**NSERC Alliance Advantage / Alberta Innovates Advance – Stream II Checklist**

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| **PI Name:** | [Fill] |
| **RMS:** | [Fill] |
| **Funder & Grant:** | [NSERC Alliance Advantage](https://www.nserc-crsng.gc.ca/Innovate-Innover/AI-AI_eng.asp) /[Alberta Innovates Advance](https://albertainnovates.ca/funding/nserc-alliance-alberta-innovates-advance-program/) |
| **Budget & Length:** | Up to $150,000 per year ($50,000 from NSERC, $100,000 from AI) for 2 years |

**Resources:**

1. [Alberta Innovates Advance Program website](https://albertainnovates.ca/funding/nserc-alliance-alberta-innovates-advance-program/) (including the Program Guide)
2. [NSERC Alliance – Advance Program website](https://www.nserc-crsng.gc.ca/Innovate-Innover/AI-AI_eng.asp) (including TTO form, evaluation criteria, and merit indicators)
3. [RSO’s funding opportunity posting](https://research.ucalgary.ca/opportunity/2025-advance-program-stream-ii-general-nserc-alliance-2025-2026) (for internal processes and deadlines)

**Contacts:**

* AI Program Contact: Susie Li, Susie.Li@albertainnovates.ca
* NSERC Contact: Irene R. Mikawoz, Irene.Mikawoz@nserc-crsng.gc.ca
* RSO Contact: Haley Leavitt, haley.leavitt@ucalgary.ca. RSO has previous successful applications available upon request.
* Utilize your faculty Research Facilitator(s) as needed.

**Eligibility:**

1. Applicant must fulfill [NSERC eligibility criteria](https://www.nserc-crsng.gc.ca/nserc-crsng/eligibility-admissibilite/index_eng.asp) and hold an active peer-reviewed NSERC grant.
2. Proposal must meet target areas for Stream II – see [program guide](https://albertainnovates.ca/wp-content/uploads/2023/05/Final-AI-STANDARDIZED-PROGRAM-ADVANCE-GUIDE_Final_July-25-2024.pdf) (Appendix B).
3. Proposal must fall between levels 2 and 4 of Alberta Innovates [technology readiness levels (TRLs)](https://albertainnovates.ca/wp-content/uploads/2018/05/Technology-Readiness-Levels.pdf).
4. Applicant can only submit one Alliance-Advance application per fiscal year (no limit to number of submissions as a co-applicant) and cannot hold more than one Stream II grant simultaneously.

