



2020 - 21

| Establishment Grant

Application Package

Effective December 5, 2019

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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** presents 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 online. The **Checklist** is a high-level list of each step to complete up to results notification.

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 [drobertson-boersma@shrf.ca](mailto:drobotson-boersma@shrf.ca)

For other questions or technical help with the SHRF RMS:

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

For general inquiries: fundinginfo@shrf.ca

For SHRF technical issues: helpdesk@shrf.ca

For CCV technical issues: support-soutien@cihr-irsc.gc.ca or call toll free at 1-888-603-4178

Program Guide

Purpose

The purpose of the Establishment Grant is to assist researchers who are new or newly resident in Saskatchewan in establishing an independent program of health research in the province and achieving the research productivity necessary for obtaining major funding from national and other external agencies.

Program Highlights – What’s New

1. *Eligibility Check Reviewer Access* – The Eligibility tab is now hidden from reviewers. This tab will continue to be a first step in checking for Principal Applicant eligibility and fit with program. Information for reviewers regarding eligibility decisions is now found in the “SHRF Program Manager Comments” under the General tab.
2. *Eligibility Check cut-off date* –SHRF has moved up the eligibility cut-off deadline to January to give more time between this deadline and the full application deadline.
3. *Formatting Requirements* – SHRF has added more specific details on application [formatting requirements](#) including permitted fonts. Failure to follow these requirements may result in the removal of components or the entire application from the competition.

Partnership Funding

SHRF is open to partnering with other organizations or individuals who share an interest in funding excellent health research aiming to improve the lives of Saskatchewan residents. At the time of this application package release, there are no competition partners.

Important Dates

Competition Launch	December 5, 2019
Information Webinar	December 10, 2019
Eligibility Check Cut-off	January 16, 2020 – 4:30 p.m. CST
Eligibility Revisions Deadline	January 21, 2020 – 4:30 p.m. CST
Application Deadline*	March 12, 2020 – 4:30 p.m. CST
CV Update Deadline	May 16, 2020 – 4:30 p.m. CST
Funding Decisions	June 18, 2020
Funding Start Date	July to October 2020 – 1 st of Month

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

Funding Information

Value

Each application may request up to **\$120,000**. At the time this program is launched, SHRF will be able to fund at least 10 grants.

The grant may be used to match funds from another agency, provided that all SHRF requirements and processes are followed. This grant is not meant to replace start-up funding provided by the researcher's employer/institution but is intended to complement and augment such support.

Duration

The grant provided by SHRF is for up to a maximum of three (3) years.

Application Eligibility

Multiple Applications

The Principal Applicant can submit only one application per competition.

Re-Applications

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

Renewal

Funding is non-renewable. Previous recipients of a SHRF Establishment grant may not apply again as Principal Applicant.

Application Role Considerations

Individuals associated with the proposed research fall in to three categories: applicants, collaborators and personnel (i.e. trainees and research staff). It's important to understand how each of these are defined in the application and what information they must provide (or not provide). Each individual can only be one of the following on a given application:

- **Applicants** are individuals who contribute to the intellectual or scientific direction of the proposed work. They share responsibility for the direction of the proposed activities;
- **Collaborators** are individuals/organizations who provide a specific service in a limited and defined role in the proposed activities or have an interest in the research outcomes; and
- **Personnel (Trainees and Research Staff)** are normally individuals tasked to carry out aspects of the research project and compensated from the grant funds.

NOTE: See more information on each role in [definitions](#).

Applicant Eligibility

Principal Applicant Eligibility Requirements

Individuals applying to this funding opportunity **must meet the requirements of the Principal Applicant as defined by SHRF**, as well as program-specific eligibility requirements. Please see the [definitions](#) section of this package regarding SHRF's definition of a Principal Applicant. In addition, for this opportunity:

The qualifying **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.

The applicant must be within **the first three years of their initial faculty appointment** in Saskatchewan, as of July 1 in the application year (i.e. July 1, 2020). 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 (see [definition](#) of what constitutes part-time);
- Concurrent completion of Ph.D. studies during eligibility period;
- 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;
- Limited term appointments:
 - If, at the time of application, the Principal Applicant holds a limited term appointment that ends prior to the funding end date, they are still eligible to apply. However, if the application is successful, a condition of funding will be applied where institutional confirmation of a new appointment that extends the full length of the funding period will be needed.

