UNIVERSITY OF CALGARY

Research Services Office
ResearchNet Application Checklist
Canadian Institutes of Health Research (CIHR)
Project Grant – FALL 2023

Project Grant Submission Process

☐ FINAL Internal Deadline: **September 11, 2023, at 12:00pm** is Research Services' basic administrative review deadline. RSO will submit your application to CIHR on your behalf through ResearchNet by the agency deadline of **September 14, 2023, at 6:00pm** (Calgary time). The basic administrative review involves a minimal check for eligibility, UofC commitment and risk.

☐ Applicants who wish to have an *optional* detailed administrative review must submit their application to RSO by **4:00pm on August 31, 2023**. The detailed administrative review includes checking for eligibility, UofC commitments and risk, compliance with program guidelines, completeness of application, and the opportunity for feedback.

This competition will be run through the **Research Management System (RMS).** Internal approvals for the full application stage will be obtained via RMS.

To initiate the institutional review and approval, Research Services **must receive both** the full application in ResearchNet and academic approvals through RMS:

☐ Complete the Pre-Award record in RMS (login at https://research.ucalgary.ca/rms) and '***Submit for academic approvals'*** (Under Save & Progress) in enough time to allow for approvals from your Department Head and/or ADR prior to the RSO deadline.
- Consult your department and faculty for more information on their approval processes and timelines.
- Ensure you receive *all required approvals* **in advance** of **12:00pm** on **September 11, 2023**.

☐ Click '***Submit***' in ResearchNet to submit your application to Research Services Office for review and institutional approval by **12:00pm** on **September 11, 2023.**

Application Process as per the tasks required in ResearchNet[1]

General Tips:

- **New for Fall 2023**
  - **New formatting guidelines:** Text in attachments must be 12 point, **Times New Roman font**
  - **Manage Access** in ResearchNet**:** The NPA can now delegate access to a maximum of five individuals to support the completion of application tasks. Delegates cannot submit the application on behalf of the NPA. Each Principal Applicant/Co-Applicant must still complete certain tasks themselves.
  - **Clinical Trials**: The question in the Enter Proposal Information – Details subtask was updated March 2023. All clinical trials (not just RCTs) must be registered and the results disclosed in a timely manner.
  - **Artificial Intelligence** tools (new note): 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

[1] As per guidelines posted on ResearchNet on July 7, 2023. This checklist is in order of tasks to be completed in ResearchNet.

administration policies as technology evolves. In the interim, CIHR recommends that applicants use caution when using such tools in the preparation of grant applications.

- Character counts include spaces.
- **The Nominated Principal Applicant must remain unchanged between registration and application.** Other participants can be added or removed between registration and application.
- A CV is not required for Collaborators.
- The Applicant Profile CV can be used for knowledge users, non-academics, Indigenous, and international applicants as appropriate and applicable.
- Text boxes will not allow coloured text, figures, tables, or images.
- **All Principal Applicants and Co-Applicants will have access to the application on ResearchNet to allow them to contribute to the application.**
- Use the same terminology as CIHR does for each section – reviewers tend to default to a checklist mode (see sections highlighted by a text box for the exact wording used by CIHR).

A. Complete a Canadian Common CV

- For guidance on this component, click the hyperlink above to go to a CCV checklist.

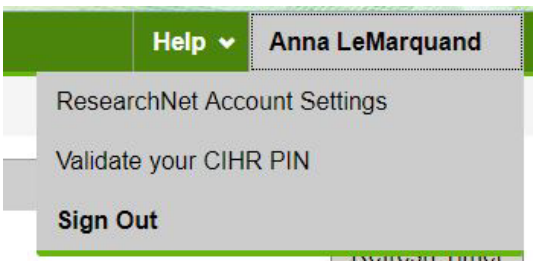
B. Complete ResearchNet Application – *Tasks are mandatory unless indicated as optional*

Task 1: Identify Participants

- The applicant that initiated/opened the registration in ResearchNet is identified as the Nominated Principal Applicant for the application.
- If you are unsure of what role to enter your team members in, please refer to CIHR Definitions and the call Eligibility. Keep in mind that Co-Applicants will provide CCVs and Collaborators can instead provide letters of collaboration. When at all possible, we encourage applicants to seek out team members from within UCalgary.
- 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, they 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.



