Project Scheme: 2016 1st Live Pilot Application Instructions

General Application Process

1. Applications must be submitted by applicants using ResearchNet.
2. It is the responsibility of the applicant to ensure that their application is complete prior to its submission to CIHR.
3. Applications must be submitted on or prior to the deadline posted on ResearchNet. CIHR cannot legally accept an application until the "Consent and Submit" section is completed as part of the submission process.
4. Please note that this competition will use the eApproval process. Make sure to check with your institution to determine if there are any internal deadline dates.
5. This document provides general instructions but does not necessarily contain all information required to complete this application. Please ensure that you also read the Funding Opportunity Details, and become familiar with CIHR funding policies.
6. If you are experiencing technical difficulties with your account, or if you have any questions regarding the CIHR-specific content on ResearchNet, please feel free to contact us between 8:00 a.m. to 4:30 p.m. Eastern Time.
7. ResearchNet and Program Support are available after normal working hours (16:30 Eastern Time) and until deadline (20:00 Eastern Time) for issues related to application to this funding opportunity on deadline dates.

support@cihr-irsc.gc.ca
1-888-603-4178
613-954-1968

Supporting Resources

- Project Scheme Frequently Asked Questions (FAQ’s)
- CIHR Project Biosketch CV– Quick Reference Guide
- Project Scheme Co-Applicant CV – Quick Reference Guide
- Peer Review Manual – Project Scheme
- Project Scheme 2016 1st Live Pilot Funding Opportunity

Tasks required for completing a Project application:

Important Notes

- The application form will open on ResearchNet January 19, 2016, after the registration deadline.
- The list of all participants must remain unchanged between registration and application; CIHR will not allow participants to be added or removed, or roles to be
changed once a registration is submitted. The list of participants will enable potential reviewers to declare any conflicts of interest, and allow CIHR to secure reviewers with the appropriate expertise for all the applications within the competition timelines.

- **Complete a Canadian Common CV**
- **Complete the Project Grant ResearchNet application**
  - Task 1. Identify Participants
  - Task 2. Enter Proposal Information
  - Task 3. Complete Summary
  - Task 4. Complete Application
  - Task 5. Identify Application Partners (Optional)
  - Task 6. Enter Budget Information
  - Task 7. Complete Peer Review Administration Information
  - Task 8. Preview
  - Task 9. Consent and Submit

### A. Complete a Canadian Common CV

**Note:** Applicants can update their CV information between Registration and Application. Therefore, the CV confirmation number submitted at the Registration is not automatically transferred over to the Application stage. Applicants must either upload the confirmation number submitted at Registration or a new confirmation number that reflects updates to their CV.

The roles you selected when identifying participants in ResearchNet (Task 1) at the Registration stage are transferred over to the Application Stage. These roles determine which CV type is required for each participant:

- The **Nominated Principal Applicant and all Principal Applicants** are required to submit a CIHR Project Biosketch CV, whether they are an Independent Researcher or Knowledge User.
- All **Co-Applicants** are required to submit a Project Scheme Co-Applicant CV, whether they are an Independent Researcher, Knowledge User or a Trainee.
- A CV is not requested for **Collaborators**.

To complete a CIHR Project Biosketch CV or a Project Scheme Co-Applicant CV:

1. Log in to the [Common CV (CCV)](https://www.commoncv.ca) system.
2. Go to the CV menu on the top left of the page, and select "Funding".
3. In the Funding Source field, select "CIHR" from the dropdown menu Select "CIHR Project Biosketch" or "Project Scheme Co-Applicant CV" as the CV Type, depending on your role, and then click "Load".
4. Enter data in each of the required sections, and click "Done" when finished each section. Validation is performed automatically, and if there are any errors, they will be displayed in each section. The validation rules follow the requirements set specifically by CIHR.
5. The CV data entered in CCV can be viewed in PDF format by selecting "Preview" on the top right of the page. Read through the document to identify any changes that need to be made in CCV before submitting the CV to CIHR.

6. Once satisfied with the information and output of the CV, click "Submit". A CCV confirmation number will be generated in the status message, and will also be located at the top of the CV PDF document. Record this confirmation number as it will be needed to link the CV to research applications being completed in ResearchNet.