NOTE: Applicants with special eligibility circumstances may be required to provide supporting documentation to SHRF.

The applicant must provide their completed and verified (no drafts) Canadian Common CV (CCV) using the Establishment Template.

The applicant must provide **at least one letter of support** jointly signed by the Dean (or designate, as applicable) and Department Head (or designate, as applicable) addressing the below points:

- Describe the **research environment** in which the Principal Applicant will be embedded, including:
 - Start-up supports; Mentorship opportunities; Administrative supports; Research infrastructure (i.e. space, equipment); Other supports (i.e. teaching reduction); Supervision of trainees
- 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 Principal Applicant is expected to engage in (i.e. teaching, administration, clinical, etc.);

- If the Principal Applicant is in a limited-term appointment, an explanation of the circumstances, timing of the appointment and acknowledgement that a condition of funding to confirm that appropriate salary is secure for the duration of the grant from the start date;
 - Additionally, describe the process in place to support the Principal Applicant to move into a permanent tenure-track position. Details of the planned process must be included: identify who is responsible for initiating the review of the principal applicant, the timing, criteria used for evaluation, any other relevant considerations or circumstances; and
- If the Principal 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 letter of support may be allowed to attest to the above criteria (i.e. if the Principal Applicant's employer or main research location is different than the host institution). The content of these letters is reviewed and considered by the peer review committee.

Co-Applicant Eligibility

The Principal Applicant, who is establishing their program of health research in the province, must clearly show that they are the principal researcher and will be responsible for all major aspects of the project(s). However, the Principal Applicant may apply with co-applicants who have the expertise to strengthen the proposed research, providing important intellectual contributions or valuable mentorship. Working with a more experienced researcher(s), especially an expert in the area, may substantially improve the quality of the research by providing vital expertise.

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 in the province.**

For this funding opportunity, **co-principal applicant is not an eligible role.**

See [definitions](#) for more information on co-applicant role and what information they must provide for the application.

Allowable Expenses

Allowable expenses are those necessary to carry out the proposed activities and are not provided through other means. Refer to the [SHRF Awards Guide](#) for important policies which apply to all SHRF programs.

In addition to the request from SHRF, include **in-kind** and **other sources of funding** in the proposed budget and justification, as applicable. Applicants are encouraged to seek access to existing equipment where possible. See Application Instructions regarding how these sources of funding should be recorded.

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.**

SHRF funding supports research activities in Saskatchewan. Funds may not be transferred to institutions out of province and may not support trainees or research staff based outside of Saskatchewan. If part of the research takes place outside of Saskatchewan, funds required to complete this work should be shown in the budget from sources beside SHRF. If necessary, you may seek approval from SHRF prior to the deadline for limited expenses budgeted outside Saskatchewan and include SHRF approval with your application.

All purchases, reimbursements for services, travel costs and personnel support must follow guidelines and rates set by the Principal Applicant's host institution and must be undertaken according to the host institution's standard procedures.

Honoraria for patients and families participating in research should follow guidelines set by the [Saskatchewan Centre for Patient-Oriented Research](#) (SCPOR).

Time-release and teaching buyouts are NOT allowable expenses.

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

Below are some examples of allowable expenses:

- Administrative support;
- Research staff: i.e. research assistants and associates, technicians, graduate students, research fellows;
- Materials, office expenses and supplies necessary to carry out the research;
- Costs associated with building external relationships (i.e. outside the 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;
- Knowledge dissemination and outreach; and
- Travel to scientific events related to the project.

NOTE: For items not on this list but the Principal Applicant sees as essential to the research, please contact SHRF for clarification.

Application Process

Applying to this funding opportunity involves two steps: the Eligibility Check and the Application. Both steps must be completed and submitted online by the Principal Applicant using the SHRF RMS.

It is the Principal Applicant's responsibility to ensure all requested information is complete and [properly formatted](#) at all stages. 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 at the review period, SHRF reserves the right to remove the application from the competition. Materials extraneous to that requested in the application will be removed. 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.ca under 'Funding'.

