



2019-20 Research Fellowship

Application Package
Effective November 28, 2018



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About This Application Package

This package will support you through SHRF's application process and, if successful, in managing your grant going forward. It includes: The Program Guide; the Application Instructions; and the Application Checklist.

The Program Guide will present the applicant with information regarding the opportunity, including purpose, dates, funding information, eligibility, allowable expenses, application process and review process and criteria. The Application Instructions lists all information found in the application form on SHRF's Research Management System (SHRF RMS), giving the applicant an understanding of the information needed to apply. The Checklist is a high-level list of each step to complete up to results.

Along with this Application Package, this funding opportunity is subject to all policies and procedures as outlined in the current [SHRF Awards Guide](#) available for download at [shrf.ca](#). It is important that the applicant read and understand the current Awards Guide alongside this package.

Contacts

For questions about eligibility, program guidelines or the peer review process:

Danielle Robertson-Boersma, Funding Programs Officer and Program Manager
306-975-1685 or drobotson-boersma@shrf.ca

For other questions or technical help with the SHRF RMS or the CCV:

Tanya Skorobohach, Programs Coordinator
306-975-1681 or tskorobohach@shrf.ca

For general inquiries: fundinginfo@shrf.ca

For general technical issues: helpdesk@shrf.ca

SHRF is located at 324-111 Research Drive, Saskatoon, SK S7N 3R2

PROGRAM GUIDE

About the Program

Purpose

The Research Fellowship award is intended to advance the research career development of the award holder and to enhance the research productivity of the supervising Saskatchewan university faculty member. It provides financial support to high-quality candidates for a period of postdoctoral research in a health-related field under the supervision of an experienced, active researcher. These awards are intended to support recipients in becoming independent investigators.

Program Highlights

1. *Eligibility Check Cut-off* – Continuing with last year's implementation of the eligibility check, there is now a cut-off date that applicants must submit their eligibility. Applicants will not be able to open an application if they have not gone through the eligibility check phase. Please review the [Important Dates](#) section for the cut-off date.
2. *Adding Contacts and Signature Page* – SHRF has updated how contacts are added to an application. The principal applicant no longer needs to collect SHRF PINs, but instead will send an email invitation through the RMS asking individuals to the application. As the contact must now physically accept the invitation, this has replaced the need for contact signatures, leaving only the principal applicant and their research office to sign the signature page. Please review the [Application Instructions](#) for further information regarding how to add a contact.
3. *Review Criteria* – The review criteria have been updated to better reflect the expectations of the applicant and their application. This criterion will be used by the peer review committee members when evaluating each application. Please review the criteria under the [Review Criteria](#) section in this application package.

Important Dates

Competition Launch	November 28, 2018
Information Webinar	December 3, 2018
Eligibility Check Cut-off	February 28, 2019, 4:30 p.m. CST
Application Deadline*	March 14, 2019, 4:30 p.m. CST
Assessment Deadline	April 17, 2019, 4:30 p.m. CST
CV Update Deadline	May 16, 2019, 4:30 pm CST
Funding Decisions	June 26, 2019
Funding Start Date	July-January, 2020 – 1 st of Month

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



Grant Funding

Value

Each application is a total of **\$100,000 over two years**. At the time this program is launched SHRF will be able to fund at least 8 awards.

The award includes:

- **Stipend: \$45,000/year** - solely for the award holder's salary; and
- **Research Allowance: \$5,000/year** – for the award holder's career development (See [Allowable Expenses](#)).

NOTE: Second year funding is conditional upon the award holder meeting requirement to apply for a Tri-Agency Fellowship, if eligible, during the first year* of the SHRF Fellowship. SHRF will seek confirmation.

**SHRF recipients with a start date of October 1 or earlier are required to apply to a Tri-Agency Fellowship competition in the same year as the SHRF competition; recipients starting November 1 or later may choose to apply in the following year prior to the start of their second year of the Fellowship or as soon as reasonably possible.*

Duration

The award is for a maximum of two years.

Top-Up Incentive Award

\$10,000/year for up to two years in stipend is available for applicants who:

- are recommended and approved for a SHRF Research Fellowship; and
- are successful in obtaining a Tri-Agency (CIHR, NSERC, SSHRC) Research Fellowship award to be held in Saskatchewan.

