

Fall 2021 CIHR Project Grant ([Funding Announcement](#))

Registration ([Instructions](#))

Due date: August 18, 2021 (20:00 EST, 8PM)

- Can submit two Registrations as Nominated Principal Applicant (NPA).
- The Nominated Principal Applicant must remain unchanged between Registration and Application. Other participants can be added, removed, or change roles between Registration and Application.
- A Common CV (CCV) is not required for the registration.
- Partnered/Integrated Knowledge Translation (iKT) Projects:
 - Please note that inclusion of a knowledge user on the application does not automatically render the application iKT. If a proposal is not an iKT proposal, then answer “No” to the above question.
 - If your application consists of a knowledge translation or commercialization project and includes a partner and/or a knowledge user:
 - Answer “Yes” to “Does your application include a partner and/or a knowledge user?”

TIP: Integrated knowledge translation is an approach where knowledge users are equal partners and integrated into the entire research process beginning at conceptualization.

- Complete Summary:
 - The research summary will be used to determine which peer review committee will review each application and to match the most appropriate expert reviewers to the application. The Complete Summary can be edited in the full application, but should not change significantly.
 - Advise using the provided headings – frequently highlighting team expertise is overlooked.
 - **TIP:** Integrate your knowledge translation plan into your complete summary highlighting key stakeholders (partners and knowledge users), key dissemination strategies and expected contributions/outcomes.
- **NEW for Fall 2021:** A new [Tri-Agency interdisciplinary Peer Review \(TAIPR\) committee](#) has been added to three funding opportunities (Insight Grant, Project Grant, Discovery Horizons Grant). This pilot will bring relevant applications together in one shared interdisciplinary peer review committee and applications reviewed in the TAIPR committee will undergo a [unique peer review process](#), and be evaluated against [specific evaluation criteria](#) within the context of the Project Grant [Adjudication Criteria and Interpretation Guidelines](#).
- **TIP:** Both your summary and justification need to justify why you picked the TAIPR panel. Your proposed project must include research across 2 of SSHRC, NSERC, CIHR.
- **TIP:** TAIPR has its [own evaluation criteria](#).
- The Nominated Principal Applicant clicks Submit to send the registration to CIHR.

- The application will open once your registration has been submitted.

Application ([Instructions](#))

Due date: September 15, 2021

Attachment formatting: Font: 12 point or larger; Black type; Margins: Not be less than 2 cm (3/4 inch) on all sides; The size of the attached document(s) cannot exceed 30 MB per document

TIP: Keep in mind when writing each application section CIHR's principles:

- "Funding based on excellence"
- "Excellence needs diversity"
- "Fairness and transparency"

Task 1: Identify Participants

Subtasks: Most Significant Contributions / Applicant Profile CV / Additional CV Information – Leave / Consents

TIP: Invite team members as soon as possible so they can contribute their CV (as applicable), and Collaborators have time to obtain/provide a validated CIHR PIN.

TIP: Most Significant Contributions (max. 5 contributions), should be directly relevant to the grant application, and should demonstrate how you will contribute to the application at hand. Emphasize if any of these contributions have also contributed toward EDI in any way (e.g. community impact for marginalized groups, diverse team composition that contributed to research impact)

Applicant Profile CV

- New [Applicant profile CV](#): May be used by Non-academic, Indigenous organizations and international applicants.
- In ResearchNet, upload Applicant profile CV in the "Attachments" section of the Participant Information SubTask
- Max. three (3) pages. No section length restrictions, allowing each applicant to choose what to emphasize.
- **TIP:** Participants eligible to use the Applicant profile CV should emphasize expertise and contributions relevant to the project at hand. Section lengths can vary, allowing applicants to provide more content in the most relevant sections.

Additional CV Information – Leave, attachment

- To address leaves from the last seven years (e.g., parental, bereavement, medical, or administrative leave) the NPA may include a PDF document (no page limits) to supplement the publication information for that equivalent period of time as included 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. Note that leaves of absence should also have been included in the appropriate section (Employment-Leaves) of the CCV.

CIHR Biosketch

- CIHR Biosketch CV: Must be used by Academic applicants (NPA, PA, Co-Applicants, and Knowledge Users that have a Canadian academic appointment). Collaborators do not require a CV.
- CCV Leaves of Absence/Impact on Research section – COVID-19 related impacts and leaves may be noted in this Employment section.
- Research Funding History
 - On-going Grants (held as principal investigator/principal knowledge user, as a co-investigator/co-knowledge user, or as a collaborator). Note that amounts should be reported in CAD.
 - Completed Grants – last five years (based on end date).
 - Declined/Under Review - do not include funding that you were awarded, but declined, or funding applications that are currently under review.
- **TIP:** Ensure the research funding are correctly entered as On-Going Grants or Completed Grants
- Contributions – Publication: last seven years

- **TIP:** Ensure the research funding details (dates, program name, values, etc.) are consistent with details noted in the Summary of Progress.

Task 2: Enter Proposal Information

Overview/Details/Descriptors/Attachments

- **TASK 2 TIP:** Task 2 must contain all crucial info about your project. Reviewers must review all Task 2 material, as opposed to ‘Task 7: Attach Other Application Material’, which is optional for Reviewers to assess.

