



PHASE 2 NOMINATION FORM

Phase 2 nominations are due November 16, 2009.

Identification

File number:

Nominating University:

University contact

Surname or family name:

Given name and initials:

Department/faculty:

Title or position:

Area code Number Extension

Telephone:

Fax:

E-mail address:

Nominee

Surname or family name :

Given name and initials:

Current title or position :

Current department/faculty:

Current university/organization

Country :

Telephone :

Fax :

Email address :

Chair information

Name of the department/faculty/unit where the Chair will be located:

Expected date of appointment to the Chair ____/____/____
Year Month Day

Certification requirements and environmental impact

If the proposed Chair's activities involve any of the following, check the appropriate box(es) and submit the protocol to the chairholder's institution's certification committee for research involving:

Humans Human stem cells Animals Biohazards Environmental Assessment



Discipline codes for the proposed research

Primary code:

Discipline name:

Secondary code:

Discipline name:

Title of proposed CERC

Provide a brief title for the Chair (e.g., Canada Excellence Research Chair in Environmental Economics). The CERC program may edit the title.

Title of proposed research program

The title of the proposed research program must be brief (less than 75 characters), scientifically or technically valid, understandable to a scientifically or technically literate reader, and suitable for use in the public press. The CERC program may edit the title of a project prior to making an award public.

Research program summary

Provide a summary (up to 300 words) of the proposed research program suitable for publication. It should not be an abstract, but rather a self-contained description of the research program that will be pursued if the Chair were funded. The summary should be written in the third person and include a brief statement of objectives and approach, the intellectual merit of the program, and the broader socio-economic and/or environmental impacts targeted by the proposed research activity. The summary may be used for publicity purposes and should be understandable to a lay reader.

Keywords

Provide a maximum of five keywords or key phrases that describe the proposed research program (use a comma to separate keywords or key phrases).



Funding from the CERC program

Indicate how CERC funds will be used according to the line items below. Actual expenditures may deviate from planned expenditures as long as program guidelines on the use of CERC funds are respected (consult the Financial Administration section of the CERC website: www.cerc.gc.ca/cpac-pcac-eng.shtml). This information is requested for evaluation purposes, as well as for program administrative and accountability purposes. It will be compared to financial information provided in annual reports.

	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Total
Salary costs of the incumbent								
Salary and benefits of the incumbent (including any bonus paid to the incumbent)								
Recruitment costs, relocation expenses, costs of teaching replacement								
Student salaries and benefits								
Undergraduate								
Master's								
Doctoral								
Non-student salaries and benefits								
Postdoctoral fellows								
Other (clerks, secretaries, research assistants, research associates)								
Other direct costs								
Materials, supplies and other expenditures								
Travel and workshops (including field work)								
Acquisition of equipment								
Professional/technical services								
Other direct costs (specify)								
Indirect costs (up to 25% of direct costs)								
Maintenance, operation of research equipment and other research resources								
Administrative costs								
Other indirect costs (specify)								
Total								
(max. \$10 M)								

*For further information on what constitutes a direct and an indirect cost, consult the 'Financial Administration' section on the CERC website: www.cerc.gc.ca/cpac-pcac-eng.shtml.



Funding from the university

Indicate any incremental funds committed in support of the Chair and the CERC unit by the university. The CERC unit designates the group of researchers at your institution that will collaborate with the Chair on the proposed program of research, whether funded through the CERC award or through other sources. This information is requested for evaluation purposes, as well as for program administrative and accountability purposes. It will be compared to financial information provided in annual reports

	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Total
Salary costs of the incumbent								
Salary and benefits of the incumbent (including any bonus paid to the incumbent)								
Recruitment costs, relocation expenses, costs of teaching replacement								
Student salaries and benefits								
Undergraduate								
Master's								
Doctoral								
Non-student salaries and benefits								
Postdoctoral fellows								
Other (clerks, secretaries, research assistants, research associates)								
Other direct costs								
Materials, supplies and other expenditures								
Travel and workshops (including field work)								
Acquisition of equipment								
Professional/technical services								
Other direct costs (specify)								
Indirect costs								
Maintenance, operation of research equipment and other research resources								
Administrative costs								
Other indirect costs (specify)								
Organizational investments								
New programs								
New centre, institute, etc.								
Total								

*For further information on what constitutes a direct and an indirect cost, consult the 'Financial Administration' section on the CERC website: www.cerc.gc.ca/cpac-pcac-eng.shtml.



