**PSL1066H CIHR Project Grant**

**General Application Process**

**Tasks required for completing a Project application:**

1. Complete the Project Grant application
2. Complete Budget and Justification
3. Complete a Canadian Common CV

**A. Complete the Project Grant Application**

1. Enter Proposal Information-Title, Abstract, Key words
2. Fill out Questionnaire
3. Research Proposal
4. Complete Summary
5. Enter Budget Information
6. Complete Peer Review Administration Information
7. Attach Other Application Material
8. CV module
9. Preview
10. Consent and Submit

**Task 1: Enter Proposal Information**

**Project Title:** Provide a clear title

**Lay Title:** Provide a title for your project that is in a language clear to members of the general public. Lay titles are used by CIHR to inform the public and Parliament about the valuable research supported through public funds.

**Lay Abstract:** Using language accessible to a lay audience, Principal Applicants are asked to describe the proposed research, indicating how the proposed research can improve personal health, the health of populations and/or the health delivery system. **The character limit for the entire task is 2000 characters (without spaces)**. This information is used by CIHR to inform the public and Parliament about the valuable research supported through public funds.

**Descriptors:** Please provide keywords (10 maximum) that describe your research project and are not captured in the categories above. These keywords should provide CIHR with additional information for assigning reviewers with the appropriate expertise to your application.

**Task 2: Fill out questionnaire within this document on page 12**

**Task 3: Research Proposal**

Provide a clear, concise description of your proposed research, using the adjudication criteria outlined below. Applications including a randomized controlled trial (RCT) have specific requirements with respect to formatting. Furthermore, specific considerations will be taken into account in review of all applications including an RCT. Please consult RCT Evaluation Criteria and Headings for more information. Specific considerations will be taken into account in the review of applications in the **Commercialization** committee and **Indigenous Health Research** committee as indicated below.

The research proposal should stand alone (i.e. it should contain all the information required to support your research plan) and should contain a complete description of your project.

**For Other Application Materials (see Task 7).**

**The research proposal may be comprised of text, tables, charts, figures and photographs, as required with a maximum of 10 pages (including figures and tables).**

**The research proposal and all other attachments must adhere to the guidelines for attachments on the Acceptable Application Formats and Attachments. Please note that failure to comply with these formatting requirements can negatively impact evaluation of your application in the competition.**

**Overview:** **General Instructions for Grant Applicants**

The research proposal should be clear and concise. Detailed descriptions of methods and discussion of results should be included in the body of the proposal. They should not be in the legends nor included as an appendix. Questionnaires and consent forms may be attached as appendices, where applicable.

In the research proposal applicants must explain:

a. What they want to do (central hypothesis, research question, specific objectives)

b. Why this is a reasonable thing to do (review of previous work done on the subject matter, rationale)

c. Why this is important (new knowledge to be obtained, improvements to health which will result)

d. How they are going to do it (work plan, timelines, analysis and interpretation of results, pitfalls, ways around the pitfalls, alternatives)

e. Why theyshould do it (relevant prior experience and skills, collaborators for technical gaps, preliminary data showing feasibility)

**Criterion 1 - Concept (25%)**

**Sub-criterion 1.1: Significance and Impact of Research (25%)**

This criterion is intended to assess the quality of what is being proposed, the value of the anticipated project contributions, and any advances in health-related knowledge, health care, health systems, and/or health outcomes.

Is the project idea creative?

-The project idea is among the best formulated ideas in its field, stemming from new, incremental, innovative, and/or high-risk lines of inquiry; new or adapted research and knowledge translation/commercialization approaches/methodologies and opportunities to apply research findings nationally and internationally.

Is the rationale of the project idea sound?

-The project rationale is based on a logical integration of concepts.

Are the overall goals and objectives of the project well-defined?

-The goal states the purpose of the project, and what the project is ultimately expected to achieve.

 The objectives clearly define the proposed lines of inquiry and/or activities required to meet the goal.

 The proposed project outputs (i.e., the anticipated results of the project) are clearly described and aligned to the objectives.

Are the anticipated project contributions likely to advance health-related knowledge, health care, health systems and/or health outcomes?

-The context and needs (issues and/or gaps) of the project are clearly described.

-The anticipated contribution(s) are clearly described, and should be substantive and relevant in relation to the context of the issues or gaps.

-The anticipated contribution(s) are realistic, i.e., directly stemming from the project outputs, as opposed to marginally related.

IHR committee considerations: The proposed research must be relevant to First Nations, Inuit and/or Métis priorities and have the potential to produce valued outcomes from the perspective of First Nations, Inuit and/or Métis participants and Indigenous peoples more broadly.