The following conditions apply for eligibility in receiving the Top-Up Incentive Award:

- Research fellows who have been offered/awarded a Tri-Agency Fellowship prior to the SHRF deadline are **not** eligible for the SHRF Top-Up Incentive Award.
- When a SHRF principal applicant (PA) applies to a Tri-Agency Research Fellowship competition during the same year as the SHRF Research Fellowship award competition, and will not know the results prior to the SHRF deadline:
 - the PA will inform SHRF of the Tri-Agency results as soon as they are known;
 - if the PA is successful in both competitions (SHRF and Tri-Agency), the applicant must decline the SHRF award and accept the Tri-Agency award; and
 - the SHRF Top-Up Incentive Award will be awarded to align with the term of the Tri-Agency Fellowship; but not commencing before SHRF results are known (i.e. no earlier than July 1 of the competition year).

- When a SHRF PA is successful in the SHRF competition, a condition of their award is to apply to a Tri-Agency Research Fellowship competition in their first year of funding.
 - If the SHRF Fellowship start date is prior to November 1, SHRF requires recipients to apply to Tri-Agency in the same year as the SHRF competition.
 - If the start date is November 1 or later, the PA is required to apply to Tri-Agency the following year or as soon as reasonably possible.
 - If the SHRF Fellowship recipient is successful in the Tri-Agency fellowship competition:
 - the PA will inform SHRF of the Tri-Agency offer as soon as possible;
 - the PA will notify the Tri-Agency that they will start the Tri-Agency Fellowship award on the earliest possible start date allowed by the funder;
 - the SHRF Research Fellowship award salary portion will be terminated at the start of the Tri-Agency Fellowship;
 - the SHRF Research Allowance will be pro-rated to the term of the SHRF Fellowship received and will remain accessible for the term of the Tri-Agency Fellowship; and
 - the Top-Up Incentive award will be offered
 - Start and end dates will align with the Tri-Agency Fellowship

Eligibility

Re-Submissions

Re-submissions of unsuccessful applications to the program must reply to reviewers' feedback and/or indicate changes/improvements (including a complete change of the research project) at the application stage.

Multiple Applications

The **Research Fellow** can only submit one application per competition.


Supervisors may submit a maximum of two applications per competition in the role of lead supervisor and/or co-supervisor, provided that the two research projects are distinct and appropriate operating funding and time for mentorship is demonstrated for each application.

Principal Applicant Requirements

Please Must hold a Ph.D. degree, or a health professional degree (M.D., D.D.S., D.V.M., Pharm.D. or equivalent), or will hold such a degree prior to the deadline for taking up award;

Must be within **three years** of having completed the qualifying degree as of March 15 in the application year:

- **SHRF uses the date of degree completion from the first qualifying degree to determine applicant eligibility.** This is the date on which **all requirements** of your degree have been met, including successful defense and submission of the corrected copy of your thesis. It is not the conferred or convocation date indicated on your transcript or degree certificate.

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- Individual eligibility scenarios will be assessed by SHRF on a case-by-case basis, which may include:
 - 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
 - Justified career interruptions (e.g. parental leave, medical leave, residency training, clinical licensing, etc.) may be deducted from the calculation, based on SHRF approval.

Must have Canadian immigration approval to live and work in Canada for the term of the fellowship, which must be in place before the award commences;

Must not have previously held a SHRF Research Fellowship;

May not simultaneously hold a university faculty appointment (or equivalent), or any major award for salary purposes;

Will apply with a supervisor that fulfills the [Supervisor Requirements](#);

Will undertake a research project that is designed to advance his or her development as an independent researcher;

Will undertake the research fellowship on a full-time basis (75% minimum commitment) in Saskatchewan; and

Will undertake the research fellowship in a research environment different from his or her Ph.D. work (e.g. a new academic unit or research group) with a supervisor different from his or her Ph.D. work.

Supervisor Requirements

Lead Supervisor

Must hold an appointment as a university faculty member (or equivalent) at a Saskatchewan institution with a Memorandum of Understanding (MOU) with SHRF;

Must reside and work in Saskatchewan during the duration of the research fellowship;

Must have experience in the fellow's proposed field of study; and

Must have an actively funded research program covering all expenses of the research project during the duration of the fellowship;

Co-Supervisors

SHRF supports the collaboration of faculty member supervisors and the sharing of resources (e.g. if the fellow will be accessing resources or working with another faculty member). In these cases, the lead supervisor and the co-supervisor(s) must provide a clear description of their roles and responsibilities in supervising the research fellow.



Allowable Expenses (Research Allowance)

The Research Allowance is for the **direct benefit** of the award holder's research career development and can be used for the following types of expenditures:

- travel by the award holder to scientific meetings, conferences or workshops related to the research project, including meeting and non-degree course registration fees and texts, meals and accommodation, and transportation;
- professional membership fees relevant to the award holder's field of study; and
- costs of linkages and outreach that support the award holder's dissemination or exchange of research findings.

