Procedures for the NSERC Electronic Submission
Faculty of Science

(Prepared by the Office of Research Services August 29, 2006)

1) Researcher - *Tues., August 1, 2006*

- Submit Letter of Intent to NSERC with a copy to Carleton's Office of Research Services (ORS)

Summer and early fall:

First-time or previously unsuccessful applicants:

- a mentor is assigned by the Associate Dean (Research). Consult with the mentor and/or Chair while preparing drafts of your application
- Experienced applicant: consult with colleagues and/or Chair while preparing application drafts.

2) Researcher - *Before Fri., October 6, 2006*

All applicants:

- Forward draft application to the Associate Dean (Research) for review and feedback. Researcher informs the Chair via email about intention to apply.

3) Associate Dean (Research)

- Associate Dean (Research) to review and give feedback to applicant.

4) Researcher - *Before Wed., October 18, 2006*

- Complete NSERC Forms 100 and 101 (application and CV) online on the NSERC website
- Use "Submit" button when complete: this notifies Carleton's ORS that an application has been "submitted" but does not send to NSERC for consideration.

5) Carleton's Office of Research Services (ORS)

- ORS reviews for format, completeness and readability (if time permits).
- ORS provides to the researcher comments and suggestions.
- Application is electronically "returned" to the researcher.

6) Researcher

- Make final changes
- When final changes are complete hit "Submit".

7) Carleton's Office of Research Services (ORS)

- Review final changes and sends PDF version to the Chair/Director and Associate Dean (Research) for approval.

8) Chair/Director, Associate Dean (Research) and Dean

- Chair/Director and Associate Dean (Research) approves or denies the application.
- If there are resource implications for the Faculty (space, facilities, etc.), then the Dean approves or denies the application.

9) Researcher

- Concurrently with Steps 7 and 8, complete the ORS Internal Routing Form and obtain signatures in the order Chair/Director, Associate Dean (Research), Dean.
- Prepare copies of contributions according to your Grant Selection Committee instructions.
- Make copies of HQP consent forms.
- Bring contributions, internal routing form and HQP consent forms to ORS.

10) Carleton's Office of Research Services (ORS)
Before Wed., November 1, 2006

- Match Internal Routing Form with a copy of the application and places it in the researcher's file.
- Keep HQP consent forms on file.
- Forward contributions to NSERC
- Submit final application to NSERC electronically.