Funding from other sources

Indicate any incremental funds committed in support of the Chair and the CERC unit by sources other than the CERC program or the university (e.g., federal government departments and agencies, provincial funding agencies and relevant provincial and territorial departments, charities, non-governmental organizations, industry, and international organizations). In-kind contributions may also be included (specify if in-kind). If included, this information will be used for evaluation purposes, as well as for program administrative and accountability purposes. It will be compared to financial information provided in annual reports.

	Year1	Year2	Year3	Year4	Year5	Year6	Year7	Total
Institutions, trust funds or foundations								
Federal government (departments or agencies)								
Provincial governments (departments or agencies)								
Other governmental sources (municipal or foreign)								
Corporations/firms								
Voluntary organizations								
Other								
Total - in-kind								
Total - cash								
Total								

*For further information on what constitutes a direct and an indirect cost, consult the 'Financial Administration' section on the CERC website: www.cerc.gc.ca/cpac-pcac-eng.shtml.



Letters of reference

List the names and institutional affiliations of two people who will be writing letters of reference for this nomination. Each nomination must include two letters of reference. Nominating universities should solicit letters from different sources, including researchers from more than one country to provide evidence of international leadership. Both letters must be from international authorities in the field who are not in a conflict of interest with the nominee. The letters should emphasize the international stature of the nominee, the impact of his or her research, and the value of his or her contributions.

Conflict of Interest

Referees are in a conflict of interest if they:

- have been nominated for a Canada Excellence Research Chair;
- are affiliated with the nominating institution (including hospitals and research institutes) or with an organization receiving financial support from the nominating institution;
- have a personal relationship with the nominee (including close friend, relative, former thesis supervisor or mentor, a student previously under the nominee's supervision);
- have collaborated (i.e., have published, have been a co-researcher) with the nominee in the last five years;
- are involved in the proposed program of research; or
- will benefit from the outcome.

Format

Reference letters must be dated and include the:

- referee's name, position, department, institution, email address and telephone number;
- name of the nominee; and
- period of time and capacity in which the referee has known the nominee.

Letters must be postmarked or sent by email or fax by midnight of the day of the nomination deadline. If sent by email or fax, the original copy must follow by mail.

Letters must be sent directly by the referees to:

Canada Research Chairs Secretariat
350 Albert Street, 16th Floor
P.O. Box 1610 Ottawa, Ontario, Canada
K1P 6G4

Email: information@cerc.gc.ca
Fax: 613-943-3282

Note:

- The Canadian Privacy Act stipulates that the text of the letters of reference are accessible to the nominee (upon request), with the exception of the identity of the individuals who wrote the letters.
- A nomination that is missing letters of reference or that does not meet the conditions outlined above in terms of conflict of interest will not be processed.
- Letters that are not sent directly to the Secretariat will not be accepted.

Name of Referee	Institution of Affiliation
_____	_____
_____	_____
_____	_____



Suggested reviewers

The university is invited to suggest five potential reviewers for this application. The reviewers cannot:

- be a faculty member at a Canadian institution (excluding adjunct professors);
- be affiliated with the nominating institution (including hospitals and research institutes) or with an organization receiving financial support from the nominating institution;
- have held a position at the institution applying to the program in the last five years;
- have collaborated with the nominee in the last five years (e.g., have published, have been a co-researcher with the nominee);
- have a personal relationship with the nominee (including close friends, relatives, former thesis supervisors or similar supervisory relationships, or students previously under the nominee's supervision);
- be from the same institution as those who have written a letter of reference on behalf of the nominee;
- be involved in the proposed program of research;
- be nominated for a Chair at the same time as the nominee; or
- benefit from the outcome.

Reviewers should be able to evaluate the nomination in the language in which it is written. The Chairs Secretariat reserves the right to make the final selection of reviewers for any application and may opt not to use any of the suggested reviewers.

· Surname or family name: Department/faculty: Title or position: Telephone: Fax: Email:	Given name and initials: #
--	---------------------------------------



CERC nomination - attachment

NOTE - External reviewers and the CERC Selection Board will receive copies of the Phase 1 application. Material provided in that proposal should not be reproduced in the text of the Phase 2 nomination, but may be referenced. The institution may, however, update any pertinent information.

CERC unit (definition):

The group of researchers at your institution that will collaborate with the Chair on the proposed program of research, whether funded through the CERC award or through other sources.

Page limits -Nominations should not exceed the stated maximum number of pages for each section. Any extra pages or materials other than what is requested will be removed. Graphs and illustrations may be included, but will count as part of the page limit. Either single- or double-column presentation of text, graphs or illustrations is acceptable.

Format - Information must be provided under the headings below to allow for the review of each section individually.

Presentation - Put the name of the institution at the top of each page and number all pages. Use 12-point font or larger and a maximum of six lines per inch. Paper must be 8 ½" x 11" (22 cm x 28 cm) and margins must be at least ¾" (2 cm) around.

