Spring 2024 Project Grant Competition
Applicant Q&A Webinar

January 2024

A Vision for a Healthier Future / Une vision pour un avenir en santé

Session Outline

Updates, Reminders and General Information

Resources

Contact Information

Question and Answer Period

Project Grant Spring 2024 Timelines

Key Dates	
Registration Deadline	February 7, 2024
Application Deadline	March 6, 2024
Anticipated Notice of Recommendation (NOR)	July 3, 2024
Anticipated Notice of Decision (NOD)	July 17, 2024
Funding Start Date	October 1, 2024

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UPDATE: Formatting Requirements

These requirements apply to <u>all applicant-prepared</u> attachments (including the research proposal) and **must** be followed to ensure readability and fairness:

- **Font**:
  - ➢ **Times New Roman**
  - ➢ 12 point or larger
  - ➢ black colour 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 normal/standard character spacing. Do not use condensed character spacing.
- **Line spacing**: A minimum of single line spacing is required; **do not use narrow line spacing**
- **Margins**: Not to be less than 2 cm (**0.79 inch**) on all sides
- **Page size:** Use only letter size (21.59 X 27.94 cm or 8.5 X 11 inches)

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

UPDATE: Appendices

Appendices are permitted under **Task 7 – Attach Other Application Materials.**

You **must** attach:

- A certificate of completion for the sex- and gender-based analysis training modules for the NPA.
- A letter of:
  - ➢ support if you have a pending appointment.
  - ➢ community support if your proposal relates to Indigenous health research.
  - ➢ attestation from their employer if someone on the application is an international researcher who will be paid from the grant.

You **may** attach:

- Letters of collaboration to the NPA

No longer accepted:

- Patient Information Sheet (for RCT applications)
- Publications
- Questionnaires, surveys, and consent forms
- Supplementary tables, charts, figures, and photographs
- Any other documents

REMINDER: San Francisco Declaration on Research Assessment (DORA)

As applicants, you are encouraged to:

- think broadly when choosing contributions and impacts to highlight;

- include indicators of **quality** (e.g., distinctions-based, meaningful and culturally safe health research) and **impact** (e.g., influence on policy and practice, health and societal outcomes); and

- provide context to support peer reviewers in assessing your track record if relevant.

Where can you outline these in your application?

- Most significant contributions

- Summary of progress

REMINDER: Completing CVs

All participants, except for collaborators, are required to submit a CV that is completed via the Canadian Common CV (CCV) interface.

Applicant Roles	Canadian Academic Applicant	• **Knowledge Users** • **Non-academics** • **Indigenous Organizations** • **International Applicants**
• Nominated Principal Applicant (NPA) • Principal Applicant (PA) • Co-Applicant (CO)	CIHR Biosketch CV	CIHR Biosketch CV or Applicant Profile CV
• Collaborator	Not Applicable	

REMINDER : Resubmission Applications

The following question was added in the Spring 2023 competition to the registration form on ResearchNet:

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

- Only answer "yes" if this application is a resubmission of a previously unsuccessful Project Grant application.

- This question will appear in the application and your response from your registration will display as read-only and will not be editable.

- This question and response will be visible to the reviewers.

- Reviewers are instructed to treat all applications, including resubmissions, **as new applications**.

- Completing the Response to Previous Reviews section of your application remains optional regardless of your response to this question.

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REMINDER: Response to Previous Reviews

If you are resubmitting an unsuccessful application, you may provide a response to previous reviewers' comments (maximum of 2 pages). **If you exceed the two-page limit, CIHR may remove any additional pages without notifying you further.**

If you are submitting a response to previous reviews:

- You **must** include **all** the reviews and Scientific Officer (SO) Notes (if available) received in that round of submission

- The reviews and SO Notes do not count towards the two-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.

- The reviews to which you are responding may only stem from a previous Project competition.

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

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REMINDER: Research Summary and Proposal

- Your research proposal must include all crucial information (**including tables, charts, figures and photographs**) that a reviewer will need to read in order to assess your application. **It should <u>not</u> include any hyperlinks.**

- The following page limits for the research proposal will apply:
  - Research proposals submitted in English – 10 pages*
  - Research proposals submitted in French – 12 pages.

- The research **summary** of applications submitted in French will <u>**be translated and added to the application**</u> as part of our commitment to continuous improvements to the peer review process.

* **Note that any pages over the page limit identified above will be removed with no further notification to the Nominated Principal Applicant.**

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REMINDER: Sex and Gender Based Analysis (SGBA)

As an applicant, you must demonstrate how sex and/or gender has been integrated into the:
- Research design,
- Methods,
- Analysis and interpretation, and/or
- Dissemination of findings.

Please review the information on How to integrate sex and gender in research available on the CIHR website.

The Nominated Principal Applicant must complete one of the sex- and gender-based analysis training modules and upload the Certificate of Completion in **Task 7 – Attach Other Application Materials.**

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REMINDER: Summary of Progress

The scope of the Summary of Progress includes:

- Progress / productivity / impact

- ECRs

- Impacts on progress of research (e.g., leave, family responsibilities, pandemic, etc.)

- Budget requested in relation to overall funding held currently or pending

The Summary of Progress is <u>not</u>:

- a summary or a history of your application

- a duplicate CV content

- extra pages for your research proposal

- to include any tables, figures, graphs and hyperlinks

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REMINDER: Budget Information

The budget justification text boxes in ResearchNet were expanded so there is ample space to fully justify your budget items.

- budget should be an **<u>accurate assessment of the funding needed to complete the research</u>**.

