Project Grant

Fall 2019 Competition
Applicant Q&A Webinar

This session will start momentarily.

Welcome to the WebEx web conferencing platform. Please familiarize yourself with the layout before the start of the discussion.

1. **Listening**: You can verify that you are connected to the Audio Broadcast mode by going to the **Communicate** menu > **Audio Broadcast...** For optimal sound, please consider using ear phones.

2. **Asking questions**: The Chat feature remains your vehicle to follow the conversation and ask the presenter questions. Please note the following details:
   - Click on the **Chat** icon and/or menu bar to show or hide the Chat panel
   - Communicate with **All Participants** to join the conversation
   - Communicate with only the **Host** to resolve technical issues

Session Outline

 Updates and Resources

 Contact Information

 Question and Answer Session

New Requirement and Updates

The tasks in blue have a new requirement or updates.

Registration	Application
1. Identify Participants	1. Identify Participants
2. Enter Proposal Information	2. **Enter Proposal Information**
3. Complete Summary	3. Complete Summary
4. Enter Budget Information	4. Identify Application Partners (Optional)
5. **Complete Peer Review Administration Information**	5. Enter Budget Information
6. Preview	6. Complete Peer Review Administration Information
7. Consent and Submit	7. **Attach Other Application Material**
	8. Apply to Priority Announcements/ Funding Pools (Optional)
	9. Preview
	10. Consent and submit

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Updates to Specific Registration and Application Tasks

Task 5 (Registration): Complete Peer Review Administration Information – Committee Mandates

The wording in the following committee titles or mandates have been updated without major change in scope, but to help clarify the differences between similar committees:

- Cell Biology – Molecular/Fundamental (CB1)
- Cell Biology – Disease (CBB)
- Cell Biology – Physiology (CBC)
- Developmental Biology (DEV)
- Cancer Biology & Therapeutics (CBT)
- Cancer Progression & Therapeutics (CPT)
- Molecular & Cellular Biology of Cancer (MCC)
- Genomics: System and computational biology (GMX)
- Systems & Clinical Neurosciences (NSA)

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Updates to Specific Registration and Application Tasks

Task 5 (Registration): Complete Peer Review Administration Information – Committee Mandates

For more information on committee mandates, please visit the [Peer Review Committee Mandates - Project Grant Program](#).

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Updates to Specific Application Tasks

Task 2 (Application): Enter Proposal Information - French Proposal length

In support of evidence demonstrating that documents written in French require approximately 20% more space than similar documents in English, applications written in French will be allowed two additional pages for their research proposal. This provision will ensure an equitable amount of space for applications written in either official language.

The following page limits for the research proposal will therefore apply:

- Research proposals submitted in English – 10 pages
- Research proposals submitted in French – 12 pages.

For research proposals submitted in English, any pages over the 10-page limit will be removed with no further notification to the Nominated Principal Applicant.

Updates to Specific Application Tasks

Task 2 (Application): Enter Proposal Information – Formatting Guidelines

CIHR has simplified the instructions for preparing and formatting attachment documents. The guidelines apply to all attachments and must be followed to ensure readability and fairness.

The following requirements have changed.

- **Font**: 12 point or larger.
  Do not use condensed/narrow font sizes or type density.
  Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.

- **Line spacing**: A minimum of single line spacing is required.

General guidelines regarding what are considered to be acceptable application formats and attachments for a CIHR application are available on the CIHR website.

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Updates to Specific Application Tasks

Task 2 (Application): Response to Previous Reviews

- Applicants who are re-submitting an unsuccessful Project Grant application may upload a "response to previous reviews" (up to 2 pages). The response must include <u>all</u> the reviewers' comments being addressed in the response. Note that previous reviews do not count toward the page response limit that you must include in your PDF.

- ***For applicants who have held a Foundation grant as an ECR***, an additional half page, for a limit of 2.5 pages, may be included in the Response to Previous Reviews attachment to contextualize their Foundation grant as deemed appropriate by the applicant.

Note: If your response exceeds the 2-page limit (2.5 page limit for ECR Foundation grantees), reviewers will not be required to read the additional pages.

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Updates to Specific Application Tasks

Task 7 (Application): Attach Other Application Material - Sex and Gender Based Analysis (SGBA)

It's important for CIHR to promote rigorous science that considers sex and gender. Peer reviewers are required to explicitly assess whether the integration of sex (as a biological variable) and/or gender (as a socio-cultural factor) is a strength, a weakness or not applicable to the proposal.

Please note the following:

- The Nominated Principal Applicant is asked to complete one of the sex- and gender-based analysis training modules available online through the CIHR Institute of Gender and Health and upload the Certificate of Completion in the Attach Other Application Material task. Please select and complete the training module most applicable to your research project.

- Applicants are also asked to review the "How to integrate sex and gender in research" section on the CIHR website.

Important Notes

The following slides contain topics that are not new but remain noteworthy.