☐ Name

☐ Role and participant type (click here for definitions)

- If identifying as a New Investigator/ECR/ECI, ensure that this self-identification matches the information provided in your CCV with your employment history and leaves of absence.

- All Principal Applicants and Co-Applicants will have access to the application on ResearchNet to allow them to contribute to the application.
- **All Principal Applicants and Co-Applicants** (not needed for collaborators) must complete the following:
  - ☐ Complete **Equity and Diversity Questionnaire**
    - Login to ResearchNet and select the user tab (name in the top right banner) and select ResearchNet account settings.
    - The option to choose "I prefer not to answer" is available for each question, but you must select this option (or another option) for each question and save your responses for your questionnaire to be marked as complete.
    - As CIHR recently updated the EDI Questionnaire, applicants may be required to complete this section to ensure the latest version has been completed.
  - ☐ Enter **CCV confirmation number**

  - ☐ Complete your **Most Significant Contributions** section (max. 3500 characters)
    Provide information regarding your most significant contributions (**maximum of 5** – suggest numbering them) *as they **relate to this grant application*** (not entire career). Contributions can take the form of:
    - Publications, presentations, IP, other knowledge translation activities
    - Awards, degrees, credentials, etc.
    - Clinical practice, policy development, etc.
    - Specialized training, strategic employment positions, etc.
    - **San Francisco Declaration of Research Assessment (increased language/emphasis for Fall 2023**): CIHR references DORA throughout the Project Grant guidelines. CIHR emphasizes that "research output is to be assessed broadly by taking into consideration a range of contributions and impacts. Reviewers are asked not to use journal-based metrics, such as Journal Impact Factors, as a surrogate measure of the quality and impact of individual research publications." Researchers should keep this guidance in mind when describing their contributions and the impact of their past work.
  - ☐ **Consent** (to being included in application)

☐ Additional CV Information – Leave (Optional)

- ☐ Applicants that have denoted leaves of absence in the past **seven years** in their CCV (e.g., parental, bereavement, medical, or administrative leave) may include a PDF document (no page limits) to supplement the publication information 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.

- Only the Nominated Principal Applicant has the functionality to submit the application, and the NPA will have to wait for all other participants to complete their relevant sections of the application before submitting.

Task 2: Enter Proposal Information

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

☐ Title

- **Can** change at application

☐ Lay Title
- **Can** change at application
- Provide a title for your project that is in a language clear to the general public.
- If the same as project title, recommend including it here as well.

☐ Lay Abstract (max. 2000 characters)
- **Can** change at application
- Using lay language describe your proposed project, indicating how the proposed research can improve personal health, the health of populations and/or the health delivery system.
- ***TIP*:** Make it easy for your reviewers to describe your grant and defend it at the committee. Ensure that it makes sense, gets them hooked, and sets the right tone for the application.

☐ Partnered research – Does the proposal involve one or more partner organizations from the private sector? Response will prompt additional requirements, if partnered.

☐ Partnered/Integrated Knowledge Translation (iKT) Projects – Special Consideration
- This information has been pre-populated from registration and is editable at application.
- **Please note that the inclusion of a knowledge user on the application does not automatically render the application iKT**. Applications with knowledge users need not be indicated as iKT projects.
- If you answer **"yes"** to the iKT question you are attesting that your proposal:
  - **Consists of a knowledge translation or commercialization project** and applies the principles of knowledge translation to the entire research project.
  - Involves **knowledge users as equal partners** alongside researchers, proposing research that is more relevant to, and more likely useful to, the knowledge users.
- For more information see the Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches
- ***Does your application include a partner AND/OR a knowledge user****?* At application if you have answered "*yes*" to the question you are required to select one of the 3 options:

1. A partner AND a knowledge user 2. A partner only 3. A knowledge user only	If **1 or 2** is selected, you are required to identify at least one contributing partner as an **Applicant Partner**. If you selected **1 or 3,** you have to indicate at least one **Principal Applicant** as a **Knowledge User.**

☐ Primary Location Where Research Will be Conducted (Institution)
- University of Calgary (CBBA) **(only)**

☐ Department/Faculty - **Please ensure this is filled out correctly!** We use this to track results and registrations.
- Cannot be affiliated institute – must be correct faculty.

