



- 10. Complete registration on the [Convergence Portal](#) (NOI deadline Aug 10th)**

Avoid last minute panics or registration failures. The registration process requires time to complete, including selecting appropriate [fields of research](#) to identify interdisciplinary. If you have not already done so, go online and register.
- 9. Have a well-developed research question (and title)**

Start with a **research question** or **title** to help you frame your project. The research question should address the [NFRF-Exploration objectives](#) by being **interdisciplinary**, **high risk** (a high probability that **your project may not succeed**) and **high reward**. A poorly devised research question can impact the interdisciplinarity of your research team or choice of study design, limiting your opportunity to have a top-ranked application.
- 8. Create your core research team**

The research team is to be composed of a [Nominated Principal Investigator \(NPI\)](#) and a co-Principal Investigator (PI) or a co-Applicant. The NPI, co-PI and/or co-Applicants can be affiliated with other proposals **only as collaborators**. Having a co-PI or co-Applicants from different disciplines can be an advantage in this competition. Once your team is formed, have the co-PI and co-Applicants complete registrations on the [Convergence Portal](#). Collaborators **do not** need to create an account in the Convergence Portal. To be considered as a proposal led by [early career researchers \(ECRs\)](#), both the NPI and co-PI (if applicable) must be ECRs
- 7. Identify 5 fields of research**

For your proposal to be considered as **interdisciplinary**, it must include elements from at least two different disciplines (as defined by a [group-level classification](#) based on the [Canadian Research & Development Classification](#)).
- 6. Develop methodology**

Plan your methodology so that it meets the selection criteria, in that it is not easily supported by current Tri-Council funding opportunities. Do your methods consider [sex- and gender-based analysis plus \(SGBA+\)](#)? Note that “high risk” does not mean lack of feasibility or lack of a sound research plan.
- 5. Consider collaborators or stakeholder engagement to leverage your application**

Successful applications clearly set out the importance of resolving a problem, clearly define the project’s intended outcomes, and consider the realities of real-world application in describing potential impact. Would collaborators or stakeholders benefit your project in developing these points more strongly?
- 4. Identify 3 reviewers with appropriate expertise for each primary research**

Reviewers must not be in conflict of interest with any team member. In your reviewer suggestions, consider diversity (such as Canadian and international, established and early career, members of underrepresented groups, from academic and non-academic institutions, and gender diversity). Also consider identifying individuals who should not be asked to review your proposal.
- 3. Write your Summary of Proposal in plain language**

Your NOI summary will be used by the Government of Canada in its publications. It should be written using plain language for a diverse audience. Clearly outline objectives and use headings to highlight subsections such as approach (methodology), novelty and expected significance.
- 2. Have the summary read by both content experts and non-experts**

Reviewers in the NFRF competition noted that some applications were dense or jargon-filled, making them difficult to read and understand. Non-experts can give useful feedback on readability.
- 1. Submit before the sponsor submission deadline**

The Research Services Office (RSO) internal deadline is **August 3rd, 4 pm (MST)**. Only RSO can forward the NOI, which must be done before August 10th, 4:00 pm (MST).