7. Enter the required CCV confirmation number(s) under the "Identify Participants Task" (click "Edit" under the participant in question and input the CCV Confirmation Number where requested).

8. If any participant wishes to make changes to their Common CV after it has been linked to an application, they must repeat the steps described above. After the desired changes are made on the CCV website, the new CV will need to be submitted, generating a NEW CCV confirmation number, which will need to be updated in ResearchNet.

**Notes:**

- Participants can preview CCVs in ResearchNet by clicking on the Tasks page.
- During peak periods, there can be a delay between the time that you submit the CV and when ResearchNet is able to validate it. **It is highly recommended that you complete and submit your CV well in advance of the competition deadline.**

For additional information on working with the CCV, including assistance with record selection and instructions on creating CV versions, please refer to the [CCV Frequently Asked Questions for CIHR Applicants](#).

**B. Complete a ResearchNet Application**

**Task 1: Identify Participants**

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

**Note:** Participants cannot be added or removed or roles changed at application.

**1.1 Participant Information**

- The applicant that initiated/opened the registration in ResearchNet is identified as the Nominated Principal Applicant for the application.
- All Principal Applicants and Co-Applicants will have access to the application on ResearchNet in order to allow them to contribute to the application.
- All Principal Applicants and Co-Applicants must complete the following:
  - Enter their CCV confirmation number.
  - Complete their most significant contributions.
  - Consent.
- Only the Nominated Principal Applicant has the functionality to submit the application.
• The Nominated Principal Applicant will have to wait for all other participants to complete their relevant sections of the application before submitting.

1.2 Most Significant Contributions

This mandatory sub-task captures information on the Nominated Principal Applicant, all Principal Applicants and all Co-Applicants (not for Collaborators) and cannot exceed 3,500 characters, including spaces. Note: When cutting and pasting text into the text box, the exact number of characters may vary slightly depending on the type of browser that you are using.

Please insert information regarding your most significant contributions (maximum of 5) as they relate to the application. Contributions can take the form of:

• Publications, presentations, intellectual property, other knowledge translation activities etc.
• Awards, degrees, credentials, etc.
• Clinical practice, policy development, etc.
• Specialized training, strategic employment positions, etc.

The contributions that you choose to share should be directly relevant to the grant application, and should demonstrate how you will contribute to the application at hand.

1.3 Consent

All Principal Applicants and Co-Applicants on the application must agree to General Conditions and Consent to Disclosure of Personal Information before the Nominated Principal Applicant can submit the application to CIHR. Signed signature pages are not required. Note that the Nominated Principal Applicant will consent in Task #9.

Task 2: Enter Proposal Information

Note: Information entered at Registration will be prepopulated in the Application.

Project Title: Project titles cannot change at application. The title submitted at Registration is automatically transferred over to the Application stage.

Lay Title: Provide a title for your project that is in a language clear to members of the general public. Lay titles are used by CIHR to inform the public and Parliament about the valuable research supported through public funds. Lay titles can change at application.

Lay Abstract: Using language accessible to a lay audience, Principal Applicants are asked to describe the proposed research, indicating how the proposed research can improve personal health, the health of populations and/or the health delivery system. The character limit for the entire task is 2000 characters. This information is used by CIHR to inform the public and Parliament about the valuable research supported through public funds. Lay abstracts can change at application.
Institution Paid: The Institution Paid will administer the funds for your project. Consult the Institutional Eligibility Requirements on the CIHR website for more information.

Please note that prior to submitting your completed application, the Institution Paid will have access to view a limited number of application fields while your application is in progress.

Partnered/Integrated Knowledge Translation (iKT) Projects - Special consideration:

Is your application for a knowledge translation or commercialization project that includes a partner and/or a knowledge user?

This information has been pre-populated from registration and is editable at application. For your application to be deemed eligible for the Partnered/Integrated Knowledge Translation (iKT) Projects - Special consideration, you must answer “yes” to this question and your project must include one of the following:

1. A partner AND a knowledge user; OR
2. A partner only; OR
3. A knowledge user only.

At application, if you have selected YES to the first question, you are required to select one of the three options (as indicated above) to identify the type of approach used in your project (partnered and/or integrated knowledge translation). Also, you are required to identify at least one contributing partner as an Applicant Partner (see sections 5 and 6.3 for more information) if your project includes “a partner AND a knowledge user” or “a partner only”. Note: IF you select ‘a partner AND a knowledge user’ or ‘a knowledge user only’, you must have identified at least one Principal Investigator who is a knowledge user at registration.

