

2020 - 21

| **Research Connections:**  
**COVID-19 Rapid Response**  
Application Package

Effective April 1, 2020

## 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, Review Criteria and the Application Instructions.

**NOTE:** Guidelines and requirements contained in this package are specific to this rapid call, and not generalizable to SHRF's regular Research Connections program call, which will be released April 2020.

The **Program Guide** and **Review Criteria** provide applicants with specific information regarding the opportunity and how it will be evaluated. The **Application Instructions** preview the information found in the online application form on SHRF's Research Management System (SHRF RMS).

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 Application Package.

## Contacts

For questions about eligibility, program guidelines or review process:

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For other questions or technical help with the SHRF RMS:

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Programs Coordinator  
306-975-1681 or [tskorobohach@shrf.ca](mailto:tskorobohach@shrf.ca)

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## Program Guide

### Purpose

The Research Connections grant program supports short-term, targeted, human health research knowledge mobilization (KMb) initiatives taking place in, and having a practical application for, Saskatchewan knowledge users (e.g. health professionals, patients and families, community members and public, policy makers, government, researchers and students, etc.).

### Objectives

- Support innovative, far-reaching and impactful KBm activities specific to a rapid response to COVID-19, including the health and wellness implications these necessary responses have on the public.
- Facilitate the sharing, use and integration of existing health research knowledge in a way that rapidly responds to the situation faced by Saskatchewan communities, leading to one or more of the following: informed decision making; a more knowledgeable and prepared public; increased knowledge or resources for front line or essential services.

### Scope

Proposed activities must facilitate the collaboration, sharing, use and integration of existing health research knowledge specific to the COVID-19 response in Saskatchewan to the appropriate knowledge users in a feasible and time sensitive manner.

**NOTE:** This is not a grant to support knowledge creation or data collection. Knowledge must be existing or generated through activities supported by other means.

### Important Dates

<b>Competition Launch</b>	April 1, 2020
<b>Application Deadline*</b>	Rolling intake
<b>Funding Decisions</b>	Within 5 to 8 business days after submission
<b>Funding Start Date</b>	As stated in the Funding Letter

\*At this time, SHRF will not have an end date for this funding opportunity. We will update the research community when we have more information.

### Funding Available

Up to **\$10,000** per proposal.

Additional support from other sources equal to 50% of the request from SHRF is required. Both cash and in-kind contributions are eligible.

There is no minimum for funding requested. All applications, no matter the amount, will be considered equally according to the evaluation criteria.

## Duration

The grant provided is for **up to 6 months**.

Time is of the essence. Proposed activities should be feasible to complete in a timely manner in order to have the intended impact.

## Application Eligibility

### Multiple Applications

The Principal Applicant may only hold one active grant at a time from this specific call in that role (i.e. they may be a co-applicant on others).

In other words, the Principal Applicant may not submit a new application for this funding opportunity until previous grants from this particular call are completed and all required reporting received by SHRF.

## Application Requirements

The rapid response activity will:

- Foster the dissemination and exchange of health research knowledge related to COVID-19 and the related response.
  - Out of province participation may be encouraged, but the intended audiences must include Saskatchewan and the work must primarily be completed in Saskatchewan;
- Include a detailed work plan and timeline showing how the activity will be shared with knowledge users and evaluated for its effectiveness;
- Involve individuals with appropriate expertise, including, but not limited to: patients and families, government, health professionals, policymakers, health charities, community members and public, researchers and students, as appropriate;
- Identify the knowledge users and the possible benefits they will receive.
  - The knowledge users may be a part of the application (e.g. invited as an applicant), may be identified in the application (e.g. an audience member), or both;
- Have matching contributions secured from other sources, specifically:
  - There must be 50% matching contributions (i.e. the match must be at minimum 50% to the dollar amount requested from SHRF), either in the form of cash, in-kind or a combination of the two;
  - Operating grant funding, start-up funding, or similar sources ARE eligible forms of matching cash contributions. Contact the Program Manager for clarification;
  - SHRF funds may be conditionally awarded if matching contributions are not confirmed at time of application submission; and,
  - Matching contributions must be confirmed prior to the start date or SHRF funds will be reduced to the amount of confirmed matching contributions.
- Must be based on legitimate and vetted research (although it may or may not be directly related to a funded research project);
- Produce timely and concrete deliverable(s);
- Include a budget where all line items are evident and justified in application; and,
- Contain an evaluation component to measure the desired outcomes of the activity.

