



Government of Canada

Gouvernement du Canada

**Networks of Centres
of Excellence**

**Réseaux de centres
d'excellence**

NETWORKS OF CENTRES OF EXCELLENCE

2011 RENEWAL COMPETITION

Instructions for Completing a Renewal Application for an NCE Second Funding Cycle

The NCE Program is a federal initiative administered jointly through the Natural Sciences and Engineering Research Council (NSERC), the Canadian Institutes of Health Research (CIHR) and the Social Sciences and Humanities Research Council (SSHRC) in partnership with Industry Canada.

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2011 RENEWAL COMPETITION

Invitation

Participants of the following Networks of Centres of Excellence are invited to submit a Renewal Application to the NCE Secretariat for a second funding cycle in the 2011 Renewal Competition: AFMNet and ArcticNet. These Networks may alternatively opt to apply for the Management Funds Program (MFP). Networks cannot apply for MFP and a second funding cycle at the same time. Detailed instructions will be provided to Networks who wish to apply to MFP funds.

Eligibility of Networks

Only applications for a Second Cycle of NCE Funding from AFMNet and ArcticNet will be considered in the 2011 Renewal Competition. The above Networks must continue to fulfil the NCE eligibility criteria as described in the *2009 NCE-Network Program Guide* (available at: http://www.nce-rce.gc.ca/comp/NCE2009/network_Prog_res_eaux_e.htm) to receive NCE funds.

Privacy Act Statement

The information submitted is collected under the authority of the *Natural Sciences and Engineering Research Council Act*, the *Canadian Institutes of Health Research Act*, and the *Social Sciences and Humanities Research Council Act*.

The information is stored in a series of data banks described in *Info Source*. Details on the use of this information are provided in Appendix C of the *2009 NCE-Network Program Guide*.

Environmental Review Policy

Please remember that all Networks of Centres of Excellence must pay careful attention to environmental considerations when deciding to fund projects proposals.

Their respective Boards of Directors shall establish a process for environmental review that is comparable to the process established by NSERC in fulfilment of its obligations, pursuant to the *Canadian Environmental Assessment Act* (CEAA). All project proposals within the Network shall be reviewed for potential environmental effects. For additional information, please consult the *NCE-Networks Program Guide*.

Deadline Date

For each Renewal Application, the Curriculum Vitae (CV) selected by the Network Scientific Director must be entered into the Common CV system **by August 20, 2010**. All other sections of the 2011 NCE Renewal Application for a second NCE funding cycle and required copies must be received at the NCE Program Secretariat **by August 27, 2010, 4:30 p.m. EDT**.

Mailing Address:

Networks of Centres of Excellence
16th Floor, mail room
350 Albert Street
Ottawa, Ontario K1A 1H5

General Presentation

Print must be in black ink, of letter quality (minimum standard), with no more than six lines per inch. The type size for fonts measured in points (pts) must be no smaller than 12 pts. If measured in characters per inch (cpi), it must be no more than 10 cpi. Condensed type is unacceptable. For additional pages, where allocated, use white paper, 8½ x 11 inches (21.5 cm x 28 cm), with margins of ¾ of an inch (1.9 cm) (minimum) all around. Enter the title of the Network at the top of every page and number the pages consecutively.

Graphs and illustrations may be included, but will count as part of the page limits set out below. Either single or double column presentation of text is acceptable. **Any extra material will not be considered and may be removed from the application.**

Applicants are advised to read these application instructions: the *2009 NCE-Network Program Guide*, the *NCE Funding Agreement*, and the *NCE Network Agreement*. These documents are available at www.nce-rce.gc.ca.

Instructions for completing a Renewal Application for a Second Cycle of NCE Funding

In order to ensure that the program objectives are met, Renewal Applications for a Second Cycle of NCE Funding will be assessed against the five program criteria outlined in the *2009 NCE-Network Program Guide*.

Networks applying for a second cycle of funding (Years 8 to 14), as compared to an application for a new Network, must build on the realized successes while demonstrating tangible achievements, greater efficiency and excellence in relation to each of the five NCE program criteria (excellence of the research program, development of highly qualified personnel, networking and partnerships, knowledge and technology exchange, and management of the Network).