Peer review for applications that are confirmed eligible and validated for the Partnered/iKT special consideration will be integrated into the competition as a whole. However, at Stage 1 of the peer review process, applications that are deemed eligible for the special consideration will be assessed by both researcher and knowledge user reviewers. For further information regarding the Partnered/Integrated Knowledge Translation (iKT) Projects – Special Consideration, please consult the Project Scheme Frequently Asked Questions.

Certification Requirements: If you are awarded a grant, the necessary certification requirements must be met in accordance with policies on ethical conduct of research. Relevant policies:

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

Note: For further information on research involving human participants and human biological materials, refer to the TCPS 2-2nd edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans.

Is this a clinical trial?
Indicate if this application includes a clinical trial. For more information regarding clinical trials, please refer to the policy on trials.
Does this application contain a randomized controlled trial?
Indicate if this application includes a randomized controlled trial.

In order to carry out the proposed research in this application, is an exemption from Health Canada under Section 56 of the Controlled Drugs and Substances Act required?
Indicate if your proposed research is such that an exemption from Health Canada under Section 56 of the Controlled Drugs and Substances Act (CDSA) will be required. Consult the Health Canada website for details regarding obtaining an exemption under Section 56 of the CDSA.

Does this application propose research involving Aboriginal people?
Indicate if your application proposes research involving Aboriginal people. This information will be used for statistical purposes only. Applicants whose proposed research will involve Aboriginal People should consult Ethics of Health Research Involving First Nations, Inuit and Métis People. Any questions or comments may be sent to the Aboriginal Ethics Guidelines mailbox at aeg-lda@cihr-irsc.gc.ca.

Are sex (biological) considerations taken into account in this study?
Indicate if sex (biological) considerations are taken into account in this study. For a guide to sex and gender based analysis, please consult the CIHR website.

Are gender (socio-cultural) considerations taken into account in this proposal?
Indicate if gender (socio-cultural) considerations are taken into account in this proposal. For a guide to sex and gender based analysis consult the CIHR website.

If yes, describe how sex and/or gender considerations will be considered in your research design (limit of 2000 characters).

If no, explain why sex and/or gender are not applicable in your research design (limit of 2000 characters).

Containment Level: Definitions of Levels may be found in the PHAC laboratory biosafety guidelines.

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

Project Descriptors: Provide keywords to describe your research project, the techniques and the methodologies it will employ, and the areas of interest.

Areas of Research: Select the areas of research that best describe your proposal from the list provided.

Classification: Select the classifications that best describe your proposal from the list provided.
**Themes:** Select a primary theme classification. Indicate additional theme classifications only if the substance of the grant application significantly overlaps more than one theme. Consult the definition of the four CIHR Themes on the CIHR website for more information.

**Suggested Institutes:** Select a primary CIHR Institute whose research mandate is related to the application's research area(s) and objective(s). Additional Institutes should only be selected if the substance of this grant application significantly overlaps with the research mandate of more than one Institute.

**Task 3: Complete Summary**

The Summary of Research Proposal completed by applicants at registration has been pre-populated in the application and can be updated at application.

The applicant(s) are asked to provide a research summary using scientific or technical terms making sure to provide the following information (as applicable):

- The broad goal(s) of the proposed research and clear linkage indicating how they fit the objectives of the funding opportunity.
- A brief overview of relevant background information and/or rationale for the proposed research.
- Specific research aims with a brief overview of the methodology that will be used to address each of the research aims.
- 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 of the proposed research highlighting the significance of the proposed research and how it will advance knowledge and/or its application to health care, health systems and/or health outcomes.

**Note:**

- Your completed summary cannot exceed 3,500 characters (including spaces) or approximately one page. When cutting and pasting text into the text box, the exact number of characters may vary slightly depending on the type of browser that you are using.
- The summary submitted at registration will be one of the key sources of information used to match peer review expertise to applications. This is necessary to allow us to secure the most appropriate expertise for high quality review of all applications within the competition timelines.

