Research Services Office
ResearchNet Application Checklist
Canadian Institutes of Health Research (CIHR)
Project Grant – FALL 2024

Project Grant Submission Process

☐ FINAL Internal Deadline: **September 9, 2024, at 9:00am** 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 11, 2024, 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 28, 2024**. The detailed administrative review includes checking for eligibility, UofC commitments and risk, compliance with program guidelines (including formatting), 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/conduct-research/additional-resources/research-management-system-rms) and '***Submit for 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 **the RSO internal deadline**.

☐ Click '***Submit***' in ResearchNet to submit your application to Research Services Office for review and institutional approval by **9:00am** on **September 9, 2024.**

Recent Changes/Updates

- New federal **Research Security Requirements for Fall 2024**: There are two new requirements related to the National Security Guidelines for Research Partnerships (NSGRP) and Sensitive Technology Research and Affiliations of Concern (STRAC). To assist with this, all UCalgary nominated principal applicants **must submit an internal research security questionnaire** before Monday, August 19.
  - See Tasks 3 and 5 below for more information.
- **New limits on attachments (Spring 2024)**: Most supplemental attachments (i.e., appendices) **are no longer allowed**. The following attachments are not permitted and will be removed from your application: questionnaires, surveys, and consent forms; supplemental tables, charts, figures, and photographs; patient information sheets (for randomized controlled trial applications), and publications.
  - **Some attachments are mandatory**, such as the nominated principal applicant's certificate of completion for SGBA training modules. Certain letters are mandatory if applicable to the application**.**
  - **A few attachments are optional or optional if applicable**.
  - Letters are now limited to five pages per letter.
- **New formatting guidelines** (Fall 2023, additional updates for Spring 2024) and new **MS Word template**: Text in attachments must be 12 point, **Times New Roman font**. Margins must now be a minimum of 2 cm (**0.79 inches**

not ¾ inches) on all sides. CIHR may withdraw your application if it does not meet the formatting requirements. Carefully review all formatting requirements for attachments before you prepare your application. CIHR has created a DOCX template that applicants can use to ensure their applications are properly formatted.

- **Expanded equalization** (Fall 2024): CIHR will now equalize success rates for applications from nominated principal applicants who self-identify as racialized or who self-identify as a person with a disability (based on the information provided in the EDI self-identification questionnaire). CIHR will continue to equalize success rates for ECRs, female nominated principal applicants and researchers who submit applications in French. CIHR will use information from the CCV to equalize success rates for female NPAs and ECRs.
- Updates to **RCT, commercialization, and TAIPR** project requirements. See relevant sections below for more info.
- **Hyperlinks in applications** (emphasized for 2024): Information provided in your application must be self-contained. You must not include hyperlinks and links to documents hosted on a Google drive (or other similar drive). Reviewers are instructed not to access links to additional information/documents.
- **CIHR has reorganized its webpages and Project Grant information** (Spring 2024). You may find the new Project Grant Program: Resources webpage helpful if you are looking for additional guidance and information about how to complete your application and CIHR policies.
- **Response to Previous Reviews** (Fall 2024): You now upload one PDF that contains your two-page response and a second PDF that contains the reviews and SO notes you received in the round(s) of submission you are responding to.
- **Manage Access** in ResearchNet (Fall 2023)**:** 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.
- **Official languages and information intended for public consumption** (Spring 2024): Information intended for public consumption, for the purposes of informing and engaging stakeholders (e.g., website content, information pamphlets, guidelines, promotional and event-related material etc.) should be provided in both official languages (English and French) and developed using plain language practices.

General Tips:

- 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 and will not be provided to reviewers.
- 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.
- **Common formatting issues**, now being tracked by CIHR:
    - **Page size**: the research proposal is written on pages that are not letter size (8.5 X 11 inches)
    - **Margins**: part of the research proposal (text, figures, tables, etc.) is in the margins around the page (margins must be minimum of **0.79" / 2 cm**)
    - **Font size**: the body of the research proposal is written in less than 12-point font size
    - **Line spacing**: the body of the research proposal is written in less than **single line spacing**.
- If you are **applying as an ECR**, ensure that your Biosketch CCV accurately reflects your eligibility.

