Updated: January 2022

CIHR PROJECT GRANT: SUGGESTED PROPOSAL STRUCTURE & COMMON APPLICATION ISSUES

PURPOSE OF THIS DOCUMENT

This document summarizes **essential elements** of Project Grant applications. Each section also includes **solutions to common application issues**. Please see the **instructions** and **peer review manual** for full information on program requirements.

Please note that this document only summarizes common issues for the 10-page research proposal. It does not provide an exhaustive list of what is required within each application section. For a complete listing, see the **URS application checklist**.

**Note*: Applications submitted in French are allowed 2 additional pages of research proposal (12-page maximum).

SIGNIFICANCE & IMPACT OF RESEARCH (25%) … ~ 1-1.5 PAGE

Essential Elements

- ☐ **Brief Background & rationale:** Provide a short overview of ESSENTIAL background information. This overview should cover *key issues or knowledge gaps* (i.e., what don't we know about the topic? Why should we care?). This background section should focus on what is essential to understand the overall idea behind your project.
- ☐ **Goal**: Clearly state the main goal of your project.
- ☐ **Objectives**: Clearly state your main objectives (i.e., the main lines of inquiry and/or the main activities you will undertake to meet your goal). Ideally, the objectives should *directly address the key issues or knowledge gaps* you identified earlier. Some general information about the approach can be integrated here, if needed (e.g., Objective 1 - Using X-ray crystallography, we will…)
- ☐ **Creativity/Innovation**: Summarize what is creative or innovative about your planned project (i.e., addressing a novel question, using a novel approach, access to unique data/samples, etc.).
- ☐ **Outputs**: Summarize the main outputs of your project. The outputs are tangible outcomes you anticipate at the end of your project (i.e., new knowledge generated; new animal model; new intervention; number of HQPs trained; number of papers to be published, etc.).
- ☐ **Contributions**: Describe the overall significance of your project. Why is this important to do? How will the project advance health-related knowledge and/or its translation into improved health care, health systems, and/or health outcomes?

Common Application Issues

- **ISSUE**: Many applicants provide **too much background** information in this section (sometimes several pages of it!). Reviewers get 'lost' when they have to read lots of background information without understanding of how it relates to a project's goal & objectives.
- **SOLUTION**: Focus on what is essential for reviewers to understand the overall thrust of your project – the main issues/knowledge gaps, your goal & objectives, and why your project is important. This section is your opening "pitch" to reviewers about your project. This section needs to grab their attention & pique their interest.

- **ISSUE**: In this section, CIHR asks reviewers to consider if a project is **creative**. Many applicants do not address this.
- **SOLUTION**: Applicants should explicitly highlight the creative/innovative elements of their project(s). These could include, for example: applying an innovative approach; adapting techniques to address a recalcitrant project; being the first to examine a particular question; using unique or patented resources. Consider including an "**Innovation**" subheading to make this criterion stand out to reviewers.

APPROACHES & METHODS (50%) … ~ 7.5-8 PAGES

Essential Elements

- ☐ **Background & Rationale:** Provide the background information necessary to justify your approach.
- ☐ **Methodology**: Clearly describe the approaches and methods you will use to accomplish each objective.

  Note: CIHR expects that applicants will **integrate sex and/or gender** into their research designs when appropriate (sex = set of biological attributes in humans and animals; gender = socially constructed roles, behaviours, expressions and identities of girls, women, boys, men, and gender diverse people). *CIHR has indicated that when sex and/or gender is applicable in the research design, addressing these considerations solely in the sex and/or gender textbox is **insufficient**.* Specifically address this in the 10-page proposal.
- ☐ **Knowledge Translation (KT)**: Describe your KT approaches to demonstrate your capacity to maximize your contributions to health-related knowledge, health care, health systems and/or health outcomes. These activities could include: # open access articles you plan to publish, conferences you plan to present the results at, leveraging connections with research networks or professional groups, etc.
- ☐ **Timeline & Deliverables**: Include a timeline of when key milestones and deliverables will be completed. They should be aligned with the objectives of the project, and be feasible given the duration of the grant. Milestone = marker of progress towards meeting an objective (e.g. patients recruited). Deliverable = a tangible output of the research. The deliverables can include be both scientific (e.g. model established) and KT deliverables (e.g. paper published).
- ☐ **Challenges & Mitigation Strategies**: Identify critical scientific, technical, or organizational challenges and a realistic plan to tackle these potential risks.