The research allowance may **NOT** be used to fund any part of the research project (i.e. supplies, equipment, including computers, trainee/staff/other salaries, etc.). The supervisor's identified operating grant supporting the fellowship application must cover all expenses related to carrying out the proposed project, other than the fellows' salary.

Research allowance funds are available at the start of each year of the award.

- Second year funding is conditional based on completion of applying for Tri-Agency Research Fellowship.
- First year research allowance funds **may not be overspent** since the second year of funding is conditional.
- Funds not used in year one may be carried into year two.
- All activities and expenses must be completed or encumbered by six months after the fellowship term. If there is need for a longer extension, SHRF will review the request on a case-by-case basis.

Application Process

Applying to this funding opportunity involves two steps: The Eligibility Check and the Application. Both steps must be completed and submitted online using the SHRF RMS at shrf.smartsimple.ca

It is the principal applicant's responsibility to ensure all requested information is complete and properly formatted at all stages. Sections of the application may only be completed by the proposed lead supervisor. Applications received in any other format, exceeding page limits or submitted incomplete, may be declared ineligible. If eligibility is no longer met at application submission or review period, SHRF reserves the right to remove the application from the competition. Materials extraneous to that requested in the application will be removed before the application is sent for peer review. Applications submitted late will not be accepted. SHRF assumes no responsibility to notify applicants or follow-up with respect to incomplete or non-compliant applications.

For a complete overview of the eligibility and application requirements, please refer to the [Application Instructions](#). This grant is subject to all policies and procedures as outlined in the most recent Awards Guide. The Awards Guide, along with the SHRF RMS Researcher Manual and a link to the SHRF RMS, can be accessed from [SHRF's website](#) under 'Funding'.



Applicant Assessments

The principal applicant must provide the name and email address of exactly three individuals whom they have studied or worked with (i.e. Ph.D. supervisor) who can comment on the applicant's past academic and research experiences.

- The proposed lead supervisor and/or co-supervisor(s) **CANNOT** provide an assessment.
- One assessment may come from within the academic unit or group where the fellowship will be held.

The principal applicant is responsible for confirming that the identified assessors have completed and submitted their assessments by 4:30 p.m. (CST) the day of the assessment deadline (see Important Dates).

NOTE: Applications that do not have three valid applicant assessments by the assessment deadline will be considered incomplete applications and **will be removed from the competition** prior to peer review.

Review

Process

Applications are assigned to committees for review based on the theme of the proposed research (i.e. biomedical, clinical, health services or population health).

Eligibility Check

The purpose of the Eligibility Check is to ensure the following:

- That the application is submitted to the appropriate funding opportunity, identifying relevance to the purpose and objectives;
- That eligibility for the principal applicant are met, based on program-specific criteria;
- To facilitate the creation of the review committees, and search for appropriate reviewers with expertise to the proposed projects;
- To inform partners of interest regarding the partnered funding, when appropriate; and
- To formalize the process of eligibility, so that decisions made by SHRF are available to applicants and reviewers.

The Eligibility Check is reviewed internally by the SHRF program manager, following the above principles, checking only for eligibility. If questions arise regarding eligibility, the program manager will contact the principal applicant for further clarification and may require that revisions be submitted. Multiple revisions can occur until a final decision can be made or the eligibility check cut-off date has passed. **The Eligibility Check is a rolling intake and approval process up until the cut-off deadline, therefore it is strongly suggested that the principal applicant complete this step at their earliest convenience for a timely review and response from SHRF. Eligibility checks submitted after the cut-off date will not be accepted.**



Application Review

Applications are evaluated in a competitive, peer-review process according to SHRF's [Research Funding Peer Review Committee Guidelines](#). Applications are assigned to committees for review based on the theme of the proposed research (i.e. biomedical, clinical, health services or population health). The majority of members are from inside Saskatchewan, but each committee has a set number of out-of-province, but within Canada, reviewers.

Applicants will receive written comments from two lead reviewers on the committee and external reviewers assigned to the application.

Funding Recommendations

For information regarding funding allocation procedures, please refer to the current [SHRF Awards Guide](#).

