



NSERC Online presentation and attachment standards

Prepare the documents

Prepare your attachments in any word processing program, following the requirements below:

1. Explain any acronyms and abbreviations fully;
2. Pages must be 8 ½" x 11" (216mm x 279mm);
3. Pages must be single-spaced, with no more than six lines of type per inch;
4. All text must be in 12 pt Times New Roman font; * (<http://www.nserc-crsng.gc.ca#note1>)
5. Condensed fonts will not be accepted;
6. All text should be black, and no colour images should be used; ** (<http://www.nserc-crsng.gc.ca#note2>)
7. Margins must be set at a minimum of ¾" (1.87 cm);
8. Your name must appear outside the set margins of the page, at the top right corner of every page;
9. For multi-page attachments, pages must be numbered sequentially; and
10. If you have supporting documents written in a language other than English or French, you are required to provide NSERC with a certified translation of the document.


All text, including references (where applicable), must conform to these standards.

* The font type and size requirements do not apply to text inside tables and figures. However, for text inside tables and figures, you must use a font type and a font size that are clearly legible. NSERC reserves the right not to accept your application if it does not meet this requirement. Note that figures and tables count toward the specified page limits.

** Coloured fonts and images increase the file size of your completed application, and may lengthen the retrieval and download time for reviewers. Coloured images and graphics are more expensive to print and copy. Any coloured content submitted in the application will be duplicated in black and white, not colour, for reviewers.

Convert the documents

All attachments must be converted to Portable Document Format (PDF) before they can be attached to the electronic application. The conversion process varies with the operating system and word processing software you are using. If you have questions about converting your documents to PDF, contact your institution's technical support staff.

If you do not have a PDF conversion program, you may download a free version of  **PrimoPDF** (<http://www.primopdf.com/>) . Macintosh users have a PDF conversion option in the Macintosh system "print" function.

Attach the documents to your application

Attach the converted documents to your application using the following steps:

1. In the *Document Description* field, enter a description of the document.
2. Select **Browse** beside the *Filename* field. The *Choose file* window appears.

3. Locate and select the file you want to attach.
4. Select **Open**. The *Choose file* window closes, and the filename of your document appears in the *Filename* field.
5. Select **Attach**. The *Status* field shows the message "Document Has Been Attached", and *Proofread* and *Delete* buttons are displayed.
 - Select **Proofread** to verify the attached file meets the presentation standards and contains the correct content.
 - If necessary, select **Delete** to delete the file and repeat the process.