A complete application package for the 2011 Renewal Competition consists of five books, prepared as follows:

Book 1: Network Progress Report - Years 0 to 7 (Maximum of 20 pages)

The progress report presents the Network's success in achieving its own goals and objectives since the initial receipt of the Grant. Progress for the Network as a whole must be detailed in terms of accomplishments that measure against the five NCE program criteria (detailed below). Where appropriate, for each criterion provide specific concise examples of relevant accomplishments achieved by the

Network, and how the Network has addressed major concerns expressed in past reviews (i.e. midterm and special reviews, review of the initial application, etc.).

Executive Summary of achievements to date:

Highlight the major achievements of the Network since its inception with a focus on the added value of NCE funding (maximum 2 pages of the 20 pages allowed for Book 1).

Progress: Research Program

Describe the Network progress and achievements with respect to:

- The value added of the network approach on the research program, and the realization of major milestones;
- The integration of research across the theme areas (if any), and how it has contributed to meet the Network's research objectives;
- The involvement of Network Investigators within and among research themes;
- Canada's ability to lead in areas of research with high economic and social impact;
- How new and emerging social and ethical issues, where relevant, have been addressed in the research program; and
- The Network's relationship to similar initiatives conducted in Canada and abroad.

(Please note that a one-page summary of each research project funded since inception of the Network and their respective outcomes are required in Appendix C)

Progress: Development of Highly Qualified Personnel (HQP)

Discuss your Network progress and achievements with respect to:

- The development and retention of outstanding researchers in research areas and technologies critical to Canadian productivity, economic growth, public policy and quality of life;
- Innovative training strategies that promote multidisciplinary and multisectorial research approaches and encourage trainees to consider the economic, social and ethical implications of their work;
- The ability to involve HQP with Network Members, Affiliates, or the receptor community; and
- The growth in the total number of HQP trained since the Network's inception.

Progress: Networking and Partnerships

Discuss your Network progress and achievements with respect to:

- Effective research and technology development links between academic institutions, federal and provincial agencies and private sector participants;
- The incremental value of a multidisciplinary and multisectorial approach in your research program;
- The evidence that an effort has been made to ensure participation of all suitably qualified groups;
- Ongoing relationships with the Network Members and strategies used to increase membership and the involvement of the private and user sector in the research;
- Key achievements in attracting support from non-NCE sources and increase commitments as the work progresses; and
- The development of international partnerships.

Progress: Knowledge and Technology Exchange and Exploitation

Discuss Network progress and achievements with respect to:

- New products, processes or services that have been transferred or are being commercialized by firms operating in Canada and that will strengthen the Canadian industrial base, enhance productivity, and contribute to long-term economic growth and social benefits;
- Social innovation and collaboration with the private and public sectors in technology, market development, and public policy development;
- The impact on the partner's science and technology capabilities and practices; and
- Management and protection of intellectual property resulting from Network-funded research.

Progress: Management of the Network

Discuss Network progress and achievements with respect to:

- Effective Network management structure, and its evolution in attaining its goals aligned with each of the five NCE program criteria over the initial funding cycle (Years 0 to 7);
- Expertise in research and business management functions and the direction and management of the Network;
- The nature and extent of the user sector's involvement in the research planning;
- The development of an effective decision making process, including a description of the process;
- Responses to management challenges encountered;
- Internal communication mechanisms used by the Network;
- A process to ensure the accuracy of information collected from all participants of the Network;
- The strategies used to disseminate Network knowledge, success and activities to the scientific community, stakeholders and the general public; and

- Efforts to publicize the Network's successes and activities to the scientific community, stakeholders and the general public.

References Cited

Use extra pages as required to provide a bibliography (including titles) of all references cited in the progress report.

Appendix A: Current Organizational Structure

Organizational Chart (Maximum 3 pages)

Provide an updated Network organizational and management chart and any required explanation on one page; list names and affiliations of members of the Board and other Network Committees on two additional pages.

Biographies of Members of the Board of Directors and Network Staff

Provide short biographies of members of the Board of Directors and Network staff at the end of the first funding cycle (Year 7), not exceeding half a page in length each.

