2017-18
Program Guide

ESTABLISHMENT GRANT
Effective December 2016
Program Description

Establishment Grants 2017-18

Purpose
SHRF research funding programs are intended to foster a vibrant culture of health research and innovation in Saskatchewan. The purpose of the Establishment grant program is to assist new health researchers in building a program of research in the province and achieving the productivity necessary for obtaining major funding from national and other external agencies.

Scope
Supported research must be in a field of human health research, defined broadly as encompassing biomedical science, clinical research, health services and system research, and research on the cultural, social and environmental determinants of population health.

Important Dates
- Application Deadline: March 15, 2017, 4:30 p.m. CST*
- CCV Updates Due: May 15, 2017, 4:30 p.m. CST
- Funding Decisions by: June 30, 2017
- Funding Start Date: July 2017 - October 2017 (first of a month)

*Check with your institution for internal deadlines and allow time to obtain signatures.

New in 2017-18
- Letter of support – specific requirements for letter of support (See Eligibility)
- CCV – New Establishment - Principal Applicant CCV template
- CV Updates – see new deadline
- Internal peer review – no longer mandatory. Still need to follow host institution internal requirements and deadlines.
- Signatures – Department/College/Faculty signatures no longer required. Institutional signature indicates that these supports are in place.

Funding Amount
The grant:
- may be up to $120,000 over 3 years;
- may be used to match funds from another agency, provided that all SHRF requirements and processes are followed; and
- is not meant to replace start-up funding provided by the researcher’s employer/institution but is intended to complement and augment such support.
Eligibility
The principal applicant (PA) who is establishing their program of health research in the province must clearly show that he or she is the principal researcher and will be responsible for all major aspects of the project(s).

The principal applicant may apply with researcher or knowledge-user co-applicants who have the expertise to strengthen the proposed research, providing important intellectual contributions. Working with a more experienced researcher(s), especially an expert in the area, may substantially improve the quality of the research, and hence, the application, by providing vital expertise.

Principal Applicant Requirements
Must be an independent researcher who:
- Is self-directed and autonomous regarding their research activities;
- Has an academic or research appointment which allows them to apply for and hold peer-reviewed funds as a principal investigator; to be a research supervisor to graduate and postgraduate trainees; to publish research results; and obliges the individual to conform to institutional regulations concerning the conduct of research, supervision of trainees, and the employment conditions of staff paid with SHRF funding.

Must have held a qualifying appointment in Saskatchewan for no more than three years in total as of July 1 in the application year.
- Individual eligibility scenarios will be assessed by SHRF on a case-by-case basis and considerations for extensions to eligibility may include:
  - Institutionally-approved leaves during eligibility period
  - Part-time appointments during eligibility period
  - Concurrent completion of PhD studies during eligibility period
  - Limited term appointments in the province which have converted to tenure track appointments
  - Career transition, defined as a researcher who is making a major shift from another discipline into a health research discipline or a health care practitioner beginning a research career
- Applicants with special eligibility circumstances may be required to provide supporting documents to SHRF, such as their CV

Must currently hold an appointment, or have a commitment that an appointment will begin by the latest grant start date, at an institution with a Memorandum of Understanding (MOU) with SHRF. The appointment must be at, or above, the rank of Assistant Professor with the expectation and opportunity to undertake research. Adjunct appointments alone are not sufficient for eligibility.

Must not have previously held a SHRF Establishment Grant as a principal applicant;

Must submit only one application as principal applicant per competition;

Must not simultaneously be a graduate student, research fellow or hold any other training award, or be an employee of a for-profit business;
Must provide one letter of support jointly signed by the dean (or designate) and department head (or designate; as applicable) which outlines the following:

- Describe the research environment in which the principal applicant will be embedded, including:
  - Start-up support;
  - Mentorship opportunities;
  - Administrative supports;
  - Research infrastructure (i.e. space, equipment);
  - Other supports (e.g. teaching reduction); and

- Support for the activities proposed in the application and confirmation of sufficient protected research time to complete the proposed activities in the given timeframe;

- The nature and extent (hours/day) of non-research activities the applicant is expected to engage in (i.e. teaching, administration, clinical, etc.);

- If the applicant is in a limited-term appointment, an explanation of the circumstances, timing of the appointment and confirmation that appropriate salary is secure for at least three years from the start date of the grant; and

- If the applicant does not have an appointment at the time of application, provide confirmation that an eligible appointment will be effective by October 1 of the application year.

**NOTE:** More than one support letter may be allowed in order to attest to the above criteria (i.e. if the principal applicant’s employer or main research location is different than the host institution).

**Co-Applicant Requirements**

Co-applicants can be from within or outside the province or country, but the principal applicant must demonstrate that the majority of the research will be done inside the province.