Criteria

Applicant Track Record (50%)


Please assess the applicant's track record in context to their education (i.e. Ph.D., M.D., D.D.S., D.V.M., Pharm. D) and their potential for success, based on the following:

- The applicant demonstrates an appropriate level of productivity, originality and impact of scientific contributions, with a continued upward trajectory.
- The applicant's scientific productivity, including primary and co-authorship of peer-reviewed publications or other literature, and scientific contributions to the field.
- The number, importance and breadth of the applicant's achievements, including distinctions, awards (applied and received), presentations (provincial, national, international), funding and alternative, non-traditional methods of dissemination of research findings.
- The appropriateness of the applicant's qualifications (i.e. academic preparation, research training, experience, achievements) to carry out the proposed research successfully.
- A clear explanation of how the proposed research project will support their identified career development towards an independent research career. Research allowance plans are appropriate and relevant to career development.

Research Project (30%)

The applicant's proposed research project should be appropriate to their skills and must cover the duration of the Research Fellowship award. Consider the following when assessing the applicant's proposed research project:

- The research project is well-aligned with the applicant's skills and abilities, with the opportunity to demonstrate potential leadership in their ability to manage research.
- The quality and feasibility of the research project. Adherence to principles of ethical research is in place.
- The goals and objectives of the research project are clear, well defined and relevant; methodological approach(es), study design and analysis plans are adequately described,



appropriate, innovative and relevant to the research goals and objectives. There are plans in place to address potential difficulties/pitfalls.

- Relevance of the research question(s) to Saskatchewan.
- Clear and reasonable project timelines. The fellow will be able to complete the work within the two-year period.
- The overall readability of the research project.

Environment & Supervision (15%)

Please assess the research environment and supervisor as described in the Research Environment section of the application and the supervisor's CV. Consider the following:

- The supervisor(s) career stage, experience, qualifications and level of activity (publishing, funding, etc.).
- The supervisor's training record, including the level of trainees, the length they were with the supervisor, the degrees that were received, the current position the trainee holds, etc.
- The supervisor's available resources, including adequate research funds for the research project.
- The education, training and professional development benefits identified by the supervisor that will benefit the research fellow.

Impact (5%)

The applicant should address the potential impacts of the proposed program of research, addressing the CAHS impact categories as relevant: capacity building; advancing knowledge; informing decision making; and broad health, social or economic impacts. Consider the following when assessing the applicant's proposed impact:

- Importance and expected contributions of the research are evident.
- Plans to share knowledge gained with stakeholders and/or target audiences both within and outside the academic community are appropriate, meaningful and well-described.
- Knowledge gained will be useful, having potential future impact on the health of Saskatchewan residents and beyond is well-described, including as appropriate: building capacity for addressing issues relevant to Saskatchewan; advancing knowledge and contributing to our understanding of important health issues; information decision-making; and leading to health, social and/or economic impacts



Definitions

Applicant Roles

When the principal applicant adds an individual to an application on the SHRF RMS, the person must be assigned an applicant role (i.e. lead supervisor, co-supervisor, grant facilitator; edit or read-only access). The applicant role should reflect the level of involvement that the individual will have in the application. Please see the following applicant role definitions for this funding program:

Principal Applicant (Research Fellow)

For this funding opportunity, the Principal Applicant (PA) is the Research Fellow. For eligibility requirements for the PA, please see the Principal Applicant Eligibility Requirements in the Program Guide section of this Application Package.

Supervisor

For this funding opportunity the Supervisor will be added by the Principal Applicant (the Research Fellow) in one of the following roles:

Lead Supervisor

This will be the main individual that supervises the Fellow during the award and hold the research funding that will support the fellow's research project. Please see the Supervisor Eligibility Requirements in the Program Guide section of this Application Package.

NOTE: If there is only one supervisor on the application, **you must still choose** the Lead Supervisor role.

Co-Supervisor

This role is chosen if there is more than one supervisor on the application. This individual does not need to fulfill the requirements of the Lead Supervisor but must still have an appropriate and defined role regarding the training of the Research Fellow.

Grant Facilitator

This is the individual(s) who supports the development and/or management of the research grant application. Individuals added to the application in this role are not visible to the review committees and can be added with edit or read-only access.

Impact

The intended effect of the outputs and outcomes of the research activity and results on both the research environment and into the public sphere. The possibility of the research to make a change in society, specifically in Saskatchewan. Impact can be achieved through research activity, knowledge generation and knowledge sharing through different avenues (i.e. publications, presentations, policy, technologies, etc.) where stakeholders and end-users are engaged and see the value of the results. SHRF subscribes to the impact categories of the Canadian Academy of Health Sciences (CAHS) Return on Investment (ROI) Framework, which measures impacts in the following five categories: building capacity, advancing knowledge, informing decision-making, health impacts and broad socio-economic impacts. To learn more about the framework SHRF uses to measure impact, please visit shrf.ca/Funding-Resources or go directly to the document by clicking [here](#).