Appendix B: First Cycle Budget

Table B.1 Summary of annual NCE expenditures (Maximum of 4 pages)

Present a summary table of previous, current, and projected annual expenditures of NCE funds occurring between April 1, 2003, and March 31, 2011, for the following categories:

- NCE annual award received
- Balance from last year, if any
- Total NCE funds available
- Total annual NCE expenditures for the research program (one line per research theme)
- Total annual NCE expenditures for Network core facilities (if applicable)

- Total annual NCE expenditures on Network special programs (e.g., technology transfer program, Networking program etc.)
- Total annual NCE expenditures for the Network administrative centre
- Other total NCE expenditures (if applicable)
- **Grand total** annual NCE expenditures
- Total annual NCE carry forward

Explain how the overall NCE funds have been allocated over the first NCE funding cycle (Year 0 to 7) by research themes, core facilities, special programs, administration, etc. Justify any anticipated unspent balance of NCE funds at the end of the first NCE funding cycle, and explain how this balance would be managed.

Table B.2 Summary of non-NCE expenditures (1 page)

Present a summary table on previous, current, and projected annual expenditures of non-NCE funds (cash and in-kind respectively) occurring between April 1, 2003, and March 31, 2011, for the categories listed in table B.1.

Please note that budget figures in tables B.1 and B.2 must match the numbers submitted on an annual basis to the NCE Secretariat and in your Network annual reports.

Appendix C - SUMMARY AND SOCIOECONOMIC OUTCOMES OF ALL NETWORK RESEARCH PROJECTS FUNDED THE FIRST CYCLE

Describe in one page per research project funded by the Network since inception. The projects should be organized by research themes and include a summary the project's socioeconomic outcomes (e.g., networking and partnerships achievements, knowledge and technology exchange and transfer achievements etc.). Project summaries should also include:

1. Title of the project with start and end dates for NCE funding: 1 to 2 lines;

2. List of Network Investigators and collaborators involved in the project (i.e., name, department and organization) regrouped by institutions;
3. Names of partner organisations providing support to the project;
4. Brief summary of the research project including how it has benefited from the Network approach (one-paragraph abstract);
5. Total NCE funds and non-NCE funds received (cash and in-kind) for the project listed separately (i.e., 3 numbers): 1 to 2 lines; and
6. Total number of HQP involved by category (undergraduate, graduates, postdoctoral, technicians, research associates): 1 to 2 lines.

Appendix D: DETAILS OF HIGHLY QUALIFIED PERSONNEL (HQP)

Present a table summarizing the total number of graduate students and postdoctoral fellows who left the Network since its inception by positions/degrees and by employment sectors (use same format as statistical Table 5 required annually by the NCE)

Appendix E: MINUTES OF MEETINGS

Minutes of the two most recent meetings of both the Board of Directors and Research Management Committee.

Appendix F: INTELLECTUAL/COMMERCIAL CONTRIBUTIONS

Summarize the intellectual/commercial and other contributions from Network activities over the current funding cycle. (Ref. Table 6 of NCE statistical tables required annually).

In addition, provide a list of all publications directly arising from Network-funded research during the current funding cycle. (Ref. Table 7 of NCE statistical Tables required annually). Add pages as required.

Include bibliographic details, in the following order: author(s), year of publication, title, book or journal name and number, pages and publisher. If a publication has been accepted or is in press indicate the date of acceptance. Bold name of Network investigators and underline names of Network HQP.

Group in the separate sections:

A. Refereed Contributions:

1. Articles in refereed publications:
 - Published or accepted
 - Submitted
2. Other refereed contributions:
 - Letters, notes, communications
 - Review articles, papers in refereed conference proceedings, monographs, books and book chapters
 - Government publications

B. Non-refereed contributions (indicate if published, accepted, or submitted):

- Papers or letters; papers in conference proceedings; review articles

- Specialized publications including thesis, technical reports, internal reports, discussions, abstracts, symposium records, industrial reports

**Book 2:
Network Strategic Plan for a Second
Cycle of NCE Funding (Years 8 to 14)**

Section A: General Information

Network

Indicate the title of the Network (in both official languages), including any acronyms, as they will be used for publication and communication purposes.

Amounts Requested from NCE Program

Indicate the total second cycle NCE funding requested from the NCE program for your Network as a whole for Years 8 to 14 (transfer amounts from budget page H.1, line A).

See the *NCE Program Guide* for information on eligible expenditures and use of NCE funds.