Review Process

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 program manager, following the above principles, checking only for eligibility. If questions arise regarding eligibility, they 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 revisions deadline has passed. **The eligibility check is a rolling intake and approval process up until the 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). Applicants identify theme(s) at the eligibility stage; however, the final decision on committee assignment is made by the program manager in consultation with review committee chairs and based on committee member expertise. The committee includes both in and out of province members.

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

Funding Recommendations

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

Review Criteria

Below are the criteria used by SHRF's Establishment peer review committees. As the Principal Applicant, it's important to be aware of this information when working on your application. Alongside this information, reviewers are also given a breakdown of how each of these criteria look in relation to SHRF's Rating Scale. To see this document, please go to [SHRF's website](#) and look under "Peer Review.

Track Record (45%)

Scientific productivity, originality and impact should be considered in the context of the research area and the applicant's experience. They should be building a reputation for excellence in their fields and demonstrate exceptional promise for future health research provincially and nationally. Please assess the applicant's track record in context to their career stage, and potential for success, based on the following:

- They demonstrate an appropriate level of productivity, originality and impact of scientific contributions;
- There is a clear demonstration of an independent program of research, or the potential to develop an independent program of research, based on their previous experience and body of work;
- There is consistent scientific productivity throughout their research career, including primary authorship of peer-reviewed publications or other literature, and scientific contributions to the field;
- The level and amount of peer-reviewed grant funding applied for and/or obtained by the applicant is consistent with productivity;
- The applicant has the potential to recruit and train trainees and other personnel; and
- The applicant has an appropriate research environment, including the space, equipment, staff and mentorship necessary to support the research.

Program of Research (40%)

The application should demonstrate the integration of one or more projects within the overall proposed program of research that should be feasible within the proposed timeline. Consider the following when assessing the applicant's proposed program of research:

- Research is original, important to its field and likely to advance health knowledge. Program of research is well-aligned with the applicant's skills and abilities;
- Quality and feasibility of the research design meet the standards relevant to the field of study. Adherence to principles of ethical research is in place;
- Appropriate background information and convincing rationale are provided;
- Goals and objectives are clear, well defined and relevant to the funding opportunity;
- Methodological approach(es), study design and analysis plans are adequately described, appropriate, innovative and relevant to the research goals and objectives. Potential difficulties/pitfalls are identified, and strategies outlined to address them;

- Where applicable, co-applicants and/or collaborators are available to support the applicant and their program of research;
- Where applicable and appropriate, the research design is sex and gender equitable.
- The budget justification for the proposed activities is appropriate. Indications of financial and in-kind contributions from other sources, where appropriate.
- Clear and reasonable project timelines.
- Knowledge translation (KT) activities are embedded within the research program. End of grant KT activities are well described and appropriate.
- Overall readability.

Impact (15%)

The applicant should address the potential impacts of the proposed program of research, addressing the Canadian Academy of Health Sciences (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; informing decision-making; and leading to health, social and/or economic impacts.

List of Supporting Documents and Links

Applying for SHRF Funding

SHRF Website – Homepage - <https://www.shrf.ca/>

Current SHRF Awards Guide - <https://www.shrf.ca/resources>

Measuring Impact: How SHRF uses the CAHS Framework - <https://www.shrf.ca/resources>

SHRF Events - <https://www.shrf.ca/events>

Completing your Application

SHRF Research Management System (RMS) - https://shrf.smartsimple.ca/s_Login.jsp

SHRF RMS Researcher Manual - <https://www.shrf.ca/resources>

SHRF How To Videos - <https://www.youtube.com/user/saskhealthresearch/videos>

Signature Pages for Applicants Unable to Access Internet Template - <https://www.shrf.ca/resources>

Completing your CV

Canadian Common CV (CCV) - <https://ccv-cvc.ca/indexresearcher-eng.frm>

CCV Support Document - <https://www.shrf.ca/resources>

Modified CV Template - <https://www.shrf.ca/resources>

Peer Review Documents

SHRF Research Funding Peer Review Committee Guidelines - <https://www.shrf.ca/peer-review>