☐ Is this a resubmission? **Cannot change from registration** – indicate if you are submitting a previously unsuccessful Project Grant application (does not have to be the most recent competition). You can respond 'Yes' but not provide a Response to Previous Reviews, although it is recommended if the reviews are from a recent submission.

☐ Institution Paid
- University of Calgary (CBBA) (only)

☐ Certification Requirements

☐ Containment Level

☐ Environmental Impact

☐ Is this a clinical trial?

☐ Updated for Fall 2023. All clinical trials (not just RCTs) must be registered and the results disclosed in a timely manner. See CIHR's clinical trial and RCT definitions for more details.

☐ Does the application contain a randomized clinical trial (RCT)?

- If **'Yes,'** and RCT is a *major* component of your proposal, irrespective of the suggested peer review committee, **it must be structured according to the headings that follow the RCT review criteria.**

☐ Will you require an exemption from Health Canada under Section 56 of the Controlled Drugs and Substances Act for your project?

☐ Does the application contain research involving Indigenous People?

- 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**.
- For an application to be considered for review by the **IHR committee, 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. **Select** the **IHR** Committee as the **first suggested committee**.
- ***Note***: At application, the research proposal must explicitly describe engagement with the community in relation to the research.

☐ Are Sex/Gender considerations considered in this proposal?

- Is sex as a biological variable or gender as a socio-cultural factor considered in this research proposal?
  - **Yes - describe how sex and/or gender considerations will be integrated** into your research proposal (max. 2000 characters). If study involves whole animals, sex must be addressed. Avoid using only one sex because of cost savings or more docile personalities as this can negatively impact your review.
  - **No - explain why sex and/or gender are not applicable** to your research proposal (max. 2000 characters).
  - If there is not sufficient data available to provide information on gender, mention this here, so that reviewers are aware that data in this area is limited.
- **CIHR expects that all applicants will integrate sex and gender into their research designs when appropriate.** Resources on how to integrate sex and research are available on the CIHR website.
- As in previous competitions, **when sex and/or gender considerations are applicable** in the research being proposed, **addressing these considerations solely in the sex and/or gender textbox is insufficient**.
- Reviewers will be explicitly assessing whether the integration of sex and/or gender is a strength, a weakness or not applicable to the proposal. As such, and in addition to the answers you provide for the sex- and/or gender-specific questions as noted above, you are asked to include details about how sex as a biological variable and/or gender as a socio-cultural factor is integrated in your **research design, methods, analysis and interpretation, and/or dissemination of findings** within your 10-page research proposal, if applicable.
- It is **strongly recommended** that you complete the Institute of Gender and Health training modules. Reviewers will be evaluating your incorporation of sex and gender into your study, so it is important to understand the criteria upon which you will be assessed, as this may impact your score.

☐ Descriptive elements – The following six elements are to provide CIHR with information on the type of expertise required to review your application:

1. Descriptors - Provide keywords which describe your research project.
2. Themes – Select a primary theme classification. Can list up to 4 if there is significant overlap.

3. Suggested Institutes – Select a primary Institute. Only select additional Institutes if there is significant overlap with the research mandates of more than one Institute.

Note: When completing elements 4-6, consider the types of expertise needed to review your application and **select the most appropriate terms** and use 'Other' (when available) and Descriptors, as necessary:

4. Areas of Science – Select a primary Area of Science. Two additional areas may be selected if there is significant overlap.
5. Methods/Approaches – Select a primary method/approach. Two additional methods/approaches may be selected.
6. Study Populations and Experimental Systems – Select a primary. Two additional study populations or experimental systems may be selected, if applicable.

