



FORM 100
Personal Data Form
PART I

Date

Family name	Given name	Initial(s) of all given names	Personal identification no. (PIN)
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I hold a faculty position at an eligible Canadian college
(complete Appendices B1 and C)

I do not or will not hold an academic appointment at a
Canadian postsecondary institution

Place of employment other than a Canadian postsecondary
Institution (give address in Appendix A)

APPOINTMENT AT A POSTSECONDARY INSTITUTION

Title of position	Tenured or tenure-track academic appointment Yes <input type="checkbox"/> No <input type="checkbox"/> Part-time appointment <input type="checkbox"/> Full-time appointment <input type="checkbox"/> • For all non-tenured or non tenure-track academic appointment and Emeritus Professors, complete Appendices B & C • For life-time Emeritus Professor and part-time positions, complete Appendix C
Department	
Campus	
Canadian postsecondary institution	

ACADEMIC BACKGROUND

Degree	Name of discipline	Institution	Country	Date yyyy/mm

TRAINING OF HIGHLY QUALIFIED PERSONNEL

Indicate the number of students, fellows and other research personnel that you:

	Currently		Over the past six years (excluding the current year)		Total
	Supervised	Co-supervised	Supervised	Co-supervised	
Undergraduate					
Master's					
Doctoral					
Postdoctoral					
Others					
Total					

Personal identification no. (PIN)

Family name

ACADEMIC, RESEARCH AND INDUSTRIAL EXPERIENCE (use one additional page if necessary)

Position held (begin with current)	Organization	Department	Period (yyyy/mm to yyyy/mm)

Personal identification no. (PIN)

Family name

RESEARCH SUPPORT

**Family name and initial(s)
of applicant**

**Title of proposal, funding source and program,
and time commitment (hours/month)**

**Amount
per year**

**Years of
tenure
(yyyy)**

List all sources of support (including NSERC grants and university start-up funds) held as an applicant or a co-applicant: a) support held in the past four (4) years but now completed; b) support currently held, and c) support applied for. For group grants, indicate the percentage of the funding directly applicable to your research. Use additional pages as required.

a) Support held in the past 4 years

Highly Qualified Personnel (HQP)

Provide personal data about the HQP that you currently, or over the past six years, have supervised or co-supervised.

Personal identification no. (PIN)	Family name
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Name	Type of HQP Training and Status	Years Supervised or Co-supervised	Title of Project or Thesis	Present Position



PROTECTED WHEN COMPLETED



**SEND ONE
ORIGINAL ONLY
DO NOT
PHOTOCOPY**

**APPENDIX A
Personal Data
(Form 100)**

Complete this appendix (i) if you are an applicant or co-applicant applying for the first time; (ii) if you need to update information submitted with a previous application; or (iii) if you do not hold an appointment at a Canadian postsecondary institution. For updates, include only the revised information in addition to the date, your name and your PIN.

This information will be used by NSERC primarily to contact applicants and award holders. It may also be used to identify prospective reviewers and committee members, and to generate statistics. It will not be seen or used in the adjudication process.

			Date
Family name	Given name	Initial(s) of all given names	Personal identification no. (PIN)
Position and complete mailing address if your primary place of employment is not a Canadian postsecondary institution or if your current mailing address is temporary			If address is temporary, indicate: Starting date Leaving date
Telephone number	Facsimile number	E-mail address	
Telephone number (alternate)	Give an alternate telephone number only if you can be reached at that number during business hours.		Gender (completion optional) <input type="checkbox"/> Male <input type="checkbox"/> Female
LANGUAGE CAPABILITY			
English	Read <input type="checkbox"/>	Write <input type="checkbox"/>	Speak <input type="checkbox"/>
French	Read <input type="checkbox"/>	Write <input type="checkbox"/>	Speak <input type="checkbox"/>
I wish to receive my correspondence:		in English <input type="checkbox"/>	in French <input type="checkbox"/>
AREA(S) OF EXPERTISE			
Provide a maximum of 10 key words that describe your area(s) of expertise. Use commas to separate them. If you have expertise with particular instruments and techniques, specify which one(s).			Research subject code(s) Primary
			Secondary



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**APPENDIX B (Form 100)
Eligibility Questionnaire for University Faculty**

Complete this appendix if you are an applicant or co-applicant holding a position at a Canadian university that is not a tenured, tenure-track or life-time professor emeritus position at the time of application. **The information you provide must be for the position you will hold at the time the grant is awarded.** If you are not currently in that position, you must have a written firm offer. You may append any relevant information. See the eligibility criteria in the *Program Guide*.

The information will be used by NSERC staff to determine your eligibility to hold an NSERC grant. It will not be seen or used in the adjudication process.

