ONTARIO BRAIN INSTITUTE INSTITUT ONTARIEN DU CERVEAU

Ontario Brain Institute
Open Call for Integrated Discovery Program Proposals

Proposal Submission Guide

Overview of application process

(1)	(2)	(3)	(4)
Review the OBI Open Call for IDP Proposals	**Register** to apply for the Open Call	**Complete** your proposal answers	**Submit** your application form in Submittable
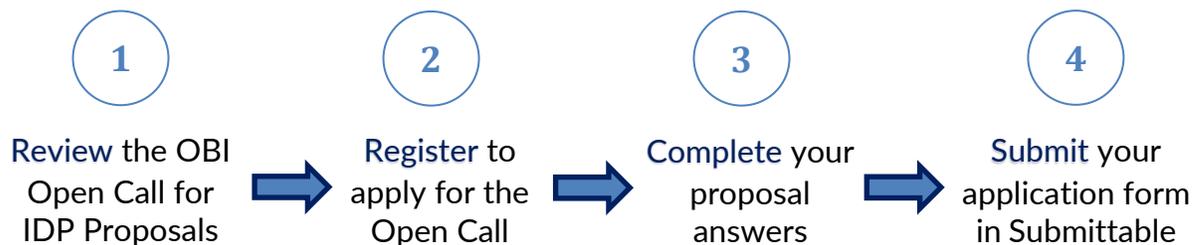
Application steps

1. Learn about the Open Call for Integrated Discovery Program Proposals

- Review the Ontario Brain Institute (OBI) Open Call for Integrated Discovery Program (IDP) Proposals document.
- If you have any questions or require further information about the Open Call, please contact OBI at opencall@braininstitute.ca.

2. Register to apply to the Open Call

- Applicant networks interested in applying must complete the registration form on the OBI Open Call for IDP Proposals webpage (link here: https://braininstitute.ca/open-call-for-integrated-discovery-program-

networks) to gain access to the online application submission platform, Submittable.

- o Applicant networks should appoint the Director/co-Director to complete the registration form.
- OBI will respond to all registrations by email within three (3) business days. OBI will send the following information to registrants:
  - o a link to the Submittable application form for applicants to enter their proposal answers.
  - o a fillable Word document version of the Open Call for IDP Proposals for interested applicants to draft their answers collaboratively with network members.
- Applicants will have to sign up for a free Submittable account to complete the online application form. Please visit the following guide to learn how to set up an account: https://submittable.help/en/articles/904856-how-can-i-submit
  - o OBI recommends applicant networks assign one (1) person to sign up for the account and input their answers into the application form. Completed or partially completed forms cannot be transferred between Submittable accounts.
  - o OBI encourages the assigned account holder to use an email address they check frequently. Emails from Submittable about the application will be sent to that address. Note that emails from Submittable may land in the junk/spam folder, or if using a Gmail account, in the "Promotions" folder.

3. Complete your proposal

- Applicants are encouraged to start drafting their proposal answers as early as possible. Please reach out to OBI with any questions about the Open Call for IDP Proposals content at opencall@braininstitute.ca
- To facilitate drafting answers collaboratively among network members, applicants may use the Word document version of the Open Call for IDP Proposals to develop and revise answers before inputting into the application form.
- Applicants may choose to either:

1) Finalize all answers in the Word document, and input answers at one time by copy and pasting the text into the Submittable application form. Applicants should follow the word count limits for the questions as they draft their answers as the form will not allow additional words over the stated maximum.

2) Input finalized answers into the Submittable form as a draft on an ongoing basis. Drafts of the application form can be saved to return to later for completion. To return to a saved application form draft in Submittable, please refer to the following page: https://submittable.help/en/articles/904868-how-can-i-return-to-a-saved-draft

   - Note that network members can collaborate on forms in Submittable provided they also have a Submittable account. For more information on how to collaborate on forms in Submittable, please refer to the following page: https://submittable.help/en/articles/3654331-how-can-i-enable-submitters-to-work-on-submissions-collaboratively

4. Submit your proposal

- Applications are only considered *submitted* by OBI once applicants hit the "Submit" button on their application form in Submittable and are received in OBI's account. Applicants will receive a confirmation of submission email to the email address connected to the Submittable account.
- Applications must be submitted by the Open Call for IDP Proposals deadline of **11:59PM EDT**, **15 September 2022.**
- If you require technical support with Submittable, please reach out to OBI at opencall@braininstitute.ca

If you have any questions or require further information about the Open Call or submitting your proposal, please contact OBI at opencall@braininstitute.ca.