Project Grant: Application Instructions

Table of Contents

Now that you have submitted your [Project Grant Registration](#) on ResearchNet, here are the instructions to guide you in completing your Project Grant Application. Please ensure that you also read the Funding Opportunity details and familiarize yourself with [CIHR's funding policies](#).

When preparing your application, you will need to follow all instructions and requirements. This includes following [guidelines regarding formatting](#) (font sizes, spacing, page limits, etc.) and the use of supporting material. CIHR reserves the right to withdraw your application if it does not meet these requirements If you experience technical difficulties with your ResearchNet account, or if you have any questions regarding the application process, please reach out to the CIHR Contact Centre promptly and ahead of the application submission deadline:

> CIHR Contact Center
> Telephone: 613-954-1968
> Toll Free: 1-888-603-4178
> Email: support-soutien@cihr-irsc.gc.ca
>
> Officers are available Monday to Friday, 7:00 a.m. to 8:00 p.m. ET.

Important Notes

- The application form will open once you have submitted your registration.
- Information collected in your registration was used to determine which peer review committee will review your application.
- **The Nominated Principal Applicant must remain the same between registration and application. Other participants can be added, removed, or change roles between registration and application.**
- As part of CIHR's commitment 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, Diversity and Inclusion Self-identification Questionnaire](#).
  - All application participants [must complete the Equity, Diversity and Inclusion Self-identification Questionnaire](#) **before your internal institutional competition submission deadline**. [Collaborators](#) are exempt.
  - For more information about the How to complete the Equity, Diversity and Inclusion Self-identification Questionnaire, please refer to the [Frequently Asked Questions](#) and [How-To Instructions](#).
- **If you submit an application in French, you are allowed two additional pages in your research proposal.**
- **Information provided in your application package must be self-contained.** Links to documents hosted on a Google drive (or other similar drive) should not be included in your application. Reviewers will not be accessing any content hosted on such drives.
- Specific considerations will be taken into account in the review of applications containing a **Randomized Controlled Trial (RCT)** as a major component as well as those submitted to the following committees: **Indigenous Health Research (IHR)**, **Commercialization (CMZ)**, and **Tri-Agency Interdisciplinary Peer review (TIR) committees**.

- CIHR recognizes the need to develop guidance on the use of generative artificial intelligence (such as ChatGPT) and will work towards the development of grant administration policies as technology evolves. In the interim, we recommend applicants to CIHR programs use caution when using such tools in the preparation of grant applications.
- All peer review committee members consent to the [Conflict of Interest and Confidentiality Policy of the Federal Research Funding Organizations](#), as well as [CIHR Standards of Practice for Peer Review – CIHR.](#) All documentation and information that CIHR entrusts to peer reviewers is to be maintained in strict confidence at all times.
- CIHR is a signatory of the [San Francisco Declaration on Research Assessment (DORA)](#), which recognizes the need to improve the ways in which research is evaluated beyond widely used journal-based metrics (e.g., Journal Impact Factor). Applicants are encouraged to highlight a broad range of contributions and impacts in their applications and reviewers are instructed to include them in their assessments.

General Application Process

Before you begin your application, here are some important details to remember:

- You cannot submit more than two Project Grant applications per competition as a Nominated Principal Applicant. **If you do, CIHR will automatically withdraw the last application submitted based on the time-stamp of submission.**
- You must use ResearchNet to submit your application(s).
- It is your responsibility to ensure that your application is complete prior to submitting it to CIHR.
- CIHR uses the [eApproval process](#) for this competition. Your institution must approve the application before you submit it to CIHR. Make sure to check with your institution to determine if there are any internal deadline dates.
- You must submit your application before the deadline posted on ResearchNet. This means that you must complete the "Consent and Submit" section of the application before the deadline. CIHR cannot legally accept an application until the "Consent and Submit" section is completed as part of the submission process.
- Your Institution Paid will be able to view limited information from application fields (e.g., project title, yearly budget requested, etc.) while your application is in progress; your Institution Paid will be able to view your full application once **you submit it for eApproval**.