APPLICATION INSTRUCTIONS

This section reflects the information asked in the SHRF RMS. It identifies each tab, field and how the information will be requested for both stages of the application. Fields that are mandatory will be marked with an asterisk (*).

All information for the Eligibility Check and Application stages are entered in the SHRF RMS and submitted electronically. No other materials should be sent to SHRF.

Eligibility Check

Adding Contacts

* To add a contact to your application, go to the left-hand side of your screen and click the 'adding contacts' bar.

Please provide the requested information below to add contacts to your application and **click 'invite'**.

Note: When inviting a contact who has a registered account already in the RMS, please use the email they log in with. Using a different email will create a new account in the system.

The contact will receive an email requesting their participation on the application in the assigned role. They will then be able to accept or decline the invitation. You will see their information and status listed below and in the contacts bar on the left menu. **Note:** If an invited contact does not respond to the original email, you will have to cancel the invite by clicking the 'x' button. The Principal Applicant will then need to insert the information again and click the 'invite' button to resend the invitation. The 'save' button **will not** send the invitations.

Please see specific application package for applicable roles. For this funding opportunity, **choose one of the following roles** for added contact: Lead Supervisor, Co-Supervisor, Grant Facilitator.

General Tab

NOTE: The majority of information under this tab is automatically filled out based on information from the principal applicant profile. It is important to keep your contact information up to date in the SHRF RMS so that it is properly reflected in this tab. Listed below is the information that you will need to complete.

1. *Project Title: Please insert a working title. The Principal Applicant will be able to adjust the title at the application stage, if needed.

Applicant Details Tab

1. *Adding Contacts: To add a contact please click on the 'Adding Contacts' bar on left hand side and follow the instructions.
2. *Re-application: Is this a resubmission of a previously unsuccessful application? Choose Yes, same supervisor; Yes, different supervisor, or No.
3. Please indicate the Lead Supervisor's affiliation where the funding will be held.
 - a. Department
 - b. *Faculty/College
 - c. *University/Institution



Eligibility Tab

Principal Applicant Eligibility

1. *Have you completed the qualifying degree at the time of application? Choose yes or no.
 - a. *Please identify your qualifying degree (i.e. Ph.D., M.D., D.D.S., D.V.M., Pharm. D).
 - b. *Attach documentation verifying the relevant degree qualifying the applicant for this fellowship. Verification may include:
 - i. Official or certified true copy transcripts of marks indicating completion of degree requirements; or
 - ii. Original or certified true copy of the degree certificate.
Note: If for some reason providing this proof of your degree is not possible, please explain. SHRF reserves the right to verify the records and their availability.
 - iii. Date of degree completion (i.e. all degree requirements)
 - c. *If providing this proof of degree is not possible, please explain.
2. Candidates who hold, or expect to receive, a Ph.D. degree as the qualifying degree for this fellowship must complete the following:
 - a. Thesis Title
 - b. Name of Ph.D. Supervisor
3. If applicable, provide details of exceptional circumstances regarding eligibility (e.g. start and end dates of career interruptions). (Maximum 250 words)
4. If your proposed fellowship position is at the same institution as your Ph.D., provide an explanation as to why and the reasoning for staying that will benefit your career development. (Maximum 250 words)

*Lead Supervisor's Funding Source

Identify the lead supervisor's funding source that will support the research project that the applicant will be working on during the duration of the research fellowship.

*Research Pillars/Themes

Please select the theme(s) of research that best reflect the current proposed research. Choose from: Biomedical Sciences; Clinical Research; Health Systems and Policy Research; and Population Health including the Social, Cultural and Environmental Determinants of Health.

Partnerships and Targeted Funding Opportunities

Any partnerships that occur after program launch will be listed on the SHRF website on the relevant funding opportunity page.

1. If interested in potential partners relevant to your proposed research that may come available, please check yes.

SHRF Program Manager Comments

Note: This textbox is for the SHRF Program Manager to leave comments regarding the eligibility check. This information will be visible to applicants and reviewers.

Formatting

All application attachments should adhere to the following format:

- **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 (1") all around;
- **Font:** 11-point minimum, Calibri or Times New Roman (or equivalent but no narrow/condensed fonts), black type;
- **Line Spacing:** single-spaced

Application

Adding Contacts

* To add a contact to your application, go to the left-hand side of your screen and click the 'adding contacts' bar.