☐ Attach Research Proposal

- Provide a clear, concise description of your research proposal, using the adjudication criteria outlined below.
- Ten (10)-page limit in English (12-page limit in French)
- This document **should contain any critical tables, charts, figures, and photographs**. The research proposal must adhere to the guidelines for attachments (click here for more information).
- 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).
- 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).
- Assessed on "Significance and Impact of the Research," "Approaches and Methods," and "Expertise, Experience and Resources." Include **headings in your proposal** for these criteria unless your application is for a Randomized Controlled Trial.
- Reviewers are advised that research proposals may exert only a basic/mechanistic impact, as this is as important as the translational impact. The impact does not only mean near-future clinical relevance. They will evaluate whether the work proposed will significantly advance the proposed area of research.

For **Indigenous Health Research**, **Randomized Controlled Trials** (RCT), **Commercialization**, and **Tri-Agency Multidisciplinary Review**, see the Special Considerations section below.

Significance and Impact of the Research

- 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?**
  - 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 KT/commercialization approaches/methodologies and opportunities to apply research findings nationally and internationally.
- **Is the rationale of the project 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 (which includes basic science, model organisms, and other discovery research), 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) (e.g.: publishing in peer-reviewed journals) 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.

Approaches and Methods

- Intended to assess the quality of the project's design and plan; including how and when the project will be completed.
- Applicants can contextualize their research in terms of the impacts of COVID. This may mean increasing costs, time, or having contingency plans in place (not mandatory).

- **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 KT/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.*

Expertise, Experience and Resources

- Provide an estimate of the number of hours per week (contribution) for each applicant, including trainees, working on the project.
- Provide information on the protected research time for Principal Applicant(s)
- Intended to assess the appropriateness of the complement of expertise, experience, and resources among the applicants (NPA, PA(s) and Co-Applicant(s)) and their institutions/organizations, as it relates to the ability to collectively deliver on the objectives of the project.
- As collaborator CVs cannot be provided, their expertise should be highlighted here in terms of the contribution and services they will provide.

- **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(s)) appropriate to enable the conduct and success of the project?**
  - 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).

☐ **Attach Summary of Progress (maximum 2 pages)**

- This document should be a narrative to support the research proposal by allowing applicants to describe to their reviewers **how the application fits within their overarching research program**.
- **This section is NOT intended to be an extension of the application or CV.**
- Follow CIHR's formatting requirements. Should include:
  - **Progress/Productivity**: Contextualize any results from research activities that support the current application. Why do you need these funds, within the larger program?
  - **Impacts on progress of research**: Outline the impact of specific factors (e.g., leave, the COVID-19 pandemic) on your research progress.
  - **Budget requested in relation to overall funding held currently or previously**: Contextualize the current application and proposed budget in relation to your overall program of research and funding history. Include all funding currently held and pending (as outlined in your CV). You should illustrate clearly to reviewers why the requested funds are needed, how they are distinct from the funds currently held, and how they will advance research.
  - **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.
- **Do not include figures, tables, or graphs in this section**
- References not recommended in this section

☐ **References** (No page limit)

- Upload a list of references cited within the application (e.g., bibliographic information) in a PDF format. Use any standard style.

☐ **Response to Previous Reviews** (Optional)

- If you are resubmitting an unsuccessful application, it is recommended that you respond to all previous reviewer's comments in **max. 2 pages.** If you are resubmitting to the same committee, there is a good chance that your application will be seen by previous reviewers, and they will expect the previous feedback to be addressed.
- *Remember to be gracious to your reviewers*. Your application may or may not be directed to the same reviewers as previously.
- Focus on the feedback that you found to be most helpful and highlight the positive changes that you have made to your application.
- If you upload a "Response to Previous Reviews" you ***must*** include **all the reviews received in the last round of submission in the response** (the reviews do not count toward the 2-page response limit). You do not have to respond to all the comments in the reviews, only those that are relevant to your revised application.
- To include the previous reviews being addressed, 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 and Reviewers Report *[Committee member]*** being addressed.
- Include these download(s) with your 2-page response in your PDF.