Signatures on the application form for a NCE second funding cycle

The original 2011 NCE second funding cycle application form must be signed on page A by the proposed Scientific Director, Chair of the Board of Directors for the Network and an authorized signatory of the proposed Network Host Institution. Original signatures must be provided.

Section B: Alphabetical list of proposed Network Investigators

Use the Excel file to provided to list alphabetically all of the proposed Network Investigators who will receive NCE funds (i.e., those for whom signature pages are provided in Book 5).

Section C: Network Vision (Maximum 1 page)

In a paragraph, state the vision and mission of the Network for the second NCE funding cycle. The vision and mission should include the expected end-results of the research, and the outcomes/impacts on the partners and user sector after Year 14 of NCE funding the Network.

Section D: Summary of Proposal for Public Release (Maximum 1 page)

Provide a one-page summary describing the Network, its proposed research program, and expected impact on the Canadian economy and quality of life. Write for a general audience using plain language as the summary may be used for communication purposes, such as press releases or the NCE Web site.

Section E: Strategic Plan for the second NCE funding cycle (Maximum 85 pages)

The strategic plan should provide a framework for the operation of the Network in the second NCE funding cycle (Years 8 to 14) and be designed in the context of the goals and objectives of the NCE program. It must consist of an integrated research and business management strategy.

The onus is on the Network to provide sufficient information to enable review committees to evaluate the relationship with other sources of support (held or applied for) and to recommend the appropriate NCE funding level. A consequence of not providing adequate or sufficient information to enable a selection committee to assess the relationship between the Network and the other sources of support is that the committee may recommend reduced or no funding.

Instructions for the presentation of the strategic plan are found below. The strategic plan is limited to 85 pages, to be allocated amongst six sections. Within the overall limit of 85 pages, the suggested length of section

may be adjusted as needed. References can also be made to the progress report however the strategic plan should focus on the Years 8 to 14 and propose a clear plan to achieve the objectives outlined.

General Context

(Approximately 5 pages)

The strategic plan must include a general discussion of the role of the proposed Network in the landscape of work being conducted in its area(s) of research, including the following:

- Discuss any overlap or reasonable potential for perceived overlap between the proposed Network and currently or previously funded initiative(s). This explanation should describe, both qualitatively and quantitatively, the differences between the proposed Network and the currently or previously funded initiative(s);
- Describe how the proposed Network will compliment or build on the activities of the other initiative(s);
- Discuss the incremental or added value of the proposed Network; and
- Discuss why the Network is essential in terms of advancing work in its area(s) of research, and why individual researchers or research programs would be unable to generate these advances without the Network.

Socio-economic Context

(Approximately 5 pages)

This section should include:

- Definition of the problem(s), challenge(s), or opportunity(ies) that the Network will address in Years 8 to 14;
- Description of the incremental benefits and/or impacts to Canada's economy, environment, health and social systems that the Network will provide through its multifaceted programs,

partnerships and knowledge mobilization activities;

- Details on the possible impacts of the Network on Canadian public policies; and
- The Network's plans for existence in and beyond year 14 of the funding cycle.

Proposed Research Program

(Approximately 40 pages)

The Network research program should be developed in collaboration with all relevant stakeholders, and must integrate industry, university, government and other relevant public and/or private sector priorities while providing an overview of the Network's research program during the second funding cycle (Years 8 to 14).

Include in this section the Network's plans and strategy with respect to:

- A brief review of the current state of knowledge in the field;
- Definition of the research related problem(s), challenge(s), or opportunity(ies) that the Network will address in Years 8 to 14;
- The scope, focus and general objectives of the Network and how the proposed research program will attain those objectives;
- The integration of research projects and themes into a coherent research program that generates solutions that will be implemented to produce social and economic benefits for Canadians;
- The relationship of the research program to similar work conducted elsewhere in Canada and abroad;
- The use of international collaborations to enhance the overall capacity of the Network to focus on Canadian issues;
- The extent to which the program will contribute to Canada's abilities and reputation for international leadership in the area(s) being addressed by the Network;
- An explanation of how the proposed research program continues to be

leading-edge in areas critical to Canadian economic and social development;

- The anticipated incremental value of the Network relative to other efforts in the area (e.g., provincial Centres of Excellence, CIHR Institutes, other research consortia or initiatives); and
- A discussion of the collaborations necessary to attain the objectives of the Network.

