**CIHR PROJECT GRANT FALL 2021**

**FULL APPLICATION TIPS & CHECKLIST**

**Key dates at-a-glance**

**MRA Submission Deadline:** Wednesday, September 8, 2021 (5:00 p.m. ET)

**ResearchNet Submission Deadline:** Wednesday, September 15, 2021 (8:00 p.m. ET)

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| **BEFORE YOU BEGIN** | | |
|  | **Updates to Funding Opportunity.** We recommend subscribing to the “Watch This Opportunity” function on Research Net to keep up to date on any changes. | |
|  | **Limit on number of applications.** An individual cannot submit more than two Project Grant applications per competition as a Nominated Principal Applicant (NPA). Registration (due to CIHR August 18, 2021) for each project is mandatory. | |
|  | **eApproval Process.** This competition will use the CIHR eApproval process. Please ensure that all internal (i.e. MRA) requirements are met prior to the CIHR deadline. See **Submission** section below for more details. | |
|  | **CIHR PINs.** You will require the CIHR PINs of each participant including Collaborators. See [CIHR Application Administration Guide](https://cihr-irsc.gc.ca/e/50805.html) for definitions of all participant categories. If they do not currently have a CIHR PIN they should [register](https://cihr-irsc.gc.ca/e/38201.html) through CIHR’s website. | |
| **CVs** | | |
|  | **Start Early.** Since the Project Grant requires a slightly different version of the CV from other CIHR programs please ensure that all required CCVs are completed well in advance of the competition deadline. | |
|  | * **CCV.** All Canadian academic applicants **(Nominated Principal Applicant, Principal Applicants and Co-Applicants)** are required to submit a [CIHR Biosketch CV](http://www.cihr-irsc.gc.ca/e/48437.html), using the Canadian Common CV (CCV) interface. Please ensure that the confirmation number of the completed, correct CCV version is noted. This number is required in order to link the CCV to the Full Application. If any applicant chooses to update their CCV before the deadline, a new confirmation number must be created and that new number inserted on ResearchNet. * **NEW!** CIHR has developed an [Applicant Profile CV](https://cihr-irsc.gc.ca/e/51872.html) which may be used by knowledge users, Indigenous applicants, and international applicants. The Applicant Profile CV may be uploaded directly to ResearchNet as a .pdf file. * A CV is **not required** for **Collaborators and will not be considered in the review of the applications**. The contribution and services provided by the Collaborator(s) should be highlighted in the research proposal. | |
| **RESEARCHNET – FULL APPLICATION** | | |
| **Task 1: Identify Participants** | | |
|  | **Nominated Principal Applicant.** The Nominated Principal Applicant identified at the Registration stage cannot change at the Full Application stage. Other participants can be added, removed, or change roles between registration and application. | |
|  | **Definitions of Participant Type (Early, Mid, Senior):**  Early Career Investigator - A researcher who has held a full time research appointment (e.g., faculty appointment providing eligibility to apply for grants and/or supervise trainees), for a period of **0 to 72 months** as of a competition deadline.  Note: CIHR’s “pause the clock” on ECR status will be ending soon. Please check the [update on the Fall 2021 Project competition](https://cihr-irsc.gc.ca/e/52564.html) for more information on the options for ECRs.  Mid-Career Investigator - Any applicant who, at the time of registration, has assumed his/her independent academic position (e.g., faculty appointment) **6-15 years** ago.  Senior Investigator - Any applicant who, at the time of registration, has assumed his/her first independent academic position (e.g., faculty appointment) **more than 15 years** ago.  Note: All time spent in research appointments will be taken into consideration when determining participant type. Should an applicant hold or have held a part-time appointment, CIHR will count that time as 50% (e.g., a one-year part-time appointment will count for 6 months towards the 72 month maximum). | |
|  | **Access to the Full Application on ResearchNet.** All Principal Applicants and Co-Applicants will have access to the application on ResearchNet in order to allow them to contribute to the application. All Principal Applicants and Co-Applicants must complete the following:   1. Enter CCV confirmation number. 2. Complete their Most Significant Contributions. 3. Consent.   Only the Nominated Principal Applicant has the functionality to submit the application once all other participants have completed their relevant sections. | |
|  | **Most Significant Contributions (3,500 character maximum, including spaces, approx. 1 page).** In addition to the CCV, all Principal Applicants and Co-Applicants (not Collaborators) must complete this section and provide up to a maximum of five (5) of their most significant contributions (e.g. publications/presentations, awards, specialized training, etc.) that directly relate to the application. | |
|  | **Additional CV Information – Leave.** Any leaves of absence taken in the past seven (7) years, can be accompanied by a PDF supplement (no page limit) to document the leave. | |
| **Task 2: Enter Proposal Information** | | |
|  | **Overview.** The Project Title submitted at Registration is automatically transferred to the Full Application. However, this title may change, if desired. A change in title does not mean that a significant change in the project described in your Registration summary is allowed. Likewise, the Lay Title and Lay Abstract submitted at Registration can change during the Full Application stage. | |
|  | **Institution Paid.** For University of Toronto applicants (including UTM and UTSC) please ensure that you use the **U of T code CEAA**. | |
|  | **Partnered/Integrated Knowledge Translation (iKT) Projects.** This information will be pre-populated from Registration and is editable at the Full Application stage. | |
|  | **Proposal Information Elements.** Please take time to consider this section. The following six elements are used to provide CIHR with information on the type of expertise required to review your application.   * Descriptors * Themes * Suggested Institutes * Areas of Science * Methods/Approaches * Study Populations and Experimental Systems | |