Common Application Issues

- **ISSUE**: Applicants present **repetitive background information** between the "significance" and "approach" sections.
- **SOLUTION**: Present different kinds of background information in each section: in the "Significance" section, provide general background information to understand the overall project idea; in the "Approach" section, provide information so that reviewers can understand the rationale behind your approach.

- **ISSUE**: Applicants often have difficulty **structuring the background information** presented in the approach section. This is particularly common for complex projects with multiple objectives.
- **SOLUTION**: If needed, open the approach section with general background where you highlight background information or preliminary data that apply to ALL objectives. Then, sub-divide the approach by objectives. Within each objective's subdivision, present additional background/rationale/preliminary data that only pertain to that particular objective.

- **ISSUE**: CIHR asks reviewers to assess if the **timeline & deliverables** of a project are realistic. However, many applicants fail to provide information on their timeline/deliverables.
- **SOLUTION**: This information could be presented in a few ways: i) timeline figure, ii) short summary at the end of each objective, or iii) short summary at the end of the approach. Timeline figures tend to use fewer characters, e.g. a Gantt Chart. See: how to make a Gantt Chart in Excel or how to make a Gantt Chart in PowerPoint.

- **ISSUE**: CIHR asks applicants to describe **potential challenges & mitigation strategies**. However, many applicants fail to provide this information.
- **SOLUTION**: Some options to present this information include a: i) short summary at the end of each objective, or ii) short summary at the end of the approach section. Consider including a "**Challenges & Mitigation Strategies**" subheading so that this criterion stands out to reviewers.

EXPERTISE, EXPERIENCE & RESOURCES (25%) … ~ 1 PAGE

Essential Elements

- ☐ **Expertise & Experience of Applicant(s):** Describe your expertise and experience, as it relates to your ability to deliver on the objectives of the project. This could include: academic rank, area of expertise, relevant administrative and leadership positions, past experience with equipment/techniques, etc.
- ☐ **Roles & Responsibilities**: Roles and responsibilities of each applicant (including the NPA) should be clearly described, and linked to the objectives of the project.
- ☐ **Level of Engagement**: Describe the level of engagement (e.g. time and other commitments) of each applicant, ensuring it is appropriate given their role in the project.
- ☐ **Institutional Environment**: Describe the research environment, demonstrating that you have access to the necessary supplies, equipment, facilities, and support personnel to complete the project. Emphasize any unique resources available to you and your team.

Common Application Issues

- **ISSUE**: CIHR asks applicants to describe the i) **experience/expertise** and ii) **roles/responsibilities** of their team members in the proposed project. Many applicants fail to describe the role of all of their team members.
- **SOLUTION**: Describe the experience/expertise and roles & responsibilities for each team member (including the NPA, co-applicants, and collaborators). Also estimate the level of engagement (# hrs/week). For example:
  - **Dr. X** (University XYZ): Dr. X is a biostatistician who is [describe expertise/experience]. ROLE: Dr. X will [description of role/responsibilities in project] (# hrs/week)

- **ISSUE**: CIHR asks applicants to describe their **research environment**. Many applicants provide only limited information about their research environment.
- **SOLUTION**: Include a fulsome description of your research environment. This includes both Queen's resources and resources from networked environments (i.e., hospitals, research centres). This can include (but is not limited to):
  - Physical infrastructure & facilities (lab, office space, shared facilities)
  - Equipment (highlighting specialized equipment)
  - Access to support personnel (technicians, coordinators, etc.)
  - Access to specialized resources (patient cohorts/samples, new mouse models)
  - Specialized supplies (therapeutics, compounds)

WANT MORE INFORMATION?

CIHR Instructions & Resources	URS Resources
• Application Instructions • Peer Review Manual • Biosketch CV Guide	• More help files are available on the **URS Project Grant website** • **Contact**: Jennifer Robinson; x 32944, j.robinson@queensu.ca Andrea Hiltz; x33108, ahiltz@queensu.ca