- **Do NOT include the Notice of Decision (NOD) or the results letter**.
- Your response should not require reference to any other document, because reviewers will not have access to previous application information.

Task 3: Complete Summary (max. 3500 characters)

- The summary completed at registration will prepopulate but **can be updated at application**.
- The summary submitted at **Registration** is used to match peer-reviewer expertise to applications.
- ***TIP:*** If applying for a Priority Announcement (PA) that does not have a relevance form, update summary to better reflect your application's relevance to the PA.
- Do not use references in this section.
- Using scientific/technical terms provide the following information:

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

Task 4: Identify Application Partners (optional)

- ☐ Identifying Application Partners is *a requirement only for partnered projects*.
- ☐ Partnership contributions can be a combination of cash and/or in-kind contributions. There is no upper limit on partner contributions.
- ☐ Enter partner information on ResearchNet, through the Identify Application Partners task. Search for each partner's name and if not already in the system, click on "Other," and add the organizational information.
- ☐ Upload a letter of support that includes *specific details* on the support (from the Identify Application Partners root menu, select 'Manage Attachments' and upload the PDF document).

Task 5: Enter Budget Information

- ☐ **All amounts entered should be totals for the entire duration on the grant (NOT yearly amounts).**
- ☐ Indicate the amount that is required in each budget category, along with a concise, high-level description of what the funds will be used for to justify the amount requested.
- ☐ The sum of all budget categories (total requested budget for entire period of support) should add up to a **multiple of $5,000**.
- ☐ Select the term for the period of support requested by selecting years/months from the menu
- ☐ Enter the requested amount for each budget category for the entire period of support

- Each amount should be rounded to a multiple of $1,000
- If a category does not apply, the field can be left blank

☐ Justify the amount requested within each category in the context of the requirements for the project.
- Text boxes were recently expanded to allow for full justifications of amounts requested
- Reviewers can recommend that the budget remain as requested or recommend an adjusted amount. They would then need to provide comments to justify their recommendation.
- Justify numbers of personnel by **linking specific objectives and tasks to trainees and staff**. For lab staff, clarify **where the salary is currently coming from, and why funds need to be requested from this grant**.

☐ Compensation for research staff and research trainees should be in accordance with the rates/practices used in your Department or Faculty; please contact the individual responsible for payroll within your Department or Faculty to confirm rates.

☐ Post-doctoral stipends: A minimum salary of $50,000 **PLUS** 12.43% for benefits (for a total of $56,215) is recommended for post-docs.

☐ Agency grant funds must not be used to pay compensation to:
- grant recipients or individuals who **conduct research independently** as part of the terms and conditions of their employment, including but not limited to researchers in academia, hospitals, and research institutes (including adjunct appointments and knowledge users).
- individuals expected to work on the funded research/activities free of charge as a collaboration as per the program and funding opportunity literature and any relevant agency agreements.

☐ Subject to the restrictions above, *individuals* employed and compensated by another organization for the time spent on the funded research/activities cannot be compensated from grant funds. However, grant funds *can* be used to *reimburse the organization* for costs incurred in compensating the individual for time spent on the grant activities.

☐ **Trainees can be listed on the grant** (i.e., as a co-applicant) **and be paid from it**.

☐ Co-applicants and collaborators can be paid for their services from the grant as long as they are not considered an independent researcher.

☐ Team members engaged as Patient Partners can be reimbursed and compensated for their time. Compensation can be through direct payment, in-kind contributions (conference travel, etc.), cash, or honoraria, or with the choice given to not receive payment. You may wish to follow Alberta Strategic Patient Oriented Research (SPOR) guidelines of $25/hr as a benchmark.

☐ You can transfer funds to other Project team members based in other countries.

☐ Equipment can be requested. CIHR defines Research Equipment as:
- Any item (or interrelated collection of items comprising a system) used wholly or in part for research, which meets all three conditions of being: 1) a non-expendable tangible property, 2) having a useful life of more than 1 year, and 3) a cost of $2,000 or more.

Partner Budget Details sub-task (optional)

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

☐ Partnership contributions can be a combination of cash and/or in-kind contributions. There is no upper limit on partner contributions.