**Criterion 2 – Assessment of Feasibility (75%)**

**Sub-criterion 2.1: Approaches and Methods (50%)**

This sub-criterion is intended to assess the quality of the project's design and plan; including how and when the project will be completed.

* **Are the approaches and methods appropriate to deliver the proposed output(s) and achieve the proposed contribution(s) to advancing health-related knowledge, health care, health systems, and/or health outcomes?**
* The **research and/or knowledge translation/commercialization** approaches, methods, and/or strategies should be well-defined and justified in terms of being appropriate to accomplish the objectives of the project.
* Opportunities to maximize project contributions to advance health-related knowledge, health care, health systems and/or health outcomes should be proactively sought and planned for, but may also arise unexpectedly.
* **Are the timelines and related deliverables of the project realistic?**
* Timelines for the project should be appropriate in relation to the proposed project activities. Key milestones and deliverables should be aligned with the objectives of the project, and be feasible given the duration of the project.
* **Does the proposal identify potential challenges and appropriate mitigation strategies?**
* Critical scientific, technical, or organizational challenges should be identified, and a realistic plan to tackle these potential risks should be described. An exhaustive list is not expected.

**IHR committee considerations:** In addition to demonstrating scientific excellence (Western, Indigenous, or both), the proposed research approaches and methods must respect Indigenous values and ways of knowing and sharing, and abide by *Tri-Council Policy Statement Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada* and/or Indigenous partnering community/organizational ethical guidelines or clearly explain why other guidelines have been developed and agreed upon with the study governance body.

**Sub-criterion 2.2: Expertise, Experience and Resources (25%)**

An estimate of the number of hours per week (contribution) for each applicant working on the project should be provided.

This sub-criterion is intended to assess the appropriateness of the complement of expertise, experience, and resources among the applicants (Nominated Principal Applicant, Principal Applicant(s) and Co-Applicant(s)), **and their institutions/organizations**, as it relates to the ability to collectively deliver on the objectives of the project.

It is the responsibility of the Nominated Principal Applicant to ensure the proposed project is poised for success.

* **Does the applicant(s) bring the appropriate expertise and experience to lead and deliver the proposed outputs and achieve the proposed contribution(s)? What is your expertise?**
* The applicant(s) should demonstrate the combined expertise and experience needed to execute the project (i.e., deliver the proposed outputs as well as achieve the proposed contribution(s)). The roles and responsibilities of each applicant should be clearly described, and linked to the objectives of the project.
* **Is there an appropriate level of engagement and/or commitment from the applicant(s)?**
* The level of engagement (e.g., time and other commitments) of each applicant should be appropriate for the roles and responsibilities described.
* **Is the environment (academic institution and/or other organization) appropriate to enable the conduct and success of the project? Describe what facilities are available in your lab and institution.**
* Project applicants should have access to the appropriate infrastructure, facilities, support personnel, equipment, and/or supplies to:

Carry out their respective roles; and as a collective, manage and deliver the proposed output(s), and achieve the proposed contribution(s).

As a collective, manage and deliver the proposed output(s), and achieve the proposed contribution(s).

**IHR Committee considerations:** Appropriateness of the team based on their overall scientific experience (Western, Indigenous, or both) and skills as well as their Indigenous community-based research experience, track record, relevance of past experience, including expertise related to Indigenous lived experience(s).

**- Other Attachments**

**Project References**

Upload a list of references cited within the application (e.g., bibliographic information) in a PDF format. A standard reference style is required.

**Response to Previous Reviews - ONLY if you have to re-submit your grant.**

If you are resubmitting an unsuccessful application, you may respond to previous reviewer's comments. However, your response should not require reference to any other document, because reviewers will not have access to previous application information or previous reviews. Your submission will not necessarily be reviewed by the same reviewers.
**Maximum two pages.**

**Task 4: Complete Summary**

The applicant(s) are asked to provide a research summary using scientific or technical terms making sure to provide the following sections:

a. **Background and Importance:** Provide a brief overview of relevant background information and/or rationale for the proposed research.

b. **Goal(s) / Research Aims:** Indicate the broad goal(s) and specific research aims of the proposed research and clear linkage indicating how they fit the objectives of the funding opportunity.

c. **Methods / Approaches / Expertise:** Provide a brief overview of the methodology and population that will be used to address each of the research aims. This section may also include the nature of the core expertise being brought together to address the proposed research. Information may include important collaborations (within or outside of the research community) that will be accessed to achieve the outlined research goals.

d. **Expected Outcomes:**  Describe the expected outcomes of the proposed research highlighting the significance of the proposed research and how it will advance knowledge and/or its application to health care, health systems and/or health outcomes.