SHRF Establishment Grant Evaluation Criteria – <https://www.shrf.ca/peer-review>

Definitions

Application Role Considerations

<p>Applicants are individuals who contribute to the intellectual or scientific direction of the proposed work. They share responsibility for the direction of the proposed activities. They:</p>	<p>Collaborators are individuals/organizations who provide a specific service in a limited and defined role in the proposed activities or have an interest in the research outcomes. They:</p>	<p>Personnel: Trainee/Research Staff are normally individuals tasked to carry out aspects of the research project and compensated from the grant funds. They:</p>
<ul style="list-style-type: none"> - Are added to the application (i.e. co-applicant) using the Adding Contacts menu bar in the RMS - Accept the invitation to the application, giving the Principal Applicant their consent on this grant and they do not need to sign the signature page - Are discussed in the Role in Proposed Research attachment - Provide information about their expertise (i.e. CV) - Are not compensated from the grant, except for patient honoraria 	<ul style="list-style-type: none"> - Are not added to the application - Are discussed in the Role in Proposed Research attachment - Have the possibility to be compensated from the funds (within reason, following SHRF policies) - Must provide a Letter of Support, identifying the specific supports or their interest in research outcomes 	<ul style="list-style-type: none"> - Are not added to the application - Are discussed in the Role in Proposed Research attachment - Do not provide information for the application about their expertise (i.e. no CV or resume) - Can be compensated from the grant

Applicants

When the Principal Applicant invites an individual to an application on the SHRF RMS, the person must be assigned a **role on the application** (i.e. co-applicant, grant facilitator; edit or read-only access).

Principal Applicant

The individual who is responsible for the overall direction of the proposed activities, assumes administrative responsibility for the grant and receives all related correspondence from SHRF. The Principal Applicant starts the application in the SHRF RMS and adds all contacts in the appropriate applicant roles. It is the responsibility of the Principal Applicant to submit the application by the deadline.

Eligibility requirements for the Principal Applicant include:

- Be self-directed and autonomous regarding their research activities (i.e. not a trainee or contracted employee);
- Be able to hold peer-reviewed funds as a principal investigator and publish research results;
- Be affiliated with a Saskatchewan institution, which has a Memorandum of Understanding (MOU) with SHRF and agrees to administer the funds as the host institution (Refer to [SHRF Awards Guide](#) for eligible host institutions);
- Be obliged to conform to institutional regulations concerning the conduct of research, supervision of trainees (undergraduate, graduate and post-graduate, as applicable) and the employment conditions of staff paid with SHRF funding; and
- Reside and work in Saskatchewan during the funding period of the grant.

Note: Along with the above eligibility requirements, please review the program-specific eligibility requirements for this funding opportunity for the Principal Applicant.

Part-Time Appointment

Where an applicant has an agreement with their institution to work half of the regular amount of time in a work week to accommodate for an illness, disability or any other major event/action that affects the principal applicant to work full time. This does not include part-time appointments where accommodations are made for other work-related responsibilities at the same or for a different organization/institution.

Co-Applicant

Individual who makes a significant contribution to the intellectual or scientific direction of the proposed work and shares responsibility for the direction of the proposed activities. Co-applicants may be from in or outside Saskatchewan and maybe be from a variety of backgrounds (e.g. researchers, health care providers, patients, etc.). The co-applicant can be assigned the ability to edit or limited to read-only access on the SHRF RMS application

The co-applicant(s) must:

- Accept the email invitation to join the online application on the SHRF RMS;
- Describe their contribution to, and role in, the project; and
- Provide their completed CV in the appropriate template
 - Co-applicants with employment-related research responsibilities must complete a CCV using the SHRF Funding template;
 - Co-applicants who do not have employment-related research responsibilities can use the SHRF Team Member Modified CV, which can be found on the [SHRF website](#) under 'Funding Resources';
NOTE: In order to provide consistency for the reviewers, other CV and resume formats are not accepted.
 - Co-applicants who are patients or family members can provide a signed testimonial (email is acceptable), which may be up to approximately 250 words and address, to the degree they are comfortable, their experiences which have led them to be interested in participating with the research project.

Grant Facilitator

Individual(s) who support the development and/or management of research grant applications. 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 the [SHRF Funding Resources page](#) and click on the “Measuring Impact: How SHRF uses the CAHS Framework” button.

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.