- Sex and Gender Based Analysis (SGBA)
- Integrated Knowledge Translation (iKT)
- Focus of Stages: Registration vs Application
- Mandatory vs optional attachments
- Resubmitting a proposal – Response to previous reviews

Sex and Gender Based Analysis (SGBA)

Please note the following:

SGBA questions have been updated to ask how you have integrated sex and/or gender into your:

- Research design,
- Methods,
- Analysis and interpretation, and/or
- Dissemination of findings.

Applicants are expected to include details about how sex and/or gender is integrated within their proposal, if applicable.

Partnered/Integrated Knowledge Translation (iKT)

Task 2 (Application): Enter Proposal Information > Details – iKT

Regarding iKT Projects, you are asked the following question:

Does your application include a partner and/or a knowledge user?

If you answer "yes" to this question, you are stating that your proposal:

- **Consists of a knowledge translation or commercialization project**, and applies the principles of knowledge translation to the entire research process.
- Involves knowledge users as equal partners alongside researchers, proposing research that is more relevant to, and more likely useful to, the knowledge users.

Focus of Stages: Registration vs Application

At **Registration**, the focus is on providing information for peer review administration. This information helps Chairs, Scientific Officers and CIHR validate committee assignments, and assist reviewers with their declarations regarding their ability to review.

At **Application**, the focus is on submitting a proposal to be assessed against the Project Grant adjudication criteria:

- Assessment of Concept (25%):
  - Significance and Impact of the Research (25%)
- Assessment of Feasibility (75%)
  - Approaches and Methods (50%)
  - Expertise, Experience and Resources (25%)

Mandatory vs. Optional Attachments

Please note the very important difference between these Application tasks.

Required for Reviewers

Task 2: Enter Proposal Information > Attachments
The attachment(s) in this task contain essential information. It is imperative that you put information that is crucial to your proposal here.

Please note details on the following three slides.

NOT Required for Reviewers

Task 7: Attach Other Application Material
Peripheral information may be included in this task's attachments; however, reviewers are <u>not</u> required to read them.

Attach Proposal

Your actual proposal, in its entirety, is submitted here.

Your research proposal must include all crucial information (**including tables, charts, figures and photographs**) that a reviewer will need to read in order to assess your application.

The following page limits for the research proposal will apply:

- Research proposals submitted in English – 10 pages
- Research proposals submitted in French – 12 pages.

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Attach Response to Previous Reviews

If resubmitting a Project Grant proposal, you may include a response to the reviews on any of your previous Project Grant submission(s). This PDF attachment **must contain two components**:

1. Your response
   (**max. 2 pages / 2.5 pages for ECR Foundation Grantees**)

2. The **complete** comments section from CIHR Project Grant review(s) being addressed

When would reviewers not be required to read all or part of my response?

- If you do not include all the previous reviews being addressed, reviewers are not required to read your response.

- If your response exceeds the page limit, reviewers will not be required to read the additional page(s) of your response.

Task 2: Enter Proposal Information > Attachments

Where can I find the reviews that must accompany my response?

To include the reviews being addressed:

1. Log into your ResearchNet account.

2. Go to **Check Application Status** and select the program (**Project Grant**).

3. Click on **View Results/Reviews** select the link **View/Print All Review Documents for Application [application number]**.

4. Download and save the **SO Notes** and/or **Reviewers Report [Committee member]** being addressed. Include the comments (not results) from these download(s) in your PDF.

Your response should not require reference to any other documents.
(Do NOT include the Notice of Decision (NOD) or the results letter.)

Resources – Reference Materials

These are your core resources for submitting an application to the Project Grant competition.

- Project Grant Program
- Funding Opportunity
- Priority Announcements FAQ

- Registration Instructions
- Application Instructions
- Acceptable Application Formats and PDF Attachments
- Peer Review Manual
- Peer Review Committee Mandates

- CCV CIHR Biosketch – Quick Reference Guide
- CCV Frequently Asked Questions

Resources – Reference Materials

These reference materials cover topics related to the Project Grant competition.

Sex and Gender Based Analysis:

- [Sex, Gender and Health Research](#)
- [How to integrate sex and gender into research](#)
- [Sex and Gender Champions](#)
- [Impacts of integrating sex and gender in research](#)
- [Institute of Gender and Health online courses](#)

Equity and Diversity Questionnaire:

- [Equity and Diversity Questionnaire for applicants](#)

Integrated Knowledge Translation (iKT):

- [Knowledge Translation Planning](#)

Resources – Learning Materials

Learning materials can be accessed at the [Learning for Applicants](#) page. Topics relevant to the Project Grant competition can be found under the following headings:

- Project Grant
- Sex- and Gender-Based Analysis (SGBA) and Health Research
- Equity and Diversity Questionnaire

Contact Information

Toll Free: 1-888-603-4178

Phone: 613-954-1968

Fax: 613-954-1800

Email: support-soutien@cihr-irsc.gc.ca

Website: Project Grant Program

Hours: Mon-Fri, 7AM-8PM Eastern (except holidays)

Question and Answer Session

We invite you to join the discussion.

Please address **All Participants** in the Chat feature.