

[Canadian Institutes  
of Health Research](#)

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# Project Grant: Spring 2018 Application Instructions

## Clarification: Application format

Your 10-page application must include all crucial information, including tables, charts, figures and photographs that a reviewer would 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@cihr-irsc.gc.ca](mailto:support@cihr-irsc.gc.ca)  
For service hours, please consult the CIHR Contact Centre's [Contact Us](#) web page.

## Supporting Resources

- [CIHR Project Biosketch CV – Quick Reference Guide](#)
- [Project Co-Applicant CV – Quick Reference Guide](#)
- [Peer Review Manual – Project](#)
- [Project Grant: Fall 2017 and Spring 2018 Funding Opportunity](#)

## Tasks required for completing a Project application

- A. [Complete a Canadian Common CV](#)
- B. [Complete the Project Grant ResearchNet application](#)

### Important Notes

- 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.**

## A. Complete a Canadian Common CV

The roles you selected to identify participants in the application determine which CV type is required for each person:

- The **Nominated Principal Applicant and all Principal Applicants** are required to submit a [CIHR Project Biosketch CV](#), using the Canadian Common CV (CCV) interface, whether they are an Independent Researcher or Knowledge User.
- All **Co-Applicants** are required to submit a [Project Grant Co-Applicant CV](#) using the Canadian Common CV (CCV) interface.
- A CV is **not required** for **Collaborators**. However, should Collaborators want to submit a personal CV (maximum of 3 pages in a PDF format), they must send it to the **NPA** in order for the NPA to upload the personal CV to the application, on their behalf. **Collaborators** will not be able to upload a personal CV to an application on their own. Should Collaborators want to submit a personal CV, the CV must include the following information:
  - Personal Information
    - Name, Address, and Contact Information. This information will be used for administrative purposes only.

- o Employment
  - Affiliation (maximum of 1)
  - Current position that describes the skills/expertise that you bring to the research project.
- o Contributions (as appropriate):
  - A list of up to 5 relevant publications
  - A list of up to 5 relevant knowledge and technology translation activities or other relevant activities
  - A list of up to 5 relevant funded grants

To complete a [CIHR Project Biosketch CV](#) or a [Project Grant Co-Applicant 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 Project Biosketch" or "Project Grant Co-Applicant CV" as the CV Type, depending on your role, 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](#).

## 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:
  - o 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.
  - o Entering their name;
  - o 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;
  - 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.
- A CV is not required for Collaborators. Collaborators who wish to submit a personal CV (maximum of 3 pages in a PDF format containing information specified in Section A above) must send it to the Nominated Principal Applicant (NPA) in order for the NPA to upload it to the application in the sub-task “Attachments” under “Participant Information”.
- 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

#### 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 prepopulated 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. Indicate if your application consists of a knowledge translation or commercialization project that 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 as having an iKT component 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 [Canadian Environmental 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 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:**

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.

**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.

**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).**

Accounting for gender and sex in health research has the potential to make health research more just, more rigorous and more useful. As indicated in the [Grants and Awards Guide](#), and as with previous competitions, **CIHR expects that all research applicants will integrate gender and sex into their research designs when appropriate.**

Researchers who have applied to the Project Grant competition before will remember the questions in which they are required to indicate if and how they have taken sex- and gender-based analysis (SGBA) into consideration in their research design, if applicable.

**New:** In the Project Grant: Spring 2018 competition, reviewers will be prompted to comment on whether the integration of sex (as a biological variable) and/or gender (as a socio-cultural determinant of health) is a strength, a weakness or not applicable to the proposal. Reviewers will also be 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 SGBA-specific questions as noted above, you are encouraged to include details about how SGBA is integrated in your research design within your 10-page research proposal, if applicable.

In addition to resources in the [SGBA](#) section of CIHR's website, there are several [training modules](#) available to help you learn more about how and why to incorporate SGBA into your research:

- [Online sex- and gender-based analysis learning modules developed by the CIHR Institute of Gender and Health](#)
  - [Sex and Gender in Biomedical Research](#)
  - [Sex and Gender in Primary Data Collection with Humans](#)
  - [Sex and Gender in the Analysis of Data from Human Participants](#)
- [Do you know the sex of your cells?](#)

For a complete list of resources, please visit 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.**

- **Descriptors:** Please provide keywords which 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.
- **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.
- **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.
- **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.
- **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.
- **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

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. **Reviewers are under no obligation to read Other Application Materials (see Task 7).**

The research proposal may be comprised of text, tables, charts, figures and photographs, as required and should be attached as a PDF document, 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.**

### 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)?**
  - 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).

**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

If you are resubmitting an unsuccessful application, you may provide a response (up to 2 pages) to previous reviewer's comments. Applicants who upload a "response to previous reviews" are required to also include all the reviews being addressed. Your response to reviews and the previous reviews must be uploaded as a single PDF attachment.

Your response should not require reference to any other documents, because reviewers will not have access to other documents. Of note, your application will not necessarily be reviewed by the same reviewers.

Reviewers are not required to read your response if you choose to not include all the previous reviews being addressed. If your response exceeds the 2 pages limit, reviewers will not be required to read the additional pages.

### 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.
  - o Type the partner name, or a portion of the name, and click search.
  - o The search will display results and narrow itself as more information is typed.
  - o To facilitate search, enter "%" before and/or after your keyword.
  - o 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, 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.

2. Enter the requested amount for each budget category.
  - o Each amount must be rounded to a multiple of \$1,000;
  - o Budget requests are total amounts for the **entire period of support**; and
  - o 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:**

- o All research staff (research associates, assistants, technicians, etc.) should be determined by the work required for the research and the corresponding technical needs.
  - o Salaries for Principal Applicants cannot be paid from the grant if eligible to apply for CIHR grants.
  - o Salaries for Knowledge Users cannot be paid from the grant if eligible to apply for CIHR grants.
  - o Research Time Allowances cannot be paid from the grant.
  - o 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**.
  - o 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. CIHR reserves the right to make the final selection of reviewers. 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. Only one committee will be selected. **CIHR 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. 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:

- Letters of support/collaboration
- Questionnaires and consent forms, if applicable.
- 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 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.

**Reminder:** reviewers are **not required** 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 Institutes and Initiatives research priority areas or mandates. They are listed in ResearchNet together with CIHR's other current funding opportunities.

For requirements on individual Priority Announcements/Funding Pools under the Project Grant: Spring 2018 Competition, you must refer to the "Funds Available" and "How to Apply" sections of the funding opportunity. The "How to Apply" section will indicate if relevant information is required at the application stage.

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 (see [Review Process and Evaluation – Streamlining section](#)) 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 CIHR deadline time for receipt of all applications will be **March 6, 2018 at 8 p.m. ET**. The Nominated Principal Applicant will receive e-mail confirmation once CIHR receives the application.

### Date modified:

2018-02-19