Start your application

To complete your Project Grant ResearchNet application you need to:

- Complete a Canadian Common CV or an Applicant Profile CV, as appropriate
- Create a ResearchNet account
- Complete the Equity, Diversity and Inclusion Self-Identification Questionnaire

[Find instructions](#)

Task 1: Identify participants

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

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

Subtask: Participant Information

Nominated Principal Applicant:

- The applicant who initiated/opened the registration in ResearchNet is identified as the Nominated Principal Applicant for the application.
- The Nominated Principal Applicant (NPA) can add participants to the application in ResearchNet by:
  - Entering their validated CIHR PIN;
    - If the participant's PIN is not validated, the participant must log in to ResearchNet and select the user tab (name in the top right banner) and select *Validate your CIHR PIN*. **Please provide a validated PIN for all Collaborators as well.** For instructions on how to generate a PIN, please refer to the section on [Registering with CIHR](#).
    - 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

Principal Applicants and Co-Applicants:

- All Principal Applicants and Co-Applicants will have access to the application on ResearchNet so that they can 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 as applicable;
  - Complete their most significant contributions; and,
  - Consent.

Notes:

- Applicant Profile CV:
  - The Applicant Profile CV can be used by Knowledge users, non-academics, Indigenous organizations (as NPA, PA or Co-App), and international applicants.
  - Although the Applicant Profile CV may not exceed three pages, there are no section restrictions; therefore, each applicant can choose what to emphasize. For non-academics, it is possible that not all sections are applicable.
- Please note only the NPA has the ability to submit the application. The NPA must wait for all other participants to complete their relevant sections of the application before submitting.
- Collaborators:
  - do not have access to the application and are not required to enter their CCV Confirmation Number or attach the Applicant Profile CV.
  - do not appear on CIHR funding decisions.

Subtask: Most Significant Contributions

This mandatory Subtask captures information on the NPA, all Principal Applicants and all Co-Applicants (not 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.

  - Publications, presentations, intellectual property, standards, code, datasets, other knowledge translation activities, etc.;
  - Training and mentorship;
  - Degrees, credentials, awards, certificates etc.;
  - Clinical practice, policy development, community engagement 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.

CIHR is a signatory of the [San Francisco Declaration on Research Assessment (DORA)](), which recognizes the need to improve the ways in which the outputs of research are evaluated. Reviewers are instructed to assess productivity broadly by taking into consideration a range of contributions (not just publications) and impacts (e.g., influence on policy and practice, health outcomes, societal outcomes, and distinctions-based, meaningful and culturally safe health research). Reviewers are instructed not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality and impact of individual research publications. As stated in DORA, the "scientific content of a paper is much more important than publication metrics or the identity of the journal in which it was published".

Subtask: Attachments

Applicant Profile CV

The [Applicant Profile CV]() can **only** be used by knowledge users, non-academics, Indigenous organizations, and international applicants. To complete this Subtask, download the [Applicant Profile CV]() and complete the form as instructed then upload it in the "Attachments" section in the Participant Information Subtask.

Note: Academic applicants must use their CIHR Biosketch CV.

Additional CV Information - Leave

If you have taken a leave of absence in the past seven years (e.g., parental, bereavement, medical, or administrative leave), you may include a PDF document (no page limits) to supplement the publication information for that equivalent period of time in your CCV. Whatever length of time you have taken off from research in the past seven years is the amount of time that may be covered in the attachment. Note that leaves of absence should also be included in the appropriate section of your CV.

Consent

All Principal Applicants and Co-Applicants on the application must agree to the general conditions and consent to the disclosure of personal information before the NPA can submit the application to CIHR. Signed signature pages are not required. Note that the NPA will give final consent and submit in Task 8.

Task 2: Enter proposal information

Note: Information entered at registration will be pre-populated in the application.

Subtask: Overview

Project Title: The title you submitted at registration is automatically transferred over to the application stage. You can change the project title at the application stage.

Lay Title: The lay title you submitted at registration is automatically transferred over to the application stage. Lay titles are used by CIHR to inform the public and Parliament about the valuable research supported through public funds. You can change the lay title at the application stage.

Lay Abstract: The abstract you provided at registration is automatically transferred over to the application stage. The character limit is approximately 2000 characters. This information is used by CIHR to inform the public and Parliament about the valuable research supported through public funds. You can change the lay abstract at the application stage.

