Collaborative Research and Training Experience (CREATE) Letter of Intent (LOI)  
- May 2019 Competition -

**Acronyms:**  
IRF – Institutional Research Facilitator (Kate Swan - CORIS);  
RF – Faculty Research Facilitator (Salim Juma - FED, Inga Sliskovic - Science)  
PI – Principal Investigator

**Process for LOI Selection:** NSERC has a quota system in place for the CREATE program; Carleton may submit up to 4 LOIs. Carleton has implemented an internal adjudication process to select the LOIs that will be submitted as a part of its quota:

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<th>Deadline</th>
<th>Role</th>
<th>Description</th>
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| ASAP     | PI         | Principal Investigator (PI) emails IRF and RF, notifying them of their intent to apply, including:  
- Working title of program  
- Stream: Regular or Industrial  
- List of co-applicants and their affiliations  
- One paragraph description of program |
| now – March 25 | PI/RF/IRF | PI works with IRF/RF to prepare a complete draft NSERC LOI which includes:  
- Form 100 (tailoring it to highlight training and supervisory experience)  
- Form 187, including the 4 page proposal (as per NSERC instructions)  
- Letter of Support (or email) from collaborator (Industrial Stream only) |
| March 25  | PI         | **PI submits to the IRF a complete draft of NSERC LOI for adjudication by internal committee.**  
- Form 100 (tailoring it to highlight training and supervisory experience)  
- Form 187  
- 4 page proposal (as per NSERC instructions)  
- Letter of Support (or email) from collaborator (Industrial Stream only)  
  Shares proposals with Committee, as well as Deans/ADRs |
| March 25- April 3 | Committee | Internal adjudication committee reviews applications and provides detailed feedback for improvement and recommendations for support of submissions within Carleton’s quota. |
| April 5 or earlier | IRF | IRF contacts PIs and RFs with decision and feedback from committee. Discuss anticipated sources of Institutional support. |
| April 15  | PI         | **PI submits to the IRF a revised NSERC LOI for review and feedback by RF, IRF, CORIS Director** |
|           | RF/IRF     | IRF drafts Letter of Support and secures contributions and sign-off |
| April 18  | IRF        | Feedback from IRF, RF and Director is provided to PI  
  Institutional Letter of Support submitted to VPRI for signature. |
| April 19 to April 29 | PI | PI incorporates comments and works with RF/IRF to finalize LOI |
| April 29 @ 10AM | PI | **PI submits final version of NSERC LOI** (downloaded as pdf from NSERC system) to IRF for administrative review. |
| May 1     | PI         | PI submits to NSERC |

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