Co-applicants must:

- Describe their contribution to, and role in the project(s);
- Provide their completed Common CV on the SHRF Funding template; and
- Sign the form to indicate their awareness of and commitment to the project.

**Collaborator Requirements**

The principal applicant may identify the support of collaborators for successful completion of the proposed research and/or general interest in the outcomes of the proposed research. Collaborators are individuals or agencies whose role in the application is to provide a specific service (i.e. specific equipment, training in a method or analysis, etc.). These individuals or organizations must provide a letter of support, but do not provide a CV.

**Allowable Expenses**

Budgets are reviewed carefully and should include only the expenses allowed and necessary for the proposed research. Allowable expenses are those necessary to carry out the proposed activities and are not provided through other means. SHRF funds only the research and closely related components of projects. SHRF does not pay for overhead or administration of research funding and does not fund health-care service programs.

In general, SHRF funds must be used to support activities in Saskatchewan. Any exceptions must be justified and approved by SHRF.
All purchases, reimbursements for services, travel costs and personnel support must follow guidelines and rates set by principal applicant’s host institution and must be undertaken according to the host institution’s standard procedures.

Applicants are encouraged to seek in-kind support, including access to equipment, where appropriate.

Equipment requested must be justified in relation to the availability of equivalent equipment for the proposed research and benefits of the equipment for the principal applicant’s long term research program in Saskatchewan.

Time-release and teaching buy-outs are not allowable expenses.

**Research dissemination** (i.e. publications, conferences) costs are **limited to $7,500** over three years. Integrated knowledge translation (KT) does not have a limit but does need to be justified within your budget justification.

Allowable expenses include:

- Administrative support;
- Research assistants, technicians, graduate students and research fellows;
- Materials, office expenses and supplies necessary to carry out the research;
- Costs associated with building external relationships (i.e. outside institution) to benefit proposed program of research (where appropriate and clearly justified in the research proposal);
- Reimbursement for use of hospital equipment or personnel for medical procedures;
- Technical advice of an unusually complex nature and/or requiring a considerable time commitment that goes beyond what could be expected in a collegial relationship;
- Research equipment;
- Field travel for the project;
- Honoraria (where appropriate and clearly justified in the research proposal);
- Communications and knowledge translation; and
- Travel to scientific events related to the project.

**Application Process**

Complete the Establishment Grant 2017-18 application available on SHRF’s Research Management System - SHRF RMS. This grant is subject to all policies and procedures as outlined in the SHRF Awards Guide 2017. The Awards Guide, along with the SHRF RMS Applicant Manual and link to the RMS, can be accessed from SHRF’s website under ‘Funding’.

REFER TO THE CHECKLISTS INCLUDED AT THE END OF THIS GUIDE (PAGES 7-11).

**NOTE:** CCV Changes: SHRF has created different CCV templates to better align with specific program requirements. The Establishment Grant PA must complete the “Establishment – Principal Applicant” template. Co-applicants must complete their CV using the “SHRF Funding CCV” template.
Review
Applications are evaluated in a competitive, peer-review process that considers the following criteria:

- Importance and originality of proposed research to its field;
- Quality and feasibility of the research design, according to standards relevant to the field of study;
- Suitability of the research environment and identified supports;
- Potential of the applicant(s) to carry out the work;
- Appropriateness of the budget;
- Adherence to principles of ethical research; and
- Fit with the purpose of the funding program (i.e. the importance of the proposed plan to the applicant’s health research career establishment in Saskatchewan).

Funding Available
The funding envelope for the 2017-18 Establishment competition is expected to be $1,200,000. This amount does not include potential partnerships.

Funding Recommendations
Applications are assigned to committees for review based on the theme of the proposed research (i.e. biomedical, clinical, health services or population health). See the SHRF Awards Guide 2017 for more information.

Partnerships
SHRF is open to partnering with other organizations or individuals who share an interest in funding excellent health research that aims to improve the lives of Saskatchewan residents. To discuss partnership opportunities, please contact our office at 306-975-1680 or 1-800-975-1699.

Partners in place before the competition deadline will be identified on SHRF’s website, under ‘Funding Opportunities’ on the Establishment Grant program page.

SHRF will provide funding partners with an anonymized list of project titles and summaries in order to confirm fit with their relevancy criteria. Once the review process is complete, SHRF will identify application(s) recommended for funding by the review committee that also meet the funding partner’s relevancy criteria. In the case where there is more than one relevant application recommended for funding, the highest ranked relevant application(s) will be selected for the partner award(s).