PROJECT GRANT – APPLICATION CHECKLIST

TASK 1. IDENTIFY PARTICIPANTS

- ☐ **Name & contact information** has been entered for: the Nominated Principal Applicant (NPA), Principal Applicant(s) (PA), Co-Applicant(s), and/or Collaborator(s).
  - Nominated Principal Applicant (NPA) = application 'lead' or PI. NPA must submit the application to CIHR.
  - Principal Applicant (PA) = co-director of project, or Co-PI.
  - Co-applicant = an individual who contributes to proposed project (e.g., runs a subset of experiments in a project)
  - Collaborator = provides a specific service in the proposed project (e.g., access to data; statistical analysis, etc.)
- ☐ Validated **CIHR PINs** have been provided for all application participants. It is important to also provide a PIN for *Collaborators*.
- ☐ **CCV confirmation number** has been entered for: the NPA, PA(s), and/or Co-Applicant(s). *A CV is not required for Collaborators and will not be considered in the review of applications.* NPA, PA(s), and co-applicants complete the CIHR Biosketch CV.
  - The contribution and services provided by the Collaborator(s) should be highlighted in the research proposal.
  - Non-academic, Indigenous organizations and international applicants have the option of uploading a CIHR Biosketch CVV or Applicant Profile CV. NOTE: Academic applicants must use their CIHR Biosketch CV.
- ☐ The **most significant contributions** section (5 contributions max; 3,500 characters, including spaces) has been completed by: NPA, PA(s), and/or Co-Applicant(s). *Collaborators do not provide this information.*
- ☐ Applicants who have indicated in their CCV that they took a **leave of absence** in the past 7 years have included a PDF of additional CV information (optional, but recommended)
- ☐ PA(s) and/or Co-Applicant(s) must **provide consent** before NPA can submit application to CIHR. NPA consents in Task 10.

TASK 2. ENTER PROPOSAL INFORMATION

- ☐ **Title** & **lay title** are provided. *Titles can change at the application stage.*
- ☐ **Lay abstract** is provided (2,000 characters max).
- ☐ **Institution paid** is listed. *This must be Queen's University.*
- ☐ **Partnered/Integrated Knowledge Translation (iKT) Projects** – yes or no is selected.
  - If you select YES to this question, you must select one of three options to indicate whether your application includes: i) a partner organization AND a knowledge User; ii) a partner organization only; or iii) a knowledge user only.
  - If you indicate that your project involves a PARTNER (options i or ii), you will need to identify the partner organization in Task 4. The partner listed must provide a cash or in-kind contribution and a letter of support (see Task 5).
  - If you indicated that your project involves a KNOWLEDGE USER (options i or iii), you MUST have at least 1 Knowledge User identified as a Principal Applicant (co-PI).
  - Please note that if you identify your project as a partnered/integrated KT project, during the review process your application will be assessed by BOTH researchers and knowledge user reviewers.
- ☐ **Certifications information** has been provided by answering all the questions that apply.
- ☐ **Sex & gender considerations** have been described (if applicable). Note: details about how sex and/or gender is integrated in your **research design, methods, analysis and interpretation, and/or dissemination of findings** should be also be included in your research proposal, if applicable. Addressing these considerations solely in the sex and/or gender textbox is insufficient.
- ☐ **Descriptors** are listed. *These keywords provide CIHR with additional information for assigning reviewers.*
- ☐ **Themes** are listed. *You can include up to 4 themes, if you overlap with more than 1. See this website for more info.*
- ☐ **Suggested Institutes** are listed. *Only select >1 institute if your application significantly overlaps with their research mandate.*
- ☐ **Areas of Science** are listed. *Select 1 primary & up to 2 additional areas of science (see full list).*
- ☐ **Methods/Approaches** are listed. *Select 1 primary & up to 2 additional methods/approaches (see full list).*
- ☐ **Study Populations & Experimental Systems** are listed. *Select 1 primary & up to 2 additional populations/systems (see full list).*

TASK 2. ENTER PROPOSAL INFORMATION – ATTACH RESEARCH PROPOSAL

Overall Structure of Proposal Attachment

- ☐ The proposal is a PDF that is **max. 10 pages** (including text, tables, charts, figures, and photographs) and max. 30 MB in size. **Note*: applications submitted in French are now allowed 2 additional pages of research proposal (12-page max.)
- ☐ Proposal meets the **CIHR attachment guidelines** (12 pt black font; maximum 6 lines per inch; minimum ¾ inch margins around the page; letter size paper). Do not use condensed or narrow fonts.
  - The proposal is a free form document that must address all the adjudication criteria
- ☐ Of note, in the interpretation of the adjudication criteria, it is important to keep in mind that the research proposal may exert only a basic/mechanistic impact, which is as important as the translational impact. The impact does not only mean near-future clinical relevance. Reviewers are instructed to evaluate whether the work proposed will significantly advance the proposed area of research.

