
UBC is permitted to submit six (6) proposals to the NSERC CREATE LOI competition. Proposal selection will occur through an internal selection peer-review process.

I. DEADLINE
- UBC’s Internal Selection deadline is Friday March 28, 2014 – 4pm.
- Submissions for internal selection can be directed to Danica Kell at SPARC, at danica.kell@ubc.ca.

II. REQUIREMENTS
- Documents required for UBC internal selection reflect the LOI requirements for NSERC:
  (1) CREATE LOI – Form 187
  (2) Personal Data – Form 100 (for the applicant only)
  (3) Outline of Training Program (2 pages max.)
  (4) Excellence of Proposed Team of Researchers (2 pages max.)
  (5) Industry Letter, if applying under Industrial Stream.
- General Presentation for NSERC attachments must be followed: Times New Roman 12 pts, 3/4 of an inch margins (min), single space.

(1) CREATE LOI – Form 187 - instructions
(2) Personal Data – Form 100 – for the applicant only - instructions
(3) Outline of Training Program
See instructions on page 2 of this document
(4) Excellence of the Team of Researchers
See instructions on page 3 of this document
(5) Industry Letter – if applicable
If applying to the industrial stream of the CREATE Program, a letter or e-mail from the industrial partner to the candidate, indicating its commitment to hosting trainee internships and to have a representative on the Program Committee is mandatory. If two industrial partners are required to satisfy the above conditions, combine both letters and/or emails in one document.

III. EVALUATIONS
UBC’s Internal Selection evaluation criteria will reflect the NSERC CREATE LOI evaluation. A breakdown of the evaluation criteria is provided on page 3 of this document.
- Merit of the proposed training program: 40 percent
- Excellence of the team of researchers: 60 percent

Internal Deadline: March 28, 2014 – 4pm
To submit, email complete application to: Danica Kell, danica.kell@ubc.ca 604-822-8778

Complete CREATE LOI internal selection application includes:

1. Form 187 (not necessary to include referee suggestions for the internal competition)
2. Form 100 for the PI
3. Outline of Training Program (2 pages max.)
4. Excellence of Proposed Team of Researchers (2 pages max.)
5. Industry Letter, if applying under Industrial Stream

For additional information such as evaluation criteria and a template for your submission, please see full Internal Selection Guideline document.

**TEMPLATE GUIDE for FORM 187 ATTACHMENTS (extracted from Form 187 Instructions)**

**Part A. OUTLINE OF TRAINING PROGRAM (max two pages)**

- State the objectives of the proposed research training program
- Summarize the approach
- Summarize the originality and novelty of the proposed research training program
- Summarize the expected significance of the program
- Describe how the proposed approach would better prepare students and/or postdoctoral fellows for their future careers in industry, government or, to a lesser extent, in academia
- Indicate how these stakeholders, as future employers, will be involved in guiding the training program.
- A description of the potential employers and a qualitative assessment of the job prospects for the trainees should be included
- Include information on the approximate number of students and postdoctoral fellows that you are planning to have participate in the program on an annual basis in a table, similar to the example below
- Briefly indicate how the training of each group of trainees will be handled. Provide an explanation if a particular category of students will not be receiving funding from the program (i.e. if no MSc students will be supported, explain why).

**Note:** Applications which focus on support only at the undergraduate level will not be accepted. If the training proposal focuses primarily on one group of trainees, it must be justified.

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*Provide an estimate of the total number of students that are expected to graduate, by category.

Part B. EXCELLENCE OF PROPOSED TEAM OF RESEARCHERS (max two pages)

- Provide information on the core team involved
- Explain the rationale for the team composition and how it has the necessary expertise for the successful execution of the training program
- The applicant, co-applicants and collaborators’ roles and responsibilities within the training program and its management must be explained
- If applicable, the role of the current holders of, or participants in, an ongoing CREATE Grant relative to their role in the proposed CREATE initiative must be explained.

EVALUATION CRITERIA for CREATE LOI and UBC INTERNAL SELECTION

1. Merit of the proposed training program (40 percent)

Applicable to all applicants

- The extent to which the program is associated with a research area of high priority to Canada and will provide a higher quality of training.
- How the research area proposed relates to the current scientific or technical developments in the field, with references to the current literature.
- The extent to which the research training program will facilitate the transition of the trainees to the Canadian workforce and will promote interaction of the trainees with non-academic sectors, such as private companies, industry associations, not-for-profit organizations, government departments, etc., as appropriate.
- The description of the potential employers and a qualitative assessment of the job prospects for trainees.
- The extent to which the program will provide opportunities for the trainees to develop professional skills.
- The extent to which the program uses novel and interesting approaches to graduate student training in an integrated manner to provide an enriched experience for all participants.
- The research training program focus and clarity of objectives, both short- and long-term.
- The added value that trainees will receive through their participation.

Applicable to the Industrial Stream

- The extent to which the program will be useful in developing professional skills that will benefit the industrial employer by improving job readiness immediately after graduation.
- The extent to which the program will increase the supply of highly qualified personnel (HQP) for the industrial sector.
- The extent to which the program will improve linkages between industry and academia.

Note: A financial contribution from industry is not a requirement but would be viewed as an asset.

As appropriate to specific applications:

- How the mobility of students and fellows between academic institutions and organizations either within Canada or abroad will augment their research training experience.
- The degree to which the training program, while focused mainly on NSE, also fosters research studies at the interface between NSE and health or social sciences and the humanities.
2. Excellence of the team of researchers (60 percent)

See the Policy and Guidelines on the Assessment of Contributions to Research and Training

☐ The quality and impact of team members’ past contributions on their respective areas of research
☐ The complementarity of the expertise of the members of the group to deliver on the collaborative research and training goals proposed
☐ The quality and extent of past contributions to the training of highly qualified personnel
☐ If applicable, the role of co-applicants currently holding or participating in an on-going CREATE grant relative to their role in the proposed CREATE initiative