NOTE: Applicants are not required to notify SHRF of their interest in specific funding partnerships.
Contact
For questions about eligibility, program guidelines, peer review process or CCV templates:

**Danielle Robertson-Boersma**
Funding Programs Officer
306-975-1685
drobertson-boersma@shrf.ca

For questions about application form or technical help with SHRF RMS:

**Tanya Skorobohach**
Programs Coordinator
306-975-1681
tskorobohach@shrf.ca
## Application Preparation Checklists

### Establishment Grants 2017-18

#### Overview of Application Preparation and Submission Process

<table>
<thead>
<tr>
<th>Review the following documents (found at <a href="http://www.shrf.ca">www.shrf.ca</a> and on the <a href="http">SHRF RMS</a>):</th>
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<tr>
<td>- SHRF Establishment Program Guide (Funding Opportunities)</td>
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<td>- SHRF Awards Guide 2017 (Funding Resources)</td>
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<tr>
<td>- SHRF RMS Applicant Manual (Funding Resources)</td>
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<td>- Online application (SHRF RMS)</td>
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Check with the host institution’s research office about internal deadlines.

**Note:** SHRF no longer requires an internal peer review of the Establishment Grant application. Due to the limited amount of applications that one individual can apply, it is **highly recommended** that applicants have their application reviewed by others (i.e. mentors or senior faculty) prior to submission.

Request a (joint) letter of support from the Dean (or designate) and Department Head (or designate, as applicable), and provide them the information outlined in this guide (See Eligibility pg. 2) for completing the letter. It is the applicant’s responsibility to upload the signed letter to the application before the deadline.

If relevant, contact collaborators to request letters of support. It is the applicant’s responsibility to upload these signed letters to the application before the deadline.

Create a user profile in the SHRF Research Management System (RMS). Co-Applicants will also need to create an RMS profile to generate a SHRF PIN:

- To access the SHRF RMS, go to [www.shrf.ca](http://www.shrf.ca) under ‘How to Apply’, and click on the SHRF RMS button.
- See the RMS Applicant Manual and other helpful tools under ‘Funding Resources’ on SHRF’s website or Support on the RMS for assistance.
- Helpdesk: [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca) or 306-975-1681, 8:30 a.m. to 4:30 p.m.

Once a profile is created, you can open up a draft application.

- The principal applicant must start the application in the RMS.
- Click ‘Apply now’ next to the ‘Establishment Grants 2017-18’ program.
- As principal applicant, you may have only one application.
You can add others to your application, allowing them edit or read only access. You will need to know their last name and SHRF PIN, which they must share with you prior to the deadline. The co-applicant will need to contact SHRF if unable to access their SHRF PIN. SHRF does not share individual pin numbers except for extreme situations. SHRF PINs can be found on the RMS under profile.

SHRF PIN example: **AB10 02S5 A466 3C5X XXXX X**

In the ‘Applicant Details’ section:
- Use the ‘Add Contact’ button to add co-applicant(s).
- Use the ‘Add Grant Facilitator’ button to give access to anyone who you do not want to be listed as a co-applicant. These individuals will **not** be listed in the applicant details section.
- The person will receive an email notifying them they have been added to this application.
- Users will be listed in the ‘Contacts’ section at the bottom of the online application.
- Names will be populated in the Applicant Details section and the Signature Page.

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Update/complete your Canadian Common CV (CCV) using the Funding CV template “Establishment – Principal Applicant” for the principal applicant and “SHRF Funding CCV” for co-applicants.
- To access the CCV, go to ‘How to Apply’ under ‘Funding’ on SHRF’s website. Click the CCV button.
- Once template is completed, download the validated PDF file of your CV (draft copies will not be accepted) and upload it to your RMS application
- Ask your co-applicants to complete the SHRF Funding CCV and send you the validated PDF file to upload to your application;
- If you have forgotten your CCV login information, please email helpdesk@shrf.ca
- CCV updates can be sent in to SHRF up until May 15, 2017, 4:30 p.m. CST.

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Complete your ten-page research proposal.
- See the ‘Research Proposal’ section of the application for details on what to include and formatting for attachments.

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Complete all sections of the online application.
- See **Overview of Application Requirements** below.

The RMS provides some validation; however, it is the principal applicant’s responsibility to ensure all sections are complete according to requirements prior to online submission.