Institution Paid: The Institution Paid will administer the funds for your project. Consult the Institutional Eligibility Requirements for more information.

Subtask: Details

Note: Most information in this subtask has been pre-populated from your Registration and can be edited at the Application stage. Please ensure you check your responses for accuracy.

Does the proposal involve one or more partner organizations from the private sector?

As of Fall 2023, this is a new mandatory application question and the information collected will be used by CIHR to examine the requirements to implement the National Security Guidelines for Research Partnerships.

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 make it an iKT-focused application. If yours is not an iKT proposal, then answer "No" to the above question.

Answer "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 of them as an Applicant Partner.
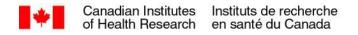
If you select "a partner and a knowledge user" or "a knowledge user only," you must identify at least one Principal Applicant who is a knowledge user.

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

What is the primary location where research will be conducted?

Indicate the primary location where the proposed research will be conducted.

Is this a resubmission of an unsuccessful application to the same Funding Opportunity?

Effective February 10th, 2023, this question will appear in the application and your response from your registration will display as read-only and will not be editable.

Certification Requirements

If you are awarded a grant, you must meet the necessary certification requirements in accordance with policies on the ethical conduct of research:

- Agreement on the Administration of Agency Grants and Awards by Research Institutions
- CIHR Funding Policies

For further information on research involving human participants and human biological materials, refer to the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.

Containment Level: Definitions of Levels may be found in the Canadian Biosafety Standards and Guidelines.

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

CIHR must review proposed projects against the requirements of the Impact Assessment Act (IAA). To this end please indicate whether any phase of the proposed research will take place on "federal lands" as defined under IAA, which includes land owned by the Government of Canada, including reserves created under the Indian Act or outside of Canada?

Answer "yes" if any phase of the proposed research will take place on "federal lands" as defined under the IAA.

Does this application contain a clinical trial?

Indicate if this application includes a **clinical trial**.

Note: CIHR is a signatory to the World Health Organization's Joint Statement on Public Disclosure of Results from Clinical Trials ("WHO Joint Statement") requiring all clinical trials to be registered and the results disclosed publicly in a timely manner.

For more information regarding clinical trials, please consult the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018) – Chapter 11: Clinical Trials, as well as CIHR Policy Guide – Requirements for Registration and Disclosure of Results from Clinical Trials.

Does this application contain a randomized controlled trial?

Please note that applications including a RCT have special requirements. For more information, please refer to the Project Grant Funding Opportunity and RCT evaluation criteria and headings webpage.

While not all RCTs are clinical trials, if an RCT is also a clinical trial indicate "yes" to the question "Does this application contain a clinical trial?" in the Details subtask of the Enter Proposal Information section on ResearchNet

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?

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.

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

If yes, please explain how you are engaging with the Indigenous community in relation to the research proposal, so the reviewers can assess the level of engagement as required by Chapter 9 of the Tri-Council Policy Statement (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 Chapter 9 of the Tri-Council Policy Statement, **you had to complete the following steps at registration**:

1. Answer 'yes' to the question regarding the TCPS 2 – Chapter 9;
2. Provide a detailed justification in the text field to indicate how the project addresses the principles of the Tri-Council Policy Statement – Chapter 9 (limit of 2000 characters);
3. Select the Indigenous Health Research (IHR) Committee as the first suggested committee.

Please note that if you completed the above steps for your registration, when you submit your application, your research proposal must also explicitly describe how you will engage with the Indigenous community in relation to the research. The IHR committee will take specific

considerations into account when evaluating applications submitted to it (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?

Please consult these resources on how to integrate sex as a biological variable.

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

Please consult these resources on how to integrate gender as a socio-cultural factor.

If yes, please describe how you will integrate sex and/or gender considerations 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, reproducible and applicable to everyone. **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, 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 you have integrated sex as a biological variable and/or gender as a socio-cultural factor in your **research design, methods, analysis and interpretation, and/or dissemination of findings** within your research proposal, if applicable.

If sex and/or gender considerations are applicable to the research you are proposing, they must be integrated into your research proposal and not just discussed solely in this sex and/or gender textbox.

Subtask: Descriptors

Note: The following six elements will provide CIHR with information on the type of expertise required to review your application. This information has been pre-populated from the Registration stage and can be edited at Application.