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;
- **(**NEW**) Page size:** 8.5 x 11
- **(**NEW**) Font:** 11 point minimum, **Calibri, Ariel or Times New Roman ONLY**, black type;
- **Line Spacing:** single-spaced

Adding Contacts

Adding contacts (aka applicants) to the application can be done at both the eligibility and full application stage. 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 system**, 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 and they do not need to sign a signature page. 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 applicant roles** for adding a contact: Co-Applicant (please note, this role has the ability to edit the application), Co-Applicant – Read Only or 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. Principal Applicant: Name pulled from Principal Applicant Profile.
2. Institution: Pulled from Principal Applicant Profile – cannot be changed manually, will need to contact SHRF if there's an issue.
3. *Project Title: Please insert a working title. The Principal Applicant will be able to adjust the title up until submission of the full application.
4. SHRF Program Manager Comments: This textbox is for the SHRF Program Manager to leave comments regarding the application. This information will be visible to applicant(s) and reviewers.

Applicant Details Tab

Adding Contacts

To add a contact please click on the 'Adding Contacts' bar on the left-hand side and follow instructions.

Re-application

*Is this a re-submission of a previously unsuccessful application?

Renewal

*Is the proposed project a renewal or continuation of a previously funded project? If "Yes", please name the previous funding source in the textbox.

Principal Applicant Affiliation for Funding

Please indicate the Principal Applicant's affiliation where the funding will be held, if successful. The affiliation must have a memorandum of understanding with SHRF (see website for details).

- a. Department
- b. *Faculty/College
- c. *University/Institution

Eligibility Check

Eligibility Tab

NOTE: The Eligibility Check is a first check regarding Principal Applicant eligibility and fit with the funding opportunity. Once your eligibility has been submitted and a decision has been made, information under the Eligibility Tab cannot be modified. This section is reviewed internally by the program manager. The Eligibility Tab will not be visible to the peer reviewers.

Principal Applicant Eligibility

1. *Type of Appointment: Identify relevant appointment type/title and length of term, if limited.
2. *Start date of qualifying Saskatchewan appointment.
3. If applicable, provide details of exceptional circumstances regarding eligibility (e.g. start and end dates of career interruptions).
4. Other Current and Relevant Affiliations: Please identify any other affiliations you may hold that relate to the work on this proposed project (i.e. A position with the Health Authority, SHRF partner organization, etc.).

Research Pillars/Themes

*Please select the theme(s) of research that best reflect the current proposed research.

- Biomedical Sciences;
- Clinical Research;
- Health Systems and Policy Research; and/or
- 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.

Proposed Application Information

Address the requested information regarding the proposed project.

1. ***Fit with Program:** Address how your proposed project fits with the purpose of the funding opportunity (i.e. how will this establish your independent program of health research in Saskatchewan; how will it support your research productivity to obtain further funding). (Maximum 250 words)
2. ***Purpose/Objective(s):** Identify the purpose and/or objectives of your proposed research. (Maximum 100 words)
3. ***Proposed Methods:** Identify the general approach/proposed methods that will be used. (Maximum 100 words)
4. ***Potential Impact:** Highlight the potential impact the proposed research would have. Keep in mind the impact categories of the Canadian Academy of Health Sciences ROI Framework (see the Application Package for more information regarding framework). (Maximum 100 words)
5. ***Audience:** Identify the audience(s) who would benefit from the knowledge gained from the proposed research. (Maximum 100 words)

Suggested /Excluded Reviewers:

1. *Provide the names and current affiliations of at least three individuals **outside of Saskatchewan, but within Canada**, with expertise in the proposed research area (i.e. topic, methods) who are **not in conflict of interest** (i.e. have not collaborated with any of the applicants within the past five years). **NOTE:** The suggested names MAY be used for choosing peer reviewers. SHRF maintains the right to select reviewers other than those suggested here.
2. Provide the names and current affiliation of up to three reviewers whom you would prefer did not review the application.

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: Co-Applicant (please note, this role has the ability to edit the application), Co-Applicant – Read Only or 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.

1. *Adding Contacts: To add a contact please click on the 'Adding Contacts' bar on the left-hand side and follow instructions.
2. *Re-application: Is this a resubmission of a previously unsuccessful application?