**Note:** **Your completed summary cannot exceed 3500 characters** (excluding spaces) or approximately one page.

**Task 5: Enter Budget Information**

Outline the budget request and justify that the requested resources are appropriate to financially support the project as described in the application.

To complete the budget request, applicants must:

* Indicate the amount that is required in each budget category, along with a comprehensive description of what the funds will be used for, in order to justify the amount requested.

Information on eligibility of expenses and employment under grants is found in the Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guide, Use of Grant Funds. Please also note the following:

1. All amounts entered in the budget section must be **totals for the entire duration of the grant** (**NOT yearly amounts**). CIHR will take the total amount and divide it equally across all years of the proposed project of research.
2. All amounts indicated in the budget should be in Canadian dollars.
3. Information such as cost quotations are not required as part of the application, and should not be attached to this module.
4. **For applications involving Indigenous peoples/communities**, eligible costs include costs related to community mobilization and engagement, including culturally relevant promotional items such as tobacco, cloth, and cash reimbursements (in a method acceptable to the individual or community being reimbursed) to compensate community participation; and contracts and/or consultant fees for knowledge translation and communication activities for Elders, community members, and other Knowledge Holders involved in activities related to the Indigenous community.

**Complete the Budget Request**

Indicate and justify the required amounts to support the proposed project of research.

Applicants will be required to:

1. Select the term for the period of support requested by selecting the years and months.
**For PSL1066H it is 5 years**

2. Enter the requested amount for each budget category.

* + 1. Each amount must be rounded to a multiple of $1,000;
		2. Budget requests are total amounts for the **entire period of support**; and
		3. If a category does not apply, the field can be left blank.

3. Justify the amount requested within each applicable category (**maximum 1750 characters**) in the context of the requirements of the proposed project.

**Notes:**

1. The expectation of the budget request is that it is a reasonable estimate that takes into consideration the needs of the research project and any anticipated changes in requirements over the term of the grant.
2. The sum of all of the budget categories (total requested budget) must add up to a multiple of $5,000.
3. Individuals paid from grants are not employees of CIHR.
4. The budget must include the applicable provincial and federal taxes and should be calculated using the after-rebate tax rates. After-rebate tax rates are available on the Canada Revenue Agency website.

**Information on the Budget Categories**

This section provides a brief overview on the budget categories and what may be included within the respective categories.

1. **Research Staff:**

1. All research staff (research associates, assistants, technicians, etc.) should be determined by the work required for the research and the corresponding technical needs.
2. Salaries for Principal Applicants cannot be paid from the grant.
3. Salaries for Knowledge Users cannot be paid from the grant.
4. Research Time Allowances cannot be paid from the grant

Co-Applicants and Collaborators can be paid for their services from the grant as long as they are not considered an independent researcher eligible to apply for CIHR funding.

1. **Trainees:** Costs related to the training and mentoring of trainees, and students and knowledge users) are to be included in this section.
2. **Consumables:** CIHR grant funds may be used to cover only the direct costs of research (materials and supplies, services, travel for research activities, etc.) and may not be used for indirect costs.
3. **Non-Consumables:** Funding for equipment may be requested for this competition. Equipment is defined as any item (or interrelated collection of items comprising a system) of nonexpendable tangible property, having a useful life of more than 1 year and a cost of $2,000 or more, which is used wholly or in part for research. Maintenance and operating costs of equipment are also eligible expenses.
4. **Knowledge Translation:** Costs associated with dissemination of research results such as manuscript publication, travel for knowledge translation activities (e.g., conferences), etc. are to be included in this section.
5. **Other:** Costs associated with any other expenses related to the proposed project that are not covered in the above categories are to be included in this section.

**Complete the Partner Budget Details sub-task (optional)**

List any funding from partners (cash and/or in-kind support) that have been secured, or are expected to be secured. Note that this step should only be completed if this section is relevant to the budget.

**Note: Securing partner funds is a requirement only for partnered projects.**

In order to include any partner funding in the budget section, you must first identify the partner in the Partner Task (section 4). When you do this, a subtask will automatically appear within the Budget Task. Click on the partner name on the navigation column on the left, and complete the following steps:

1. Enter the partner's financial contribution in the Cash column or estimated value in the In-Kind column for **each year**.

If there is no partner contribution for a given year, enter "0" in both the Cash and In-Kind columns.

1. Describe how the contribution from the partner will be used towards the proposed research project (maximum 900 characters).
2. Repeat these steps for each partner.

**Task 6: Complete Peer Review Administration Information**

**Suggested Reviewers for this Application – send a list of the reviewers and their contact information (email and work phone #) in an email to Yeonkyung Namkoong (****yeonkyung.namkoong@utoronto.ca****) when you submit your grant application.**

Suggest at least four reviewers that you believe have the expertise to review the application. Three will be chosen and one will be a backup. **Get their consent in writing via email**. You should not suggest reviewers in conflict of interest. Consult the Conflict of Interest and Confidentiality Agreement for Peer Reviewers and Peer Review Observers on the CIHR website for more information. You can include one committee member. Reviewers should be members of the Department of Physiology but you can also include reviewers that are NOT members of the Department of Physiology in special cases.

**Task 7: Attach Other Application Material**

Upload any other application materials you wish to include with your application package. There is no page limit to these attachments.

As noted earlier the research proposal should stand alone (i.e. it should contain all the information required to support your research plan and should contain a complete description of your project). **Reviewers are under no obligation to read Other Application Materials.** All documents must be in PDF format and must adhere to the guidelines for attachments on the Acceptable Application Formats and Attachments.

You may attach:

1. Letters of support/collaboration
2. Questionnaires and consent forms, if applicable.
3. Supplementary tables, charts, figures and photographs.
4. Up to five publications from the past five years, relevant to this proposal.
5. For applicants with a pending appointment including, but not limited to, Early Career Investigators, a letter of support is required in the case of a pending appointment from the Dean of the Faculty indicating the date the appointment is expected to take effect. The appointment must commence by the effective date of funding.

**Task 8: CV Module (insert at end of proposal)**

You must also submit the CV module, which should be completed online at: <http://www.cihr-irsc.gc.ca/e/193.html> please attach the CV module after the budget pages.

**Task 9: Preview**

The Nominated Principal Applicant should review all components of the application.

**Task 10: Consent and Submit**

The Nominated Principal Applicant must **submit to Yeonkyung Namkoong (****yeonkyung.namkoong@utoronto.ca****)**.

**Late applications will NOT be considered.**

**PSL1066H**

**Course Forms**

**& Questionnaire PSL1066H – Research Grant Proposal**

**RESEARCH MODULE**

Applicant’s Name:

Project Title:

Period of support requested:

Amount requested for first year: Operating: Equipment: Total:

Competition Date:

Applicant’s Lab phone number: email:

Signature of applicant:

Supervisor’s name:

Supervisor’s signature:

Lay title of research (two lines only)

Abstract (suitable for preparation of a press release)

Descriptors (10 key words)

**Questionnaire**

1. Containment Level: Definitions of Levels may be found in the PHAC laboratory biosafety guidelines.

<https://www.canada.ca/en/public-health/services/canadian-biosafety-standards-guidelines/laboratory-biosafety-guidelines-3rd-edition-2004.html>

2. Environmental Impact: Proposals will be reviewed for potential impacts on the environment in accordance with the Canadian Environmental Assessment Act.

Is there any impact on the environment?

3. Is this a clinical trial? Indicate if this application includes a clinical trial.

4. Does this application contain a randomized controlled trial? Indicate if this application includes a randomized controlled trial (RCT).

5. Does this application propose research involving Indigenous peoples?

Indicate if your application proposes research involving Indigenous peoples. This information will be used for statistical purposes only.

Does your proposal address the TCPS 2 - Chapter 9 Research Involving the First Nations, Inuit and Métis Peoples of Canada and Indigenous partnering community/organizational ethical guidelines?

If yes, please explain your engagement with the community in relation to the research proposal, so the reviewers can assess the level of engagement as required by the Tri-Council Policy Statement (TCPS2) – Chapter 9 on Research Involving the First Nations, Inuit and Métis Peoples of Canada and Indigenous partnering community/organization ethical guidelines (**limit of 2000 characters**).

Applications with a central focus on carrying out ethical and culturally competent research involving Indigenous peoples, with the intent to promote health through research that is in keeping with Indigenous values and traditions may be reviewed by the Indigenous Health Research (IHR) Committee. The IHR Committee may deem an application eligible for the Iterative Peer Review Process. See the Peer Review Manual – Project for additional information on the iterative review process.

For an application to be considered for review by the IHR committee and for the IHR peer review members to assess the level of engagement as required by TCPS 2 - Chapter 9 on Research Involving the First Nations, Inuit and Métis Peoples of Canada and Indigenous partnering community/organization ethical guidelines, the following steps must have been completed at registration:

**Selecting ‘yes’ to the question regarding the TCPS 2 – Chapter 9;**

**Providing a detailed justification in the text field to indicate how the project addresses the principles of the TCPS 2 – Chapter 9 (limit of 2000 characters);**

Please note that at the time of application submission, the research proposal must also explicitly describe engagement with the community in relation to the research. IHR committee will take specific considerations into account when evaluating applications submitted to this committee (see IHR Committee considerations under each Adjudication Sub-criterion below). Applications that do not fit with the IHR committee mandate will be reviewed by another committee.

6. Are sex (biological) considerations taken into account in this study?

Indicate if sex (biological) considerations are taken into account in this study. For a guide to sex and gender based analysis, please consult the CIHR website.

7. Are gender (socio-cultural) considerations taken into account in this proposal?

Indicate if gender (socio-cultural) considerations are taken into account in this proposal. For a guide to sex and gender based analysis, please consult the CIHR website.

**If yes, describe how sex and/or gender considerations will be considered in your research design (limit of 2000 characters).**

**If no, explain why sex and/or gender are not applicable in your research design (limit of 2000 characters).**

**Operating Budget Module**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RESEARCH STAFF *(excluding trainees)***  | No. | Salary | Benefits | **TOTAL** |
|
| Research Assistants |  |  |  |  |
| Technicians |  |  |  |  |
| Other personnel (*specify on page 3)* |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **RESEARCH TRAINEES**  | No. | Stipend | Benefits | **TOTAL** |
|
| Postdoctoral Fellows***(Post PhD, MD, etc)*** |  |  |  |  |
| Graduate Students |  |  |  |  |
| Summer Students |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MATERIALS, SUPPLIES & SERVICES**  |  |  |  |  |
|
| Animals |  |  |  |  |
| Expendables |  |  |  |  |
| Services |  |  |  |  |
| Other |  |  |  |  |
|  |  |  |  |  |

**TRAVEL**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**TOTAL OPERATING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**EQUIPMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**TOTAL REQUEST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

Budget Module 1

**Details of Financial Assistance Requested**

**PSL1066H**

**Acceptable Application Formats and PDF Attachments**

**Acceptable Application Formats and PDF Attachments**

**Important Note**

* This document provides general guidelines regarding what are considered to be acceptable application formats and attachments for a CIHR application. Please refer to the relevant [funding opportunity](https://www.researchnet-recherchenet.ca/rnr16/search.do?fodAgency=CIHR&fodLanguage=E&view=currentOpps) for specific submission requirements.

**Introduction**

All of CIHR's programs are now submitted electronically through ResearchNet unless otherwise stated in the [funding opportunity](https://www.researchnet-recherchenet.ca/rnr16/search.do?fodAgency=CIHR&fodLanguage=E&view=currentOpps). Applicants may be required to upload PDF fillable forms found on CIHR's website, or upload their own attachments, as part of their ResearchNet application. To determine the application format and PDF attachment requirements, please consult the How to Apply section of the [funding opportunity](https://www.researchnet-recherchenet.ca/rnr16/search.do?fodAgency=CIHR&fodLanguage=E&view=currentOpps). All inquiries should be directed to the [CIHR Contact Centre](http://www.cihr-irsc.gc.ca/e/29300.html).

**Under no circumstances will hand-written applications be accepted.**

**Requirements for PDF Attachments:** File attachments created by the applicant may be prepared with the word processing software package of your choice, but they must be uploaded in PDF format. ResearchNet will not accept supplementary audio or video material. Documents must be in one of the official languages (English or French), and must be typed and formatted following the instructions for formatting attachments listed below. The reason for these formatting requirements is to ensure that all applicants have exactly the same amount of space to write their proposals. CIHR indicates, under each section, the total number of pages permitted. This also facilitates the work of peer reviewers who must review multiple applications.

**Instructions for preparing and formatting attachment documents. CIHR has simplified its attachment formatting requirements. The following apply to all attachments and must be followed to ensure readability and fairness.**

* Use a font size of 12 point, black type. Maximum of six lines per inch. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
* Insert a margin of 2 cm (3/4 inch) – minimum – around the page.
* Observe page limitations, additional pages may NOT be added unless specified.
* Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper/background for all attachments.
* Photo-reduce the supporting documents if the originals are larger than 21.25 X 27.5 cm / 8.5" X 11".
* Attachments must be uploaded in PDF format (unprotected).
* The size of the attached document(s) cannot exceed 30 MB per document.
* For more information about converting documents to PDF, please refer to [Help with Accessibility](http://www.cihr-irsc.gc.ca/e/13245.html) page.

**Please note that failure to comply with these requirements can negatively impact the status and evaluation of your application in a competition.**

For all documents that need to be attached, please follow the instructions provided within ResearchNet on how to upload your document.