Special Requirements: RCT, IHR, & Commercialization Committee (ONLY)

NB – the following special requirements ONLY apply to Randomized Controlled Trials (RCT), and grants to Indigenous Health Research (IHR) & Commercialization Peer Review Committees.

- ☐ **Special requirements** for the Indigenous Health Research Committee must be met (if applicable)
  - ☐ In the ***Significance & Impact of Research Section*** (see below): describes how the proposed research is relevant to First Nations, Métis, and/or Inuit (FNMI) priorities; and, how project outcomes will be relevant to FNMI communities.
  - ☐ In the ***Approach*** section (see below): describes how the approach respects FNMI values, ways of knowing and sharing, and abides by TCPS-2 Chapter 9, and/or FNMI community/organizational ethical guidelines; or, clearly explains why other guidelines have been developed and agreed upon.
  - ☐ In the ***Expertise*** section (see below): describes the appropriateness of team's experience and expertise (Western and/or Indigenous), including FNMI lived experience; and, experience conducting FNMI community-based research.
- ☐ **RCT Headings must be used** in the 10-page proposal for all grants containing an RCT as a major component, irrespective of the committee chosen (see Randomized Controlled Trial Committee for mandate)
- ☐ **Special requirements** for the Commercialization Committee must be met (if applicable)
  - ☐ 10-page proposal includes a Research & Technical Plan and a Commercialization Plan
- ☐ **Grants to the Tri-Agency Interdisciplinary Peer Review Committee** will follow a specific review process and be evaluated according to **specialized evaluation criteria.**

Evaluation Criteria: Significance & Impact of the Research (25%) *– assesses the quality of the research & anticipated contributions*

- ☐ A sound **project rationale** that is based on a logical integration of concepts is provided
- ☐ The **key issues &/or knowledge gaps** that the project is addressing are described
  - Ideally, the project's goal(s), objectives, outputs, and anticipated contributions should be aligned with addressing the key issues and/or knowledge gaps that are outlined as part of the project rationale (i.e., what is the problem, what don't we know, and how will your project help fix this?).
- ☐ The main **goal(s)** of the project are identified (i.e., the main purpose of the project)
- ☐ **Objectives** that clearly define lines of inquiry and/or activities are identified (i.e., the tasks that are required to meet the goal)
- ☐ The proposed **project outputs** (i.e. anticipated results of project) are described and are aligned with the objectives
- ☐ The **anticipated contributions** of the project are clearly described (i.e., how will the project advance health-related knowledge, health care, health systems, and/or health outcomes?)
- ☐ The anticipated contributions are **substantive & relevant** in relation to the key issues and/or knowledge gaps identified
  - If the project has an iKT / commercialization approach, or focuses on the application/uptake of research findings, the outputs should be shown to be substantive & relevant to stakeholders & partners.
- ☐ The anticipated contributions are **realistic** (i.e., they stem from the project outputs rather than being marginally related)
- ☐ The proposal clearly demonstrates that the **project is creative**
  - 'Creative' elements will defer between projects but such elements should, ideally, be highlighted within the proposal. For example: is the methodology innovative? Is the project a new line of inquiry within a field? Etc.
  - CIHR is looking to fund projects that are "among the best formulated ideas in their field". Such ideas may stem from new, incremental, innovative and/or high-risk lines of inquiry; or knowledge translation approaches.

Evaluation Criteria: Approach (50%) *– assesses the quality of the project's design & plan*

- ☐ The **research approach & methods** are well-defined and justified, in terms of being appropriate to meet the objectives, deliver the proposed outputs, and achieve the proposed contributions.
- ☐ The **knowledge translation approach** is well-defined and appropriate given the nature of the project
- ☐ The applicants have proactively sought & planned for **opportunities to maximize contributions** to advance health-related knowledge, health care, health systems, and/or health outcomes (e.g., via knowledge translation)
- ☐ The **project timeline** is realistic with clear milestones and deliverables
- ☐ The **milestones & deliverables** are aligned with the objectives of the project and are feasible given the timeline. *Note: Applicants will be required to address within their research proposals any potential impact on the feasibility of research to be undertaken.*
- ☐ **Potential challenges & mitigation strategies** are described
- ☐ **Sex & gender considerations** have been integrated into the research design, where appropriate. Reviewers must factor the assessment of sex (as a biological variable) and/or gender (as a socio-cultural factor) into the written evaluation and overall score, by considering its integration as a strength, a weakness or not applicable to the proposal.