1) Description of the research program and link with Phase 1 application (maximum 12 pages)

Objectives

- Describe the objectives of your research program for the seven-year period of the Chair, with reference to your research goals beyond the term of the Chair.

Research program and methodology

- Situate the research program in relation to the present state of knowledge in the field, making reference to relevant scholarly literature.
- Describe the theoretical approach or framework (if applicable).
- Briefly describe the research strategies and key activities, including methodological approaches and procedures for data collection and analysis.
- Explain the relationship and relevance of the proposed research to your past research. If the proposal represents a significant change of direction from your previous research, describe how it relates to experiences and insights gained from earlier research achievements.
- Explain the intellectual significance of the proposed research-the excellence, originality and innovation.

Description of proposed training strategies

- Describe the composition of your research group (e.g., postdoctoral fellows, research associates, graduate students, technicians).
- Explain how training will be integrated in the proposed research program, and outline potential opportunities for trainees to interact with other researchers.
- Outline any opportunities anticipated for research trainees to interface with external partners or collaborators.
- Describe features of the proposed program of research that are likely to attract excellent research trainees, and how these relate to opportunities for careers that benefit from the research training.

Communication of results

- Outline your strategy for communicating the research results and their significance. Provide the context for your dissemination strategy (for instance, what constitutes impact within your field, the nature of the user sector) within and outside the academic community.



Integration in the institution/link with the Phase 1 application

- Provide more detail on the sustainability of the CERC's research program and the leverage of funds for the CERC and the CERC unit.
- Describe the leadership role of the Chair in the institution (e.g., heading an institute or centre).
- Explain how the Chair's research expertise will complement or augment the capability of the research team (CERC unit) they will be joining, as described in the Phase 1 proposal.
- Outline how you expect the Chair's research activities to influence the overall direction, strength and competitiveness of the existing CERC unit.
- Explain any deviations from the Phase 1 application.
- If applicable, address any weaknesses raised during the Phase 1 evaluation process.
- Regarding contributions to the priority research area(s):
 - Describe the expected social, economic and/or environmental benefits of the research program in the priority research area(s);
 - Describe the particular importance of the Chair's field of research to the priority research area(s) (i.e., area(s) where Canada has or requires a strength or competitive advantage); and
 - Provide any information supplemental to the Phase 1 application that provides new insights on how the Chair will contribute to Canada's strengths and competitive advantage (e.g., partnerships, collaborations).

2) Budget justification (no page limit)

- Explain and justify each item in the "Funding from the CERC program," "Funding from the university," and "Funding from other sources" section.

3) List of references (no page limit)

- Attach a list of all references cited in your proposed research program.

4) Letters of confirmation of funding from other sources (each no more than two pages)

- Each organization providing a cash or in-kind contribution must provide a letter confirming its support for the Chair. Furthermore, the case for the nomination would be strengthened if the letter described how the organization would benefit from the anticipated outcomes, the expected nature and extent of the interaction of the CERC unit with the organization's personnel, as well as the potential benefit to Canada.

5) Letters of support from the university (each no more than two pages)

- The executive head of the university must provide a letter confirming the university's support and its agreement with the information in the nomination.
- The chair(s) of the department(s) or dean of the faculty where the Chair will be appointed must provide a letter confirming the department's support of the Chair and explaining the faculty's proposed interaction with the Chair.

6) Exclusion of potential reviewers (no page limit)

- Nominees may submit a letter to the CERC program officer naming potential reviewers who, in their opinion, would be unlikely to provide an impartial review. This letter must provide a justification for excluding potential reviewers (e.g., experts with whom you or members of your research team have had serious disputes). While the Secretariat cannot be bound by this information, it will take it into consideration in the selection of external reviewers.
- This information will be held in strictest confidence and will not be provided to external reviewers or members of the adjudication committee. The information will be used only to help choose reviewers for the current nomination.



Signature

It is agreed that the general conditions governing the Canada Excellence Research Chairs Program, as outlined on the Program website, as well as the applicable policies of the relevant granting agency, apply to this application and are hereby accepted by the university.

It is agreed that the Canada Excellence Research Chairs recruitment and nomination process at your university was transparent, open and equitable. In particular, this process included open advertising with a statement of commitment to equity in the selection process.

It is agreed that the Canada Excellence Research Chair and the hosting university will participate in outreach activities that may involve the media.

It is agreed that the uses and disclosures of information by the Canada Excellence Research Chairs Program, as outlined on the Program website, are understood and hereby accepted by the university.

University signature

Title (President, Rector or Principal of the university,
or authorized representative)

Date: ____ / ____ / ____