☐ If you identified 'Application Partners,' this task will automatically appear. To include any partner funding in the budget section, you must first identify the partner in the Partner Task (Section 4).

☐ Highlight any secured, or expected to be secured, contributions that will support the program.

- ☐ For each year and for each partner enter the commitment ($) in the appropriate column. If there is no contribution in a given year, enter "0" in both the cash and in-kind columns.
- ☐ Describe how the contribution from the partner will be used towards the proposed research project (max. 900 characters)
- ☐ Repeat these steps for each partner.

Task 6: Complete Peer Review Administration Information

- ☐ **Peer Review Administration** (Optional)
  - Suggest Canadian or international reviewers
    - Must have First name, Last name, Institution and Email Address
    - List only reviewers with no conflict of interest
- ☐ **Reviewers to exclude for this Application** (Optional)
  - Must include a reason why.
- ☐ **Suggested Committees**
  - Suggested committees from registration **cannot** change at application.

Task 7: Attach Other Application Material (No page limit)

- ☐ **Reviewers are under no obligation to read Other Application Materials.** Because of this, the research proposal should stand alone and contain any crucial tables, figures, diagrams, or pictures.
- ☐ Expectations for this section vary by pillars, but it is **recommended to use caution** when including documents in this section, as **a large appendix can make a negative impression** on some reviewers.
- ☐ Upload any other application materials you wish to include with your application package, in PDF format.
- ☐ All documents must adhere to the Formatting Instructions for Attachments
- ☐ **Strongly recommended** that you attach the **Certificate of Completion** for the sex- and gender-based analysis training modules for the NPA:
  - After completing the appropriate training module that applies to the research project, you will receive a Certificate of Completion PDF that you will save and upload under Other.
- ☐ You may also attach:
  - Letters of support/collaboration
    - For applicants with a pending appointment, a letter of support is required 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.
  - 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 (optional, but recommended).

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

- ☐ Priority Announcements/Funding Pools (PAs) 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.
- ☐ For information on individual PAs, refer to the "Funds Available" and "Specific Requirements" sections of the funding opportunity.

☐ To apply for funding through PAs, select up to three PA titles 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.

Task 9: Preview

☐ Review all components of your application and ensure that every participant on the application has completed their required tasks.

☐ **You won't be able to preview the whole application if parts are marked incomplete!**

- Once all tasks are marked complete, the option to preview the complete document will appear in the list as 'Application Package (excludes CCVs)' – this will create one PDF document for you to preview, as it will appear to RSO.

Task 10: Consent and Submit

☐ All Principal Applicants and Co-Applicants must consent before the Nominated Principal Applicant will be able to Consent and Submit.

☐ All Principal Applicants and Co-Applicants must complete the Equity and Diversity Questionnaire.

☐ There are no signatures required as part of the application – consent is gathered electronically.

☐ Click 'Submit.' The application will be sent to Research Services for review, before being submitted to CIHR. **There is no guarantee your application will be returned to you before being submitted, so ensure all parts are completed.**

Questions in advance of the internal deadline?

Contact Lindsey Hritzuk at lindsey.hritzuk@ucalgary.ca

Formatting Instructions for Attachments

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

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

CIHR Definitions

Nominated Principal Applicant: An individual who will:

- be responsible for the direction of the proposed activities; and
- assume the administrative and financial responsibility for the grant or award; and
- receive all related correspondence from CIHR.

Principal Applicant: an individual who shares responsibility for the direction of the proposed activities.

Co-Applicant: an individual who contributes to the proposed activities.

Collaborator: an individual whose role in the proposed activities is to provide a specific service (e.g., access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.)

Independent Researcher: An individual who:

- is autonomous regarding their research activities; and
- has an academic or research appointment which:
    - must commence by the effective date of funding; and
    - allows the individual to pursue the proposed research project, to engage in independent research activities for the entire duration of the funding, to supervise trainees, and to publish the research results; and
    - obliges the individual to conform to institutional regulations concerning the conduct of research, the supervision of trainees, and the employment conditions of staff paid with CIHR funding.

