



**Appendix D (Form 100)  
 Consent to Provide Limited Personal Information About  
 Highly Qualified Personnel (HQP) to NSERC**

NSERC applicants are required to describe their contributions to the training or supervision of highly qualified personnel (HQP) by providing certain details about the individuals they have trained or supervised during the six years prior to their current application. HQP information must be entered on the Personal Data Form (Form 100). This information includes the trainee's name, type of HQP training (e.g., undergraduate, master's, technical etc.) and status (completed, in-progress, incomplete), years supervised or co-supervised, title of the project or thesis, and the individual's present position.

Based on the federal *Privacy Act* rules governing the collection of personal information, applicants are asked to obtain consent from the individuals they have supervised before providing personal data about them to NSERC. In seeking this consent, the NSERC applicant must inform these individuals what data will be supplied, and assure them that it will only be used by NSERC for the purpose of assessing the applicant's contribution to HQP training. To reduce seeking consent for multiple applications, applicants will only need to seek consent one time for a six-year period. If the trainee provides consent by e-mail, the response must include confirmation that they have read and agree to the text of the consent form.

When consent cannot be obtained, applicants are asked to not provide names, or other combinations of data, that would identify those supervised. However, they may still provide the type of HQP training and status, years supervised or co-supervised, a general description of the project or thesis, and a general indication of the individual's present position if known.

**An example of entering HQP information on Form 100 (with and without consent):**

Name	Type of HQP Training and Status	Years Supervised or Co-supervised	Title of Project or Thesis	Present Position
<b>Consent Received from Marie Roy</b>				
Roy, Marie	Undergraduate (Completed)	Supervised 1994 - 1997	Isotope geochemistry in petroleum engineering	V-P (Research), Earth Analytics Inc., Calgary, Alberta
<b>Consent Not Obtained from Marie Roy</b>				
(name withheld)	Undergraduate (Completed)	Supervised 1994 - 1997	Isotope geochemistry	research executive in petroleum industry - western Canada

**Consent Form**

Name of Trainee	
Applicant Information	
Name	
Department	Postsecondary Institution
<p>I hereby allow the above-named applicant to include limited personal data about me in grant applications submitted for consideration to NSERC for the next six years. This limited data will only include my name, type of HQP training and status, years supervised or co-supervised, title of the project or thesis and, to the best of the applicant's knowledge, my position title and company or organization at the time the application is submitted. I understand that NSERC will protect this data in accordance with the <i>Privacy Act</i>, and that it will only be used in processes that assess the applicant's contributions to the training of highly qualified personnel (HQP), including confidential peer review.</p>	
_____	_____
Trainee's signature	Date
<p>Note: This form must be retained by the applicant and made available to NSERC upon request.</p>	