Application Process as per the tasks required in ResearchNet

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.
- The Nominated Principal Applicant (NPA) can add participants (ex: Principal Applicants, co-Applicants, collaborators) to the application in ResearchNet by entering their:
  - ☐ Validated CIHR PIN (not mandatory for collaborators, but encouraged)
  - ☐ Name
  - ☐ Role and Participant Type (click here for definitions)
- 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 before the NPA can submit:
  - ☐ Complete **Equity and Diversity Questionnaire**
    - Login to ResearchNet and select the user tab (name in the top right banner) and select ResearchNet account settings.
    - This information is not released; it is for internal CIHR use only. You will need to complete the newest version of the questionnaire if you haven't already done so before submitting your application.
  - ☐ Enter **CCV confirmation number**
    - 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.
  - ☐ 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).
    - Ensure you explain why each of the contributions is significant. This should not be a simple re-listing of publications from your CV.
    - Contributions can take the form of:
      - Publications, presentations, IP, 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.
    - Consider the **San Francisco Declaration of Research Assessment** in this section:
      - 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.
    - **See the RSO Most Significant Contributions Statement Guide** for more info on writing this section.

☐ **Consent** (constitutes electronic signature)

☐ **Optional: Additional CV Information – Leave**

- Applicants that have indicated leaves of absence in the past **seven years** in their CCV (e.g., parental, bereavement, medical, or administrative leave) may include a PDF document in the "Attachments" subtask 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.

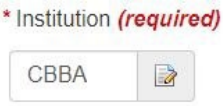
Task 2: Enter Proposal Information

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

- ☐ 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.
  - Even if it is the same as the overall project title, recommend including it here as well.
- ☐ Lay Abstract (max. 2000 characters)
  - **Can** change at application
  - Using plain language (ie: grade 8 reading level or lower) 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? (i.e., non-government partners and industry associations; **excludes not-for-profit organizations**).
  - If you have partners from the private sector you must upload a Risk Assessment form in Task 8: Attach Other Application Materials. (New)
  - Contact researchsecurity@ucalgary.ca if you have questions about how to answer this question or need assistance completing the research security requirements.
- ☐ 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.
  - Applications that are identified as iKT projects may be assessed by both research and knowledge-user reviewers.
  - 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 **decision makers/knowledge users as equal partners** alongside researchers in all stages of the research process, 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****?* If you have answered "*yes*" to the question you are required to select one of the below 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),** Faculty, Department
  - Complete the Faculty and Department fields. Although these fields are not mandatory in ResearchNet, the institution needs this information for tracking purposes.
    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 name.
- ☐ 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?
  - **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** (recently updated!)**.**
- ☐ 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.
    - 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 **now mandatory** that you complete one of 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. Upload the Certificate of Completion under Other Application Materials (see below).

☐ Language of proposal (Applications in French are provided 20% more space for proposal and attachments).

☐ 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 up to 10 keywords that describe your research project.
2. Themes – Select a primary theme (ie: pillar) classification, in order of relevance. Can list up to 4 if there is significant overlap.
3. Suggested Institutes – Select a primary Institute based on which mandate your research falls under. 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;** use 'Other' (when available) and Descriptors, as necessary:

4. Areas of Science – Select a primary Area of Science. Two additional areas may be selected in order of relevance if there is significant overlap. Use Other if needed.
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 project, using the adjudication criteria outlined below.
- **Formatting**: Follow the new formatting guidelines! CIHR is checking carefully and may withdraw your application from the competition if it does not adhere to the formatting guidelines.
- Proposal must be **maximum of 10 pages** (12 pages if it is written in French).
    - Give the reviewer's eyes a break by providing white space.
    - Left-align your text—it is easier to read than right-aligned/justified text.
    - Use bold fonts selectively to emphasize key information. Avoid underlined text—it is more difficult to read than regular text because it interferes with lowercase letters. Likewise, italicized text is more difficult to read, so use it sparingly.
- **The proposal should stand alone** and contain a complete description of your project. All **critical tables, charts, figures, and photographs** must be included in the 10-page proposal. Hyperlinks and links to additional information or data are not allowed. **Reviewers will not access additional information external**

to the application. CIHR has also limited the type of attachments allowed, so ensure all pertinent materials are in the proposal.