Please provide the requested information below to add contacts to your application and [click 'invite'](#).

Note: When inviting a contact who has a registered account already in the RMS, please use the email they log in with. Using a different email will create a new account in the system.

The contact will receive an email requesting their participation on the application in the assigned role. They will then be able to accept or decline the invitation. You will see their information and status listed below and in the contacts bar on the left menu. **Note:** If an invited contact does not respond to the original email, you will have to cancel the invite by clicking the 'x' button. The Principal Applicant will then need to insert the information again and click the 'invite' button to resend the invitation. The 'save' button **will not** send the invitations.

[Please see specific application package for applicable roles.](#) For this funding opportunity, **choose one of the following roles** for added contact: Lead Supervisor, Co-Supervisor, Grant Facilitator.


General Tab

NOTE: The majority of information under this tab is automatically filled out based on information from the principal applicant profile. It is important to keep your contact information up to date in the SHRF RMS so that it is properly reflected in this tab. Listed below is the information that you will need to complete.

1. *Project Title: Please insert the title of the project.

Applicant Details Tab

NOTE: Information in this tab cannot be edited at the application stage.

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1. *Adding Contacts: To add a contact please click on the 'Adding Contacts' bar on left hand side and follow the instructions.
 2. *Re-application: Is this a resubmission of a previously unsuccessful application? Choose Yes, same supervisor; Yes, different supervisor, or No.
 3. Please indicate the Lead Supervisor's affiliation where the funding will be held.
 - a. Department
 - b. *Faculty/College
 - c. *University/Institution

Eligibility Tab

This tab is locked down; therefore, no changes can be made. Both applicants and peer reviewers will be able to see the information. Please see the Eligibility Instructions above regarding what information is found under this tab.

Project Details

***Plain Language Summary**

Provide a clear and concise description of the project. Include a brief statement of the overall purpose of the research and the study objectives, including relevance to Saskatchewan. Briefly explain the general methodological approach. Summarize the importance of the research area and the relevance to human health. Do not include references and avoid acronyms. This section must be written for a non-scientific audience and it may be used to seek reviewers, potential funding partners and for communication purposes (250 words maximum).

***Application Key Words**


Provide five keywords relevant to this particular application that may assist in reviewer selection.

***Research Project**

The research project description is a **maximum 3-page** attachment following SHRF formatting rules (see application instructions) in a PDF file format. The research project description is to be written by the principal applicant in conjunction with the supervisor(s). The research project will be linked to the supervisor's work but must provide the candidate with substantial opportunity for independent and advanced work. Provide a clear and concise description that is well-organized, avoiding unnecessary jargon and explaining all abbreviations.

Using up to three (3) pages, outline the major elements of the project clearly and concisely. Be sure to include the following elements:

1. Objective(s) and goals of the study
2. Describe the relevance of the research question(s) to the health of Saskatchewan residents and its originality
3. Methodological approach, including clearly stated research question(s), study design, analysis plan, etc. Include plans to address anticipated ethical issues and potential pitfalls or difficulties

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4. Applicant's role regarding: project design; direction of work; analysis and interpretation of results
 5. Description of how research project aligns with the Principal Applicant's skills, including how the objective(s) are related to the career development

NOTE: No additional figures or appendices are allowed. Any additional documents will be removed from the application.

***References**

Upload the list of references (No page limit, PDF file format) cited using the discipline appropriate format.

***Career Development**

Using a **maximum of 350 words**, the principal applicant must describe their expectations of the research fellowship regarding the research training and educational benefits from their proposed supervisor(s) and the environment that they will be working in. Be specific regarding how working with this supervisor and/or research environment will: build on current research interests; support the learning of new skills; advance your career development towards an independent researcher

***Research Allowance**

In the table below, outline the plans for the research allowance for Year 1 and Year 2. Insert specific conferences, meetings, activities, etc., as appropriate. Please see the Application Package regarding allowable expenses for the research allowance.

Re-Application

Applicants must respond to previous reviewers' comments if this is a resubmission of an unsuccessful application. The response should be able to stand alone and should not require reference to any other document as the current reviewer will not have access to previous application information. (Maximum 500 words)

Environment & Supervision

This section is completed by the proposed Lead Supervisor who must log in to their SHRF RMS profile. The principal applicant should ensure that the Lead Supervisor completes this section prior to the submission deadline.

***Research Environment**

Using a **maximum of 350 words**, describe the research environment where the fellowship will be held. In the description, identify the facility (space and equipment), collegial interaction opportunities, available support personnel and other potential professional development while the applicant is under your supervision.



