

CIHR PROJECT GRANT Spring 2022 REGISTRATION TIPS & CHECKLIST

KEY DATES AT-A-GLANCE

- **Registration Deadline:** February 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 Research Net to keep up to date on any changes.
<input type="checkbox"/>	Registration mandatory. All applicants <u>must</u> submit their registration before the deadline in order to be eligible to submit an Application.
<input type="checkbox"/>	Limit on number of applications. An individual cannot submit <u>more than two</u> Project Grant applications per competition as a Nominated Principal Applicant (NPA). If the NPA submits more than two applications, CIHR will automatically withdraw the last application submitted based on time-stamp of submission.
<input type="checkbox"/>	Foundation Grant holders. Foundation Grant holders may apply to the Project Grant competition within 18 months of their Foundation Grant expiry date.
<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 <u>register</u> through CIHR’s website. Note: The NPA must remain unchanged between Registration and Application. Other participants can be added, removed, or change roles between Registration and Application.
<input type="checkbox"/>	Equity and Diversity Questionnaire. All applicants to CIHR programs must complete an Equity and Diversity Questionnaire . It is strongly recommended that you fill out the questionnaire well in advance of the submission deadline.
<input type="checkbox"/>	CVs. Common CVs (CCV) are not required for the Registration stage.
RESEARCHNET – REGISTRATION	
Task 1: Identify Participants	
<input type="checkbox"/>	Add Participants. The NPA is able to add participants to the application by entering their: (a) validated CIHR PIN; (b) name; and (c) role and participant type.
Task 2: Enter Proposal Information	
<input type="checkbox"/>	Overview. Project Title, Lay Title, and Lay Abstract will be transferred over to the Full Application stage. These sections are not locked in and can be changed at the Full Application stage.
<input type="checkbox"/>	Institution Paid. For University of Toronto applicants (including UTM and UTSC) please ensure that you use the U of T code CEAA . Do NOT enter in your specific faculty or division even if it appears in the drop down menu.
<input type="checkbox"/>	Partnered/Integrated Knowledge Translation (iKT) Projects. If your project includes a “partner AND knowledge user” or a “knowledge user only” you must identify at least one Principal Applicant who is a knowledge user. Note: iKT projects will be assessed by both researcher and knowledge user reviewers.
<input type="checkbox"/>	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. <ul style="list-style-type: none"> • Descriptors • Themes

	<ul style="list-style-type: none"> • Suggested Institutes • Areas of Science • Methods/Approaches • Study Populations and Experimental Systems
Task 3: Complete Summary	
<input type="checkbox"/>	<p>Summary of Research Proposal (3,500 character maximum, including spaces; approx. 1 page). This 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 summary will be provided to reviewers to declare their conflicts of interest and level of expertise; i.e. ability to review.</p> <p>Please also include the following sections in your summary:</p> <ol style="list-style-type: none"> 1. Background and Importance 2. Goal(s)/Research Aims 3. Methods/Approaches/Expertise 4. Expected Outcomes
Task 4: Enter Budget Information	
<input type="checkbox"/>	<p>Budget Information. Indicate the total amount requested from CIHR for the research project for the <u>entire duration</u> of the grant. You need to provide an estimate of what would be required to support your research project, but no justification is required at this stage. Note: You may change your budget request at the Application stage.</p>
Task 5: 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 (primary and secondary) that could review your application. You will be required to provide a brief justification for your selections. 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 must remain unchanged between Registration and Application.</p>
<input type="checkbox"/>	<p>Suggested Committees – randomized controlled trial (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> <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.</p>
<input type="checkbox"/>	<p>Suggested Committees – Indigenous Health Research (IHR): For applications to be considered under the IHR committee the following steps must be completed at Registration:</p> <ol style="list-style-type: none"> 1. Selecting ‘yes’ to the question regarding the TCPS 2 – Chapter 9;

	<p>2. Providing a detailed justification in the related text field to indicate how the project addresses the principles of the TCPS 2 – Chapter 9;</p> <p>3. Selecting the Indigenous Health Research (IHR) Committee as the first suggested committee.</p>
Task 6: Preview	
<input type="checkbox"/>	Nominated Principal Applicant. Review all components of the registration to ensure participant information is complete. The Full Registration Package must be previewed prior to submitting the registration to CIHR.
Task 7: Consent and Submit	
<input type="checkbox"/>	Consent. The Nominated Principal Applicant must agree to the General Conditions and Consent to Disclosure of Personal Information terms, presented on ResearchNet, before they can submit the application to CIHR.

SUBMISSION – via ResearchNet	
<input type="checkbox"/>	No Signature Pages. Participant and institutional signatures are <u>not</u> required at the Registration stage.
<input type="checkbox"/>	No My Research Applications (MRA): An internal U of T MRA submission is <u>not</u> required at the Registration stage.
<input type="checkbox"/>	Submit. The NPA must click Submit to send the registration to CIHR before the CIHR registration deadline date. Once you have submitted your Registration to CIHR, the Application will be available to you on ResearchNet.

U of T Contacts

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Sponsor Contact

CIHR Contact Centre

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