- You should attach **references as a separate document** (numbered separately); references do not count towards the 10- (or 12-) page limit for the research proposal (please see section below entitled Other Attachments – Project References).
- 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.
- Address **sex and gender considerations** in your research design, methods, analysis, and interpretation and/or dissemination of findings, as appropriate. Some applicants like to dedicate a section to sex and gender considerations, but we suggest also discussing how you will consider sex and gender in the appropriate places throughout the proposal so that they appear well integrated as opposed to tacked on.
- If you are an **early career researcher**, ensure you state this in the proposal.
- Tie budget requests to the proposal; the budget items you are requesting should be evident within the proposal. It is particularly important to align knowledge translation and dissemination activities, staff, and trainees to proposal.

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

Concept: 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 idea sound?***
  - The project rationale is based on a logical integration of concepts.
- ***Are the overall goals and objectives of the project well defined?***
  - The goal states the purpose of the project, and what the project is ultimately expected to achieve.
  - The objectives clearly define the proposed lines of inquiry and/or activities required to meet the goal.
  - The proposed project outputs (i.e.: the anticipated results of the project) are clearly described and aligned to the objectives.
- ***Are the anticipated project contributions likely to advance basic health-related knowledge, or health care, or health systems or health outcomes?***
  - The context and needs (issues and/or gaps) of the project are clearly described.
  - The anticipated contribution(s) (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.

Feasibility: 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.
    - 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?
    - 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

- Intended to assess the appropriateness of the complement of expertise, experience, and resources among the applicants (NPA, PA(s) and Co-A(s)) and their institutions/organizations, as it relates to the ability to collectively deliver on the objectives of the project.
- 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)
- 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 research proposal or CV.**
- The Summary of Progress is not a detailed accounting of progress and funding. Details on funding can be found in the applicant's CV.

- Follow CIHR's formatting requirements. Should include:
  - **Progress/Productivity**: Outline and contextualize any activities, contributions and impacts that support the current application.
  - **Impacts on progress of research**: At your discretion and where relevant, outline the impact of specific factors (e.g., leave history, career stage, pandemic impact, family responsibilities or other circumstances) 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. Address 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.
  - **Figures, tables, and hyperlinks are not permitted in the Summary of Progress.**
  - References not recommended in this section.

☐ **References** (No page limit)
- Attachment must follow the formatting guidelines.
- 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** (Optional)
- If you are resubmitting an unsuccessful CIHR Project Grant application, it is recommended that you respond to previous reviewer's comments (**maximum 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.
- Upload **one PDF that contains your two-page response** and a **second PDF that contains the reviews** and SO notes you received in the round(s) of submission you are responding to. You may only respond to reviewer comments from previous Project Grant competitions.
- 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.
- **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: Identify Sensitive Technology Research Areas

- CIHR has implemented mandatory research security requirements for the Fall 2024 Project Grant competition. **These requirements must be completed prior to submission of your application**.

- To ensure requirements are met, all UCalgary NPAs MUST complete the CIHR Project Grants: Research Security Requirements Screening Questionnaire before August 19, 2024.
- In accordance with the Policy on Sensitive Technology Research and Affiliations of Concern (STRAC), applicants must indicate whether research activities supported by this grant will advance any of the listed areas in the Sensitive Technology Research Areas (STRA) List.
  - You are **advised to take a broad approach** to determining if your project falls into a sensitive research area.
- When responding 'Yes' to the question, the Nominated Principal Applicant must acquire completed Attestation forms from all researchers with a named role in the grant application and upload them as a single, combined PDF form. Collaborators do not need to provide an attestation form for CIHR.
- **Failure to properly and accurately complete the attestation may result in the rejection of your application by CIHR or in some cases a loss of funding.**
- Contact Research Security at researchsecurity@ucalgary.ca with any questions about the research security requirements for CIHR or for assistance in completing these requirements.

Task 4: Complete Summary (max. 3500 characters)

- The summary completed at registration will prepopulate but can be updated at application.
- 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 submitted at Registration.
- Some committee members (who vote on your score) may only read your summary so make sure it is clear, exciting, easy to read for a diverse audience, concisely summarizes key project details, and highlights the impact and significance of your project
- 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.
- Use scientific/technical terms but ensure it is easy for a diverse audience to understand.

- ***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/impact** of the proposed research and how it will advance knowledge and/or its application to health care, health systems and/or health outcomes.

Task 5: Identify Application Partners (optional)

- ☐ Mandatory only if you indicated in Task 2 that your project is **an iKT/partnered project** that includes a partner.
- ☐ 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).

