

Summary of Progress – CIHR Project Grant Fall 2021

The Fall 2021 Project Grant application will continue to include a mandatory **Summary of Progress** attachment. Please note that the Summary of Progress attachment is NOT completed the way it was in the past (last used in 2015 as part of the *Open Operating Grant* program). Its scope has been broadened.

The new Summary of Progress attachment was requested by reviewers. It is an opportunity for applicants to contextualize their research, provide a narrative and give overall context to help the panel understand what is being asked for and how it fits in to your overall research program.

- One Summary of Progress attachment is completed per application – there is a place in the research proposal section to include this in your application.
- It is a maximum of two (2) pages long and is mandatory for all applications.
- It is up to the applicant how to structure the Summary of Progress and how much to include under the 4 headings; Progress/Productivity, COVID-19 impact on your research, ECRs and Budget requested in relation to overall funding held currently or previously:
- If you are submitting two project grant applications in the same competition, you **MUST** explicitly state this in the Summary of Progress.

In addition to the 4 outlined areas above, some ideas from CIHR on things you may wish to touch on (as appropriate) in this section include;

Funding

How does this fit with your overall funding history? While this doesn't need to be exhaustive (your CV has this), address questions of funding overlap to help reviewers understand. Often people have funding from certain places that shapes their research program (specific funding agencies, health causes). If this is the case for your research program, be clear about why that's impacted where your research is moving, be concise and clear what impact that had and if applicable, explain why its different from the proposal you're putting in as a Project Grant.

Appropriate Timeframe for Progress/Productivity?

No hard rule.. Use whatever time window you determine is relevant to the story you want to convey to reviewers.

New lines of inquiry/ECR's with a new aspect of their research program

Talk about how your expertise, technical knowledge, background and training and have played a critical role in the conceptualization of the project. If you are part of a team you can describe how you pulled that team together. Provide narrative around how this new research theme within your project was developed. Describe expertise that allows you to move in this direction, if you gained new experience etc.

Balance

Balance the way the full picture of your application is presented between CVs, the heart of the application and the Summary of Progress. You are asked to consider the interplay between the sections and how these link together.

Team & Expertise

Talk about the composition of the team, what each team member brings to this proposal, describe their expertise

Scope

Explain how your application fits within the broader scope of what you've been doing, funding you've had, publications you've had etc. Use your judgement about what's relevant to the application you're submitting.

Challenges

Include any relevant challenges (COVID or others).

Nominated Principal Applicant (NPA)

Provide context on your training, collaborative networks you've established, highlight why you are well positioned to achieve the goals of the proposal put forward. Give additional information on you, your track record etc.

Figures

Figures are permitted in this section if appropriate.
NOTE: all essential info must be in the research proposal.

Progress

Provide highlights within the context of resources you've been provided and all you've been able to achieve with previous funding. Perhaps describe some non conventional metrics that aren't captured in the CCV etc. Explain how publications and collaborations and funding fit together.

Bandwidth

If you have a busy research program, explain and make the case why you need this grant and how you can manage it all.

Budget Justification

Balance space between the sections to make sure the budget request is justified beyond the justification. Ask for what you need, contextualize and justify it.