- Verify that the budget items are **eligible, reasonable and justifiable expenses.**

- Check for mathematical errors and that all amounts match with each other in the different sections of the application.

Please ensure to enter the requested amount first and then provide justification to ensure your work is properly saved.

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REMINDER: Priority Announcements

Priority Announcements (PAs) are additional sources of potential funding for applications submitted to the Project Grant competition.

It is important that within the application to the Project Grant competition, applicants **must consent to the sharing of information in order to be considered** for Priority Announcements.

For more information on Priority Announcement, please visit the **Priority Announcements and the Project Grant - Frequently Asked Questions webpage**.

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GENERAL INFORMATION: Expanded Equity, Diversity and Inclusion Self-Identification Questionnaire

- Launched in June 2022 with minor revisions to question #2 to address gender identity and sex assigned at birth implemented on December 15, 2022

- Mandatory ResearchNet task for all participants at time of application

  - Opt-out: "I prefer not to answer"

  - Change responses at any time

- Accompanied by the Privacy Notice statement

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GENERAL INFORMATION: Manage Access task (optional)

This optional task allows a Nominated Principal Applicant (NPA) to delegate access to their application to a maximum of five [5] individuals.

Individuals with delegated access:

✔ Can support the completion of eSubmission tasks in collaboration with others

✔ Require their own ResearchNet account

✔ Do not require a CIHR PIN

✘ Cannot access or view any participant Self-Identification Questionnaire Information

✘ Cannot access NPA Current/Completed or Inactive activities in which they are not delegated

✘ Cannot submit the application

GENERAL INFORMATION: Clinical Trials Policy Guide - Requirements

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

- Nominated Principal Investigators receiving CIHR grant funds for conducting clinical trials on or after January 1, 2022 must comply with the requirements outlined in the [CIHR Policy Guide](#) to remain eligible for new CIHR funding.

- When responding to the question "Does this application contain a clinical trial?" in your application, the definition of clinical trial can be found in the [CIHR glossary of funding-related terms](#)

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GENERAL INFORMATION: Tri-Agency Interdisciplinary Peer Review Committee

In 2021, a Tri-Agency interdisciplinary Peer Review committee was added to ensure the agencies had robust mechanisms to review and support interdisciplinary research and continues to be offered for the Spring 2024 competition.

Spring 2024 Project Grant applicants who wish for their application to be considered for review in the Tri-Agency interdisciplinary (TIR) committee, which utilizes a **unique peer review process**:

- **must** indicate **the TIR committee** as their **first suggested committee at registration**
- **must** clearly justify, in the committee choice justification, how the proposal **integrates interdisciplinary approaches to achieve the project goals**

For more information, please consult the following websites: Tri-Agency Interdisciplinary Peer Review Committee landing page, the Frequently Asked Questions, and TAIPR Peer Review Guide.

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Resources

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Resources – Reference Materials

These are your core resources for submitting an application to the Project Grant competition.

- Project Grant Program
- Funding Opportunity
- Priority Announcement Funding Opportunity
- Project Grant FAQ
- Priority Announcements FAQ
- Registration Instructions
- Application Instructions
- Project Grant Program: Application Process
- Peer Review Committee Mandates
- Peer Review Manual
- CCV CIHR Biosketch – Quick Reference Guide
- CCV Frequently Asked Questions
- Applicant Profile CV
- Acceptable Application Formats and PDF Attachments
- Tri-Agency Guide on Financial Administration

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Resources – Reference Materials

These reference materials cover topics related to the Project Grant competition.

Sex and Gender Based Analysis:

- [Sex, Gender and Health Research](#)
- [How to integrate sex and gender into research](#)
- [Sex and Gender Champions](#)
- [Impacts of integrating sex and gender in research](#)
- [Institute of Gender and Health online courses](#)

Articles suggested by the Institute of Gender and Health as examples of integration of sex and gender considerations and analysis:

- [Different immune cells mediate mechanical pain hypersensitivity in male and female mice](#)
- [The influence of sex and gender domains on COVID-19 cases and mortality](#)
- [Sex, Gender, and Cardiovascular Health in Canadian and Austrian Populations](#)
- [A Composite Measure of Gender and Its Association With Risk Factors in Patients With Premature Acute Coronary Syndrome](#)

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Resources – San Francisco Declaration on Research Assessment (DORA):

For Applicants:

- Applicant Resource: How to highlight your research contributions and impacts
- Examples of contributions and impacts by research pillar
- Frequently Asked Questions

General:

- DORA's Resource Library
- Reimagining academic assessment: stories of innovation and change
- Rethinking Research Assessment: Building Blocks for Impact

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Resources – Reference & Learning Materials

These reference materials cover topics related to the Project Grant competition.

- Equity and Diversity Questionnaire: [Equity, Diversity and Inclusion Self-Identification Questionnaire](#)

- Integrated Knowledge Translation (iKT): [Knowledge Translation Planning](#)

- Global Health: [Global health research](#)

- Excellence in peer review: [Bias in peer review](#)

Learning materials can be accessed at the [Learning for Applicants](#) page. Topics relevant to the Project Grant competition can be found under the following headings:

- Project Grant

- Sex- and Gender-Based Analysis (SGBA) and Health Research

- Equity and Diversity Questionnaire

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Contact Information

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Website: Project Grant Program

Hours: Mon-Fri, 7AM-8PM Eastern (except holidays)

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Question and Answer Session

- We invite you to join the discussion.

- Please ask your question in the Question-and-Answer feature of the meeting.

- You can also "like" a question already asked to emphasize it.

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