

## APPLICATION Primer – Fall 2016 CIHR Project Grant

[ResearchNet Log In](#)

**Application Instructions:** <http://www.cihr-irsc.gc.ca/e/49560.html>

### Canadian Common CV ([link](#))

- Principal applicants complete the CIHR Project [Biosketch](#). Content should reflect the necessary skills and experience required to conduct the project.

**NEW!** Contributions limited to the past 7 years (i.e. from January 2009 to present)

**NEW!** PIs with leaves of absence in the past 7 yrs can append additional CV information in ResearchNet (see Task 1).

- Co-applicants complete the CIHR [Co-applicant](#) CCV. Content should be directly relevant to the project.
- Collaborators do not require a CCV.

### Task 1. Identify Participants

- New/early career: 0-5 years from 1<sup>st</sup> academic appointment
- Mid-career: 5-15 years
- Senior career: more than 15 years

If you have co-applicants: Request their CIHR PINs. Once their participant information is entered, co-applicants will receive an email to access the application to 1) enter their CCV confirmation number; 2) complete their most significant contributions section; and 3) consent. The nominated PI cannot submit the application until co-applicants complete their sections.

**Most Significant Contributions** (3,500 characters, including spaces, approx. 1 page)

Contributions must be relevant to the application. These can be single contributions or grouped into themes.

**ATTACHMENT (PDF):** PIs with leaves of absence can attach [additional CV information](#) beyond 7 years, equivalent to the leave duration. Your name and the section title (e.g., Patents) are required in the header. Number pages at the bottom (no page limit).

### Task 2. Proposal Information

**Overview** – Title, lay title, and lay abstract. Institution paid: CCAA (University of Saskatchewan)

**Details** – Partnered/Integrated Knowledge Translation (iKT) projects information, certification requirements, clinical trials, need exception for controlled drugs and substances, involves aboriginal people, considerations of sex and gender, language

**Descriptors - NEW!** Pay special attention to the following sections: *Descriptors* (keywords), *Themes*, *Suggested Institutes*, *Areas of Science*, *Methods/Approches*, and *Study Populations and Experimental Systems* as these will provide information on the type of expertise required to review your application.

#### **ATTACHMENTS (PDF):**

- Research Proposal (10 pages, including figures and tables) See [complete instructions](#)
- Response to Previous Reviews (1 page)
- Project References (no page limit).

#### **Acceptable format instructions:**

- 12 point font, black type. Maximum of six lines per inch. No condensed/narrow fonts, type, or spacing.
- Minimum 2 cm (3/4 inch) margins around the page.
- Indicate your name, project title, and section title at the top of each page. Number pages at the bottom.
- The size cannot exceed 30 MB per PDF document.

Your application may be withdrawn if the rules regarding font size, line spacing and margins are not followed.

**Task 3. Complete Summary** (3,500 characters, including spaces)

The summary is used to identify the most appropriate expert reviewers. The summary submitted at registration can be modified.

**Task 4. Identify Partners** (only required for partnered projects)

If applicable, identify partners and **attach** their signed letters of support.

**Task 5. Budget Information**

- 1 to 5 years; not renewable, max. \$12.5M
- Enter the requested approximate amount for each budget category for the entire period of support (not yearly amounts) rounded to a multiple of \$1,000. The sum total must add up to a multiple of \$5,000.
- Provide a justification for each category (maximum 900 characters) in the context of the requirements of the proposed research.
- If this is a partnered project, provide partner cash and/or inkind yearly amounts and description.

**Task 6. Peer Review Information**

**Task 7. Attach Other Application Materials**

**Attach** letters of support from collaborators or Dean's letter for applicants with pending appointments. Other attachments (e.g. manuscripts, appendices) are not allowed.

**Before or on October 11 (institutional deadline)**

**Task 8. Preview**

When all sections are completed, in the PREVIEW task: **save the application PDF on your desktop** before clicking submit. You will need to upload the PDF to UnivRS for institutional approval.

**Task 9. Consent and Submit**

Once you've saved the application PDF on your desktop, click Consent and Submit. The application goes to Research Services, not CIHR.

Once you've pressed *Submit* in ResearchNet, your application is locked and no changes can be made. If you need to work on it some more, email [research.services@usask.ca](mailto:research.services@usask.ca) and a research support specialist will unlock your application for a few more days.

**Institutional approval (compliance review)**

**NEW!** UnivRS replaces the UofS supplementary signature page.

Here are the steps to submit your CIHR Project Scheme to your unit and Research Services for approval.

- Go to: <http://research.usask.ca> and click on the big green **UnivRS** letters.
  - Login with your NSID and password.
  - Top right, click on **+ Add new > Project > Project Application**
  - Click on **Externally Funded**
  - Complete all fields marked with a \* (**red asterisk**)
  - Under the *Documents* Menu tab, upload your Project Scheme PDF under *Final Project Documents*
  - When all \* are filled, click **Save and Close**.
  - Select **Submitted for Approval** and click **Done**. An email notification will be sent to your Dept. Head and VDR/ADR for approval. Once approved by your unit, it will go to Research Services for compliance review and approval. You will receive an email notification about your compliance review and approval via email.
- a. If approved and **you do not need to make further changes** to your ResearchNet application, advise the research support specialist to submit to CIHR on your behalf on October 18 (CIHR deadline).
  - b. **If you need to make changes** to your ResearchNet application, the research specialist will unlock your application. Make your changes and **press Consent and Submit**. The research support specialist will submit to CIHR on your behalf on October 18 (CIHR deadline).

### **Project resources**

- [Funding opportunity overview](#)
- Fall 2016 [Application](#) instructions
- CCVs: [Biosketch](#) and [Co-Applicant](#) reference guides
- [Peer Review Manual](#) webpage
- [Register with CIHR](#) (ResearchNet and CCV accounts, CIHR PIN)
- UofS CCV/Q&A session: [Sept. 27](#)
- CIHR [webinars](#) (Sept. 26- Oct. 11). A summary of webinar Q&As will be distributed on Oct. 7 via the UofS health listserv.

### **Important dates**

- October 11: Application deadline (UofS)
- October 18: Application deadline (CIHR)

Contact your [research facilitator](#) with any questions or concerns.