- **Descriptors:** Please provide keywords that describe your research project. These keywords should provide CIHR with the necessary information for assigning reviewers with the appropriate expertise to your application.

- **Themes:** Select a primary theme classification. You may choose up to four theme classifications if the topic of your grant application significantly overlaps more than one theme. Consult the definition of the four CIHR Themes for more information.
- **Suggested Institutes:** Select a primary CIHR Institute whose research mandate is related to your application's research area(s) and objective(s). Additional Institutes should only be selected if the topic of your 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 that reflects the research area and objectives in your grant application. Two additional areas may be selected if the topic of your application significantly overlaps with more than one area of science. If you select more than one area of science, please rank them in order of relevance to your application. If the additional area(s) of science of your application is (are) not listed, please select 'Other' 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 you will use in the work being proposed. You may select two additional methods/approaches if your grant application will use multiple methods/approaches. If you select more than one method/approach, please rank them in order of relevance to your application. If the additional method(s)/approach(es) you will be using is (are) not listed, please select 'Other' 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 that reflects the target study population or experimental system in your grant application. You may select two additional study populations or experimental systems if applicable to your application. If you select more than one study population or experimental system, please rank them in order of relevance to your application. If the additional study population(s) or experimental system(s) you will be using is (are) not listed, please select 'Other' 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

Information provided in your application package must be self-contained. Links to documents hosted on a Google drive (or other similar drive) should not be included in your application. Reviewers will not be accessing any content hosted on such drives.

Attach Research Proposal

Your 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).

Evidence shows that documents written in French require approximately 20% more space than similar documents in English. Therefore, if you submit an application fully written in French you will

be allowed two additional pages for your research proposal. The page limits for a research proposal are:

- o Research proposals submitted in English – 10 pages;
- o Research proposals submitted in French – 12 pages.

In ResearchNet, the capping of the length of the research proposal is set at 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.

You should attach references as a separate document; references do not count towards the 10- (or 12) page limit for the research proposal (please see section below entitled Other Attachments – Project References).

Provide a clear, concise description of your proposed research, using the adjudication criteria outlined below.

Note:

- o If you submit an application that includes a **Randomized Controlled Trial (RCT)** as a major component, there are specific requirements you must follow with respect to formatting. Furthermore, reviewers will take into account specific considerations when reviewing all applications including an RCT as a major component. Please consult RCT Evaluation Criteria and Headings for more information.
- o Reviewers will take into account specific considerations when reviewing applications in the **Indigenous Health Research (IHR)** committee, as indicated below.
- o Reviewers will use specific criteria to evaluate the mandatory Research/Technical Plan and Commercialization Plan when reviewing applications in the **Commercialization** committee.
- o If you intend to submit your application to the **Tri-Agency Interdisciplinary Peer Review** committee, please note that reviewers will take into account specific considerations when reviewing applications submitted to it. Applications reviewed in this committee will undergo a unique peer review process, and be evaluated against specific evaluation criteria (please see Section 5. Description of Evaluation Criteria of peer review guide) within the context of the Project Grant Adjudication Criteria and Interpretation Guidelines. For additional details, please consult the Committee Peer Review Guide.
- o CIHR recognizes the need to develop guidance on the use of generative artificial intelligence (such as ChatGPT) and will work towards the development of grant administration policies as technology evolves. In the interim, we recommend applicants to CIHR programs use caution when using such tools in the preparation of grant applications.

Within the allotted page limits, your research proposal may include text, tables, charts, figures and photographs 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, you must adhere to the following formatting requirements:

- o **Font:** Use a 12-point, Times New Roman font in black type. Do not use condensed fonts.
- o You may use other fonts and font sizes for text in tables, charts, figures, graphs and legends only, as long as the content is legible when the page is viewed at 100%;
- o **Line spacing:** A minimum of single line spacing[Footnote1]. Do not use narrow line spacing.
- o **Character spacing**: Use normal/standard character spacing. Do not use condensed character spacing;
- o **Margins:** Insert a margin of 2 cm (3/4 inch) – minimum – around all pages;
- o Observe page limitations. Additional pages may NOT be added unless specified;
- o Use only 8.5" X 11" (21.25 X 27.5 cm) letter size, white paper/background for all attachments;
- o Photo-reduce the supporting documents if the originals are larger than 8.5" X 11" (21.25 X 27.5 cm);
- o Attachments must be uploaded in PDF format (unprotected). It is important to confirm that the final PDF document complies with the formatting requirements;
- o The size of the attached document(s) cannot exceed 30 MB per document.

