MHSRB APPLICATION SUBMISSION INSTRUCTIONS

Overview

Researchers who intend to apply for MHSRB funding are encouraged to contact their Faculty Deans (or Associate Deans) for proposal development guidance. All applications must be reviewed and signed by the Department Chair and Dean prior to submission to Research & Services (RDS) and must include a ROLA Proposal submission.

Applications will undergo administrative review for completeness and suitability by RDS. Any additional information or documentation beyond the requested page limits and/or requested documents will be removed from the application prior to review, ensuring all applications are evaluated in an equal context. Exceptions to the page restrictions are Reference lists, Images, Quotes, CIHR reviewer comments, and Letters of Support. If you wish to receive a preliminary administrative review by RDS, please email your application to internalgrants@uwo.ca before the Dean’s deadline date.

Applications are adjudicated by the Medical and Health Sciences Research Board (MHSRB) and will be reviewed by the MHSRB Adjudication committee for alignment with the goals of the funding priority as described above under “Review Criteria”. Applicants will be asked to make a 10-minute presentation to the Committee before award results are determined.

Step-by-Step

1. Complete a Research On-line Administration (ROLA) submission at: http://www.uwo.ca/research/rds/ROLA/ROLAFrameset.html by the Dean’s deadline date. Your generated Proposal ID must be included on your application. Applications will not be accepted if a ROLA submission has not been completed with signature approvals by the RD&S deadline date.

2. Complete an Application form which consists of:
   - MHSRB Application Form including budget request and one page proposal summary (signed by Department Chair and Faculty Dean).
   - Abbreviated CV Summary.

   More details on application requirements provided below. The Research Board reserves the right to reject applications that do not conform.

3. Dean’s Deadline: ROLA Proposal to be submitted & application to be completed and signed by PI, Co-Applicants and Chair. Email application to appropriate contact for Dean’s approval. Quotes can either be copied into the last page of your application or emailed as separate attachments. Please note that where the Chair or Dean is the PI on the application, an acting Dean or Chair must provide signature approval. Hard copy or emailed submissions, with signature approval, will be accepted by RD&S.

4. RD&S Deadline: Submit your completed application with all required signature approvals in one PDF document to internalgrants@uwo.ca. Quotes can either be copied into the last page of your application or emailed as separate attachments. Please note that hard copy submissions are not required, but will also be accepted.

The posted Deadline to RD&S will be strictly enforced. Late or incomplete applications will be rejected without consideration.

Application Requirements

Priority Area:
One application form will be used for either of the following 3 priority funding areas: Seed, Bridge and Accelerator grants. The applicant will be required to specify which support is being sought.

Budget
Seed and Bridge funding requests will have a maximum budget of $25,000, while Accelerator requests will have a maximum budget of $50,000. For the Bridge and Seed grants only, the program will support half of the award amount and the researcher’s Faculty will match 1:1 to support the other half.

Provide estimated costs for eligible expenditures as appropriate for your project. Please provide a short budget justification outlining how the budget expenditure will lead to future CIHR success. Ensure you have factored in costs such as benefits, taxes, shipping and delivery fees, and ensure all travel is estimated in adherence with University Policies.

Eligible Expenditures:
**Personnel costs:** The names (if known), categories of employment and proposed personnel costs (with explicit indication of the non-discretionary benefits) of students, postdoctoral fellows, and research staff should be provided. The responsibilities for each position should be described briefly and the percentage of time they will be spending on this project over its life span indicated. Salaries of faculty are not to be included in project costs.

**Materials and supplies:** Details should be provided.

**Travel:** The relation between each activity and the proposed research should be described. Travel to field sites for data collection is appropriate when justified and quotes should be provided. Conference travel and travel for collaborative meetings are not eligible expenses.

**Dissemination:** Details of publication costs, user workshops or other activities should be provided.

**Equipment:** A breakdown of the items requested should be provided. Fees to be paid for the use of equipment or a facility should be described (e.g., hours and rate). Quotes should be provided.

**Other expenses:** Provide a brief explanation for major items.

**Proposal Summary:**

On the one page provided, explain: a) Why this project qualifies for internal funding; b) how it supports your long-term research plans; c) feedback received from a CIHR submission; and d) the CIHR competition you plan to seek support from. Include as appropriate:

- Recent progress
- Short- and long-term objectives
- Literature review
- Methodology
- Plans for support and development of HQP
- Anticipated impact of the research

An additional page of references or images may be included at the end of the application.

**Abbreviated CV Summary:**

The CV is to contain only the following information:

- Funding applications (sponsor and amount) pending
- Funding (sponsor and amount) currently held
- Number of graduate students and post-doctoral fellows currently supervised
- Number of total graduate students and post-doctoral fellows supervised in the last 5 years
- A listing of publications over the last 5 years

**Approvals and Certifications (in ROLA):**

All research proposals involving ethics (human subjects), animal subjects or biohazardous materials must be approved by the appropriate Western certification review committee. Applicants must indicate whether they require approval for the use of human or animal subjects or biohazardous materials under the Certifications tab of their ROLA proposal. If awarded, funds will be encumbered and the work may not commence until appropriate approvals are officially confirmed in ROLA. For more information on the certification approval process, please visit the relevant Ethics, Animal Use or Bio Hazard websites.

**Signatures:**

All application submissions must have signature approval from the applicant, all co-applicants, the department Chair and the Faculty Dean (or Associate Dean).

*ROLA Proposal approval alone would not replace application signature approval.*