been identified within the Faculty to house the proposed equipment. The Dean also confirms that any cash contribution from Faculty listed above is approved.	
Dean's Name:	Signature: