



[Canadian Institutes
of Health Research](#)

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Project Grant: Application Instructions

i Equity and Diversity Questionnaire

- Completion of the Equity and Diversity Questionnaire is mandatory for all CIHR application participants. [Collaborators](#) are exempt.
- The Equity and Diversity Questionnaire **must be completed prior to the eSubmission deadline**.
- For more information about the Equity and Diversity Questionnaire, please refer to the [Frequently Asked Questions](#) and [How-To Instructions](#) on the CIHR website.

Application format

Your research proposal must include all crucial information (including tables, charts, figures and photographs) that a reviewer will need to read in order to assess your application. Reviewers are under no obligation to read other supplementary application materials that you may attach. [Read more](#)

General Application Process

1. An individual cannot submit more than two Project Grant applications per competition as a Nominated Principal Applicant. **If a Nominated Principal Applicant submits more than two applications, CIHR will automatically withdraw the last application submitted based on time-stamp of submission.**
2. Applications must be submitted by applicants using ResearchNet.
3. It is the responsibility of the applicants to ensure that their applications are complete prior to their submission to CIHR.
4. Applications must be submitted on or prior to the deadline posted on ResearchNet. This means that the "Consent and Submit" section of the application must be completed on or before the deadline. CIHR cannot legally accept an application until the "Consent and Submit" section is completed as part of the submission process.
5. Please note that the competition will use the [eApproval process](#). Make sure to check with your institution to determine if there are any internal deadline dates.
6. This document provides general instructions but it does not necessarily contain all the information required to complete the application. Please ensure that you also read the Funding Opportunity Details, and become familiar with [CIHR funding policies](#).
7. If you are experiencing technical difficulties with your ResearchNet account, or if you have any questions regarding the application process, please contact:
CIHR Contact Center
Telephone: 613-954-1968

Toll Free: 1-888-603-4178

Email: support-soutien@cihr-irsc.gc.ca

For service hours, please consult the CIHR Contact Centre's [Contact Us](#) web page.

Supporting Resources

- [Project Grant: Fall 2020 and Spring 2021 Funding Opportunity](#)
- [CIHR Biosketch CV – Quick Reference Guide](#)
- [Sex and Gender in Health Research](#)
- [Learning for Applicants](#)
- [How to complete the Equity and Diversity Questionnaire](#)
- [CIHR's Equity and Diversity Questionnaire: Video](#)
- [Peer Review Manual – Project](#)

Tasks required for completing a Project Grant application

- A. [Complete a Canadian Common CV or an Applicant Profile CV, as appropriate](#)
- B. [Complete the Project Grant ResearchNet application](#)

Important Notes

- The Summary of Progress **is mandatory for all Nominated Principal Applicants** and can be a maximum of two pages. This document supports your research proposal by allowing you to describe how your application fits into your overarching research program. When preparing the Summary of Progress pages, please carefully read the instructions as the scope is wider than what many will have experienced when using in previous programs.
- The application form will open once the registration has been submitted.
- Information collected in your registration will be used to match the most appropriate expert reviewers to your application. This information includes, but is not limited to Suggested Committees, Descriptors, Areas of Science, Methods/Approaches, Study Populations/Experimental Systems and Complete Summary of research proposal. This information will be provided to reviewers to declare their conflicts of interest and level of expertise, also known as ability to review.
- **The Nominated Principal Applicant must remain unchanged between registration and application. Other participants can be added, removed, or change roles between registration and application.**
- **It is important to provide a validated PIN for all Collaborators.** For instructions on how to generate a PIN, please refer to [Register with CIHR](#).
- Because CIHR is committed to ensuring that its programs and peer review processes result in the fair and impartial treatment of all participants, applicants to all CIHR programs must complete an [Equity and Diversity Questionnaire](#).
- **Applications submitted in French are now allowed two additional pages of research proposal.** This provision will ensure an equitable amount of space for applications written in either official language, as evidence demonstrates that documents written in French require approximately 20% more space than similar documents in English.

A. Complete a Canadian Common CV or an Applicant Profile CV, as appropriate

- Independent Researchers (**Nominated Principal Applicant, Principal Applicants and Co-Applicants**) are required to submit a [CIHR Biosketch CV](#), using the Canadian Common CV (CCV) interface.
- The [Applicant Profile CV](#) can be used for knowledge users, non-academics, Indigenous organizations, and international applicants as appropriate and applicable.
- A CV is **not required** for **Collaborators** and **will not be considered in the review of the applications**. The contribution and services provided by the Collaborator(s) should be highlighted in the research proposal.

To complete a [CIHR Biosketch CV](#):

1. Log in to the [Common CV \(CCV\)](#) system.
2. Go to the CV menu on the top left of the page, and select "Funding".
3. In the Funding Source field, select "CIHR" from the dropdown menu, select "CIHR Biosketch" as the CV Type and then click "Load".
4. Enter data in each of the required sections, and click "Done" when you are finished each section. Validation is performed automatically, and if there are any errors, they will be displayed in each section. The validation rules follow the requirements set specifically by CIHR.
5. The CV data entered in CCV can be viewed in PDF format by selecting "Preview" on the top right of the page. Read through the document to identify any changes that need to be made in CCV before submitting the CV to CIHR.
6. Once satisfied with the information and output of the CV, click "Submit". A CCV confirmation number will be generated in the status message, and will also be located at the top of the CV PDF document. Record this confirmation number as it will be needed to link the CV to research applications being completed in ResearchNet.
7. Enter the required CCV confirmation number(s) under the "Identify Participants Task" (click "Edit" under the participant in question and input the CCV Confirmation Number where requested).
8. If any participant wishes to make changes to their Common CV after it has been linked to an application, they must repeat the steps described above. After the desired changes are made on the CCV website, the new CV will need to be submitted, generating a **NEW** CCV confirmation number, which will need to be updated in ResearchNet.

Notes:

- Participants can preview their CCVs in ResearchNet by clicking on the Tasks page.
- During peak periods, there can be a delay between the time that you submit the CV and when ResearchNet is able to validate it. **It is highly recommended that you complete and submit your CV well in advance of the competition deadline.**

For additional information on working with the CCV, including assistance with record selection and instructions on creating CV versions, please refer to the [CCV Frequently Asked Questions for CIHR Applicants](#).

To complete an [Applicant Profile CV](#):

- Download the form and complete as per the instructions.
- Upload the complete form in the "Attachments" section in the Participant Information SubTask

B. Complete the Project Grant ResearchNet application

1. [Identify Participants](#)
2. [Enter Proposal Information](#)
3. [Complete Summary](#)
4. [Identify Application Partners \(Optional\)](#)
5. [Enter Budget Information](#)
6. [Complete Peer Review Administration Information](#)
7. [Attach Other Application Material](#)
8. [Apply to Priority Announcements/Funding Pools \(Optional\)](#)
9. [Preview](#)
10. [Consent and Submit](#)

Task 1: Identify Participants

This task collects information on all participants involved in your grant application. Consult the [Individual Eligibility Requirements](#) on the CIHR website for more information.

Note: The Nominated Principal Applicant must remain unchanged between registration and application. Other participants can be added, removed, or change roles between registration and application.

Subtask: Participant Information

- The applicant that initiated/opened the registration in ResearchNet is identified as the Nominated Principal Applicant for the application.
- The Nominated Principal Applicant (NPA) is able to add participants to the application in ResearchNet by:
 - Entering their validated CIHR PIN:
 - If the participant's PIN is not validated, the participant must login to ResearchNet and select the user tab (name in the top right banner) and select *Validate your CIHR PIN*.
 - Afterwards, the NPA can resume this process.
 - Entering their name
 - Entering their role and participant type:
 - Principal Applicant
 - [Independent Researcher – Early Career Investigator](#)
 - [Independent Researcher – Mid Career Investigator](#)
 - [Independent Researcher - Senior Investigator](#)
 - [Knowledge User](#)
 - Co-Applicant
 - [Independent Researcher – Early Career Investigator](#)
 - [Independent Researcher – Mid Career Investigator](#)
 - [Independent Researcher - Senior Investigator](#)
 - [Knowledge User](#)
 - [Trainee](#)
 - Other
 - Collaborator
 - [Independent Researcher – Early Career Investigator](#)
 - [Independent Researcher – Mid Career Investigator](#)
 - [Independent Researcher - Senior Investigator](#)
 - [Knowledge User](#)
 - [Trainee](#)

- Other

- All Principal Applicants and Co-Applicants will have access to the application on ResearchNet in order to allow them to contribute to the application.
- All Principal Applicants and Co-Applicants must complete the following:
 - Enter their CCV confirmation number or attach the Applicant Profile CV;
 - Complete their most significant contributions;
 - Consent.
- Only the Nominated Principal Applicant has the functionality to submit the application.
- The Nominated Principal Applicant will have to wait for all other participants to complete their relevant sections of the application before submitting.
- It is important to provide a validated PIN for all Collaborators. For instructions on how to generate a PIN, please refer to [Register with CIHR](#). If you are experiencing technical difficulties with generating or validating your PIN, please contact [CIHR Contact Center](#).
- Collaborators on the grant will not appear on CIHR funding decisions.

Subtask: Most Significant Contributions

This mandatory sub-task captures information on the Nominated Principal Applicant, all Principal Applicants and all Co-Applicants (not for Collaborators) and cannot exceed 3,500 characters, including spaces.

Note: The exact number of characters may vary slightly depending on the type of browser that you are using.

Please provide information regarding your most significant contributions (maximum of 5) as they relate to the application. Contributions can take the form of:

- Publications, presentations, intellectual property, other knowledge translation activities, etc.
- Awards, degrees, credentials, etc.
- Clinical practice, policy development, etc.
- Specialized training, strategic employment positions, etc.

The contributions that you choose to share **should be directly relevant to the grant application**, and should demonstrate how you will contribute to the application at hand.

Subtask: Attachments

Applicant Profile CV

Non-academic, Indigenous organizations and international applicants now have the option of uploading the new [Applicant Profile CV](#). To complete an Applicant Profile CV, download the [Applicant Profile CV](#) and complete the form as instructed. The completed form should be uploaded in the “Attachments” section in the Participant Information SubTask.

NOTE – Academic applicants must continue to use their CIHR Biosketch CV.

Additional CV Information - Leave

Applicants who have taken leaves of absence in the past seven years (e.g., parental, bereavement, medical, or administrative leave) may include a PDF document (no page limits) to supplement the publication information for that equivalent period of time as included in their CCV. Whatever length of time an applicant has taken off from research in the past seven years is the amount of time that they may include in the attachment. Note that leaves of absence should also have been included in the appropriate section of the CV.

Consent

All Principal Applicants and Co-Applicants on the application must agree to General Conditions and Consent to Disclosure of Personal Information before the Nominated Principal Applicant can submit the application to CIHR. Signed signature pages are not required. Note that the Nominated Principal Applicant will consent in Task 9.

Task 2: Enter Proposal Information

Note: Information entered at Registration will be pre-populated in the Application.

Subtask: Overview

Project Title: The title submitted at Registration is automatically transferred over to the Application stage. Project title can change at Application.

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 titles can change at Application.

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. This information is used by CIHR to inform the public and Parliament about the valuable research supported through public funds. Lay abstracts can change at Application.

Institution Paid: The Institution Paid will administer the funds for your project. Consult the [Institutional Eligibility Requirements](#) on the CIHR website for more information.

Please note that the Institution Paid will have access to view a limited number of application fields while your application is in progress.

Subtask: Details

Partnered/Integrated Knowledge Translation (iKT) Projects:

Does your application include a partner and/or a knowledge user?

This information has been pre-populated from Registration and is editable at Application.

Please note that the inclusion of a knowledge user on the application does not automatically render the application iKT. If a proposal is not an iKT proposal, then answer “No” to the above question.

Indicate “yes” if your application consists of a knowledge translation or commercialization project and includes a partner and/or a knowledge user. If you answer "**yes**" to this question, please also indicate which of the following are included in your application:

1. A partner and knowledge user; or
2. A partner only; or
3. A knowledge user only.

If your project includes "a partner **and** a knowledge user" or "a partner only" you must identify at least one contributing partner as an Applicant Partner. If you select "a partner **and** a knowledge user" or "a knowledge user only", you must identify at least one Principal Applicant who is a knowledge user.

Applications that are identified iKT projects will be assessed by both researcher and knowledge user reviewers.

Certification Requirements: If you are awarded a grant, the necessary certification requirements must be met in accordance with policies on ethical conduct of research. Relevant policies:

- [Agreement on the Administration of Agency Grants and Awards by Research Institutions](#)
- [CIHR Funding Policies](#)

Note: For further information on research involving human participants and human biological materials, refer to the [TCPS 2-2nd edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#).

Containment Level: Definitions of Levels may be found in the [PHAC laboratory biosafety guidelines](#).

Environmental Impact: Proposals will be reviewed for potential impacts on the environment in accordance with the [Impact Assessment Act](#).

Is this a clinical trial?

Indicate if this application includes a [clinical trial](#). For more information regarding clinical trials, please refer to the [policy on trials](#).

Does this application contain a randomized controlled trial?

Indicate if this application includes a [randomized controlled trial](#) (RCT).

Please note that applications including RCT have special requirements. For more information, please refer to the [Project Grant Funding Opportunity](#) and [RCT evaluation criteria and heading](#) webpage.

In order to carry out the proposed research in this application, is an exemption from Health Canada under Section 56 of the Controlled Drugs and Substances Act required?

Indicate if your proposed research is such that an exemption from Health Canada under Section 56 of the Controlled Drugs and Substances Act (CDSA) will be required. Consult the [Health Canada website](#) for details regarding obtaining an exemption under Section 56 of the CDSA.

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 meaningful and culturally safe 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:**

1. Selecting 'yes' to the question regarding the TCPS 2 – Chapter 9.
2. 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).
3. Selecting the Indigenous Health Research (IHR) Committee as the first suggested committee.

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.

Is sex as a biological variable taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Indicate if [sex as a biological](#) variable is taken into account in this research proposal. For guidance and resources on how to integrate sex as a biological variable, please consult the [CIHR website](#).

Is gender as a socio-cultural factor taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Indicate if [gender as a socio-cultural factor](#) is taken into account in this research proposal. For guidance and resources on how to integrate gender as a socio-cultural factor, please consult the [CIHR website](#).

If yes, please describe how sex and/or gender considerations will be integrated into your research proposal (limit of 2000 characters).

If no, please explain why sex and/or gender are not applicable to your research proposal (limit of 2000 characters).

Accounting for sex and gender has the potential to make health research more rigorous, more reproducible and more applicable to everyone. As indicated in the [Sex and Gender in Health Research](#), and as with previous competitions, **CIHR expects that all applicants will integrate sex and gender into their research designs when appropriate.**

Reviewers will be explicitly assessing whether the integration of sex (as a biological variable) and/or gender (as a socio-cultural factor) is a strength, a weakness or not applicable to the proposal. Reviewers will also be prompted to comment on their assessment and asked to provide recommendations to the applicants on how they might improve the strength of their applications with respect to the integration of sex and/or gender. As such, and in addition to the answers you provide for the sex and/or gender -specific questions as noted above, you are asked to include details about how sex as a biological variable and/or gender as a socio-cultural factor is integrated in your **research design, methods, analysis and interpretation, and/or dissemination of findings** within your research proposal, if applicable.

For guidance and resources how to integrate sex as a biological variable, please consult the [CIHR website](#).

Subtask: Descriptors

Note: The following six elements will provide CIHR with information on the type of expertise required to review your application.

The lists of *Areas of Science*, *Methods/Approaches* and *Study Populations/Experimental Systems* were derived from applications submitted to CIHR in recent years. This content is monitored and evolves to ensure it continues to reflect the breadth of applications submitted to CIHR. When completing these elements, think about the types of expertise needed to review your application and **please select the most appropriate terms**.

1. **Descriptors:** Please provide keywords, which describe your research project and are not captured in the categories above. These keywords should provide CIHR with information for assigning reviewers with the appropriate expertise to your application.
2. **Themes:** Select a primary theme classification. Indicate up to four theme classifications if the substance of the grant application significantly overlaps more than one theme. Consult the definition of the four CIHR Themes on the CIHR website for more information.
3. **Suggested Institutes:** Select a primary CIHR Institute whose research mandate is related to the application's research area(s) and objective(s). Additional Institutes should only be selected if the substance of this grant application significantly overlaps with the research mandate of more than one Institute.
4. **Areas of Science:** Select a primary area of science from the drop-down menu which reflects the research area and objectives in the grant application. Two additional areas may be selected if the substance of the application significantly overlaps with more than one area of science. If more than one area of science is selected, they will be ranked in the order they are selected. If the additional area(s) of science of your application is (are) not listed, please use the 'Other' selection and indicate the area(s) of science. Consult the Areas of Science reference document for a complete searchable list.
5. **Methods/Approaches:** Select a primary method/approach from the drop-down menu that will be utilized in the work being proposed. Two additional methods/approaches may be selected if the grant application will utilize multiple methods/approaches. If more than one method/approach is selected, they will be ranked in the order they are selected. If the additional method(s)/approach(es) you will be using is (are) not listed, please use the 'Other' selection and indicate the method(s)/approach(es). Consult the Methods/Approaches reference document for a complete searchable list.
6. **Study Populations/Experimental Systems:** Select a primary study population or experimental system from the drop-down menu which reflects the target study population or experimental system in the grant application. Two additional study populations or experimental systems may be selected if applicable to the application. If more than one study population or experimental system is selected, they will be automatically ranked in the order they are selected. If the additional study population(s) or experimental system(s) you will be using is (are) not listed, please use the 'Other' selection and indicate the study population(s) or experimental system(s). Consult the Study Populations/Experimental Systems reference document for a complete searchable list.

Subtask: Attachments

Attach Research Proposal

In support of evidence demonstrating that documents written in French require approximately 20% more space than similar documents in English, applications fully written in French will be allowed two additional pages for their research proposal. This provision will ensure an equitable amount of space for applications written in either official language. The following page limits for the research proposal will therefore apply:

- Research proposals submitted in English – 10 pages
- Research proposals submitted in French – 12 pages

For research proposals submitted in English, any pages over the 10-page limit will be removed with no further notification to the Nominated Principal Applicant.

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. Applications with a commercialization project have [specific criteria](#) for the evaluation of the required Research/Technical Plan and Commercialization Plan. Specific considerations will be taken into account in the review of applications in the **Indigenous Health Research (IHR)** 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. Reviewers are under no obligation to read Other Application Materials (see Task 7).

Within the allotted page limitations, the research proposal may be comprised of text, tables, charts, figures and photographs, as required and should be attached as a PDF document.

In order to ensure that all applicants have exactly the same amount of space to write their research proposals, applicants must adhere to the following formatting requirements:

- **Font:** 12 point or larger. black type. **Do not use condensed/narrow font sizes or type density.** Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
- **Line spacing:** A minimum of single line spacing.
- **Text colour:** black type.
- **Margins:** Not to be less than 2 cm (3/4 inch) on all sides.
- 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](#) page.

Failure to comply with these requirements will negatively impact the evaluation/rating of the applications and can lead to withdrawal from the Project Grant competition.

Attach Summary of Progress

When preparing the Summary of Progress pages, please carefully read these instructions as the scope is wider than what many will have experienced previously when using this attachment in past program applications.

The Summary of Progress is mandatory for all NPAs and can be a maximum of two (2) pages. This document supports the research proposal by allowing applicants to describe how the application fits within their overarching research program. Please follow the same formatting requirements as noted above in the Research Proposal section.

The scope of the Summary of Progress should include:

- **Progress/Productivity:** Contextualize any results from research activities that support the current application.
- **COVID-19 impact on your research:** Outline the impact of the COVID-19 pandemic on the research program as appropriate.
- **ECRs:** For early career researchers (ECRs) who have held a Foundation grant, contextualize your Foundation grant into the Summary of Progress that would have gone into the half-page statement formerly added to the Project applications.
- **Budget requested in relation to overall funding held currently or pending:** Contextualize the current application and proposed budget in relation to your overall program of research and funding history. Include all funding currently held and pending, including grants received through the course of the recent pandemic funding opportunities. It will be incumbent on the applicant to illustrate clearly to reviewers why the requested funds are needed, how they are distinct from the funds currently held, and how they will advance research.

Evaluation Criteria

Based on the criteria below, each application will be rated by three reviewers on a scale of 0.0 to 4.9, with 4.9 being the highest possible rating.

Of note, in the interpretation of the adjudication criteria, it is important to keep in mind that the research proposal may exert only a basic/mechanistic impact, which is as important as the translational impact. The impact does not only mean near-future clinical relevance. You should evaluate whether the work proposed will significantly advance the proposed area of research.

Criterion 1 - Concept

Sub-criterion 1.1: Significance and Impact of Research

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 in basic science, or health care, or health systems or health outcomes. When applicable, knowledge translation/commercialization approaches/methodologies should be considered, as well as 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 basic health-related knowledge, or health care, or health systems 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.

Indigenous Health Research (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

Sub-criterion 2.1: Approaches and Methods

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.

Indigenous Health Research (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

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)?**
 - 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?**
 - 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).

Has the applicant taken into account sex (as a biological variable) and/or gender (as a socio-cultural factor) in the research design, methods, analysis and interpretation, and/or dissemination of findings.

Indigenous Health Research (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 Health Research.

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

If you are resubmitting an unsuccessful application, you may provide a response (up to 2 pages) to previous reviewers' comments. **Applicants who upload a "response to previous reviews" must include *all the reviews* and SO Notes (if available) received in that round of submission (the reviews do not count toward the 2 page response limit).** You do not have to respond to all the comments in the reviews, only those that are relevant to your revised application.

To include the previous reviews, log into your ResearchNet account:

- Go to **Check Application Status** and click on **View Results/Reviews**.
- Choose the link **View/Print All Review Documents for Application [application name]**.
- Download and save the **SO Notes (if available)** and **Reviewers Report [Committee member]**.
- Include these download(s) with your 2-page response in your PDF.

Do NOT include the Notice of Decision (NOD) or the results letter. Your response should not require reference to any other documents because reviewers will not have access to other documents. Of note, your application may not be reviewed by the same reviewers.

Reviewers are not obligated to read your response if you do not include all the previous reviews.

Task 3: Complete Summary

The Research Summary completed by applicants at Registration has been pre-populated in the application **and can be updated at Application**. However, the summary submitted at **Registration** will be one of the key sources of information used to match peer reviewer expertise to applications. This is necessary to allow us to secure the most appropriate expertise for high quality review of all applications within the competition timelines.

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 (including spaces) or approximately one page. The exact number of characters may vary slightly depending on the type of browser that you are using.

Task 4: Identify Application Partners (Optional)

This task collects information on all partners involved in the application. Partnership contributions can be a combination of cash and/or in-kind contributions. There is no upper limit on partner contributions to a project.

Note: Identifying Application Partners is a requirement only for partnered projects.

Information Required from Partners:

- A signed letter of support from every partner must be provided at the time of application for all cash and/or in-kind contributions. The letter should include specific incremental cash or in-kind contributions being provided in support of the proposed research.

To enter partner information on ResearchNet, access the Identify Application Partners task and:

1. Click "Add a Partner".
2. In the small textbox on the left, click the search icon. A search tool will appear.
 - Type the partner name, or a portion of the name, and click search.
 - The search will display results and narrow itself as more information is typed.
 - To facilitate search, enter "%" before and/or after your keyword.
 - Select the partner name from CIHR's prepopulated list.
3. If the partner does not appear, select "Other".
4. Enter the required field to create a new organization record.
5. Repeat these steps for every partner on the proposal.

From the Identify Application Partners task root menu, select "Manage Attachments" and upload the PDF letter document.

Repeat these steps for each partner.

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:

- 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.
- All amounts indicated in the budget should be in Canadian dollars.
- Information such as cost quotations are not required as part of the application, and should not be attached to this module.
- **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, feasting and gift giving for honoring ceremonies 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 Indigenous Elders, community members, and other Indigenous Knowledge Keepers 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.
2. Enter the requested amount for each budget category.
 - Each amount must be rounded to a multiple of \$1,000;
 - Budget requests are total amounts for the **entire period of support**; and
 - 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:

- 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.
- The sum of all of the budget categories (total requested budget) must add up to a multiple of \$5,000.
- Individuals paid from grants are not employees of CIHR.

- 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:

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

2. **Trainees:** Costs related to the training and mentoring of trainees, and students and knowledge users) are to be included in this section.

3. **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.

4. **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.

5. **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.

6. **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.
2. Describe how the contribution from the partner will be used towards the proposed research project (maximum 900 characters).
3. Repeat these steps for each partner.

Task 6: Complete Peer Review Administration Information

This task collects information used for the purpose of peer review administration.

Suggested Reviewers for this Application (optional)

Suggest at least 5 Canadian and/or international reviewers that you believe have the expertise to review the application. 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.

Reviewers to exclude for this Application (optional)

Provide the names of individuals that you believe cannot provide an objective review of your application and add comments specifying why the reviewers should be excluded from your application.

Suggested Committees

Suggested committees and relevant justification(s) must remain unchanged between Registration and Application. CIHR will consult with committee Chairs and Scientific Officers in assigning applications to specific committees and **will make the final decision on which peer review committee will review each application based on the summary of proposed research received at Registration**. The final committee selected will not necessarily be your first or second choice.

Task 7: Attach Other Application Material

Upload any other application materials you wish to include with your application package.

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). 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:

- Letters of support/collaboration under “Letters of Support”.
- Questionnaires, surveys and consent forms, if applicable. Consent forms can be uploaded under “Other”.
- Supplementary tables, charts, figures and photographs.
- Up to five publications from the past five years, relevant to this proposal.
- For applicants with a pending appointment including, but not limited to, Early Career Researchers, 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.
- Certificate of Completion for the sex- and gender-based analysis training modules for the NPA:
 - After completing the appropriate training module that applies to the research project, you will receive a Certificate of Completion that you will save and upload under other. The training module should take approximately 40 minutes to complete.
 - N.B. The certificate is issued as a secured document; however, you must upload a copy of the certificate (e.g. print screen) as an unsecured PDF file in order to successfully append the document. Scan documents and photocopies are acceptable.

Reminder: **reviewers are under no obligation to read the attached materials.** Should reviewers decide to consult the attachments, they must declare it in their reviews and at the committee meeting. This allows both the applicant and other peer reviewers to be aware that the information contained in the optional attachments contributed to the evaluation of the application.

Task 8: Apply to Priority Announcements/Funding Pools (Optional)

Priority Announcements/Funding Pools offer additional sources of funding for highly rated and competitive applications that are relevant to specific CIHR Institute and Initiative research priority areas or mandates. For requirements on individual Priority Announcements/Funding Pools you must refer to the "Funds Available" and "How to Apply" sections of the Priority Announcements Funding Opportunity. The "How to Apply" section will indicate if additional information is required.

To apply for funding through a Priority Announcement/Funding Pool, you must select the Priority Announcement/Funding Pool title from the list, as well as the Relevant Research Area(s) addressed by the proposal, then press "Save". If a relevance form is required, a text box will appear.

Notes:

- Applicants can only apply to a maximum of three Priority Announcements at the Application stage.
- Streamlined applications will not be eligible for funding through Priority Announcements, irrespective of the final rating, since they were assessed as being non-competitive.

Task 9: Preview

The Nominated Principal Applicant should review all components of the application and ensure that every participant on the application has completed their required tasks. To mark the preview task as complete, every other task must be marked as complete. The Nominated Principal Applicant should preview the Full Application Package prior to submitting the application to CIHR.

Task 10: Consent and Submit

All Principal Applicants and Co-Applicants on the application must agree to the General Conditions and Consent to Disclosure of Personal Information terms, presented on ResearchNet, before the Nominated Principal Applicant can submit the application to CIHR. There are no signature pages required as part of the application submitted to CIHR.

Once every task is complete, including the consent, the Nominated Principal Applicant must review the terms listed and respond to the questions regarding consent in order to submit the application.

The Nominated Principal Applicant must click "**Submit to CIHR**". The application will be sent to the Institution Paid, as part of the [eApproval process](#), and ultimately to CIHR. The Nominated Principal Applicant will receive e-mail confirmation once CIHR receives the application.

Date modified:

2021-02-24