

CIHR PROJECT GRANT Spring 2022 FULL APPLICATION TIPS & CHECKLIST

KEY DATES AT-A-GLANCE

- **MRA Submission Deadline:** March 09, 2022 (5:00 p.m. ET)
- **ResearchNet Submission Deadline:** March 16, 2022 (8:00 p.m. ET)

BEFORE YOU BEGIN	
<input type="checkbox"/>	Updates to Funding Opportunity: We recommend subscribing to the “Watch This Opportunity” function on ResearchNet to keep up to date on any changes.
<input type="checkbox"/>	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 February 16, 2022) for each project is mandatory.
<input type="checkbox"/>	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.
<input type="checkbox"/>	CIHR PINs: You will require the CIHR PINs of each participant <u>including</u> Collaborators. See CIHR Application Administration Guide for definitions of all participant categories. If they do not currently have a CIHR PIN they should register through CIHR’s website.
CVs	
<input type="checkbox"/>	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.
<input type="checkbox"/>	<ul style="list-style-type: none"> • CCV. All Canadian academic applicants (Nominated Principal Applicant, Principal Applicants and Co-Applicants) are required to submit a CIHR Biosketch CV, 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. • CIHR has developed an Applicant Profile CV 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	

<input type="checkbox"/>	<p>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.</p> <p>Individuals who hold a Foundation Grant in the role of Program Leader are eligible to apply to the Project Grant competition in the role of Nominated Principal Applicant or Principal Applicant <u>only 18 months prior to their grant expiry date</u>. Please contact CIHR if you have questions about your eligibility.</p>
<input type="checkbox"/>	<p>Definitions of Participant Type (Early, Mid, Senior):</p> <p><u>Early Career Investigator</u> - 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.</p> <p><u>Mid-Career Investigator</u> - Any applicant who, at the time of registration, has assumed his/her independent academic position (e.g., faculty appointment) 6-15 years ago.</p> <p><u>Senior Investigator</u> - 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.</p> <p>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).</p>
<input type="checkbox"/>	<p>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:</p> <ol style="list-style-type: none"> 1. Enter CCV confirmation number. 2. Complete their Most Significant Contributions. 3. Consent. <p>Only the Nominated Principal Applicant has the functionality to submit the application once all other participants have completed their relevant sections.</p>
<input type="checkbox"/>	<p>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.) <u>that directly relate to the application</u>.</p>
<input type="checkbox"/>	<p>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.</p>
Task 2: Enter Proposal Information	
<input type="checkbox"/>	<p>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</p>

	<p>out meaningful and culturally safe research involving Indigenous Peoples with the intent to promote health through research that is in keeping with Indigenous values and traditions. The proposal must also explicitly describe engagement with the community in relation to the research. Applications that do not align with the IHR committee mandate will be reviewed by another relevant discipline-based committee.</p>
<input type="checkbox"/>	<p>Randomized Controlled Trials (RCT): Applications involving a randomized controlled trial (RCT) are accepted and encouraged where appropriate based on scientific and methodological grounds. Proposals including an RCT as a major component (irrespective of whether or not the applicant self-declared the application as containing an RCT) have specific requirements:</p> <p>If the budget requested is less than \$250,000 in every funding year, applicants may suggest the most relevant discipline-based peer review committee or the RCT peer review committee;</p> <p>If the overall budget requested is greater than or equal to \$250,000 in any funding year, applicants must select the RCT peer review committee;</p> <p>All applications containing an RCT as a major component (irrespective of the suggested peer review committee) must structure their research proposal according to the RCT headings provided.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Interdisciplinary Research: Applications involving interdisciplinary research are accepted and encouraged. Furthermore, for the Fall 2021 Project Grant competition, the Social Sciences and Humanities Research Council (SSHRC), the Canadian Institutes of Health Research (CIHR), and the Natural Sciences and Engineering Research Council of Canada (NSERC) launched a pilot Tri-Agency Interdisciplinary Peer Review Committee (TAIPR), with the following mandate. This committee is continuing to be offered for the Spring 2022 competition. As the evaluation of this pilot project proceeds, the details on the inclusion of TAIPR in future competitions will be communicated in the next funding opportunity.</p>
<input type="checkbox"/>	<p>Project References (no page limit): Upload a list of references cited within the application. A standard reference style is required.</p>
<input type="checkbox"/>	<p>Response to Previous Reviews (2 page maximum): If you resubmit an unsuccessful application, you may provide a response (up to 2 pages) to previous reviewer comments. In the past, only responses to previous reviews from Project Grant applications could be included in Project applications. CIHR has decided, however, that applicants should be permitted to also include a response to previous reviewer comments from their application to any CIHR strategic competitions. The rationale for this decision is that:</p> <ul style="list-style-type: none"> Applicants who submitted an application to a strategic funding opportunity have received thoughtful, valuable reviews from experts in the field. Including the response to previous reviews as part of their Project Grant application allows the applicant to contextualize their application and highlight the history of the application.