|  | **NEW! Summary of Progress (2 page maximum).** The Summary of Project should include:   * Progress/Productivity * COVID 19 impact on your research * ECRs who have held a Foundation grant you can contextualize your Foundation grant into the summary of progress * Budget requested in relation to overall funding held currently or previously: Contextualize your current application and proposed budget in relation to your overall program of research and funding history. | |
|  | **Research Proposal. 10 page max for proposals in English, 12 page max for proposals in French. Page limits include any embedded figures and tables.** Provide a clear, concise description of your proposed research, using the adjudication criteria outlined below in the section **Evaluation Criteria**.The research proposal should stand alone and not require reference to any other application materials that you may opt to submit. **Reviewers are under no obligation to read other supplementary application materials that you may attach.**  Acceptable Attachments Format (see [CIHR website](http://www.cihr-irsc.gc.ca/e/29300.html) for most up-to-date guidelines):   1. Use a font size of 12 point, black type. 2. Maximum of six lines per inch. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%. 3. Insert a margin of 2 cm (3/4 inch) – minimum – around the page. 4. Observe page limitations; additional pages may NOT be added unless specified. 5. Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper/background for all attachments. 6. Photo-reduce the supporting documents if the originals are larger than 21.25 X 27.5 cm / 8.5" X 11". 7. Attachments must be uploaded in PDF format (unprotected). 8. The size of the attached document(s) cannot exceed 30 MB per document. | |
|  | **Research Proposal, Randomized Control Trials (RCTs).** The proposals of applications containing an RCT as a major component must be structured according to the headings below, irrespective of whether applicants have selected the RCT peer review committee:   1. The need for a trial 2. The proposed trial 3. Trial management   Full details of the proposal structure are outlined in the [RCT Evaluation Criteria and Headings](http://www.cihr-irsc.gc.ca/e/39187.html). | |
|  | **Research Proposal, Commercialization Projects.** For commercialization projects, applicants should integrate a Research/Technical Plan and a Commercialization Plan as part of the 10-page research proposal; these will be evaluated according to [specific criteria](http://cihr-irsc.gc.ca/e/50439.html). | |
|  | **Project References (no page limit).** Upload a list of references cited within the application.A standard reference style is required. | |
|  | **Response to Previous Reviews (2 page maximum).** If you are resubmitting an unsuccessful application, you have an opportunity to respond to previous reviewers’ comments. If you upload a response you are also required to include all the reviews being addressed. Your response and the previous reviews must be uploaded as a single PDF attachment. Your response should not require reference to any other document.  **Note:** For applicants who have held a Foundation grant as an ECR, **an additional half page** may be included in the Response to Previous Reviews attachment to contextualize their Foundation grant as deemed appropriate by the applicant. | |
| **Task 3: Complete Summary** | | |
|  | **Summary of Research Proposal.** The summary completed at Registration will automatically transfer to the Full Application, but updates can be made. However, you should avoid making significant changes to the summary since the information provided at Registration was used to secure reviewers with the most appropriate expertise. | |
| **Task 4: Identify Application Partners (Optional)** | | |
|  | **Application Partners.** This section is only required if you identified that your application includes a partner. There is no upper limit on partner contributions (cash and/or in-kind) to a project. A signed letter of support from every partner must be provided at the time of application for all cash and/or in-kind contributions. | |
| **Task 5: Enter Budget Information** | | |
|  | **Expense Eligibility.** Information on eligibility of expenses and employment under grants is found in the [Use of Grant Funds](https://www.nserc-crsng.gc.ca/InterAgency-Interorganismes/TAFA-AFTO/guide-guide_eng.asp) section of the Tri-Agency (CIHR, NSERC and SSHRC) Guide on Financial Administration for requirements regarding allowable costs and activities.  The following expenses will be considered eligible for funding received through this funding opportunity:   * Reasonable expenses related to knowledge translation, networking, commercialization and community-based research are eligible. The applicants must justify these and all other expenses in the context of their research proposals and the appropriateness of such requests is subject to peer review. * Per the Tri-Council Policy Statement 2 ([TCPS 2 - Chapter 9 Research Involving the First Nations, Inuit and Métis Peoples of Canada](http://pre.ethics.gc.ca/eng/tcps2-eptc2_2018_chapter9-chapitre9.html)), CIHR considers these expenditures eligible for payment from the grant holder’s grant funds (with appropriate backup documentation):   + Costs related to community mobilization and engagement, including culturally relevant promotional items such as tobacco, cloth, feasting and gift giving for honoring ceremonies, and cash reimbursements (in a method acceptable to the individual or community being reimbursed) to compensate community participation; and   + Contracts and/or consultant fees for knowledge translation and communication activities for Indigenous Elders, community members, and other Indigenous Knowledge Keepers involved in activities related to the Indigenous community. | |