Evaluation Criteria: Expertise, Experience & Resources (25%) *– assesses the appropriateness of the expertise, experience, & resources*

- ☐ The **experience/expertise** of each applicant is described (e.g., methodological expertise; KT experience, etc.)
- ☐ The **roles & responsibilities** of each applicant are described AND linked to project objectives
  - For iKT/partnered approaches, clearly describe knowledge user/partner's role (i.e., design, conducting research, KT, etc.)
- ☐ The **level of engagement** of each applicant (e.g., time commitment or other) is appropriate for their roles & responsibilities
- ☐ An estimate of the **number of hours per week** each applicant will work on the project is provided
- ☐ The **research environment** is clearly described & appropriate to conduct the project
  - To demonstrate the quality of the research environment, consider describing your available infrastructure, facilities, support personnel, equipment, and/or supplies. Be sure to emphasize any unique resources available to your team (i.e., specialized facilities or equipment; access to specific datasets, patient cohorts, etc.).

Summary of Progress

- ☐ Mandatory summary of progress attached (maximum of two (2) pages). This document supports the research proposal by allowing applicants to describe how the application fits within their overarching research program.
- ☐ The scope of the Summary of Progress should include:
  - **Progress/Productivity:** Contextualize any results from research activities that support the current application.
  - **Impacts on progress of research:** Outline the impact of specific factors (e.g. leave, the COVID-19 pandemic) on the research progress, as appropriate.
  - **ECRs**: For early career researchers (ECRs) who have held a Foundation grant, contextualize your Foundation grant into the Summary of Progress that would have gone into the half-page statement formerly added to the Project applications.
  - **Budget requested in relation to overall funding held currently or previously:** Contextualize the current application and proposed budget in relation to your overall program of research and funding history. Include all funding currently held and pending (as outlined in your CV). It will be incumbent on the applicant to illustrate clearly to reviewers why the requested funds are needed, how they are distinct from the funds currently held, and how they will advance research.

References

- ☐ Attach **all references** cited in the proposal as a separate document (upload in Other Attachments – Project References)
- ☐ Use a **standard format** for the reference list (no specific format required)

Response to Previous Reviewers

☐ RESUBMISSIONS ONLY: you may provide a 2-page response to previous reviewers' comments. **Applicants who upload a "response to previous reviews" must include all the reviews received in the last round of submission in the response, not just those to which you have responded. The reviews do not count toward the 2-page response limit.** You do not have to respond to all the comments in the reviews, only those that are relevant to your revised application. Upload the SO Notes and reviewers reports in a single PDF with the 2-page response. Do NOT include the Notice of Decision (NOD) or results letter. **Reviewers will not read your response if you do not include all the previous reviews.**

TASK 3. COMPLETE SUMMARY

Summary *– not adjudicated (but used by CIHR to assign reviewers)*

- ☐ Within the **word limit** (3,500 characters, including space; ~1 page)
- ☐ Provides an overview of relevant **background information** and **importance** of the proposed research (i.e., provide a clear rationale why this research topic needs to be investigated).
- ☐ Describes the **broad goal(s)** of the proposed research AND the specific **objective(s)**
- ☐ Provides an overview of the **methodology/approaches** needed to achieve each objective AND the **expertise** that is being brought together to conduct the proposed research
- ☐ Describes the **expected outcomes** of the proposed research AND highlights the **significance of the research** (i.e., how will the research advance knowledge and/or its application to health care, health systems, and/or health outcomes; why will it matter?)

TASK 4. IDENTIFY APPLICATION PARTNERS (OPTIONAL)

- ☐ Each **partner organization** has been identified
- ☐ A **letter of support** (outlining the specific cash or in-kind contribution) has been uploaded for by each partner organization
  - NB – This task is REQUIRED if you clicked YES in Task 2, identifying your project as a ***partnered/iKT project*** AND you indicated that you have an application partner.
  - The CIHR Guide to writing letters of support gives direction on letter content. Appendix A provides a quick reference guide.

TASK 5. ENTER BUDGET INFORMATION

Overall Budget Structure

- ☐ The amount in each budget category is a total amount for the **entire period of support** (not yearly amounts)
- ☐ The amount requested in each category is **justified** in the description box (1,750 characters, including spaces)
- ☐ The amount in each category is **rounded to $1,000 CAD**
- ☐ The sum of all budget categories adds to a **multiple of $5,000 CAD**
- ☐ Budget items are all **allowable expenses** at CIHR. *See Tri-Council guide for more details*
- ☐ **Applicable taxes** are calculated using Queen's HST after-rebate tax rate (3.41%). *I.e., if an item's price is $100, request $103.41*.
- ☐ For items purchased in the US (or other countries), the appropriate **exchange rate** is used. *For accurate exchange rates, see the Bank of Canada 10-year currency converter*.