3. *Renewal: Is the proposed project a renewal or continuation of a previously funded project? If “yes”, please name the previous funding source in the textbox.
4. Please indicate the Principal Applicant’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. This information is only used internally by SHRF to do an initial check regarding eligibility of the Principal Applicant and the proposed application, as well as supporting SHRF’s peer review process to begin committee recruitment early. The reviewers tab will not be able to view this tab after the submission of the full application.

Summary and Keywords Tab

*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 Keywords

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

Sex & Gender Tab

Following CIHR’s implementation of accounting for sex and gender in health research, SHRF has decided to implement this to the application and review process. Where appropriate, SHRF expects that applicants will integrate sex and gender into their program of research.

1. *Is sex as a biological variable taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
2. *Is gender as a socio-cultural factor taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?
3. Please describe how sex and/or gender considerations **will or will not** be integrated in your research proposal (300 words maximum).

Research Proposal Tab

*Project Description

The project description is a **maximum 10 page** attachment following SHRF formatting rules (see Application Instructions) in a PDF file format. Provide a clear and concise description of the proposed project, including the following elements:

- Purpose and objectives of the study, including how these objectives are related to your long-term plans for your program of research
- Current state of knowledge and rationale for proposed research, including how the project relates to previous work done in this area
- Relevance of the research question(s) to the health of Saskatchewan residents
- Methodological approach, including clearly stated research question(s), study design, analysis plan, etc.
- Plans to address anticipated ethical issues and potential pitfalls or difficulties; For research with human subjects, please append a draft consent form
- Identify target audience and plans for knowledge translation, as appropriate
- A brief explanation of how the research will benefit the establishment of your career in Saskatchewan
- Describe the research environment, including space, equipment, staff and other supports necessary to do the research, as well as formal mentorship available to the applicant, where appropriate
- **NOTE:** Figures, diagrams, illustrations etc. required to describe the proposed project must be included within the 10-page limit.

*Timelines

The timeline is a **maximum 1-page** attachment following SHRF formatting rules (see Application Instructions) in a PDF file format. Provide a clear, visual timeline indicating project start and end dates, various steps and stages, and milestones/indicators of success. Timelines may be up to a maximum of 3 years. The feasibility of the proposed timeline **will be evaluated** by the review committee.

*References

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

Supplementary Materials

Applicants may upload up to three (3) 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 supplementary materials; therefore, the proposal should not depend on this information.

Re-Application

Applicants may 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.

Budget Tab

Budget Instructions

In the following fields and tables, clearly identify the information requested. Budget information should reflect the plans outlined in the project description. Budgets are reviewed carefully and must include only allowable expenses as outlined in the application package and necessary for the proposed research. Contributions from other funding sources and in-kind contributions required to complete the work described in the application should be listed in the in-kind and other contributions table (below the budget table) and outlined in the budget justification attachment. If any proposed research activities are dependent on other sources of funding not yet secured, this contingency should be clearly identified and its impact on the execution of the research addressed.

All purchases, reimbursements for services, travel costs and personnel support must follow guidelines and rates set by the applicant's host institution and must be undertaken according to the host institution's standard procedures.

NOTE: An upload field is available following the budget justification section for any correspondence confirming important details of other funding support, contract arrangements, quotes, etc.

For both the budget table and budget justification, include the following:

1. **Personnel Costs (Salaries and Benefits):** Details of hourly wage, work hours/week, number of work weeks for each personnel listed in the budget table, referring to your institution's policies. Within the budget table, identify the role (i.e. Research Assistant, Technician, Other), if they are a trainee and at what level (i.e. undergraduate, Master's, Ph.D., Postdoctoral).
2. **Professional/Technical Services Contracts:** Provide details of any contracts or arrangements that have been made.
3. **Materials and Supplies:** Price estimates, including applicable taxes and other costs that are part of the purchase must be detailed in the justification.
4. **Equipment:** Price estimates, including applicable taxes and other costs that are part of the purchase must be detailed in the justification.
5. **Research Field Travel:** Include travel costs related to the work on the project (i.e. travel to conduct focus groups, team meetings).
6. **Knowledge Translation (max. \$7,500 over 3 years):** Include costs related to knowledge sharing activities within and beyond the academic community. Include travel related to knowledge translation (i.e. conferences, community forums to present results), preparation of research knowledge to share with stakeholders/target audiences, or hospitality costs to bring together stakeholders/target audiences.
7. **Other:** Provide relevant details related to any items listed under this budget item.