Family name	Given name	Initial(s) of all given names	Date
Personal identification no. (PIN)			

Title of position at Canadian university

Is this an academic appointment?
 Yes No

If you currently have a firm written offer of a tenured or tenure-track position, but have not taken up the position at the time of application, specify the expected start date of the appointment. The offer must meet the requirements stated in the *NSERC Program Guide*
 Expected start date of the appointment (yyyy/mm)

If you currently hold, or have a firm offer of, a non-tenured or non-tenure-track position, complete the following information. The offer must meet the requirements stated in the *NSERC Program Guide*, under eligibility.

Is this a position of a limited duration? If yes, specify the period of the appointment (yyyy/mm)

Yes No From To

If you answered no, explain the terms of your appointment.

If your position offer is not yet confirmed by the university, provide an explanation

CERTIFICATION AND SIGNATURES

We attest that during tenure of the grant:

- the position will require the applicant to engage in research that is not under the direction of another individual, and authorize the applicant to supervise or co-supervise students registered in an undergraduate or graduate degree program or postdoctoral;
- if the applicant lives abroad or holds a position of any kind outside of Canada, he/she must spend a minimum of six months per year at an eligible Canadian institution;
- the applicant's salary will not be paid out of NSERC (or other federal granting council) grant funds and the applicant will not hold a federal granting council fellowship or scholarship (for exceptions, see eligibility in the *NSERC Program Guide*);
- the applicant will not be enrolled in a graduate program in the natural sciences or engineering.

Applicant

Head of department

President of university
(or representative)





**SEND ONE
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DO NOT
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**APPENDIX B-1 (Form 100)
Eligibility Questionnaire for College Faculty**

Complete this appendix if you are an applicant on an Idea to Innovation project or a co-applicant on a research project grant application holding a position at an eligible Canadian college at the time of application. **The information you provide must be for the position you will hold at the time the grant is awarded.** If you are not currently in that position, you must have a written firm offer. You may append any relevant information. See the eligibility criteria in the *Program Guide for Professors*.

The information will be used by NSERC staff to determine your eligibility to participate on an NSERC research project grant. It will not be seen or used in the adjudication process.

			Date
Family name	Given name	Initial(s) of all given names	Personal identification no. (PIN)

Title of position

Is this a faculty appointment (e.g., at the professorial level)?

Yes No If no, attach a copy of your job description

If you currently have a firm offer of a position, but have not taken up the position at the time of application, specify the expected start date of the appointment. The offer must meet the requirements stated in the NSERC *Program Guide for Professors*, under Eligibility Criteria.

Expected start date of the appointment (yyyy/mm)

If you currently hold, or have a firm offer of, a term position, complete the following information. The offer must meet the requirements stated in the NSERC *Program Guide for Professors*, under Eligibility Criteria.

Specify the period of the appointment (yyyy/mm) From To

If your position offer is not yet confirmed by the college or institution, provide an explanation.

CERTIFICATION AND SIGNATURES

We attest that during tenure of the grant:

- the position will permit the co-applicant to engage in research that is not under the direction of another individual;
- if the applicant lives abroad or holds a position of any kind outside of Canada, he/she must spend a minimum of six months per year at an eligible Canadian institution;
- the co-applicant's salary will not be paid out of NSERC (or other federal granting council) grant funds;
- the co-applicant will not be enrolled in a graduate program in the natural sciences or engineering.

_____ Co-applicant _____ Head of department

_____ President
(or representative)



**APPENDIX C (Form 100)
Description of Applicant's Activities**

This information is collected to provide peer reviewers with additional information on your activities at the postsecondary institution and/or your main place of employment. Complete this appendix if:

- i) you hold a part-time academic appointment at a Canadian postsecondary institution.
This would include applicants or co-applicants holding an adjunct professor position, professor emeritus or part-time position, **or**
- ii) you hold an academic appointment at a Canadian postsecondary institution which is not a tenured or tenure-track appointment.

Date

Family name	Given name	Initial(s) of all given names	Personal identification no. (PIN)
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DESCRIPTION OF ACTIVITIES AT CANADIAN POSTSECONDARY INSTITUTION

Outline the nature of your 1) research, 2) teaching, 3) training, 4) administrative and 5) other activities. Each of these aspects must be addressed. Indicate the time typically spent on location at the postsecondary institution on each of these activities (e.g., 1 day every week, 2 weeks every 4 months).

DESCRIPTION OF ACTIVITIES AT PLACE OF EMPLOYMENT OTHER THAN CANADIAN POSTSECONDARY INSTITUTION (if applicable)

Place of employment other than Canadian postsecondary institution, including self-employment	I do not hold a position outside a Canadian postsecondary institution <input type="checkbox"/>
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Outline the nature of your research program and other activities at your other place of employment. Also describe the relationship between your research program at this organization and the proposed research. Refer to the institution's involvement in research and development, if possible.



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
Consent Received from				
Consent Not Obtained from				

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>	
<p>_____</p> <p>Trainee's signature</p>	<p>_____</p> <p>Date</p>
<p>Note: This form must be retained by the applicant and made available to NSERC upon request.</p>	