

NSERC Collaborative Research and Training Experience (CREATE)-Internal Letter of Intent

Lead Applicant Information

Family Name	Given Name	Telephone
Faculty	Department	Email

Application Information

Title of Proposal:
Have you previously held a CREATE grant? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: When (e.g. CREATE 2023): Title:

Co-Applicants (Minimum of 1, Maximum of 10)

- [NSERC's eligibility criteria for co-applicants](#)

	Family Name	Given Name	Research/ Activity time (hours/month)	Organization and Department
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Collaborators (no limit)

- Collaborators should contribute something to the program (e.g. teaching capacity for a new course, or attendance of industry representatives at program events). If needed, one (1) additional page of collaborators may be appended to the LOI.
- **Note:** Not all collaborator names are required at the LOI stage.

[illegible]

Contributions

- List projected contributions towards the CREATE training program.

Institution/Collaborator/Industry Partner	Confirmed/Expected	Cash/In-kind	Contribution Value (\$)

Required Attachments:

1. Outline of training program (maximum of 2 pages). For more information refer to the instructions below.
2. Excellence of the proposed team of researchers (maximum of 3 pages). For more information refer to the instructions below.
3. Lead Applicant's Form 100 (refer to [instructions](#)).
4. Signed Research Grant Authorization (RGA) form.

Format:

NSERC's Attachment standards can be found [here](#).

LOI submission:

Please submit the LOI internal form and the required attachments to joanne.hui@ontariotechu.ca by March 4, 2024.

Note: If you do not submit your internal LOI package by March 4, there is no guarantee that your application will be considered by the internal selection committee.

Outline of Training Program Instructions (Maximum of two pages):

State the objectives of the proposed research training program, and summarize the approach, originality and novelty, as well as the expected significance of the proposed program. Briefly indicate the type of research that the trainees will be involved in during the program. Your proposal must describe how the proposed approach, including the role of mentoring, would better prepare students and/or postdoctoral fellows for their future careers in industry, government or, to a lesser extent, academia. In addition, the proposal should indicate how these stakeholders, as future employers, will be involved in guiding the training program. A description of the potential employers and a qualitative assessment of the job prospects for the trainees should be included. Note that student mobility experiences (nationally or internationally, between individual universities and between universities and other sectors) are mandatory for all master and doctoral trainees, with a minimum duration of one month at the master level and two months at the doctoral level.

Include information on the approximate number of students and postdoctoral fellows whom you are planning to train and mentor on an annual basis in a table similar to the example below. Briefly indicate how the training and mentoring of each group will be handled. Provide an explanation if a particular category of students will not be receiving funding or be included in the program (e.g., if no M.Sc. students will be supported, explain why).

Note: LOIs that focus on support only at the undergraduate level will not be accepted. If the training proposal focuses primarily on only one group of trainees, it must be justified.

	No. in year 1	No. in year 2	No. in year 3	No. in year 4	No. in year 5	No. in year 6	Total*
NSE							
Undergraduates							
Graduates							
Postdoctoral							
Non-NSE							
Undergraduates							
Graduates							
Postdoctoral							
Total							

[*Provide an estimate of the total number of students who are expected to graduate, by category.](#)

Excellence of the proposed team of researchers (maximum of 3 pages):

Provide information on the core team involved. Explain the rationale for the team composition and how it has the necessary expertise for the successful execution of the training program. Indicate if the members of the team will work together (i.e., collaborative research) and how they will do so. The applicant, co-applicants and collaborators' roles and responsibilities within the training program and its management must be explained. Equity, diversity and inclusion considerations should be reflected in the rationale of the team composition and in the designated roles within the team. For more information, refer to Section 2 of the [NSERC guide on integrating equity, diversity and inclusion considerations in research](#). Moreover, the applicants should describe how they have implemented and/or will implement policies and practices to support equity, diversity and inclusion within the team (e.g., recruitment of team members, management of the team, mentorship).

Provide information on the team's past contributions to the training and mentoring of highly qualified personnel (HQP). Consult NSERC's [Guidelines on the assessment of contributions to research, training and mentoring](#) for guidance. Describe specific actions implemented to support equity and inclusion in recruitment practices, mentorship approaches and initiatives aimed at ensuring an inclusive research and training environment and trainee growth.

If applicable, researchers who currently hold or participate in an active CREATE grant must clearly describe their distinct contribution to and justification for their participation in the proposed training program. The onus is on the applicant to provide sufficient information to enable the selection committee to evaluate the relationship of researchers with other CREATE initiatives. Researchers can participate in a maximum of two CREATE training programs at the same time as either an applicant or a co-applicant.