**Submission:**

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|  | **Stage 1A: Pre-Intake (Email)** |
| [ ]  | Contact the Advance program manager, Susie Li (Susie.Li@albertainnovates.ca), by email to determine initial alignment with the program requirements including one of the emerging technology research topics. See [program guide](https://albertainnovates.ca/wp-content/uploads/2025/06/Final-AI-STANDARDIZED-PROGRAM-ADVANCE-GUIDE-June-2025-.pdf) (Appendix B). Wait to be invited to Stage 1B. |
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|  | **Stage 1B: Intake (PSIET Form)** |
| [ ]  | Once invited to complete the PSIET Intake Form by Alberta Innovates, login to the [Alberta Innovates Portal](https://albertainnovates.smartsimple.ca/s_Login.jsp), navigate to the Funding Opportunities tab, and complete the PSIET Intake Form. **Do not submit**; instead, generate the PDF version.  |
| [ ]  | Create a new RMS record (*pre-award/letter of intent*) and attach the PSIET Intake Form. Submit the record for approvals and wait to hear back from RSO. * *The RSO internal deadline is 3 business days ahead of submission.*
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| [ ]  | Once institutional approval is received from RSO, submit the final PSIET Intake Form in the [Alberta Innovates Portal](https://albertainnovates.smartsimple.ca/s_Login.jsp). Wait to hear from Alberta Innovates to be invited to Stage 2A. |
| [ ]  | At any point after being invited to fill out the PSIET Intake form, you must begin communications with Innovate Calgary regarding the required [Technology Transfer Office (TTO) form](https://albertainnovates.ca/wp-content/uploads/2023/06/TTO-Form-Advance-program-2022-23.docx). Initiate communications by submitting an online [disclosure form](https://innovatecalgary.com/innovation-disclosure/) to their office. |
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|  | **Stage 2A: Full Application (Alberta Innovates)** |
| [ ]  | Once invited to full application by Alberta Innovates, enter the [NSERC Online System](https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm) and complete an Alliance – Alberta Innovates Advance application (Form 101) according to the [NSERC instructions](https://www.nserc-crsng.gc.ca/Innovate-Innover/AI-AI_eng.asp). This is a truncated version of the Alliance application.Sections with special considerations:[ ]  **Personal Data:** link your Form 100A with CCV Attachment (from [CCV portal](https://ccv-cvc.ca/indexresearcher-eng.frm)) to the application form from the Portfolio screen using the Link Manager. All co-applicants are required to link their Form 100As with CCV Attachments. CCVs must not be in draft form.[ ]  **Sensitive Technology Research Areas (STRAC):** answer yes or no, but do not fill out the STRAC attestation forms yet. These must be submitted in Stage 2.[ ]  **Proposal:** maximum 5 pages. Use the template found in the [NSERC instructions](http://www.nserc-crsng.gc.ca/Innovate-Innover/AI-AI_eng.asp).[ ]  **Budget Justification:** must adhere to the [NSERC presentation standards](https://www.nserc-crsng.gc.ca/OnlineServices-ServicesEnLigne/pdfatt2_eng.asp).[ ]  **Contributions:** add Alberta Innovates Post-Secondary Investments and Emerging Technologies (PSIET) as a joint call funding partner, with a maximum annual cash contribution of $100,000 in each of Years 1 and 2. Do not send the invitation to the authorized contact yet, this will need to be submitted in Stage 2.[ ]  **Justification for In-Kind Contributions:** not applicable, but you must upload a blank page to satisfy the requirement for an attachment. [ ]  **Other Documents:** upload the signed [Technology Transfer Office (TTO) form](https://albertainnovates.ca/wp-content/uploads/2023/06/TTO-Form-Advance-program-2022-23.docx).[ ]  **Do not submit**; instead, generate the PDF version using the preview function. This should include the Form 101 and the Form 100A(s). |
| [ ]  | Enter the [Alberta Innovates Portal](https://albertainnovates.smartsimple.ca/s_Login.jsp) and open an Advance application. Upload the PDF version of your NSERC Alliance application, and fill out the remaining information. **Do not submit**; instead, generate a PDF version, to obtain the NSERC *plus* the Alberta Innovates applications. * The PDF generator will only capture the attachments that are in PDF format.
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| [ ]  | Login to RMS and open the same RMS record that you created in Stage 1A. Update the status of this record from *Pre-award/letter of intent* to *Invited for full application* * (S*ave & progress > invited for full application > save & set status*)*.*
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| [ ]  | Open the *Pre-award/application* RMS record, which will have the same RMS number. Attach the full application (i.e. with both NSERC and Alberta Innovates portions) and fill in the RMS record. * Upload any additional attachments that were not in PDF format (e.g. Excel files)
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| [ ]  | Submit the RMS record for approvals. RSO will conduct their review and advise you to submit the final application in the [Alberta Innovates Portal](https://albertainnovates.smartsimple.ca/s_Login.jsp).* *The RSO internal deadline is 3 business days ahead of submission.*
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| [ ]  | Wait to hear back from Alberta Innovates to be invited to Stage 2B. |

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|  | **Stage 2B: Full Application (NSERC)** |
| [ ]  | Enter [NSERC online system legacy portal](https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm) and finalize the application (Form 101). Alliance – Alberta Innovates Advance application.[ ]  Include STRAC requirements if applicable. Primary applicants, co-investigators, and collaborators must fill out their own STRAC forms. These should be combined and attached as one PDF to the application. [ ]  In Contributions section, send the invitation to the authorized contact, which is the Alberta Innovates Advance program manager, Susie Li (Susie.Li@albertainnovates.ca). Click *Lock/Invite* to send the access link. [ ]  Click *Verify* and address any incomplete items.[ ]  **Click submit.** Your application will route to RSO.  |
| [ ]  | Email the RSO contact to inform them that you have submitted in the NSERC portal. * *The RSO internal deadline is 3 business days ahead of submission.*
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| [ ]  | Once institutional approval has been received from RSO, RSO will submit the full application in the [NSERC portal](https://ebiz.nserc.ca/nserc_web/nserc_login_e.htm) on your behalf. |