*Proposed Work Budget Table

Complete the table, filling in line items and costs in the appropriate fields. The budget should reflect the plans outlined in the research proposal and align with the information in the budget justification document.

***Please specify the number of years in your budget.**

Insert the number of years, with maximum being 3 years.

***Budget Table**

Complete the budget table.

In-Kind and Other Contributions Table

Complete the table below with the following information: Item description (i.e. equipment, professional/technical services contracts, knowledge transfer costs, etc.); Source (who/what it is from); and Value.

***Budget Justification**

Using a **maximum of 2 pages**, following SHRF formatting rules (see Application Instructions) in a PDF file format, list and describe all expenditures included in the budget and in-kind and other contributions table. The budget justification should reflect the plans outlined in the research proposal and align with the information in the budget table. Please see above list of line items to include.

Quotes and Correspondence

If relevant, attach correspondence confirming important details of other funding support, contract arrangements, quotes, etc.

Declaration of Budget Overlap

Applicants are strongly encouraged to identify any currently held or applied for funding that may have scientific and/or budget overlap with this application. This includes identifying any funding where there is 0% scientific and/or budget overlap, but the applications are similar in title and/or description. If the application is approved for funding, SHRF will discuss with the applicant and other funding source (if necessary) to determine whether duplication or overlap exists and determine appropriate means of eliminating duplication/overlap. Other funding applications must be shown in the applicant's CCV. Only the Principal Applicant for this application should complete this section.

Please attach budget and summary pages for other applications (PDF).

Roles in Proposed Research & Supporting Letters Tab

***Roles in Proposed Research**

The Roles in Proposed Research document is a **maximum 2-page** attachment following SHRF formatting rules (see Application Instructions) in a PDF file format. Identify the individuals involved and include a description of the responsibilities on the proposed funding project, including hours per week that they will commit to the project. Please keep in mind that **the majority of the work should be done by the Principal Applicant.**

***Dean/Department Head Supporting Letter**

Attach a PDF of the Supporting Letter from the Principal Applicant's department head, dean and/or equivalent. More than one person may need to provide a letter in order to attest to all the criteria.

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.

Knowledge user applicants must provide a letter of support from the appropriate supervisor if employment-related time and resources are being used to carry out the proposed research project, including approval of research time on the project.

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 and 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

Please upload any ethics certificates/approvals.

CVs

*Applicant CV's

The Principal Applicant must provide a validated Canadian Common CV (CCV) using the "Establishment CV" template. All other contacts who are added as an applicant and who have research responsibilities must provide a validated CCV using the "SHRF Funding CV" template. Knowledge-user applicants may choose to provide a SHRF "Team Member Modified CV" found on the SHRF website at shrf.ca/Funding-Resources. Patients may provide a signed testimonial (email confirmation is fine) which can be up to approximately 250 words describing to the degree they are comfortable their experiences which have led them to be interested in the research application.

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 (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 the appropriate template 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.

Important: The Principal Applicant should include any start-up funds in the Research Funding History 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.
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.

For any technical issues with the CV website, please contact the centralized helpdesk at support-soutien@chir-irsc.gc.ca or call toll free at 1-888-603-4178. For template specific questions, please contact the Program Manager listed in the Application Package or email helpdesk@shrf.ca.

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 “Download” button, obtain required signatures, and upload completed document by the deadline.

For applicants assigned a non-researcher role on the application who have little to no internet access to accept the invitation, the Principal Applicant may take on the responsibility to add the applicant to the SHRF RMS and inform them of all application correspondence. Both the Principal Applicant and this applicant must jointly sign the SHRF Alternate Signature page found at shrf.ca/Funding-Resources and attach to this application along with the Signature page.

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. If you missed the webinar, no worries! We record the webinar for your convenience and you can watch it as many times as you like.
- 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 full application can be opened on the SHRF RMS.
- The Principal Applicant invites contacts as applicants on to the application through the SHRF RMS. Remember for the funding opportunity, only use co-applicant (edit or read only) and grant facilitator, no co-principal applicant.
- 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, but dependent on other factors). 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.

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- 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;
 - 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.