**NSERC Collaborative Research and Training Experience (CREATE)**

**Letter of Intent**

**Completed LOI must be submitted to** **intgrant@uwo.ca**

**no later than 5 p.m. on Wednesday, March 16, 2022**

|  |
| --- |
| **APPLICANT** |
| Family name       | Given name       | Telephone       |
| Faculty      | Department      | Email       |
| **APPLICATION INFORMATION** |
| Title of proposal      |
| KEY WORDS (Please provide 7)      |
| Submission Stream: (Please specify if this application belongs to the **regular,** **industrial** or **international stream**)      |
| Have you previously held a CREATE grant? (Yes or No)      |
| **CO-APPLICANTS (MINIMUM OF 1, MAXIMUM OF 10)***A researcher may only be the applicant on one CREATE initiative annually. In addition, an individual researcher may only participate in a maximum of two CREATE initiatives as either an applicant or co-applicant (active or applied for).* |
| Family name | Given name | Research/ activity time (hours/month) | Organization and department |
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| **COLLABORATORS**  **(No limit; Mandatory if applying as part of industrial stream)** |
| Family name | Given name | Research/ activity time (hours/month) | Organization and department |
|       |       |       |       |
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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.

**Attachments**

Please adhere to NSERC’s Attachment standards [here](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp).

Please refer to the full LOI instructions [here](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/187/create_eng.asp). Please note, the additional one (1) page for Outline of Training Program, to explain past involvement in another CREATE(s) and/or overlap with other active programs, is NOT REQUIRED at this internal stage of the process.

**1. Outline of Training Program (Maximum 2 pages)**

Outline of the training program must describe how the proposed approach, **including the role of mentoring**, will better prepare trainees for future careers

State the objectives of the proposed research training program and summarize the approach, the originality and novelty of the proposed research training program, as well as the expected significance of the program. Briefly indicate the type of research that the trainees will be involved in during the training program. Your proposal must describe how the proposed approach would better prepare students and/or postdoctoral fellows for their future careers in industry, government or, to a lesser extent, in 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.

Include information on the approximate number of students and postdoctoral fellows that you are planning to have participate in the program on an annual basis in a table, similar to the example below.

Briefly indicate how the training of each group of trainees will be handled. Provide an explanation if a particular category of students will not be receiving funding from the program (i.e., if no MSc students supported, explain why).

Example table of expected HQP trainees

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Total |
| **Natural Science and Engineering (NSE)** |
| Undergraduates |  |  |  |  |  |  |  |
| Graduates |  |  |  |  |  |  |  |
| Post-doctoral |  |  |  |  |  |  |  |
| **Non-NSE** |
| Undergraduates |  |  |  |  |  |  |  |
| Graduates |  |  |  |  |  |  |  |
| Post-doctoral |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

1. **Excellence of the Proposed Team of Researchers (Maximum 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. **Equity diversity and inclusion considerations must be addressed**. 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. Be sure to adequately explain the team’s past contributions to the training and **mentoring** of HQP.

If applicable, the role of current holders of, or participants in, an ongoing CREATE Grant relative to their role in the proposed CREATE initiative must be well explained. In addition, describe how the two initiatives differ from one another. 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 and other sources of support. Researchers can participate in a maximum of two CREATE training programs at the same time–as either an applicant or co-applicant.

1. **Applicant’s Form 100**

The applicant must attach a completed NSERC Form 100.

Further guidance for completing this form can be found on NSERC’s website [here](http://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/instructions/100/100_eng.asp).