Project Scheme: 2016 1st Live Pilot Application Requirements

This document provides a summary of the application requirements for the first Project Scheme live pilot competition in advance of the posting of the application form and full application instructions. Please note there will be a registration requirement for this competition.

Please note that the information in this document might change based on the analysis of the results from ongoing pilots. All changes will be highlighted within the document as they are made and no additional changes are expected to be made after December 15, 2015.

Also note that the application for this competition will be completed on-line, and may therefore look different.

<table>
<thead>
<tr>
<th>Administrative, Peer Review and Consent Information</th>
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<tr>
<td>As with other CIHR programs, applicants will be required to provide specific application, peer review and consent information.</td>
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1. Application Information

The applicant(s) will include information about participants such as name, CIHR PIN, and institution.

The Nominated Principal Applicant and all Principal Applicants will attach the Project Biosketch CV (completed through the Canadian Common CV (CCV)). Requirements can be found in the CIHR Project Biosketch CV – Quick Reference Guide.

Co-Applicants will attach the Project Scheme Co-Applicant CV (completed through the Canadian Common CV (CCV)). Requirements can be found in the Project Scheme Co-Applicant CV – Quick Reference Guide.

Collaborators do not require a CV and the CIHR PIN is optional.

The applicants will provide basic information such as project title, administrative details, and descriptors.

2. Peer Review Administration

The applicant(s) will provide information that will be used for the purpose of peer review administration, such as suggested reviewers, and reviewers to exclude, for the submitted application.

3. Preview and Consent
The applicant(s) will be able to preview the various sections of their application as they are completed, and once complete, the full Stage 1 application and CV(s) can also be previewed.

Applicants(s) will be required to agree to the conditions of funding and consent to information sharing prior to submitting the application. Applications must be approved by the applicant's institution prior to submission.

Overview – General Instructions

The Project Scheme is supported by a two-stage competition and review process that focuses reviewer attention on specific structured review criteria. There are two components being considered within Stage 1 of the Project Scheme: Concept and Feasibility.

- **Concept** focuses on the Quality of the Idea and Importance of the Idea being proposed.
- **Feasibility** focuses on the applicant's/applicants' Methodology; the quality of the proposed research project’s design and plan, and also on the Expertise, Experience and Resources of the research team to deliver on the proposed project.

The application will be assessed against the above components by peer reviewers with expertise in the application’s subject matter. Peer reviewers will be instructed to take the applicant's/applicants' career stage and field of research into consideration.

The substantive content for the application will be divided into three sections.

**Section 1 – Summary**
The first section will include a summary of the application. The specific requirements are outlined below.

<table>
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<th>1. Summary</th>
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<td>3,500 characters (including spaces) / approximately 1 page</td>
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Applicants will be asked to highlight all key facets of their research proposal by summarizing the following information:

- The question or issue to be addressed;
- The nature of the core expertise being brought together to address the question or issue;
- Any relevant approaches, methodologies, and/or techniques to be used; and
- How the expected results of the proposal advance knowledge, health research and/or the application of knowledge in the short term and in the long term, as appropriate.

**Section 2: Concept (50%)**
The second section will include information required to assess the concept of the proposed research. In alignment with Criterion 1 of the Project Scheme adjudication criteria, this section
is divided into two subsections (a) Quality of the idea, and (b) Importance of the idea. The specific requirements for each subsection are outlined below.

<table>
<thead>
<tr>
<th>2A. Quality of the Idea (25%)</th>
<th>3,500 characters (including spaces) / approximately 1 page</th>
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<tbody>
<tr>
<td>In this section, reviewers will be asked to assess the quality of what is being proposed. The applicants will be asked to define the overall goal and objectives of the project. Applicants are encouraged to reflect upon the question being asked of reviewers when completing this subsection. These include:</td>
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<td>• Are the overall goal and objectives of the project well-defined and clear; with distinct expected outputs that support advances in health-related knowledge, health research, health care, health systems, and/or health outcomes?</td>
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<td>• Is the rationale of the project idea sound, logical, evidence informed and valid?</td>
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<th>2B. Importance of the Idea (25%)</th>
<th>1,750 characters (including spaces) / approximately ½ page</th>
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<td>In this section, reviewers will be asked to assess the significance of the proposed idea (assuming success) and the contributions to potential advances to health-related knowledge, health research, health care, health systems, and/or health outcomes. The applicants will be asked to highlight the importance of their research idea. This should include a clear description of the potential impact of their research, and how the described project could lead to advances in health-related knowledge, health research, health care, health systems, and/or health outcomes. Applicants are encouraged to reflect upon the questions being asked of reviewers when completing this subsection. These include:</td>
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<td>• Are the anticipated outputs and outcomes clearly described?</td>
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<tr>
<td>• Is the potential impact of the research project significant in that it could lead to advances in health-related knowledge, health research, health care, health systems, and/or health outcomes?</td>
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**Section 3 – Feasibility**
The third section will include information required to assess the Feasibility of the research proposal, in alignment with Criterion 2 of the Project Scheme adjudication criteria.

The CIHR [Project Biosketch CV](https://example.com) and [Project Scheme Co-Applicant CV](https://example.com) will also be used as part of this assessment.
Through their Biosketch(es) and CV(s), applicant(s) will highlight their recognitions, funding histories, activities and contributions that best demonstrate their expertise and experience to deliver on the proposed project.

3A. Methodology (25%)

15,750 characters (including spaces) / approximately 4 1/2 pages

In this section, reviewers will be asked to assess the quality of the proposed research project’s design and plan, including how the project will be completed, and timelines that indicate when the project is expected to be completed.

The applicants will be asked to articulate their research methodology. The description of the methodology should also include a brief description of potential challenges to the approach, any mitigation strategies that will be employed to overcome those challenges, and how progress and success will be measured.

Applicants are encouraged to reflect upon the questions being asked of reviewers when completing this section. These include:

- Are the methods appropriate to deliver the proposed output(s) and achieve the proposed contribution(s)?
- Are the timelines and related deliverables of the project realistic?
- Does the proposal identify potential challenges and appropriate mitigation strategies?

3B. Expertise, Experience, and Resources (25%)

3,500 characters (including spaces) / approximately 1 page

In this section, reviewers will be asked to assess the appropriateness of the complement of expertise, experience, and resources among the applicants 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 applicants to ensure the proposed project is poised for success.

The applicants will be asked to outline the collective expertise and experience (disciplinary, professional, or methodological) being assembled, and how it is appropriate to ensure the delivery of the objectives of the proposed research project. This includes the expertise and experience of the proposed Principal Applicants, as well as Co-Applicants and Collaborators (e.g. researchers, technicians, knowledge-users, partners, patients, trainees, etc.).

The applicants will also be asked to indicate the specific environments necessary for the completion of the proposed project, and how they will ensure access to those specific environments.

Applicants are encouraged to reflect upon the questions being asked of reviewers when completing this section. These include:
• Do the applicants bring the appropriate expertise and experience to lead and deliver on the proposed outputs, and to achieve the proposed contributions?

• Is there an appropriate level of engagement and/or commitment from the applicants?

• Is the environment (academic institution and/or other organization) appropriate to enable the conduct and success of the project?