|  | **Budget – General.** The expectation of the budget request is that it is a reasonable estimate that takes into consideration the needs of the research project and any anticipated changes in requirements over the term of the grant.   * Requests are for the **entire period of support** (not yearly amounts). * All amounts should be in **Canadian dollars**. * CIHR will disburse funds in equal yearly instalments. * Please round amounts to the nearest $1,000. * The total requested budget must add up to a multiple of $5,000. * Any non-applicable budget category may be left blank. * The amount requested within each applicable category must be justified in the context of the requirements of the proposed project (max 1,750 characters) * Information such as cost quotations are not required as part of the application, and should not be attached to this module.   Detailed information on budget categories is provided in the [Project Grant: Application Instructions.](https://cihr-irsc.gc.ca/e/49560.html) | |
|  | **Budget – Equipment.** Equipment may be requested for this competition. Please include items having a useful life of more than 1 year and cost $2,000 or more in the Non-consumables category. Maintenance and operating costs of equipment are also eligible expenses. | |
|  | **Budget – Salaries.** U of T Financial Services recommends benefit rates of 23.5% for appointed staff and 10% for non-appointed staff. | |
|  | **Budget – HST.** Each budget item must include the applicable provincial and federal taxes. HST should be calculated at 3.41% (net institutional HST cost) | |
| **Task 6: Complete Peer Review Administration Information** | | |
|  | **Peer Review Administration Information.** This section is optional, but we highly recommend that you suggest reviewers that you feel have the expertise to review your application. You should not suggest reviewers who have a conflict of interest with you or your work; refer to the [Conflict of Interest and Confidentiality Agreement for Peer Reviewers and Peer Review Observers](http://www.cihr-irsc.gc.ca/e/46378.html) for more information. You will also have an opportunity to identify those who you feel cannot provide an objective review of your application. | |
|  | **Suggested Committees.** Please review the [Peer Review Committees and Mandates](http://www.cihr-irsc.gc.ca/e/50438.html) before you select up to two committees that could review your application. The mandates of the committees may have changed slightly from the past Open Operating Grant competitions so it is very important to verify you are selecting the most appropriate committee(s). | |
|  | **Suggested Committees - RCT vs discipline-based committee. Option 1:** If an application involves an RCT but the budget requested is less than $250,000 in every project year, researchers may apply to the most relevant discipline-based peer review committee OR to the RCT peer review committee. **Option 2:** If the budget requested is greater than or equal to $250,000 in any project year, researchers must apply to the RCT peer review committee  Irrespective of the suggested peer review committee, evaluation of all applications containing an RCT as a major component will need to consider the specific [RCT evaluation criteria and headings](http://cihr-irsc.gc.ca/e/39187.html). Failure to comply with these requirements can negatively impact the evaluation of your application. | |
| **Task 7: Attach Other Application Material** | | |
|  | **Other Application Material (no page limit).** While you may attach additional relevant material related to the proposed project, **reviewers are under no obligation to review this material**. Items you may attach include:   * Letters of support/collaboration; * Questionnaires and consent forms; * Supplementary tables, charts, figures and photographs; * Up to 5 relevant publications from the past 5 years; * For applicants with a pending appointment including, but not limited to, Early Career Investigators, a letter of support is required 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. | |
|  | **Sex and Gender-based Analysis training.**  The Nominated Principal Applicant is asked to complete one of the [sex- and gender-based analysis training modules](https://cihr-irsc.gc.ca/e/49347.html) available online through the CIHR Institute of Gender and Health and upload with the application 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”](https://cihr-irsc.gc.ca/e/50836.html) section on the CIHR website.  **NEW!** 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. | |
| **Task 8: Apply to Priority Announcements/Funding Pools (Optional)** | | |
|  | **Priority Announcements.** To apply for funding through a [Priority Announcements/Funding Pool](https://www.researchnet-recherchenet.ca/rnr16/viewOpportunityDetails.do?progCd=11103&language=E&org=CIHR), you must select the Priority Announcement/Funding Pool title from the list, as well as the Relevant Research Area(s) addressed by the proposal, then press “Save”. If a relevance form is required, a text box will appear.  **Note**: You can only apply to a maximum of three Priority Announcements at the Full Application stage. | |
| **Task 9: Preview** | | |
|  | **Nominated Principal Applicant.** Review all components of the registration to ensure participant information is complete. | |
| **Task 10: Consent and Submit** | | |
|  | **Consent.** All Principal Applicants and Co-Applicants on the application must agree to the General Conditions and Consent to Disclosure of Personal Information terms, presented on ResearchNet, before the Nominated Principal Applicant can submit the application to CIHR. | |
| **GENERAL** | | |
|  | | **Signature Pages.** This program participates in the CIHR **eApproval process** so no hardcopy signatures are required. Institutional signature will be provided electronically via ResearchNet. |
|  | | **Updates.** CIHR will not accept updates to applications after the application deadline. |
|  | | **Evaluation Criteria.** Please keep in mind the adjudication criteria below:   1. **Concept (25%)**  * Significance and Impact of the Research (25%)  1. **Assessment of Feasibility (75%)**  * Approaches and Methods (50%) * Expertise, Experience and Resources (25%)   Consult the [funding opportunity](https://www.researchnet-recherchenet.ca/rnr16/vwOpprtntyDtls.do?prog=3351&view=currentOpps&org=CIHR&type=EXACT&resultCount=25&sort=program&all=1&masterList=true#evaluation) for more details about the evaluation criteria. |