## Examples of Eligible Activities

Below are examples of eligible activities. Please note this is not an exhaustive list. Please contact the Program Manager if you have questions regarding eligible activities.

- Adaption, including translations of texts or presentations, to broaden KMb to new audiences
- Development of new communication tools for print or online publication
- Media events (television/radio/social)
- Development and/or use of interactive technologies, audio-visual products, and/or software that affects health outcomes. Funds can be used to identify, assess and strengthen commercialization opportunities in medical and health technologies sectors

**NOTE:** Academic journal articles and expenses related to journal publishing are **not eligible**.

## Applicant Eligibility

### Principal Applicant

The Principal Applicant will be employed by an organization in Saskatchewan with an interest in health research and KMb that is eligible to administer the grant funding. Funds must be administered by an organization that is a [CRA-qualified donee](#) in Saskatchewan that will provide a statement of account to SHRF, such as a post-secondary institution, health agency or similar.

### Other Applicants

The Principal Applicant **is strongly encouraged** to apply with other applicants who have the expertise to strengthen the proposed activity. Applicants added to the application should have an identified role and bring value to the proposed application.

Other applicants can be from within or outside the province or country, but the application must demonstrate that the majority of the work will be done in the province.

For this funding opportunity, individuals may be invited on as co-principal applicants, co-applicants or grant facilitators.

## Allowable Expenses

All expenses must be clearly justified in relation to the KMb initiative and cover only the direct costs. **It is highly encouraged for applicants to look for cost efficient options. SHRF is publicly funded and fiscal responsibility and accountability are required.**

## Application Process

Complete the Research Connections – COVID-19 Rapid Response application form that is available on SHRF's online Research Management System (SHRF RMS). The SHRF RMS and the *SHRF RMS Researcher Manual* can be accessed from SHRF's website at [shrf.ca/resources](http://shrf.ca/resources). All applications must be submitted electronically through the SHRF RMS with all required fields completed.

## Review

### Process

Applications will be reviewed by an internal SHRF committee using the set evaluation criteria. The CEO makes final funding decisions within the limited available resources for the program. Applicants will be notified by email of the application outcome.

### Criteria

#### 1. What are you doing?

- a. Do you identify and clearly explain the need and/or rationale for the activity?
- b. What are the goals of the activity? Are they clearly described and feasible?
- c. In relation to Saskatchewan's COVID-19 response and its impact on the province, does the proposed activity facilitate the sharing, use and integration of existing health research knowledge in a way that rapidly responds to the situation faced by Saskatchewan communities?

#### 2. How are you doing it?

- a. What are the actions being implemented for the activity? Are they appropriate, meaningful and measurable? Are they supported by the budget, timelines etc.?
- b. Is the activity based on legitimate and vetted research?
- c. Are knowledge users clearly identified and described? What are their roles (e.g. audience member, active participant, applicant/team member)?
- d. Is there evidence of other planned resources (i.e. time, human, financial), including matching funds, in-kind support and/or collaborations?
- e. Does the activity as proposed have the potential to lead to one or more of the following: informed decision making; a more knowledgeable and prepared public; increased knowledge or resources for front line or essential services?

#### 3. How will you know it worked?

- a. Are the intended outcomes and impacts of the KMb initiative clearly described?
- b. Are the proposed outcomes and impacts measurable? Are methods for measuring clearly described (i.e. survey, interviews, indicators, other)?

## Reporting Requirements

SHRF requires that the funded Research Connections follow SHRF's compliance policies listed in the Awards Guide, including completing any requested progress reporting and financial statements.

## Application Instructions

This section reflects the information asked in the SHRF RMS. It identifies each tab, field and how the information will be requested. Fields that are mandatory will be marked with an asterisk (\*). All information for the application is entered in the SHRF RMS and submitted electronically. No other materials should be sent to SHRF.