Research Staff Budget Category *– including (but not limited to): research associates, research assistants, technicians, etc.*

- ☐ A **brief description** of the staff member(s) proposed role(s) in the project is provided.
- ☐ The salaries requested **match the Queen's salary grid** AND include the required **yearly salary increase**
- ☐ Staff funding requests include BOTH **salary & benefits** (e.g., 50k salary + 20% benefits = $60k per year). *The benefit amount is generally budgeted at 20-30%. For existing staff, use the current salary + benefit rate*.
- ☐ **PA & knowledge user salaries** are NOT included in the budget request (ineligible)
  - Co-applicant and/or collaborator salaries can be included in the budget request ONLY IF the co-applicant/collaborator does NOT meet the CIHR definition of an independent investigator. *Independent investigators cannot receive salary from CIHR*.
- ☐ **Release time allowances** are NOT included in the budget request (ineligible)

Research Trainee Budget Category *– including (but not limited to): graduate students, post-doctoral fellows, etc.*

- ☐ A **brief description** of the trainee(s) proposed role(s) in the project is provided
- ☐ All **graduate student stipends** match norms within the applicant's Department and/or School. *CIHR does not have minimum/maximum stipend amount*.
- ☐ Funding for **post-doctoral fellows** includes BOTH salary & benefits (e.g., 45k salary + 20% benefits = $54k per year). *At Queen's, the minimum benefit amount for post-doctoral fellows is 15% (but, post-docs generally receive benefits > 15%).*
  - For post-docs with a Ph.D., the maximum period of support is three years.
  - For individuals with a health professional degree (not enrolled in a graduate degree program), the maximum period of support is 4 years; for those enrolled in a graduate degree program, the maximum period of support is 5 years.

Consumables Budget Category *– including (but not limited to): materials & supplies, services, travel for research activities, etc.*

- ☐ The **consumables** listed are NOT considered equipment, based on CIHR's definition
- ☐ For **service contracts**, the purpose of the service & the provider are described.
- ☐ For **research-related travel**, the justification should ideally include: the purpose of the trip, who is travelling (i.e., PI only; PI + graduate student), and what the estimate includes (i.e., airfare, train travel, meals + accommodations, etc.)
  - To estimate the cost of meals, use the Queen's per diem rate amount ($75/day within Canada; $100/day outside Canada)
  - For train travel, estimate using the Queen's Via Rail discount
  - If using a personally owned vehicle, estimate using the reimbursement rate of $0.55 per km

Non-Consumables Budget Category *– i.e., 'permanent equipment'.*

- ☐ **Equipment** listed meets the CIHR equipment definition. *I.e., Equipment must be: i) tangible property; ii) have a shelf-life > 1 year; AND iii) cost $2,000 or more. All three criteria must be met. So, a laptop valued at < $2,000 is not considered 'equipment' and should, instead, be included under 'consumables'.*

Knowledge Translation Budget Category *– including (but not limited to): publication fees, conferences, other KT travel, etc.*

- ☐ For **conference travel**, the justification should ideally include: the conference name/location (if available), who is travelling (i.e., PI only; PI + graduate student), and what the estimate includes (i.e., airfare, train travel, meals + accommodations, etc.)
- ☐ For **publication expenses** (e.g., open access fees), the justification should ideally include: the name(s) of the journal(s) & estimate the number of papers.

Other Budget Category *– includes any items that do not fit in the other 5 budget categories*

- ☐ Only items that do not fit in the above 5 budget categories are included.

Partner Budget Details *- required if partners were listed in Task 4*

- ☐ **Cash and/or in-kind contributions** are listed for each partner, with info on how the contribution will be used (900 characters)
  - Contributions must be listed yearly. If no contribution is provided in a given year, write $0.
- ☐ Cash and/or in-kind contributions listed **match the amount** given in the letter of support
- ☐ Applicants that have ensured any cash contributions **comply with the Queen's Indirect Cost of Research policy** (see following)
  - If the partner organization provides a cash contribution, applicants must comply with the Queen's Indirect Cost of Research Policy. Indirect funds support shared services (i.e., libraries, ITS, utilities). To comply with the policy, applicants must either:
  1. Ensure that the equivalent of 40% of the direct costs of research is allocated to support indirect costs. E.g., if a partner provides $140k, the indirect cost amount = $140k – ($140k / 1.4) = $40k. ($100k = direct costs; $40k = indirect costs). OR;
  2. Complete an indirect cost variance form to request a lower rate (must be completed before the application is submitted).