**Task 4: Complete Application**
Provide a clear and concise summary for each adjudication criterion outlined below. In addition to the description below, consult the Peer Review Manual: Project Scheme to obtain additional information on how the application will be assessed during the peer review process.

Notes:

- You must enter information for each of the following adjudication criteria in the individual text boxes in ResearchNet. The character limits are described for each criterion and they include spaces. Depending on the software you use, copying and pasting text from a word processor may not exactly match the character count in ResearchNet. In some instances, using NotePad may be helpful. The text boxes will not allow colored text, figures, tables or images.

4.1: Adjudication Criteria

The following questions are used by reviewers to assess each criterion. Please address them in your application.

Criterion 1 - Assessment of Concept (50%)

Sub-criterion 1.1: Quality of the Idea (25%)

Limit: 1,750 characters including spaces / approximately half a page.

This sub-criterion is intended to assess the quality of what is being proposed.

- **Is the project idea creative?**
  - The project idea is among the best formulated ideas in its field, stemming from new, incremental, innovative, and/or high-risk lines of inquiry; new or adapted research and knowledge translation/commercialization approaches/methodologies and opportunities to apply research findings nationally and internationally.

- **Is the rationale of the project idea sound?**
  - The project rationale is based on a logical integration of concepts.

- **Are the overall goals and objectives of the project well-defined?**
  - The goal states the purpose of the project, and what the project is ultimately expected to achieve.
  - The objectives clearly define the proposed lines of inquiry and/or activities required to meet the goal.
  - The proposed project outputs (i.e., the anticipated results of the project) are clearly described and aligned to the objectives.

Sub-criterion 1.2: Importance of the Idea (25%)

Limit: 3,500 characters including spaces / approximately one page.
This sub-criterion is intended to assess the value of the anticipated project contributions, and any advances in health-related knowledge, health care, health systems, and/or health outcomes.

- **Are the anticipated project contributions likely to advance health-related knowledge, health care, health systems and/or health outcomes?**
  - The context and needs (issues and/or gaps) of the project are clearly described.
  - The anticipated contribution(s) are clearly described, and should be substantive and relevant in relation to the context of the issues or gaps.
  - The anticipated contribution(s) are realistic, i.e., directly stemming from the project outputs, as opposed to marginally related.

**Criterion 2 – Assessment of Feasibility (50%)**

**Sub-criterion 2.1: Approach (25%)**

Limit: 15,750 characters including spaces / approximately four and a half pages.

This sub-criterion is intended to assess the quality of the project's design and plan; including how and when the project will be completed.

- **Are the approaches and methods appropriate to deliver the proposed output(s) and achieve the proposed contribution(s) to advancing health-related knowledge, health care, health systems, and/or health outcomes?**
  - The research and/or knowledge translation/commercialization approaches, methods, and/or strategies should be well-defined and justified in terms of being appropriate to accomplish the objectives of the project.
  - Opportunities to maximize project contributions to advance health-related knowledge, health care, health systems and/or health outcomes should be proactively sought and planned for, but may also arise unexpectedly.

- **Are the timelines and related deliverables of the project realistic?**
  - Timelines for the project should be appropriate in relation to the proposed project activities. Key milestones and deliverables should be aligned with the objectives of the project, and be feasible given the duration of the project.

- **Does the proposal identify potential challenges and appropriate mitigation strategies?**
  - Critical scientific, technical, or organizational challenges should be identified, and a realistic plan to tackle these potential risks should be described. An exhaustive list is not expected.

**Sub-criterion 2.2: Expertise, Experience and Resources (25%)**

Limit: 3,500 characters including spaces / approximately one page.

An estimate of the number of hours per week (contribution) for each applicant working on the project should be provided. The name of the participants will appear above the one page text box with an adjacent box for entering their weekly contributions to the research project.
This sub-criterion is intended to assess the appropriateness of the complement of expertise, experience, and resources among the applicants (Nominated Principal Applicant, Principal Applicant(s) and Co- Applicant(s)), and their institutions/organizations, as it relates to the ability to collectively deliver on the objectives of the project.

