



Canadian Statistical Sciences Institute  
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## CANSSI Collaborative Research Team Full Proposal Instructions

**2021**

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

***Full Proposals* should be emailed to [director@canssi.ca](mailto:director@canssi.ca) and [canssisc@sfu.ca](mailto:canssisc@sfu.ca) by end of day September 1 with the subject line: CANSSI CRT Proposal Submission. No extension of the deadline will be given.**

***Draft Budgets and Justifications* should be emailed to [director@canssi.ca](mailto:director@canssi.ca) and [canssisc@sfu.ca](mailto:canssisc@sfu.ca) by end of day August 1 with the subject line: CANSSI CRT Draft Budget. 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.

The schedule for the CRT competition is given below.

<b>May 7</b>	<b>Deadline for receipt of LOI at CANSSI National</b>
End of June	Review of LOI completed, invitations for full proposals sent
August 7	Draft budgets for invited proposals due
September 1	Deadline for receipt of full proposals at CANSSI National
September 26	Review of proposals completed, awards announced

## **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 involvement of students and postdoctoral fellows, details of collaboration, dissemination and communication, commitment to the CANSSI equity, diversity and inclusion (EDI) goals and policies, budget, partnerships, and additional funding. 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.

## **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.**

### **Equity, Diversity, Inclusion**

All proposals should include a statement addressing the incorporation of equity and inclusion in mentoring of HQP. This should include a statement of commitment to fulfil EDI expectations:

- CANSSI support will be made available to HQP in the project in an equitable way.
- HQP will be supported equitably in terms of 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 during the project 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 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. ***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 2021, the CANSSI funding over the three years should sum to \$200,000 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.