Lay Abstract

- **TIP:** Should be understandable to a non-expert. To achieve this, avoid where possible and limit use of acronyms. The lay abstract should leave a non-expert able to articulate why your project is needed, what the research entails AND what the contribution(s) will be.

Details

- Can be modified at full application stage.
- iKT
 - **KNOWLEDGE USER TIP:** If the application includes a Knowledge User team member, this does not automatically render the application iKT. If a proposal is not an iKT proposal, then answer “No” to “Does your application include a partner AND/OR a knowledge user?”.

- PARTNERS TIP: If you include Partners in Task 4 but the application is not a Partnered application answer “No” to “Does your application include a partner AND/OR a knowledge user?”
 - ‘Partner’ implies an organization.
- SGBA
 - **TIPS:**
 - Consider the differences in impact of your intervention or experiences of health status of the research for sex, gender, or other identity that may have an effect on the considerations for your research design, data analysis or outcomes for diverse groups of participants.
 - Generalizable research is impactful research. Discuss the importance or irrelevance of diverse representation, subgroup analyses, and how these will affect social outcomes in your research.
 - Applicants must demonstrate they’ve integrated SGBA into research design, methods, analysis and interpretation, and/or dissemination of findings (if applicable). Reviewers must factor the assessment of sex (as a biological variable) and/or gender (as a socio-cultural factor) into the written evaluation and overall score, by considering its integration as a strength, a weakness or not applicable to the proposal.

Descriptors

- If applying to a Priority Announcement(s), does that PA require you to choose a specific Primary Suggested Institute?

Task 2 Attachments

- Research Proposal, attachment: 10 pages – English, 12 pages – French.
- The Research Proposal should be a ‘stand alone’ document.
- Text colour should be black, 12 point.
- Figure labels must be in a font size legible at 100% scale.
- Ensure applications including a Randomized Controlled Trial (RCT) follow the specific requirements with respect to formatting, RCT Evaluation Criteria, and Headings.
- Ensure applications with a commercialization project address the specific criteria for the evaluation of the required Research/Technical Plan and Commercialization Plan.
- **TIPS**
 - Read the Evaluation Criteria carefully. Ensure specific requests in the Sub-criterion are addressed, including: clear and feasible timelines; demonstrate that you have the appropriate level of engagement and/or commitment from the applicant(s) to make the project successful; have provided an estimate of the number of hours per week (contribution) for each applicant working on the project; have demonstrated access to the appropriate infrastructure, facilities, support personnel, equipment, and/or supplies, etc.
 - All feasibility-related content should be included in the Research Proposal.
 - Research Proposal must be well-organized, compelling and articulate.
 - Ensure consistent and complementary information is presented in the Research Proposal, Summary of Progress and the Budget Justifications. Since the Budget

Justification entries must be brief, the Research proposal should expand on the roles and tasks assigned to specialized staff and trainees.

- Integrate a knowledge translation plan that identifies your target audience(s), how the knowledge will be tailored and shared with each audience, when sharing and exchange will occur and what the expected contribution to each audience is.
- Address the Tri-Agency Open Access requirement and keep in mind that Western's institutional repository, Scholarship@Western, meets the open access requirement.
- Your knowledge translation plan should be linked to your expected contributions/outcomes.

Summary of Progress, attachment:

- SoP is two pages, with the subsections: Progress/Productivity, COVID-19 impacts on your research, ECRs who have held a FND Grant, Budget requested in relation to overall funding held currently or pending.
- Mainly for the NPA, but if PA or Co-Applicants have relevant publications/funding/skill-sets, these can be mentioned in the SoP.
- Progress/productivity – not a detailed accounting of “everything”. Contextualize this proposal in the context of your whole activity/amongst other projects. Lists are for the CV!
- ECR's - For early career researchers (ECRs) who have held a Foundation grant, contextualize your Foundation grant into the Summary of Progress that would have gone into the half-page statement formerly added to the Project applications
- Budget section of SoP allows for financial accounting.
- “I have this grant already, and so this is where I am, and where I need to go with this proposal.” The SoP shouldn't be an itemization, it's a narrative.
- How does the new funding fit into the “whole”.
- Disclose if you are submitting another PJT application to this round. This last section must address budgetary and conceptual overlap with other funding to give this new project context. How will this new funding advance your research program?
- **TIPS**
 - For ECRs the SoP is a great opportunity to talk about your technical background, training, established networks and the team you have pulled together for this proposed study. Consider contributions to EDI in your team composition.
 - The SoP provides an opportunity to demonstrate (to the Panel) financial accountability of the funding that you have or had. Applicants can provide non-conventional metrics, beyond what can be conveyed by a CCV.

Response to Previous Reviews

- Response to Previous Reviews, attachment: One PDF containing max. two (2) page Response, plus *all* Reviewer and SO Notes.
- **RTPRs TIPS:**
 - Write the Response in a constructive and respectful tone.
 - If changing review panels for this competition, advisable to explain why in the Response.