TASK 6. COMPLETE PEER REVIEW INFORMATION

- ☐ **5 external reviewers** are listed; PIs can also list **reviewers to exclude** (optional)
- ☐ **Suggested committees** listed are unchanged from registration

TASK 7. ATTACH OTHER APPLICATION MATERIAL

- ☐ **Additional application materials** have been uploaded in PDF format (no page limit)
- ☐ **Figures and tables** are NOT included in the Appendix (must be integrated into the research proposal, see Task 2).
  - NB: Reviewers are NOT required to review what is uploaded under 'Other Application Materials'. You can include:
    - Letters of support/collaboration
    - Questionnaires and consent forms
    - Supplementary tables, charts, figures, and photos. *Figures, tables, charts and photos that are essential to your proposal MUST be integrated into the research proposal (see Task 2).*
    - Up to 5 publications from the past 5 years relevant to the proposal
- ☐ For **investigators with a pending appointment**, a letter of support is required from the Dean of the Faculty indicating the date the appointment is expected to take effect. The appointment MUST commence by the effective date of funding.

TASK 8. APPLY TO PRIORITY ANNOUNCEMENTS (OPTIONAL)

- ☐ Applicants have selected any priority announcements that apply (max. 3). Priority Announcements offer additional sources of funding for the next highly rated grants not funded through the Project Grant that are relevant to specific CIHR Institute and Initiative research priority areas or mandates.
- ☐ **Relevance form(s)** have been uploaded, if required.

TASK 9 & 10. PREVIEW & CONSENT/ SUBMIT

- ☐ NPA has **previewed** & **reviewed** all application components to make sure that all tasks are complete.
- ☐ **Consent** from PAs & co-applicants has been provided in Task 1. No signatures from applicants or Queen's are required (e-approval process).

WANT MORE INFORMATION?

CIHR Resources	**URS Resources**
• Application Instructions • Peer Review Manual • Biosketch CCV Guide	• More help files are available on the **URS Project Grant website** • **Contacts**: Jennifer Robinson; ext. 32944, j.robinson@queensu.ca; Andrea Hiltz; ext. 33108, ahiltz@queensu.ca

PROJECT GRANT – CIHR BIOSKETCH CCV CHECKLIST

ABOUT THE CIHR BIOSKETCH CCV

How do I create a CCV?

- CCVs are created via the Canada Common CV website. Register (if needed) & log in. Then, in the top left-hand corner, select CV > Funding. Identify CIHR as the funding source and select "CIHR Bioksketch" as CV Type. If you have previously created a CCV, some of that information will automatically populate in the Biosketch template.

Who needs to complete the CIHR Biosketch CCV?

- The Nominated Principal Applicant (PI), Principal Applicant(s) (co-PIs), and/or Co-Applicants complete a *CIHR Biosketch CCV*. Collaborators do not provide a CCV. Non-academic, Indigenous organizations and international applicants now have the option of uploading a CIHR Biosketch CVV or Applicant Profile CV.

Are CCVs required at registration?

- No. CCVs are only required at the application stage of the competition.

Are there limits on the number of entries allowed in the CCV?

- Yes, the CCV has limits on the number of entries in different sections (i.e., 5 recognitions). You can uncheck (rather than delete) items that do not match the limit. This will clear the error without losing information you have previously entered. NB - It is strongly recommended that you tailor your CV to the Project Grant application.

BIOSKETCH CCV - CHECKLIST

Personal Information

- ☐ Applicant name, title, & date of birth
- ☐ Correspondence language
- ☐ Residency info & country of citizenship (min. 1)
- ☐ Institutional address (use Queen's address, if possible)
- ☐ Phone & Email
- ☐ Website (optional)

