

## NOVA-PILOT FUNDING APPLICATION CHECKLIST

*Before submitting an application, please ensure that you meet all the requirements and follow the instructions outlined in the program rules. Applications that do not include all of the requested items or do not follow the instructions will not be accepted.*

### PROPOSAL

- ✓ The proposal follows the layout structure of the template and the heading titles, text, bullets or margins have not been modified.
- ✓ The proposal meets each of the requirements listed under each heading of the bulleted lists in the proposal template.
- ✓ The proposal does not exceed the 12 page limit as stated in the program rules.
- ✓ The research problem presented in the application is in the natural sciences or engineering (NSE) field.
- ✓ The proposal includes a training plan that primarily targets undergraduate and graduate students or postdoctoral interns.
- ✓ The form includes a detailed **action plan** that describes **specific practices** that demonstrate consideration of equity, diversity, and inclusion (EDI) in team composition, HQP training, and implementation of the research project to create an inclusive research and training environment.

### BUDGET

- ✓ The maximum amount requested from the FRQNT and NSERC is \$75,000 per year, with a maximum of \$45,000 from NSERC and a maximum of \$30,000 from FRQNT.
- ✓ All planned expenditures are eligible (refer to the [Tri-Agency Guide on Financial Administration](#) and the [FRQ Common General Rules](#)), fully explained and well justified.

### CANDIDATES

- ✓ The CCVs for the principal investigator and each Quebec co-investigator are complete, in FRQNT format and up-to-date.
- ✓ The CCVs for each co-investigator from the Canadian provinces and territories are complete, current and filed in the Other Documents section of the form.
- ✓ The principal investigator and co-investigators in Quebec are eligible under the FRQNT CGR.
- ✓ The principal investigator and all co-investigators from Quebec, Canadian provinces and territories have confirmed their participation in their FRQNET portfolio.

**IF APPLICABLE**

- ✓ If the proposed research involves collaborations in areas other than the NSE, the costs associated with these collaborations represent no more than 30% of the shared project costs.
- ✓ Exclusion of reviewers (reviewer exclusion section or cover letter).