It is the responsibility of the Nominated Principal Applicant to ensure the proposed project is poised for success.

- Does the applicant(s) bring the appropriate expertise and experience to lead and deliver the proposed outputs and achieve the proposed contribution(s)?
  - The applicant(s) should demonstrate the combined expertise and experience needed to execute the project (i.e., deliver the proposed outputs as well as achieve the proposed contribution(s)). The roles and responsibilities of each applicant should be clearly described, and linked to the objectives of the project.

- Is there an appropriate level of engagement and/or commitment from the applicant(s)?
  - The level of engagement (e.g., time and other commitments) of each applicant should be appropriate for the roles and responsibilities described.

- Is the environment (academic institution and/or other organization) appropriate to enable the conduct and success of the project?
  - Project applicants should have access to the appropriate infrastructure, facilities, support personnel, equipment, and/or supplies to:
    - Carry out their respective roles, and;
    - As a collective, manage and deliver the proposed output(s), and achieve the proposed contribution(s).

4.2: References

This sub-task is designed to list the references cited within the application (e.g., bibliographic information). A standard reference style is required – APA or a similar format. Please note that information included in this section cannot exceed 7000 characters including spaces (approximately 2 pages).

Note: When cutting and pasting text into the text box, the exact number of characters may vary slightly depending on the type of browser that you are using.

4.3: Attachments

Allowable attachments pertaining to the research proposal must be included in the "Attachments" sub-task found under the Complete Application Task in ResearchNet. Any attachments outside of those outlined below are not permitted.

The following attachments will be permitted:
• **Figures** supporting the application (maximum 2 pages)

Note: Be sure to label the figures. Legends should be succinct and should not contain detailed information pertaining to methods.

**Task 5: Identify Application Partners (Optional)**

This task collects information on all partners involved in the application. Partnership contributions can be a combination of cash and/or in-kind contributions. There is no upper limit on partner contributions to a project.

**Note:** Identifying Application Partners is a requirement only for partnered projects.

Information Required from Partners:

A signed letter of support from every partner must be provided at the time of application for all cash and/or in-kind contributions. The letter should include specific incremental cash or in-kind contributions being provided in support of the proposed research.

To enter partner information on ResearchNet, access the Identify Application Partners task and:

1. Click "Add a Partner".
2. In the small textbox on the left, click the search icon. A search tool will appear.
   - Type the partner name, or a portion of the name, and click search.
   - The search will display results and narrow itself as more information is typed.
   - To facilitate search, enter "%" before and/or after your keyword.
   - Select the partner name from CIHR's prepopulated list.
3. If the partner does not appear, select "Other".
4. Enter the required field to create a new organization record.
5. Repeat these steps for every partner on the proposal.

From the Identify Application Partners task root menu, select "Manage Attachments" and upload the PDF letter document.

Repeat these steps for each partner.

**Task 6: Enter Budget Information**

Outline the budget request and justify that the requested resources are appropriate to financially support the project as described in the application.

To complete the budget request, applicants must:

- Indicate the amount that is required in each budget category, along with a concise, high-level description of what the funds will be used for, in order to support the amount requested.
Information on eligibility of expenses and employment under grants is found in the Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guide, Use of Grant Funds. Please also note the following:

- Applicants will not be expected to provide detailed, line-by-line breakdowns of their budget request within the budget categories.
- All amounts entered in the budget section must be totals for the entire duration of the grant (NOT yearly amounts). CIHR will take the total amount and divide it equally across all years of the proposed project of research.
- All amounts indicated in the budget should be in Canadian dollars.
- Information such as cost quotations are not required as part of the application, and should not be attached to this module.

6.1: Complete the Budget Request

Indicate and justify the required amounts to support the proposed project of research.

Applicants will be required to:

1. Select the term for the period of support requested by selecting the years and months.
2. Enter the requested amount for each budget category.
   - Each amount must be rounded to a multiple of $1,000;
   - Budget requests are total amounts for the entire period of support; and
   - If a category does not apply, the field can be left blank.
3. Justify the amount requested within each applicable category (maximum 900 characters) in the context of the requirements of the proposed project.