- ☐ General letters of support are no longer allowed in the Attach Other Application materials task. If you wish to include a letter of support from an organization, you must identify them as an application partner, in which case their letter of support becomes mandatory. CIHR defines application partners as organizations that contribute cash or in-kind towards the project.
- ☐ National Security Guidelines for Research Partnerships – If your application includes a **private sector partner** (i.e., a non-government organization), including industry associations but excluding not-for-profits, you must also upload a Risk Assessment Form in the Attach Other Application Materials task. Contact Research Security for assistance completing the new research security requirements.

Task 6: 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 comprehensive 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**.
- ☐ 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.
- ☐ 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.
    - 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**.
- ☐ The expectation of the budget request is that it is a reasonable estimate that takes into consideration the needs of the program/project of research and any anticipated changes in requirements over the term of the grant.
- ☐ Compensation for research staff and research trainees should be in accordance with the rates/practices used in your Department or Faculty; please contact your Department or Faculty Research Office to confirm rates (salary/benefits, etc.).
- ☐ Postdoctoral Rates:
    - The PDAC collective agreement requires a minimum salary of **$45,000/year** as of July 1, 2024. There are scheduled increases to the minimum salary for the next several years so consult the agreement to ensure rates align. There is no maximum salary rate stipulated in the agreement.
    - **Check with your faculty/department/institute as some may have set higher minimum salaries.**
    - Also note that the **average postdoc salary in CSM** in 2023 was ~$59,000/year (plus 14.31% benefits) and the average entrance/hiring salary was ~$57,000/year (plus benefits), and the Tri-Agencies recently increased the value of their fellowships to $70,000 per year.
- ☐ 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-A, not PA) **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.
    - **Exception:** International researchers can be paid from the grant. If you are paying an international researcher, you will need to attach a letter from their employer attesting that they are not being compensated for time spent on the grant-funded research activities in Task 8: Attach Other Application Materials.
- ☐ **For applications involving Indigenous Peoples/communities**, eligible costs include xxpenditures that respect the culture and traditions of Indigenous peoples, where needed for the meaningful conduct of research. See TCPS 2 - Chapter 9 Research Involving the First Nations, Inuit and Métis Peoples of Canada and TAGFA Directive on Gifts, Honoraria and Incentives. These include:
    - Costs related to community mobilization and engagement, including culturally relevant promotional items such as, tobacco, cloth, feasting and gift giving for honouring ceremonies, and cash reimbursements (in a method acceptable to the individual or community being reimbursed) to compensate community participation.
    - Contracts and/or consultant fees for knowledge translation and communication activities for Indigenous Elders, community members, and Indigenous Knowledge Keepers involved in activities related to the Indigenous community.
- ☐ 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 team members, including those based in other countries.
- ☐ Equipment is an eligible expense. 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.
- ☐ All information intended for public consumption, including for the purposes of informing and engaging stakeholders (e.g., website content, information pamphlets, guidelines, promotional and event-related material, etc.), must be provided in both official languages (English and French) and should be developed using plain language practices. See Allowable Costs for more details.

Partner Budget Details sub-task (if applicable)

- ☐ **Securing partner contributions 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 sub-task will automatically appear. To include any partner funding in the budget section, you must first identify the partner in the Task 5: Identify Application Partners.
- ☐ Include 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 7: 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 8: Attach Other Application Material

- ☐ You can upload **limited** additional application materials with your application package. Please read the following instructions carefully, as CIHR has updated the allowable attachments, and many **are no longer permitted**.
- ☐ All documents must be in PDF format; each individual letter has a 5-page limit.
- ☐ All documents must adhere to the Formatting Instructions for Attachments
- ☐ **MANDATORY**:
    - NPA's **certificate of completion** for one of the sex- and gender-based analysis training modules:
        - After completing the appropriate training module that applies to your research project, you will receive a Certificate of Completion; save as an unsecured PDF and upload under "Other" (1-page limit).
- ☐ **Mandatory, if applicable:**
    - If your application involves one or more **partner organizations from the private sector** (i.e., non-government organizations), including non-profits and industry associations, you must upload one risk assessment form. (1 form per application; 6-page limit for English, 7-page limit for French)
        - Save a copy of the form as an unsecured PDF and upload it under "Other."
    - If you have a **pending appointment**, you must attach a letter of support from the dean of the faculty indicating the date your appointment is expected to take effect. The appointment must begin by the effective date of funding. (1 document; 5-page limit)
    - If your proposal relates to **Indigenous health research**, you must attach letters of community support from Indigenous partners. (Maximum of 20 documents; up to 5 pages each)
    - If someone on the application is an **international researcher** who will be paid from the grant, you must attach a letter from their employer attesting that that individual is not being compensated for time spent on the grant-funded research activities. (Maximum of 20 documents; up to 5 pages each)
- ☐ **Optional**, but recommended for all collaborators:
    - Letters of collaboration to the NPA which outline a specific service to be provided such as access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.
        - The letter should not contain information that should be in the research proposal or include documentation that is no longer accepted.
        - Remember to list the individual providing the letter as a collaborator in the Identify Participants task.
- ☐ The following attachments **are no longer accepted** and will be removed from the application prior to review:
    - Patient Information Sheets (for RCT applications)
    - Publications
    - Questionnaires, surveys, and consent forms
    - Supplementary tables, charts, figures, and photographs
    - Cost quotations, CVs, and any other documents