Organize the Network's proposed research program into major theme areas. **For each major theme area:**

- Identify the Theme Leader(s), Project Leaders and Network Investigators, confirmed and anticipated partners, their roles in the Network and their ability to contribute to the proposed research;
- Describe how the theme fits the Network's overall vision and addresses the problem(s), challenge(s) or opportunity(ies) the Network is intended to address;
- Describe how it relates to other theme areas, how it responds to receptor needs, and how it is anticipated to evolve through Years 8 to 14;
- List the milestones for each theme and describe how they fit the Network's overall vision, how each relates to other theme areas, how each responds to receptor needs, and how each will evolve through year 8 to year 14;
- Describe, where relevant, how new and emerging social and ethical issues will be addressed, using specific examples where possible; and
- Summarize the specific objectives, research plan, methods, deliverables and milestones by research project (each project must be given an acronym that will be used on budget page H.4, line 0).

Development of Highly Qualified Personnel (HQP)
(Approximately 10 pages)

Explain the Network's plans for the HQP during the Years 8 to 14 and any modifications from the first seven years of funding.

Include in this section the Network's plans and strategy with respect to:

- The Network's strategy to capitalize on its multidisciplinary, multisectoral, networked environment to develop highly qualified personnel (HQP);
- The Network's strategy to expose HQP to the full range of economic, social and ethical implications of the Network's research by involving them in activities from the initial research discovery to its practical application;
- Increasing the potential of drawing international personnel to the Network and Canada;
- How the Network will add value to training opportunities already available with innovative mentorship programs and initiatives already available through the academic community; and
- How the Network will enhance HQP capacity in relation to the needs of the receptors.

Networking and Partnerships
(Approximately 10 pages)

Describe the Networking and Partnerships plans for Years 8 to 14.

Include in this section the Network's plans and strategy with respect to:

- Details on the planning process including the consultations undertaken with partners (academic, private, and/or public) in the development of the strategic plan and how their research priorities have been integrated and incorporated into the Network's Research plan;
- The incremental value of a multidisciplinary, multisectoral approach to achieving the Network's research and business objectives;

- The key proposed partners in the Network and explain the critical capacity that each contributes to ensuring that the Network achieves its objectives;
- Existing linkages and the Network's proposed strategy to build new linkages among industry, receptor partners, academia and governments across Canada and abroad;
- The Network's efforts to include suitably qualified parties across Canada and internationally as the Network evolves through Years 8 to 14 (if foreign expertise is required, provide details);
- How the use of resources will, or continue to be, optimized through sharing of equipment, research facilities, databases and personnel
- The anticipated level of support from sources other than NCE funding and a description of the Network's strategy for achieving the projected levels of contribution; and
- The nature and anticipated extent of involvement of the private and user sector in the research program.

Knowledge and Technology Exchange and Exploitation

(Approximately 10 pages)

Describe the Network's future Knowledge and Technology Exchange and Exploitation plans for the Years 8 to 14, and any modifications from the first seven years of funding.

Include in this section the Network's plans and strategy with respect to:

- The framework for the Network's planned approach to knowledge and technology exchange and exploitation;
- The new products, processes or services to be transferred or commercialized by firms operating in Canada as a result of Network activities and the extent to which these will strengthen the Canadian economic base, enhance productivity, and

contribute to long-term economic growth and social benefits;

- How the Network will create an environment that encourages collaboration between the user-sectors; providing concrete examples such as the application of research to technology, market development, health systems or public policy innovations;
- The management and protection of Intellectual Property for Network research;

Network Management

(Approximately 5 pages)

An organizational chart must be provided only if it differs from the chart presented in the progress report.

Names of new Board members and Network staff must be provided if different from the individuals presented in Appendix A. Include their affiliation and brief description of their expertise.

Describe the Network's Management plan for the Years 8 to 14 and any modifications from the first seven years of funding.