***Education and Training Benefits**

Using a **maximum of 350 words**, indicate the education and training benefits that the applicant will accrue under your supervision. Be clear on how your supervision and expertise in the proposed research area will support the applicant towards their own independent research career.

***Applicant Duties**

It is required that the applicant will work full time (75%) on the proposed research project. Using a **maximum of 250 words**, please outline if there will be any teaching, clinical or other duties required of the applicants outside of the research project. Include the average number of hours per week (maximum 25% of entire week) and the level of remuneration (monthly rate) the applicant will receive for each duty.

Research Project Funding Source

Regarding the grant providing the main support for the research project, if it will end during the proposed fellowship term, indicate how you anticipate maintaining the monetary support for this fellowship (maximum 100 words).

List of Current Research Fellows

In the table, please identify the current number of Research Fellows under your supervision.

Ethics Tab

Applicants must identify all ethical approvals and safety permits that apply to the proposed work. If the approval(s) have been obtained, they can be uploaded. If not available at the time of application, they must be provided before funding is released.

*Check one of the following:

- The proposed research has already received necessary ethical and safety approvals. A copy of the certificate(s) is attached.
- The proposed research has been submitted for ethics review.
- The proposed research will be submitted for ethics review.
- The proposed research does not require any ethical approvals or safety permits.

*Please identify all approvals necessary to carry out the proposed research:

- Human Ethics (Behavioral)
- Human Ethics (Biomedical)
- Animal Care
- Biosafety
- Radiation Safety
- Health Authority-Operational
- N/A



Applicant Assessments Tab

The applicant must have three individuals submit an assessment by the appropriate deadline (See Important Dates in the current Application Package). These individuals should be people the applicant has worked with in the past and can provide information regarding: academic strengths; skills; research ability and responsibilities; oral and written communication; and interpersonal and leadership skills.

The proposed lead and/or co-supervisors can **NOT** provide an assessment and only one assessment may come from the academic unit or group where the fellowship will be held.

It is the responsibility of the principal applicant to recruit and ensure all assessments are submitted by the deadline. **Failure to have all three assessments submitted by the deadline will result in the removal of the application.**

Click **Add Assessor** below to add them to the application. This will trigger an email which will send the invited assessor a link to complete the assessment. Once the assessment is submitted, both the applicant and the assessor will receive an acknowledgement email and the status on the application will appear as 'submitted'. Applicants may make changes to the assessors up until the submission of the application. Any changes that need to be made after the application is submitted will need to be done by SHRF. Please email fundinginfo@shrf.ca if this is the case and include: the name of the principal applicant, the name of the assessor you would like removed, and the name and email of the assessor you would like added.

Other Applications

NOTE: SHRF offers a Top-Up Award to applicants who are successful in both the SHRF Research Fellowship competition and a Tri-Agency Research Fellowship (CIHR, SSHRC, NSERC). Please see the Program Guide in the Application Package for further information on this award.

Please list below all other applications for fellowship salary support you have concurrently made or will be making before July in the application year, as well as applications you anticipate making during the fellowship term, if successful. This includes applications to the national Tri-Agency, other foundations or other provincial supports (i.e. SCPOR, College of Medicine, etc.).

CVs, Collaborators/Supporting Letters Tab

***Applicant CV's**

The principal applicant and supervisor(s) must provide a validated Canadian Common CV using the following templates: Principal applicant – "Research Fellowship-applicant"; Supervisor(s) – "Research Fellowship-supervisor".

NOTE: Applicants may provide CV updates, such as approved funding or accepted articles for publication. Documentation must be sent by the principal applicant to SHRF at fundinginfo@shrf.ca. Please see application package under Important Dates for deadlines. SHRF will provide the documentation to the lead reviewers.

Steps for completing and submitting the SHRF CCV

1. Login to : <https://ccv-cvc.ca/>
2. Go to CV Funding
3. Select "SHRF" from Funding Source
4. Select "SHRF Funding CCV" from the dropdown
5. Data from your Generic CCV should appear
6. Complete missing data as required according to template sections
7. Edit sections where a red "X" appears and follow prompts to complete mandatory fields

Note: The SHRF Funding CCV templates restrict the following to the past 5 years (based on end date):

1. Research Funding History
2. Activities
3. Contributions (all except Intellectual Property)

To remove an item that is older than 5 years from the template submission, uncheck the "submit?" box when viewing that section.