### Formatting

All application attachments should adhere to the following formatting rules:

- **Header:** For each attachment include the 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;
- **Page size:** 8.5 x 11
- **Font:** 11 point minimum, **Calibri, Arial or Times New Roman ONLY**, black type;
- **Line Spacing:** single-spaced minimum

### Opening an Application

To open an application in the SHRF RMS, first log in to the system. If you are a new user, you will be asked to complete a profile. Please fill in as much information as you can in the profile, then click the 'Save' button. From there, go to the top right of your screen and click 'Home'. Once the screen has loaded, go to the first list view and look for the Research Connections COVID-19 Rapid Response funding opportunity under the 'Funding Opportunities (Currently Open)' tab. Click the 'Apply' button, which will open the application.

**IMPORTANT:** Once you have opened a draft application, you will be able to go in and out of it until it is submitted. Prior to exiting your application, always remember to click the 'Save Draft' button, which is found at the bottom of the screen. When you want to come back to your draft, you will find it on the home screen in the second list view under the 'Draft Applications' tab. Please be aware that when you are in this list view, the program name is 'Research Connections – Activity Application'. Click the 'Open' button on the right of the program name to get back into the draft application. When the draft is open, it should be titled *Research Connections COVID-19 Rapid Response – Activity Application*. This is important in case you have also opened a Research Connections – Activity Application, which is different from the COVID-19 Rapid Response.

### Adding Contacts

To add a contact (aka applicants) to your application, go to the left-hand side of your screen and click the 'Adding Contacts' bar. To add an individual, click the '+' button and complete the requested fields. Once the information is inserted, click 'Invite'. **NOTE:** The 'Save' button will only save the information, it will not send the invitation.

**IMPORTANT:** When inviting a contact **who has a registered account already in the SHRF 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. By accepting the invitation to the application, they have given the Principal Applicant consent on this grant (therefore no signature is required). 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.

For this funding opportunity, **choose one of the following applicant roles** for adding a contact: Co-Principal Applicant; Co-Applicant (please note, this role can edit the application), Co-Applicant – Read Only or Grant Facilitator.

Once you have added your contacts and sent the invitations, click 'Main' to get back to your draft application.

## Applicant Details Tab

### Adding Contacts

To add a contact please click on the 'Adding Contacts' bar on the left-hand side and follow instructions. The list of applicants will then show up in the table below.

\*Please indicate the Principal Applicant's affiliation where the funding will be held

- a. \*Organization
- b. \*Organization Mailing Address

## Activity Details Tab

\*Activity Title: Insert the title of the proposed KMB activity.

\*Funds requested from SHRF (up to \$10,000): Insert the amount you are requesting from SHRF. Only numbers are eligible in this field. Remember that there is no minimum amount. Do not include the amount of the matching dollars in this field.

\*Please provide a summary of the activity, identifying the relevance and goals (maximum 100 words)

### Activity Proposal

#### \*Goal(s) and Relevance

In this section, please identify the goal(s) of the activity, how it meets the grant purpose, and supports knowledge exchange. (maximum 250 words)

#### \*Activity Description

In this section, describe the details of the activity and how it meets the eligibility requirements of the grant. Along with a description of the activity, provide a workplan, which will include the timeline of the project and the distributed responsibilities. The workplan must be attached below in the *Work Plan* section. (maximum 500 words)



### [\\*Impact and Evaluation](#)

In this section, identify the impact that the activity will have on health research and knowledge mobilization. Identify how this impact will be evaluated. For any additional information regarding impact and evaluation, you may attach documents below in the *Supporting Material* section. (maximum 250 words)

### [Budget & Supporting Documents Tab](#)

\*Please attach a detailed budget showing expenses and revenues. Budget lines should be reflected and justified in the Activity Description. (PDF)

### [Matching Contributions](#)

Matching contributions are a requirement and can be cash, in-kind or a combination of the two.

Cash Contributions Table - In the table below, identify the matching contribution source(s), amount, and status (include the SHRF requested amount). The table will generate once information is inputted and 'Save Draft' button is clicked.

In-kind Contributions Table – In the table below, describe the in-kind contribution(s), who/what it is from, amount, and status. Table will generate once information is inputted and 'Save Draft' button is clicked.

Supporting Letters – For all confirmed matching funding and in-kind support, please attach support letters (PDF).

### [Preview/Print & Signature Page](#)

#### [Signature Page](#)

Click the 'Download' button to download the signature page.

#### [Print Entire Application](#)

Click the 'Preview/Print' button to download and print the full application.

#### [\\*Attach Signature Page \(PDF\)](#)

Once you have the signatures, attach the signature page to the application.