Notes:

- The expectation of the budget request is that it is a reasonable estimate that takes into consideration the needs of the research project and any anticipated changes in requirements over the term of the grant.
- The sum of all of the budget categories (total requested budget) must add up to a multiple of $5,000.
- Individuals paid from grants are not employees of CIHR.
- The budget must include the applicable provincial and federal taxes and should be calculated using the after-rebate tax rates. After-rebate tax rates are available on the Canada Revenue Agency website.

6.2: Information on the Budget Categories

This section provides a brief overview on the budget categories and what may be included within the respective categories.

1. Research Staff:
1. All research staff (research associates, assistants, technicians, etc.) should be determined by the work required for the research and the corresponding technical needs.  
2. Salaries for Principal Applicants cannot be paid from the grant.  
3. Stipends for trainees can be paid from the grant.  
4. Collaborators can be paid for their services from the grant as long as they are not considered an independent researcher eligible to apply for CIHR funding.

2. **Trainees**: Costs related to the training and mentoring of trainees, students and knowledge users (e.g., stipends, salaries and benefits if applicable due to institutional policies) are to be included in this section.

3. **Consumables**: CIHR grant funds may be used to cover only the direct costs of research (materials and supplies, services, travel for research activities, etc.) and may not be used for indirect costs.

4. **Non-Consumables**: Funding for equipment may be requested for this competition. Equipment is defined as any item (or interrelated collection of items comprising a system) of nonexpendable tangible property, having a useful life of more than 1 year and a cost of $2,000 or more, which is used wholly or in part for research. Maintenance and operating costs of equipment are also eligible expenses.

5. **Knowledge Translation**: Costs associated with dissemination of research results such as manuscript publication, travel for knowledge translation activities (e.g., conferences), etc. are to be included in this section.

6. **Other**: Costs associated with any other expenses related to the proposed project that are not covered in the above categories are to be included in this section.

**6.3: Complete the Partner Budget Details sub-task (optional)**

List any funding from partners (cash and/or in-kind support) that have been secured, or are expected to be secured. Note that this step should only be completed if this section is relevant to the budget.

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

In order to include any partner funding in the budget section, you must first identify the partner in the Partner Task (section 5). When you do this, a subtask will automatically appear within this sub-section of the Budget Task. Click on the partner name on the navigation column on the left, and complete the following steps:

1. Enter the partner’s financial contribution in the cash or estimated in-kind value column for each year.
   1. If there is no partner contribution for a given year, enter "1" in both the cash and in-kind columns.
2. Describe how the contribution from the partner will be used towards the proposed research project (maximum 900 characters)
3. Repeat these steps for each partner.

**Task 7: Complete Peer Review Administration Information**

This task collects information used for the purpose of peer review administration.

**Suggested Reviewers for this Application**

Suggest Canadian and/or international reviewers that you feel have the expertise to review the application. CIHR reserves the right to make the final selection of reviewers. You should not suggest reviewers in conflict of interest. Consult the Conflict of interest guidelines on the CIHR website for more information.

**Reviewers to exclude for this Application (optional)**

Provide the names of individuals that you feel cannot provide an objective review of your application and add comments specifying why the reviewer should be excluded from the application.

**Task 8: Preview**

The Nominated Principal Applicant should review all components of the application and ensure that every participant on the application has completed their required tasks. To mark the preview task as complete, every other task must be marked as complete. The Nominated Principal Applicant should preview the Full Application Package prior to submitting the application to CIHR.

**Task 9: Consent and Submit**

All Principal Applicants & Co-Applicants on the application must agree to the General Conditions and Consent to Disclosure of Personal Information terms, presented on ResearchNet, before the Nominated Principal Applicant can submit the application to CIHR. There are no signature pages required as part of the application submitted to CIHR.

Once every task is complete, including the consent, the Nominated Principal Applicant must review the terms listed, and respond to the questions regarding consent in order to submit the application.

The Nominated Principal Applicant must click “Submit to CIHR”. The application will be sent to the Institution Paid, as part of the eApproval process, and ultimately, to CIHR. The CIHR deadline time for receipt of all applications will be 20:00 ET. The Nominated Principal Applicant will receive e-mail confirmation once CIHR receives the application.