Include in this section the Network's plans and strategy with respect to:

- The proposed Network management structure, defining the roles and responsibilities of the Board, Network committees, ad hoc groups, etc., in coordinating Network activities, monitoring progress, setting schedules and controlling spending;
- A summary of expertise that will be required of key personnel;
- The nature and extent of involvement of the user sector or Network partners in research planning and Network management, including plans to increase this involvement;
- Internal communication mechanisms;
- The process to ensure the accuracy of information collected from all participants of the Network; and

- External communication mechanisms: strategies for disseminating Network knowledge, successes and activities to the scientific community, stakeholders and the general public.

Section F: References Cited

Use extra pages as required to provide a bibliography (including titles) of all references cited in the strategic plan.

Section G: Acronyms

Provide an alphabetized list of all acronyms used in the application.

Section H: Budget (pages H.1 to H.6)

Summary of Anticipated Funding for the Network (page H.1)

Indicate, for Years 8 to 14, the total funding being requested from the NCE program (line A) as well as the anticipated new incremental cash support (lines B to F) and new incremental in-kind support (lines H to L) from all of the other sources. Where a commitment of new incremental cash or new incremental in-kind support is made, a Letter of Support certifying the contributor's commitment to the costs of the Network, for at least Year 8, is required in Book 3.

Proposed Expenditures of NCE and non-NCE Funding for the Network (page H.2)

Provide a detailed summary of the proposed expenditures of NCE funds for the Network as a whole, by the categories listed, for Years 8 to 14.

Salaries and Stipends (page H.2, line 1)

For the levels of stipends to students and postdoctoral fellows, follow the regulations of the Granting Agency under whose mandate the research of the Network falls.

Operation of Core Facilities (page H.2, line 2)

If Core facilities are to be funded through the proposed NCE, provide details on the operating costs of each facility on a separate page (i.e., one page per facility). Detail the salary and maintenance costs and any additional costs to be paid by the Network.

Equipment (page H.2, line 3)

List equipment to be purchased/rented and the cost on separate page(s). Provide details on operating and maintenance costs for each piece of equipment costing more than \$150,000 and specify how these costs will be covered.

Materials and Supplies (page H.2, line 4)

Provide the details of any expected materials and supplies costs on a separate page if required.

Computing Costs (page H.2, line 5)

Provide the details of any expected computing costs on a separate page if required.

Travel Expenses (page H.2, line 6)

List on a separate page anticipated field trips, conferences and travel related to Network research for which funds are requested for each year, excluding both the Network Annual meeting and meetings of Network Committees and Board of Directors (see page H.2, line 8).

Administrative Centre (page H.2, line 7)

Report the total expenditures of the administrative centre (from page H.6, line 9).

Management and Networking (page H.2, line 8)

On a separate page, provide details for each category related to the costs of managing the research that is not included in the Administrative Centre (e.g., cost of attending workshops, planning sessions

within themes, and other meetings not part of the budget of the Administrative Centre).

Other Expenditures (page H.2, line 9)

List any other expenditures not included in any of the above categories. Provide details on a separate page.

Proposed Expenditures of NCE Funds by Major Theme Area (page H.3)

Using one page for each major theme area, provide a detailed summary of the proposed expenditures of NCE funds for Years 8 to 14, in the budget categories indicated.

Proposed Total Expenditures to year 14, from NCE Funding by Project (page H.4)

Provide the total expenditures from NCE funding for Years 8 to 14. Use one column for each project to be implemented over this period in each major theme area, using as many pages as required per theme. A brief summary of each project must be provided in the strategic plan; the project acronyms must be indicated on page H.4, line 0.

Incremental contributions from Partner Organizations (page H.5)

Using one page H.5 per partner organization, provide details on new incremental cash and in-kind contributions. A letter from each partner organization confirming each incremental contribution must be included in Book 3.

Proposed Expenditures of NCE and non-NCE Funds for the Administrative Centre (page H.6)

Using additional headings where necessary, detail the costs associated with operating the administrative centre for the Network, including costs for salaries, annual meetings, communications, technology transfer, etc. for the Years 8 to 14. Transfer the total proposed expenditures to page H.2, line 7.

Book 3: Letters of Support

Letters should confirm expected new incremental contributions, participation by potential Network partners, and/or impact anticipated by the user sector.

Letters of supports should:

- Be signed by a senior executive with influence over a research budget;
- Make commitment especially in terms of financial or in-kind support;
- Indicate how the Network would help their organization;
- Indicate past associations with the Network; and
- Not be template formatted by the applicant.