	<ul style="list-style-type: none"> • The two additional pages will benefit both applicants and reviewers. They will allow the applicant to put the information into context and explain how the two applications are related. Reviewers will receive additional information, context and history related to the strategic application, including both strengths and weaknesses identified by reviewers who are experts in the field. • Experts dedicated time and effort to preparing reviews for the previous strategic grant application. By including these reviews in Project Grant applications, CIHR can ensure that reviewer expertise is used in the most appropriate way. • If you choose to respond to previous reviews, you must include all the reviews received (the reviews do not count towards the two-page response limit). You do not have to respond to all the comments in the reviews—only those that are relevant to your revised application. <p>Reviewers will not read your response if you do not include all the previous reviews.</p>
Task 3: Complete Summary	
<input type="checkbox"/>	<p>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.</p>
Task 4: Identify Application Partners (Optional)	
<input type="checkbox"/>	<p>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.</p>
Task 5: Enter Budget Information	
<input type="checkbox"/>	<p>Expense Eligibility: Information on eligibility of expenses and employment under grants is found in the Use of Grant Funds 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:</p> <ul style="list-style-type: none"> • 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), CIHR considers these expenditures eligible for payment from the grant holder's grant funds (with appropriate backup documentation): <ul style="list-style-type: none"> ○ 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.

<input type="checkbox"/>	<p>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.</p> <ul style="list-style-type: none"> • 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 3,500 characters) • Information such as cost quotations are not required as part of the application and should not be attached to this module. <p>Detailed information on budget categories is provided in the Project Grant: Application Instructions.</p>
<input type="checkbox"/>	<p>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.</p>
<input type="checkbox"/>	<p>Budget – Salaries: U of T Financial Services recommends benefit rates of 23.5% for appointed staff and 10% for non-appointed staff.</p>
<input type="checkbox"/>	<p>Budget – HST: Each budget item must include the applicable provincial and federal taxes. HST should be calculated at 3.41% (net institutional HST cost)</p>
Task 6: Complete Peer Review Administration Information	
<input type="checkbox"/>	<p>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 for more information. You will also have an opportunity to identify those who you feel cannot provide an objective review of your application.</p>
<input type="checkbox"/>	<p>Suggested Committees: Please review the Peer Review Committees and Mandates 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).</p>
<input type="checkbox"/>	<p>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</p>

	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 . Failure to comply with these requirements can negatively impact the evaluation of your application.
Task 7: Attach Other Application Material	
<input type="checkbox"/>	<p>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:</p> <ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<p>Incorporating Sex and Gender: CIHR expects that all applicants will integrate sex and gender into their research design, methods, analysis and interpretation, and/or dissemination of findings within their research proposal, when applicable. As in previous competitions, when sex and/or gender considerations are applicable in the research being proposed, addressing these considerations solely in the sex and/or gender textbox is insufficient.</p> <p>Sex and Gender-based Analysis training. 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 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” section on the CIHR website.</p> <p>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.</p>
Task 8: Apply to Priority Announcements/Funding Pools (Optional)	
<input type="checkbox"/>	<p>Priority Announcements: Priority Announcements (PAs) offer additional sources of funding for highly rated applications that are relevant to specific research areas. Refer to the Project Grant: Spring 2022 Priority Announcements (Specific Research Areas) for further details.</p> <p>To apply for funding through a Priority Announcements/Funding Pool, 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.</p>
Task 9: Preview	
<input type="checkbox"/>	<p>Nominated Principal Applicant: Review all components of the registration to ensure participant information is complete.</p>

Task 10: Consent and Submit	
<input type="checkbox"/>	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	
<input type="checkbox"/>	Signature Pages: This program participates in the CIHR eApproval process so no hardcopy signatures are required. Institutional signature will be provided electronically via ResearchNet.
<input type="checkbox"/>	Updates: CIHR will not accept updates to applications after the application deadline.
<input type="checkbox"/>	Evaluation Criteria: Please keep in mind the adjudication criteria below: <ol style="list-style-type: none"> Concept (25%) <ul style="list-style-type: none"> Significance and Impact of the Research (25%) Assessment of Feasibility (75%) <ul style="list-style-type: none"> Approaches and Methods (50%) Expertise, Experience and Resources (25%) Consult the funding opportunity for more details about the evaluation criteria.
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 March 16, 2022, 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 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 March 09, 2022, 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

Research Services Office

Samantha Young	☎ 416.946.0447	✉ samanthak.young@utoronto.ca
Deanna Pong	☎ 416.946.5607	✉ deanna.pong@utoronto.ca
Laura Weir	☎ 416.978.2495	✉ laura.weir@utoronto.ca

Sponsor Contact

CIHR Contact Centre

☎ 613-954-1968 or 1-888-603-4178 (Toll Free)
 ✉ support-soutien@cihr-irsc.gc.ca

Other useful resources

- [CIHR Project Grant: Funding Opportunity Details](#)
- [CIHR Project Grant: Application Instructions](#)
- [CIHR Project Biosketch – Quick Reference Guide](#)
- [CIHR Applicant Profile CV](#)
- [CIHR Project Co-Applicant CV – Quick Reference Guide](#)
- [Priority Announcements and the Project Grant competition – Frequently Asked Questions](#)
- [Peer Review Manual – Project](#)