Knowledge-user: An individual:

- who is likely to be able to use the knowledge generated through research in order to make informed decisions about health policies, programs and/or practices;
- whose level of engagement in the research process may vary in intensity and complexity depending on the nature of the research and their information needs;
- who can be, but is not limited to, a practitioner, policymaker, educator, decisionmaker, healthcare administrator, community leader, or an individual in a health charity, patient group, private sector organization, or a media outlet.

Trainee: an individual who is enhancing their research skills through actual involvement in research and who works under the formal supervision of an independent researcher; or an independent researcher who has taken a leave of absence from their academic or research position. For example:

- an undergraduate student engaged in research at an academic institution;
- a graduate student enrolled in a graduate course of study at an academic institution;
- a postdoctoral fellow (post-PhD) at an academic or research institution;
- a post-health professional degree fellow (e.g.: nursing, physiotherapy, medicine, dentistry) at an academic or research institution.

New/early career researcher/investigator: Any applicant who has assumed his/her first independent academic position (e.g., faculty appointment) no more than **FIVE years ago (60 months)**. Due to the COVID extensions granted by CIHR, any individual who held ECR status between **March 1, 2020 and September 15, 2022** had their ECR eligibility window extended to **84 months** from the standard 60 months.

Therefore, those who secured their first academic appointment on or after September 15, 2022, will be considered ECRs for a period of 60 months, as per the tri-agency's standard definition. See table below:

ECR cohort	Status
Progressed out of ECR status *before* Mar. 1, 2020	Standard 60-month window applies
Held ECR status between Mar. 1, 2020, and Sep. 15, 2022	ECR status extended to 84 months (no further extensions to ECR window)
New ECRs entering system *after* Sep. 15, 2022	Standard 60-month window applies

- All time spent in research appointments will be taken into consideration when determining eligibility. Should an applicant hold or have held a part-time appointment, CIHR will count that time as 50% (e.g., a one-year part-time appointment will count for six months towards the maximum).
- Leaves of absence will be considered in the calculation of eligibility (i.e., will not count towards the maximum), and are credited as twice the amount of time taken.

Mid-career investigator: Any applicant who has assumed his/her independent academic position (e.g., faculty appointment) **5-15 years** ago.

Senior investigator: Any applicant who has assumed his/her first independent academic position (e.g., faculty appointment) more than **15 years** ago.

Integrated Knowledge Translation (iKT): a way of doing research with researchers and knowledge users working together to shape the research process – starting with collaborations on setting the research questions, deciding the methodology, being involved in data collection and tools development, interpreting the findings, and helping disseminate the research results. For more information see the Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches

Partner: Organizations identified by the applicants that contribute cash and/or in-kind resources to the research project, according to terms negotiated by the applicants. The Project Grant program has no formal requirements for partnering; however, depending on the nature of the research proposal, a commitment (cash or in-kind) from interested or engaged knowledge user(s) or other partners will be reasonably expected by peer reviewers.

Special Considerations

Indigenous Health Research – For an application to be considered for review by the IHR committee, the proposal must explicitly describe engagement with the community in relation to the research.

- **Significance and Impact of Research:** 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.
- **Approaches and Methods:** 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.
- **Expertise, Experience and Resources:** 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).

Randomized Controlled Trials (RCT) – All applications submitted to the RCT committee, **regardless of the level of funding requested**, ***must*** follow the RCT headings provided under RCT Evaluation Criteria and Headings.

- Include **only the main headings by title** and refer to subheadings only by number.

- An entry is required under every heading and subheading.

Commercialization – For commercialization projects, the applicant should integrate a Research/Technical Plan and a Commercialization Plan as part of their 10-page research proposal; these will be evaluated according to specific criteria.

Tri-Agency Multidisciplinary Review – This committee provides an option for researchers working in interdisciplinary research to direct their application to a committee with expertise from across the social sciences, humanities, natural sciences, engineering, and health sciences. This is a pilot Tri-Agency Interdisciplinary Peer Review Committee (TAIPR), with the following mandate. Please review closely to determine eligibility.