CIHR reserves the right to withdraw your application if it does not meet these requirements.

Attach Summary of Progress

All Nominated Principal Applicants **must** attach the Summary of Progress along with their application. The Summary of Progress can be a maximum of two (2) pages.

This document gives you a chance to describe how your application fits within your overarching program of research. Write a short narrative that explains your overall research progress to date. Do not use this section as an extension to your research proposal; it is not additional space to support the specific aims or hypotheses of your current proposed project. Figures and tables are not to be included and formatting requirements as noted above must be respected.

The Summary of Progress should include:

- o **Progress/Productivity/Impact:** Outline and contextualize any activities, contributions, and impacts that support your current application;
- o **ECRs:** Write a narrative about your intended program of research, relevant research undertaken as a trainee and independent investigator, other sources of funds held (e.g., awards, start-up funding) and how the requested funds will advance your research activities. If this is a new application, provide a narrative explaining how you came to submit this application, or where this current proposal stems from. If you have held a Foundation Grant, contextualize your Foundation Grant;
- o **Impacts on progress of research:** At your discretion and where relevant, outline the impact of specific factors (e.g., leave history, career stage, family responsibilities, pandemic impact or other circumstances) on your research progress;

- **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 relevant funding currently held and pending. You should illustrate clearly to reviewers why you need the requested funds, how they are distinct from any funds you currently hold, and how they will advance your research.

CIHR is a signatory of the San Francisco Declaration on Research Assessment (DORA), which recognizes **the need to improve the ways in which the outputs of research are evaluated. Reviewers are instructed to consider a range of contributions (e.g., research publications, reports, books, guidelines, datasets, code, tools, training and mentorship, volunteerism, community engagement, standards, software and commercialized products) and impacts (e.g., influence on policy and practice, health outcomes, societal outcomes, and distinctions-based, meaningful and culturally safe health research) in their assessments. Reviewers are also instructed to consider the context of the applicant (e.g., leave history, career stage, area(s) of research, experiential knowledge, diverse career paths, family responsibilities, pandemic impact) and how it may have affected their progress.**

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.

When interpreting the adjudication criteria, keep in mind that while your research proposal may envision a basic/mechanistic impact (as opposed to translational impact), this sort of discovery science is just as important as applied research. When making the case for how your proposal will significantly advance your area of research, remember that impact does not only mean near-future clinical relevance.

Criterion 1 - Concept

Sub-criterion 1.1: Significance and Impact of Research

This criterion is intended to assess the quality of what you are proposing, 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?

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

    - o The context and needs (issues and/or gaps) of the project are clearly described.
    - o The anticipated contribution(s) are clearly described, and should be substantive and relevant in relation to the context of the issues or gaps.
    - o 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 your project's design and plan, including how and when the project will be completed.

- • **Are the approaches and methods appropriate for delivering the proposed output(s) and achieve the proposed contribution(s) to advancing health-related knowledge, health care, health systems, and/or health outcomes?**

    - o 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.
    - o Is sex (as a biological variable) and/or gender (as a socio-cultural factor) taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
    - o 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 the *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 else clearly explain why and which other guidelines have been developed and agreed upon with the study governance body.

Sub-criterion 2.2: Expertise, Experience and Resources

You should provide an estimate of the number of hours per week (contribution) for each applicant working on the project.

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).
  - o **Does the applicant adequately demonstrate productivity, progress and impact of their research program?**
    - ▪ In their Summary of Progress, the applicant should:
      - ▪ Outline and contextualize the most relevant activities, contributions and impacts; and
      - ▪ Demonstrate their productivity as it relates to the ability to deliver on the objectives of the project.

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, and relevance of past experience, including expertise related to Indigenous health research.