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| **SUBMISSION\*** |
| **Submit to Research Institution (ResearchNet).** Once you have completed and reviewed the Full Application, please submit the application to the Research Institution on ResearchNet. This must be done ahead of the CIHR deadline of **Wednesday September 15, 2021, 8pm ET**. This deadline is strictly enforced by CIHR and **no exceptions** will be made. |
| **My Research Applications (MRA).**  Separately from ResearchNet, applicants MUST also submit their application online via the University of Toronto [My Research Applications](http://aws.utoronto.ca/services/my-research-mr/) portal. This is an online submission process to obtain institutional approval for research applications. Please note that you will be required to upload a copy of the application to this online submission. Please complete this step **by no later than Wednesday September 8, 2021, 5pm ET** to ensure that all institutional unit approvals are obtained on time. |

\* The RSO is responsible for submitting/approving the final applications to CIHR electronically. Your application will not be submitted to CIHR until MRA has been approved by all required institutional officials.

**U of T Contacts**

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**CIHR Contact**

CIHR Contact Centre

🕿 613-954-1968 or 1-888-603-4178 (Toll Free)

🖰 [support@cihr-irsc.gc.ca](mailto:support@cihr-irsc.gc.ca)

**Other useful resources**

* [CIHR Project Grant: Funding Opportunity Details](https://www.researchnet-recherchenet.ca/rnr16/vwOpprtntyDtls.do?prog=3514&view=currentOpps&org=CIHR&type=EXACT&resultCount=25&sort=program&all=1&masterList=true)
* [CIHR Project Grant: Application Instructions](http://www.cihr-irsc.gc.ca/e/49560.html)
* [CIHR Project Biosketch – Quick Reference Guide](http://www.cihr-irsc.gc.ca/e/48437.html)
* [CIHR Applicant Profile CV](https://cihr-irsc.gc.ca/e/51872.html)
* [CIHR Project Co-Applicant CV – Quick Reference Guide](http://www.cihr-irsc.gc.ca/e/49058.html)
* [Priority Announcements and the Project Grant competition – Frequently Asked Questions](http://www.cihr-irsc.gc.ca/e/50762.html)
* [Peer Review Manual – Project](http://www.cihr-irsc.gc.ca/e/49564.html)