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If needed for review by signatories, you may use the ‘Preview/Print’ button in the ‘Preview, Print & Signature Page’ section of the online application to generate a PDF version of the entire application, including attachments (found at the end of the PDF). Be sure to review the generated file for completeness and accuracy and report any problems to SHRF.
Overview of Application Requirements

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<tr>
<th>Basic Information:</th>
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<tr>
<td>• Grant title</td>
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<td>• Total amount requested</td>
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<th>Applicant Details:</th>
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<tr>
<td>• Applicant name(s) (this will populate the signature page)</td>
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<td>• Enter principal applicant’s affiliation where the funding will be held (i.e. the host institution). <strong>NOTE:</strong> This affiliation must be the eligible host institution for the principal applicant since it populates the signature page. This affiliation may differ from the applicant’s primary affiliation on their CCV or their contact information stored in the RMS profile.</td>
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<td>• Provide the start date of the qualifying research appointment in Saskatchewan and explain any exceptions in calculating the three-year eligibility window, which have been approved by SHRF.</td>
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<th>Summary:</th>
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<td>• Lay Summary (250 words)</td>
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<td>• Provide five keywords</td>
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<tr>
<th>Research Proposal:</th>
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<tr>
<td>• Attach* research proposal** (max. 10 pages, PDF)</td>
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<tr>
<td>• Attach supplementary materials***, if relevant (PDF)</td>
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<tr>
<td>• Attach references cited (no page limit, PDF)</td>
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*Page setup and formatting for attachments:*
| Header: for each attachment include: principal applicant last name, title/label (e.g. ‘Research Proposal’ title of data collection tool, etc.) |
| Footer: Page X of X (for the particular attachment) |
| Margins: one inch |
| Page: 8.5" x 11" |
**Font:** 11-point minimum  
**Line Spacing:** single-spaced  
**Spacing:** no condensed type or spacing

**To include in the 10-page limit of the Research Proposal:**
- **Purpose and objectives** of the study, including how these objectives are related to your long-term research plans;
- **Current state of knowledge** in the area and how the study will build on or add to that;
- **Methodology**, including a clearly stated research question(s), general approach, various steps or stages involved and details about data analyses;
- A brief section outlining important **ethical issues** (e.g. potential risks or discomforts) and how they will be addressed; for research with human subjects, please append a draft consent form;
- **Relevance and benefits** to human health or the health systems;
- Plans for **knowledge translation** (i.e. connecting with relevant stakeholders to develop, share and use the research). Examples of knowledge translation include: presenting at scientific meetings, publishing your work, website development, meetings with relevant stakeholders, and other activities intended to share your research;
- Brief explanation of how the research will benefit the establishment of your **career in Saskatchewan**;
- Description of **research environment**, including space, equipment, and staff support necessary to do the research, as well as formal mentorship available to the applicant, where appropriate; and
- **Any tables, figures, graphs and timelines**.

**Supplementary materials (Optional):** Applicants may upload additional supporting documents directly relevant to the application (e.g. critical data collection tools, key publication or manuscript supporting the application). This component is optional so it is not meant to be onerous. Reviewers are not obliged to read the supplemental materials; therefore, the proposal should not depend on this information. SHRF will review this information to ensure relevance and appropriateness.

**Budget:**
- Specify number of years in budget
- Click ‘Open Budget’ and complete the xml worksheet. Use ‘Add’ to add more rows in each category, and save the sheet before you close.
- Attach Budget Justification (max. 2 pages, PDF).
- Attach price quotes for equipment valued at over $2,000 and other required supporting documentation (PDF).
- Complete declaration of overlap (principal applicant only) and attach relevant budget and summary pages of other applications (PDF).

**Investigator Roles and Supporting Letters:**
- Describe the role of the principal applicants and any co-applicants in the proposed research, including hours per week (max. 250 words per person).
- List any collaborating individuals or agencies by editing the ‘Collaborator List’ worksheet. For each collaborator listed, attach a supporting letter (PDF).  
**NOTE:** Co-applicants are **not** also collaborators.
- Upload the required letter(s) of support from the appropriate official(s) outlining the required information as requested in the eligibility requirements section of this program guide.

Checklists:
- Select the [CIHR theme of research](#) most relevant to the current proposal.
  - **NOTE:** this information will assist in identifying the appropriate committee to review the application.
- Identify approvals needed for proposed research.

Re-Application:
- Indicate whether this is a re-application by the principal applicant.
- If yes, include a response to previous reviewer’s comments (max. 800 words)
  - **NOTE:** The principal applicant needs to complete this section even if the project has changed from the previous application. The applicant will need to explain why the project changed from the previous application.

Canadian Common CV:
- Attach the CCV (PDF file) for the principal applicant and any co-applicants.
- CCV updates can be sent in to SHRF up until May 15, 2017, 4:30 p.m. CST.
  - **NOTE:** We recommend including the person’s name in file to be uploaded.

External Reviewers:
- Enter the names and contact information (use worksheet) for at least three potential external peer reviewers from outside Saskatchewan but within Canada who are not in conflict of interest (i.e. with whom you have not collaborated with in the past 5 years and are not in a close personal relationship with).

Preview /Print & Signature Page
- Print the Signature page, obtain required signatures, and upload completed document (PDF format).