Education ☐ Degrees listed (no maximum) ☐ Credentials listed (up to 5)	*Notes* ▪ Degrees = university degrees; diplomas ▪ Credentials = professional licenses, certifications
Recognitions ☐ Recognitions listed (up to 5)	*Notes* ▪ Examples, prizes & awards: New Investigator Award, Canada Research Chair, university research award, etc. ▪ Examples, distinctions: Membership in professional societies, board of directors in professional associations, etc. ▪ Examples, honors: Honorary citizen, honorary degree, Order of Canada, etc.
Employment ☐ Academic work experience given (no limit) ☐ Queen's is listed as primary affiliation ☐ Leave(s) of absence – type, dates, & impact on research are given (if applicable; no limit) ☐ If leave is taken, PDF of extra CV entries included in ResearchNet (recommended)	*Notes* ▪ Applicants that have taken leaves of absence in the past seven years, as denoted in the CCV, may include a PDF document in ResearchNet to supplement their CCV (see Task 1.3 in ResearchNet). ▪ Whatever length of time an applicant has taken off from research in the past seven years is the amount of time that they may include in the attachment. o For example, an applicant who took 1 year of leave within the past 7 years would be able to upload a PDF detailing 1 year of funding and publications beyond the 7-year limit imposed by the CCV.
Funding History ☐ Funding history covers up to the last 5 years (calculated based on funding end date) ☐ All grants as a PI/Principal Knowledge User, Co-Investigator/Co-Knowledge User, or collaborator are listed ☐ Only on-going or completed grants are listed; no declined or under review grants are shown. ☐ Grants reported in CDN $	*Notes* ▪ The CIHR term "Principal Applicant" denotes a *Co-Principal Investigator*. The CIHR term "Nominated Principal Applicant" denotes a *Principal Investigator*. o The CCV does not "Nominated Principal Applicant" as a role, so "Principal Investigator" should be used instead. ▪ Co-applicant = an individual who contributes to a project (e.g., runs a subset of experiments in a project) ▪ Collaborator = an individual who provides a specific service in a project (e.g., access to data; statistical analysis, etc.) ▪ Knowledge User = an individual who will use research results to make informed decisions about health policies, programs, or practices.

☐ Each grant lists: ☐ Funding information (title, status, role, start/end date) ☐ Funding sources (organization, program, total funding, competitive [y/n]) ☐ Co-investigator info, if required	
Publications ☐ Publications listed (past 7 years)	*Notes* ▪ Publications = journal articles, books, book chapters, reports, manuals, clinical care guidelines and/or conference publications. ▪ NB: conference publications should include presentations where are abstract, poster, or short paper was published in conference proceedings after a peer-review process.
Intellectual Property ☐ IP listed (up to 5)	*Notes* ▪ IP = patents, licenses, disclosures, registered copyrights and/or trademarks.
Presentations ☐ Presentations listed (up to 5) ☐ Applicants have listed their name in the co-presenter field of each entry so that their name will be in the PDF version of the CV	*Notes* ▪ Presentations = invited presentation, lay presentation, presentation to government/policy makers, etc. ▪ Presentations can be scientific or non-scientific presentations based on an applicant's research or KT activities. ▪ Other co-presenters should be listed (but not co-authors).
Knowledge & Technology Translation Activities ☐ Activities listed (up to 5) ☐ IP & presentations are NOT listed	*Notes* ▪ Examples = KT approaches for application / uptake / dissemination of research findings; prevention / intervention programs; companies created; standards / guidelines published; other opportunities where research was translated into the "real world". See KT @ CIHR summary for more info.
Supervisory Activities ☐ Students listed (up to 10) ☐ For each student, info on present location is provided or listed as NA	*Notes* ▪ Relevant activities = graduate students, trainees, post-docs, lab volunteers – NOT undergrads from a course. ▪ Info on clinicians, policy makers, health-related professionals, and visiting researchers can be listed in the 'most significant contributions' section of the ResearchNet application.
Final Quality Check ☐ No errors (red Xs) are shown in the CV ☐ CV has been tailored to the Project Scheme application	*Notes* ▪ Errors can be caused by missing mandatory fields and/or by limits in the CV (e.g., # of publications). If you had previously created a CCV and information was automatically imported into the Biosketch template, please review each CCV section carefully. Errors must be corrected prior to submission. ▪ If you have more entries than a limit in a section allows, simply unclick the 'submit' box beside the superfluous entry. You do NOT need to delete the entry, which would permanently remove the info from the CCV website.

WANT MORE INFORMATION?

CCV ▪ Biosketch – Quick Reference Guide ▪ CCV - FAQ	***URS Resources*** ▪ **URS Project Grant website** ▪ **Contacts**: Jennifer Robinson, ext. 32944, j.robinson@queensu.ca Andrea Hiltz; ext. 33108, ahiltz@queensu.ca