Other Attachments

Project References

Upload the list of references cited within your 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 (maximum of 2 pages) to previous reviewers' comments from a previous competition(s) (either Project or another priority-driven initiative), regardless of how you answered the question "Is this a resubmission of an unsuccessful application to the same Funding Opportunity?" in the Details subtask of the Enter Proposal Information task at registration.)

If you choose to upload a response to previous reviews, **you must include *all* the reviews and Scientific Officer 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. Please see Project Grant Competition FAQs for further explanation on what reviews must be included when responding to previous reviews. If you exceed the two-page limit, CIHR may remove any additional pages without notifying you further.

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 **Reviewer's Report** [*Committee member*].
- Include these download(s) with your 2-page response in your PDF.

Do NOT include the Notice of Recommendation (NOR) or the Notice of Decision (NOD) or the results letter. Your response should not reference any other documents as reviewers will not have access to them. Of note, your application may not be reviewed by reviewers who reviewed it previously.

Reviewers are not obligated to read your response if you do not include all the previous reviews, nor are they obligated to read any pages over the two-page limit.

Task 3: Complete summary

The research summary you completed at Registration will be pre-populated in the application and can be updated at the Application stage. The **research summary submitted at Registration was used to determine which peer review committee will review your application and to match the most appropriate expert reviewers to it.** Therefore, your research summary completed at the Application stage should retain a similar focus as the one you have submitted at Registration.

Your research summary should use scientific or technical terms and have the following sections:

a. **Background and Importance:** A brief overview of relevant background information and/or rationale for your proposed research.
b. **Goal(s) / Research Aims:** The broad goal(s) and specific research aims of your proposed research and a clear explanation of how they fit the objectives of the funding opportunity.
c. **Methods / Approaches / Expertise:** A brief overview of the methodology and population that will be used to address each of your 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 help you to achieve the outlined research goals.
d. **Expected Outcomes:** The expected outcomes of the proposed research highlighting its significance 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)

Complete this task if there are partners involved in your 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.

Information Required from Partners:

- You must provide a signed letter of support from every partner providing cash and/or in-kind contributions at the time of application. 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 you type more information.
   o To facilitate the search, enter the "%" sign 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 menu, select "Manage Attachments" and upload the PDF letter document.

Repeat these steps for each partner.

Task 5: Enter budget information

Provide a detailed budget justification in relation to planned activities and clearly justify all budget items.

To complete the budget request, you must:

- Indicate the amount that is required in each budget category, along with a comprehensive description of what the funds will be used for, 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 you enter 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.
- All amounts indicated in the budget should be in Canadian dollars.
- You do not need to enter information such as cost quotations as part of the application.
- **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 honouring ceremonies. They also include cash reimbursements (in a method acceptable to the individual or community being reimbursed) to compensate community members for participating, 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 research project.

You 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**.
   ▪ If a category does not apply, the field can be left blank.
3. Fully justify the amount requested within each applicable category (maximum 3,500 characters) in the context of the requirements of the proposed project. **In order for this justification to save properly, it is necessary to have entered the requested amount as specified in the previous step. If the requested amount is not entered at the time of saving the justification, all information entered for that budget category will be lost regardless of getting the "Your work was successfully saved" message.**

Notes:

▪ The expectation of the budget request is that it is fully justified and 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 the budget categories (total requested budget) must add up to a multiple of $5,000.
▪ 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.
▪ Individuals paid from grants are not employees of CIHR.

Information on the Budget Categories

This section provides a brief overview on the budget categories and what you may include within the respective categories. Please refer to the Tri-Agency Guide on Financial Administration for more information.

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.

Canadian Institutes
of Health Research   Instituts de recherche
en santé du Canada

Canada

- o A detailed budget justification should include an estimate of the number of full-time research staff (FTE) needed, the specific role of each FTE, and the salaries of the FTEs, all in relation to the research activities outlined in the proposal.
  - 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:** You should include in this section costs related to the training and mentoring of trainees, students and knowledge users.

   - A detailed budget justification should include an estimate of the number of trainees needed, the specific role of each trainee, and the salaries of the trainees, all in relation to the research activities outlined in the proposal.

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.

   - A detailed budget justification should include a list of items (or a group of items) along with a clear explanation as to why you need them, and how you determined the cost, all in relation to the research activities outlined in the proposal.

4. **Non-Consumables:** You may request funding for equipment. 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.

