



# 1. Activities for June

## 1.1 Nomination of New Members to Grant Selection Committees

New Grant Selection Committee (GSC) members are appointed every year in July. Committee members are approached regarding their willingness to serve on a GSC and their nominations are confirmed through a letter from the Office of the Corporate Secretary. To learn more about the selection of committee members you should consult:

- [Appendix 1: Guidelines Governing Membership of Selection Committees and Panels](#)

You will also find in the appendices listed below a number of documents that should be read by all researchers participating in NSERC's Selection Committees or Panels:

- [Appendix 2: Statement on Ethics for NSERC Selection Committees and Panels](#)
- [Appendix 3: Guidelines on Conflicts of Interest](#)

## 1.2 Roles, Responsibilities and Important Dates for GSC Members

Your acceptance of a term as a GSC member brings with it a commitment to participate in the evaluation of applications assigned to a GSC within guidelines established by NSERC and according to the customs/practices of that GSC. Members must also adhere to NSERC's regulations on conflict of interest, communication with applicants and confidentiality.

As a first activity for all new GSC members, we suggest that, as soon as you receive them, you make a note of the e-mail address and the fax and phone numbers of the two key people you will be dealing with during the year – your GSC Chair and your NSERC Program Officer. There will be many questions arising during the year, and you should always contact your NSERC Program Officer when you need clarification.

The key activities for the year are listed below; more detailed discussions are included in the relevant sections of this manual.

### September

- Read this manual and other documents sent by NSERC or your GSC Chair in preparation for policy meetings/discussions, information sessions and the competition.
- If needed, participate in information sessions at the universities.
- Select referees for a subset of the Discovery Grant applications assigned to your GSC.



## November

- New GSC members and chairs participate in the orientation session.
- Participate in the GSC policy meetings/discussions (if applicable).
- Chairs participate in the Chairs' Meeting to finalize the assignment of applications to GSCs.

## December-January

- Read all applications assigned to your GSC, or the subset for which you are a reader.
- Provide in-depth evaluations for the subset of applications assigned to you as an internal reviewer (this may entail written comments). You may be asked to submit ratings and recommendations in advance of the competition session.

## February

- Participate in the February evaluation meetings (four to six days according to the workload).
- During the competition session, prepare comments that reflect the full committee consensus.
- Some GSCs approach components of the overall review task through subcommittees, which may entail other specific duties. Details may be obtained from your Program Officer.

### 1.3 Extension of Your Discovery Grant

NSERC allows GSC members and Group Chairs to extend their Discovery Grant (at the same level) for the duration of their membership on the GSC or on the Committee on Grants and Scholarships (COGS). Your Program Officer should be asking you if you would like to take this option. Due to the discomfort that the review of a GSC member's application can cause, NSERC encourages GSC members to avail themselves of this option. If you don't take the option of an extension, your grant will be renewable at the end of its term, in competition with others according to established guidelines on conflict of interest. Section [6.8.5.10](#) of this manual deals with the review of applications from GSC members.

Note that this option is available to you only if you are a member of the GSC that reviews your application. To avoid any perception that GSC members can derive an advantage from the opportunity to alter when their own grant will be renewed, the decision to extend your grant should be made by September 1 of the year of your appointment. If you want to extend your Discovery Grant, inform the Program Officer responsible for your GSC by **September 1 of the year of your appointment**.



If you are scheduled to renew your award in a given year and are appointed to chair the committee that year, you may request to have your grant extended upon your appointment as Chair.

## 1.4 GSC Extranet

The GSC Extranet is a password-protected area that allows GSC members, Chairs and Group Chairs to access protected information over the Internet and return information to NSERC. NSERC has registered each of you to this site and has sent you a user ID, password and instructions along with your invitation to sit on the selection committee. NSERC will continue to inform you by e-mail each time new documents are posted on that site, but we strongly encourage you to activate the “Alert” function on your Extranet in order to be automatically notified when a document has been added or modified. It becomes your responsibility to print, copy or download these documents within the set time indicated by NSERC. It is also important that these documents be managed in a secure fashion and used only for the purpose for which they were originally collected (i.e., to assess NSERC applications and make funding decisions).

If you need help with this process, please contact:

- For access or technical problems: our Helpdesk at 613-944-6237 or [extranet.support@nserc.ca](mailto:extranet.support@nserc.ca).
- For lost or compromised passwords or for questions on the documents posted on the site: your NSERC Committee contact.