- May write a response to previous reviews from competitions prior to the last one, but all of the SO and reviewer notes from that round must be included in the uploaded attachment.

Task 3: Complete Summary

- **TIPS**
 - Prepopulated from Registration but can be modified at application stage.
 - Do not miss an opportunity to highlight the core expertise, unique expertise/skills, and/or important external collaborations. Indicate how these will contribute to achieving the outlined research goals.
 - Be sure to highlight the impact/significance of the proposed research.

Task 4: Identify Application Partners (Optional)

- Partner (Organizations) can be added without the application being considered a partnered-project (i.e. without answering “Yes” to Task 2’s “Does your application include a partner and/or a knowledge user?”).
- Partners contribute cash and/or in-kind contributions
- If adding Partners, click “Yes” to “Do you have any partners to identify? (required)”, then use the “Add Partners” link next to “Identify Application Partners” in the grey banner.
- Signed Partner Letters of Support are required, confirming the cash and/or in-kind support. From the Identify Application Partners task root menu, select "Manage Attachments" and upload the PDF letter document.
- **TIP:** Get your Partner Organizations contribution Letter of Support before the internal deadline!
- Entering Partner cash and/or in-kind contributions is done via a Task 5 sub-task.

Task 5: Enter Budget Information

- Cost eligibility information found in the Project Grant funding announcement and in the [Tri-Agency \(CIHR, NSERC & SSHRC\) Financial Administration Guide, Use of Grant Funds.](#)
- Provided the justification is sound and the expense allowable, funds can be sent internationally.
- **TIPS**
 - Open access should be considered when justifying publishing costs.
 - If possible note specific Journals when quoting publishing costs.
 - Reviewers will likely be skeptical of very high costs related to face-to-face meetings (i.e. can use Zoom).
 - Ask for what you need, but be aware of potential across the board budget cuts. Average grant size is \$710K-\$750K per grant. The Summary of Progress provides the opportunity to justify your budget request.
 - Ensure alignment with your knowledge translation plan.
 - Consider budget lines for EDI training and support/initiatives.

NOTES:

- Budget requests are total amounts for the entire period of support, NOT yearly amounts
- Budget category subtotals must be rounded to a multiple of \$1,000

- The sum of all of the budget categories (total requested budget) must add up to a multiple of \$5,000
- Salaries for Principal Applicants cannot be paid from the grant.
- Co-Applicants and 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.

TIPS

- Budget justification space is limited. Keep in mind what is critical for the project: Justify the level of the trainee(s). What skillsets are needed? What tasks will the staff/students perform? Balance what is included in the Justification with additional and/or complementary information in the Research proposal.
- Ensure information consistency, such as staff and trainees quantity and tasks, between the Research proposal and the budget.

Complete the Partner Budget Details sub-task (optional)

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 4). When you do this, a subtask will automatically appear within the Budget Task.

Task 6: Complete Peer Review Administration Information

Task 7: Attach Other Application Material

- **Reminder:** reviewers are under no obligation to read the attached materials
- **NOTE!** For applicants with a pending appointment including, but not limited to, Early Career Researchers, a letter of support is required in the case of a pending appointment from the Dean of the Faculty indicating the date the appointment is expected to take effect. The appointment must commence by the effective date of funding.
- NPA's Sex and Gender-Based Training Module Certificate of Completion required. Could also role-in those of team members.
- **TIP:** The certificate is issued as a secured document; however, you must upload a copy of the certificate (e.g. print screen) as an unsecured PDF file in order to successfully append the document. Scan documents and photocopies are acceptable.
- Up to five publications from the past five years, relevant to this proposal.
- Are Letters of Support current and signed? Have one from each Collaborator.

Task 8: Priority Announcements (PA [Funding Announcement/Instructions](#), PA [FAQ](#))

Due date: September 15, 2021 (part of application)

- In the ResearchNet application, via the Task 'Apply to Priority Announcements/Funding Pools (Optional)', Applicants must select a relevant PA from the drop-down menu.
- May apply to up to three (3) PAs.
- Most offer specific PA funding only, but some offer additional funding on top of the Project Award if it is noted as supplemental funding or a prize.

TIPS:

- Read each PA of interest thoroughly for specific requirements/actions such as:
 - Relevance Form content requirements
 - PI eligibility requirements (i.e. ECR, mid-career, etc)
 - Team composition requirements, and/or
 - Did you need to choose a specific Primary Institute in the application form (Task 2)?

ECRs

Doubling of leave credits for early career researchers applying to Project Grant competition

Starting with the Fall 2020 Project Grant competition, eligible leaves will be credited at twice the amount of time taken when determining ECR status.

Only leaves taken during the first five years of work will be used towards determining ECR status. An applicant may not use leaves to return from mid-career researcher status to ECR status.

Eligible leave types include the bereavement, medical and parental categories found in the Canadian Common CV. Administrative, sabbatical and study leave do not qualify.

This is in addition to the decision CIHR announced in September 2020 to temporarily adjust the period of eligibility for an ECR. All those who held ECR status as of March 1, 2020, or who secured their first academic appointment after this date, will have their status extended by one year.

NEW for Fall 2021: CIHR has extended ECR status from 72-84 months.