   - A detailed budget justification should include a list of items (or a group of items) along with a clear explanation as to why you need them, and how you calculated the cost, all in relation to the research activities outlined in the proposal.

5. **Knowledge Translation:** You may include in this section costs associated with disseminating your research results, such as manuscript publication, travel for knowledge translation activities (e.g., conferences), etc.

   - A detailed budget justification should include a list of items (or a group of items) along with a clear explanation as to why you need them, and how you calculated the cost, all in relation to the research activities outlined in the proposal.

6. **Other:** You may include in this section costs associated with any other expenses related to the proposed project that are not covered in the above categories.

   - A detailed budget justification should include a list of items (or a group of items) along with a clear explanation as to why you need them, and how you calculated the cost, all in relation to the research activities outlined in the proposal.

Complete the Partner Budget Details Subtask (optional)

If there are partners involved in your application, you need to complete this task. List any funding from partners (cash and/or in-kind support) that you have secured or that you expect to secure. Note

that you should only complete this step if this section is relevant to the budget of your research project.

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. All the information in this subtask has been pre-populated from Registration and can be edited at Application.

Suggested Reviewers for this Application (optional)

CIHR encourages you to suggest at least 5 Canadian and/or international reviewers that you believe have the expertise to review your application. CIHR reserves the right to make the final selection of reviewers. **You should not suggest reviewers with whom you have a conflict of interest**. Consult the Conflict of Interest and Confidentiality Agreement for Peer Reviewers and Peer Review Observers for more information.

Reviewers to exclude for this Application (optional)

You may provide the names of individuals who you believe cannot provide an objective written assessment of your application and must add comments specifying why they should be excluded from reviewing your application. CIHR reserves the right to make the final selection of reviewers.

Suggested Committees

Suggested committees and relevant justification(s) remain the same 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 the registration stage.** The final committee selected may not necessarily be your first or second choice. You will be informed of which peer review committee reviewed your application when you receive your Notices of Recommendation and Decision.

Task 7: Attach other application material

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

Remember that your 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 attached materials.**

All documents must be in PDF format and follow the guidelines for attachments.

You may attach:

- A letter of support from the Dean of the faculty indicating the date your appointment is expected to take effect (if you have a pending appointment). The appointment must begin by the effective date of funding;
- 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 the submission. A listing with links to up to five publications is also acceptable;
- Certificate of Completion for the sex- and gender-based analysis training modules for the NPA:
    - After completing the appropriate training module that applies to your research project, you will receive a Certificate of Completion that you will save and upload under "Other."
    - The certificate will be issued as a secured document; however, you must upload a copy of the certificate (e.g., a print screen) as an unsecured PDF file in order to successfully attach the document. Scanned documents and photocopies are acceptable.

Please be mindful of the number of attachments.

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 the priority areas or mandates of specific CIHR Institutes, Initiatives and/or Partners. For requirements on individual Priority Announcements/Funding Pools, please 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:

- You can only apply to a maximum of three Priority Announcements at the application stage.
- You cannot apply to a Prize Priority Announcement.

Task 9: Preview

You are strongly encouraged to preview the full application package prior to submitting it to CIHR. To mark the preview task as complete, every other task must be marked as complete.

Task 10: Manage Access (optional)

This task allows a Nominated Principal Applicant (NPA) to delegate access to a maximum of five [5] individuals to support the completion of application tasks.

How to delegate access:

1. Ensure the delegate has a valid ResearchNet account/email address.
2. Select the Manage Access task.
3. Select the Add Access link.
4. Complete the mandatory Email Address (ResearchNet account) and Last Name fields. *Note, first name field is optional.*
5. Select Save or Save and Add Another User.

How to remove access:

1. Access can be revoked at any time before eSubmission by selecting Delete.
2. Once deleted, the individual will no longer be able to view the application.

A delegate's access does not carry through the various phases of a competition. The NPA will have the option to delegate access to individuals at each stage of a competition.

The NPA is encouraged to remove access from all delegates prior to completing the Consent and Submit task. Should the access not be revoked prior to submission, the delegate will retain access to the application in their Completed Activities tab.

For more information, please see the Frequently Asked Questions (FAQ).

Task 11: 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.

Once every task is complete, including the consent section, 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.