SHRF does not currently accept electronic CCV submissions. After selecting "confirm" and responding to the consent questions, if applicable, please follow these steps:

1. Go to "History".
2. Find your most recent SHRF Funding CCV submission in the appropriate template.
3. Open and save the related PDF file to include with the submission of this application. We recommend including the investigators name in the file name.
4. Attach it to this application by clicking the button below.

Note: Draft versions (obtained by clicking on "Preview" in the CCV) will not be accepted.

If you experience any difficulties with the CCV or have any questions, please contact our office at 306-975-1681, or by email helpdesk@shrf.ca.

Files will appear in the order they are uploaded.


Collaborators and Supporting Letters

In the below worksheet, provide the names and affiliations of any supporting individuals or agencies. Collaborators must provide a letter outlining their contribution and/or support for the research and any future plans. For each individual or agency listed, attach a letter.

Impact Tab

*Impact

Using a **maximum of 100 words per field**, highlight the potential impacts of the current project and future research outlined in the development section, addressing the impact categories of the CAHS ROI Framework (CAHS, 2009). The principal applicant will need to speak to each of the five categories, which include: building capacity, advancing knowledge, informing decision making, health impacts




and broad socio-economic impacts (Note: Categories four and five are combined). To learn more about the framework and the five categories, please visit shrf.ca/Funding-Resources or go directly to the document by clicking [here](#).

Preview/Print & Signature Page Tab

Print the Signature page generated by clicking on the Print button. The Principal Applicant and institutional representative signs the signature page. The Principal Applicant will upload the document by the deadline.

CHECKLIST

- ☐ Read this Application Package and the most recent Awards Guide.
- ☐ Refer to the SHRF RMS User Manual and the Funding Resources webpage to find documents and tools related to:
 - a. Awards Guide
 - b. CAHS Impact Framework
 - c. Team Member Modified CV
 - d. Signature Page for Applicants Unable to Access Internet
 - e. SHRF RMS User Manuals
 - f. Link to SHRF's YouTube channel for How To videos
- ☐ Attend the Information Webinar. You can find out the date, time and link at shrf.ca/events. It's always helpful to hear about changes to the funding opportunity and/or the SHRF RMS, comments on previous competitions and questions from other applicants.
- ☐ As Principal Applicant, you start the Eligibility Check in SHRF RMS – the sooner you start, the better because once the eligibility decision is made the application can be opened on the SHRF RMS.
- ☐ The Principal Applicant invites contacts as applicants on to the application through the SHRF RMS.
- ☐ The Principal Applicant completes the Eligibility Check. Use the Application Instructions and complete all required fields. Don't forget to contact the listed program manager if you have ANY questions regarding eligibility!
- ☐ Submit your eligibility by the cut-off date listed in this Application Package.
- ☐ Keep an eye out for the program manager email response (usually 3-5 business days, unless they are on holidays). There will be one of three outcomes from submitting the Eligibility Check, which are:
 - a. A request for revisions and a need to submit again;
 - b. Everything will be good to go, and you can start your Application; or
 - c. Eligibility is not met and is denied.
- ☐ Once in the application, use the Application Instructions and complete all required fields. Again, don't forget to contact the program manager if you have ANY questions, as they're here to help! A couple of key points to remember:
 - a. Speak to your institution regarding internal deadlines;

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- b. Request the joint letter of support from the dean (or designate) and department head (or designate, as applicable), and provide them the information outlined in the program guide section of this application package.
 - c. When writing your proposal, make sure you are tying back to the purpose and objectives of the funding opportunity;
 - d. Familiarize yourself with the reviewer criteria, found in the Application Package. Having a strong understanding of what reviewers are looking for and the weighting of each section will help you in filling in any potential gaps in your application;
 - e. Have all supporting letters and CVs completed as early as possible so you're not having to run after them last minute;
 - f. Make sure your research proposal, budget table and budget justification all align, with the correct items and amounts; and
 - g. Read everything over once, twice and a third time to make sure your application is clear and concise, leaving no questions for the reviewers regarding what you are proposing to do, how you will do it, how much it will cost and the future plans and impact of your research.
- ☐ Submit your application by the deadline date and time. If you're having any issues, contact SHRF as soon as possible so we can help you out.
 - ☐ Watch out for a survey where SHRF will ask you about your application experience and if you have any feedback for us. We appreciate feedback and look to implement suggestions where appropriate.
 - ☐ Send any CV updates to fundinginfo@shrf.ca by the CV Update Deadline listed in the program guide of this application package.
 - ☐ Keep an eye out on for an email regarding application results.