For Book 3, sort letters of support by sector and provide a summary table indicating name of organization, page number, new incremental cash and/or new in-kind contribution, if any, to the proposed Network, by sector (university, industry, provincial, federal, other).

The signatures of authorized officers of contributing organizations certify that the organization:

- Agrees with the content of the application and will provide the committed resources; and
- Agrees to the release of the public summary of the award and to the publication of the organization's name as a supporter of the Network.

If the Scientific Director or a Network Investigator is also a principal of a partner or contributing organization, another senior official must sign on behalf of the organization.

Book 4: Common Curriculum Vitae (CV) - Electronic Submission

For each Renewal Application, the Scientific Director will identify, on-line, up to 50 CVs to

be included with the Renewal Application and will provide an Excel File with the alphabetical list of Network Investigators (Book 2 – section B) to the NCE Secretariat **by August 20, 2010**. Until then, CVs may be entered into the Common CV systems.

On-line access to the Common CV database for each Renewal Application will be provided, by the NCE Secretariat, to Expert Panels and the NCE Selection Committee. Reviewers will have access to this online database after the August 2010 deadline for submission of the Renewal Application until the conclusion of their part of the review process. The NCE Secretariat may produce copies (paper/electronic) of Book 4 for use by reviewers as needed.

Book 5: Signature Pages for Network Investigators

Only the original signature pages forming Book 5 are required. **Do not provide copies**. Use one page per organization, unless the number of Network Investigators from an organization is large enough to require additional pages.

The signature of each Network Investigator is required to confirm their willingness to participate in the Network and to acknowledge their agreement that the Scientific Director will administer any NCE award in accordance with the directives of the Board of Directors.

Reminder

For each Renewal Application, the CVs selected by each Network Scientific Director must be completed and entered into the online systems of any one of the Granting Agencies by **August 20, 2010**.

Other sections of the NCE Renewal Application must be submitted no later than **August 27, 2010 by 4:30 p.m. EDT** at the NCE Secretariat. Please send the original of Books 1, 2, 3, 5, plus forty (40) paper copies and 3 CDs with PDF versions of Books 1, 2

and 3; the complete package must be sent to the following address:

Networks of Centres of Excellence
16th floor, Mail room
350 Albert Street
Ottawa, Ontario, K1A 1H5

For more information, please contact the NCE Program at:

Telephone: (613) 995-6010
Fax: (613) 992-7356
E-mail: info@nce.gc.ca

Checklist

A Renewal Application for a Second Cycle of NCE Funding (Years 8 to 14) consists of 5 books, prepared as follows. Each book must be fully paginated, with tabs for each section. Use the 2011 Renewal Competition - Renewal Application Form for Book 2, except for section B where the Excel file must be used.

Book 1: Network Progress Report (original + 40 copies, double-sided)

- Book 1: Network Progress report
- Appendix A: Current organizational structure
- Appendix B: First Cycle Budget
 - Table B.1 Summary of annual NCE expenditures
 - Table B.2 Summary of non-NCE expenditures
- Appendix C: Summary of all Network research projects during the first cycle of funding
- Appendix D: Details of Highly Qualified Personnel (HQP)
- Appendix E: Minutes of meetings
- Appendix F: List of Publications

Book 2: Network Strategic Plan (original + 40 copies, double-sided)

- Section A: Gen Information
- Section B: Alphabetical list of Network Investigators (Excel File)

- Section C: Network Vision
- Section D: Summary of proposal for public release
- Section E: Strategic Plan
- Section F: References Cited
- Section G: Acronyms
- Section H: Budget

Book 3: Letters of Support (originals (single sided) + 40 copies, double-sided)

- Table of Letters of Support
- Letters of Support

Book 4: (Common CV – Electronic submission) by August 27, 2010

- Common CVs entered on-line by Network participants
- Scientific Director to identify, on-line, up to 50 CVs to be included with the Application
- Electronic version (Excel) of the alphabetical list of Network Investigators (Book 2 – section B)

Book 5: Signature Pages for Network Investigators (one per organisation)

- 1 set of Originals only, no copies

Most recent Network Annual Report (40 copies)

Three CDs with PDF versions of Books 1, 2 and 3.