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

|  |  |
| --- | --- |
| **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](mailto:Susie.Li@albertainnovates.ca)
* NSERC Contact: Irene R. Mikawoz, [Irene.Mikawoz@nserc-crsng.gc.ca](mailto:Irene.Mikawoz@nserc-crsng.gc.ca)
* RSO Contact: Haley Leavitt, [haley.leavitt@ucalgary.ca](mailto: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:**

|  |  |
| --- | --- |
|  | **Stage 1A: Pre-Intake (Email)** |
|  | Contact the Advance program manager, Susie Li ([Susie.Li@albertainnovates.ca](mailto: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. |
|  |
|  | **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.* |
|  | 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. |
|  |  |
|  | **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 2B.  **Proposal:** maximum 7 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 2B.  **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. |
|  | 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*)*.* |
|  | 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) |
|  | 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.* |
|  | Wait to hear back from Alberta Innovates to be invited to Stage 2B. |

|  |  |
| --- | --- |
|  | **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](mailto: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.* |
|  | 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. |