Task 9: 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.
- ☐ Ensure your Project Summary also clearly shows how your project aligns with the Priority Announcement.
- ☐ If required for the Priority Announcement you are applying to, check that you have indicated the correct CIHR Institute in the Descriptors subtask of Task 2: Enter Proposal Information.
- ☐ If the Priority Announcement is only available to NPAs at a certain career stage, check that you have correctly indicated your Participant Type in Task 1: Identify Participants and that your Biosketch accurately reflects your career stage.
- ☐ You must consent to sharing of information in Task 11: Consent to be considered for Priority Announcements.

Task 10: 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 tasks 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.
- ☐ **You are strongly encouraged to preview the full application package prior to submitting it to RSO and CIHR!**

Task 11: Manage access (optional)

- ☐ This task allows NPA to delegate access to a maximum of five [5] individuals to support the completion of application tasks.
- ☐ 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.

Task 12: 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 NPA can submit the application to CIHR. There are no signature pages required.
- ☐ Once every task is complete, including the consent section, the NPA must review the terms listed and respond to the questions regarding consent in order to submit the application.
- ☐ 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.
- ☐ The NPA must click "Submit to Research Institution." The application will be sent to the Institution Paid, as part of the eApproval process, and ultimately to CIHR. The NPA will receive e-mail confirmation once CIHR receives the application.
- ☐ The application will be sent to Research Services (Institution Paid) 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 **updated its attachment formatting requirements** and is carefully tracking all applications that do not adhere. Repeat offenders may have their application removed from competition. The reason for these formatting requirements is to ensure that all applicants have exactly the same amount of space to write their proposals.

- **Font**: Use a minimum of 12 point, **Times New Roman font** in black type. Do not use condensed fonts. Superscript and subscript text are allowable.
    - You may use other fonts and font sizes for text in tables, charts, figures, graphs and legends only, as long as it is legible when the page is viewed at 100%.
- **Line spacing**: Use a minimum of single line spacingFootnote1. Do not use narrow line spacing.
- **Character spacing**: Use normal/standard character spacing. Do not use condensed character spacing.
- **Margins:** Insert a minimum **margin of 2 cm** (0.79 inch) around all pages. Margins may include page numbers in the header or footer (number only) but must **otherwise be empty and contain no text or images**.
- **Page limit:** Observe page limitations. Additional pages may NOT be added unless specified.
- Page size Use only letter size (21.59 X 27.94 cm / 8.5" X 11"), white paper/background for all attachments.
    - Photo-reduce the supporting documents if the originals are larger than 21.59 X 27.94 cm / 8.5" X 11".
- **Attachment format:** 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.

Use CIHR's new DOCX Template! CIHR has created a DOCX template that is formatted according to these requirements. (Use 'merge formatting' when pasting your content into the template.)

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 (including trainees).

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 eligible research appointments will be taken into consideration when determining eligibility.
- 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.
- Ensure the Biosketch CCV clearly supports the ECR status.
- Ensure you indicate ECR status in PA relevance form, summary, and proposal.

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.

Private-Sector Partner: Private-sector organizations are those that are not owned or operated by any order of government and include all for-profit organizations. Private-sector partners include private companies and industry associations, but **do NOT include not-for-profit organizations**. Contact Research Security at researchsecurity@ucalgary.ca if you have questions about CIHR's research security requirements, including the definition of private-sector partner.

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 Interdisciplinary Peer Review Committee (TAIPR)

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. See the TAIPR site for more info.