Fall 2024 Project Grant Competition
Applicant Q&A Webinar

Summer 2024

A Vision for a Healthier Future / Une vision pour un avenir en santé

Session Outline

Updates, Reminders and General Information

Resources

Contact Information

Question and Answer Period

Project Grant Fall 2024 Timelines

Key Dates	
Registration Deadline	August 14, 2024
Application Deadline	September 11, 2024
Anticipated Notice of Recommendation (NOR)	January 15, 2025
Anticipated Notice of Decision (NOD)	January 29, 2025
Funding Start Date	April 1, 2025

UPDATE: Formatting Requirements

CIHR has simplified its attachment formatting requirements. The following apply to all applicant-prepared attachments and must be followed to ensure readability and fairness.

Font	Use a minimum of 12 point, Times New Roman font in black type. Do not use condensed fonts. Superscript and subscript text are allowable.
	You may use other fonts and font sizes for text in tables, charts, figures, graphs and legends only, as long as it is legible when the page is viewed at 100%
Line Spacing	Use a minimum of single line space. DO not use narrow line spacing.
Character spacing	Use normal/standard character spacing. Do not use condensed character spacing.
Margins	Insert a minimum margin of **2 cm (0.79 inch)** around all pages. Margins may include page numbers in the header or footer (number only) but must other wise be empty and contain no text or images.
Page Limit	Observe page limitations. Additional pages may NOT be added unless specified.
Page Size	Use only letter size (21.59 X 27.94 cm / 8.5" x 11"), white paper/background for all attachments.
	Photo-reduce the supporting documents if the originals are larger than 21.59 X 27.94 cm / 8.5" X 11".
Attachment format	Attachments must be uploaded in PDF format (unprotected). It is important to confirm that the final PDF document compiles with the formatting requirements.
	The size of the attached document(s) cannot exceed 30 MB per document.

CIHR reserves the right to withdraw your application if it does not meet these requirements

UPDATE: Research Security at CIHR

Research security refers to the actions that <u>safeguard the integrity of research</u> domestically and internationally, with a particular emphasis on protecting against threats to national and economic security.

The Government of Canada, granting agencies, and research community have a **shared responsibility** to:
- <u>Protect the integrity of our research ecosystem</u>; and,
- <u>Do not lead to discrimination</u> against or profiling of any member of the community.

Two new directives have been implemented:
- The National Security Guidelines for Research Partnerships (**NSGRP**); and
- The Policy on Sensitive Technology Research and Affiliations of Concern (**STRAC**)

UPDATE: Research Security at CIHR

National Security Guidelines for Research Partnerships (NSGRP)

The **NSGRP** applies when the research proposal involves one or more partner organizations from the private sector.

The directive only applies to the PJT competition, beginning with the <u>Fall 2024 competition</u>.

A new mandatory question under **Enter Proposal Information - Details** will ask a Yes/No screening question at the <u>Full Application stage.</u>

"Does the proposal involve one or more partner organizations from the private sector?"

If the answer is "Yes", and that the proposal involves one or more partner organizations from the private sector, a mandatory Risk Assessment form (RAF) must be uploaded for the application (one per application).

UPDATE: Research Security at CIHR

> **Policy on Sensitive Technology Research and Affiliations of Concern (STRAC)**

STRAC applies when the research activities aim to **advance** any of the listed sensitive technology research area (STRA). It currently applies to most CIHR grant FOs launched as of May 1st, 2024 (minus a few exceptions).

A new task: **Identify Sensitive Technology Areas** will ask a Yes/No screening question at the Full Application stage.

> **"Will the proposed research activities, supported by this grant, advance any of the listed sensitive technology research areas?"**

If the answer is "Yes", and the proposed research activities aim to **advance** any of the listed STRAs, a mandatory attestation form from **each** researcher with a named role in the application, must be uploaded, attesting that none of the individuals involved in activities supported by the grant are affiliated with, or in receipt of funding or in-kind support, from a university, research institute or laboratory named on the Named Research Organization (NRO) list.

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Reminder: Appendices

Appendices are permitted under **Task 8 – Attach Other Application Materials.**

You **must** attach:

- A certificate of completion for the sex- and gender-based analysis training modules for the NPA.
- NSGRP Risk assessment form if applicable.
- A letter of:
  - ➢ support if you have a pending appointment.
  - ➢ community support if your proposal relates to Indigenous health research.
  - ➢ attestation from their employer if someone on the application is an international researcher who will be paid from the grant.

You **may** attach:

- Letters of collaboration to the NPA

Not Accepted:

- Patient Information Sheet (for RCT applications)
- Publications
- Questionnaires, surveys, and consent forms
- Supplementary tables, charts, figures, and photographs
- Cost Quotations
- CVs
- Any other documents

Update: Response to Previous Reviews

If you are resubmitting an unsuccessful application, you may provide a response to previous reviewers' comments.

Attachment 1: Response to Previous Reviews

- Maximum of 2 pages (English) or 2.5 pages (French).
- If you exceed the maximum page limit, CIHR will remove any additional pages without notifying you further.
- You do not have to respond to all the comments in the reviews—only those that are relevant to your revised application.

Attachment 2: Previous Reviews

- You **must** include **all** the reviews and Scientific Officer (SO) Notes (if available) received in that round of submission.
- If you do not attach the previous reviews and SO Notes (if available) from the round of submission to which you are responding, **CIHR will remove your response to previous reviews without notifying you further.**
- The reviews to which you are responding may only stem from a previous Project Grant competition.

Update: Changes to randomized control trials and commercialization

- **Randomized Control Trial (RCT)** - Applicants submitting a RCT as a major component of their research proposal should be aware that the RCT headings and evaluation criteria have changed. The adjustments provide applicants with guidance on pilot RCTs and better align instructions with peer review expectations.

  - [Learn more about the RCT headings and evaluation criteria](#)

- **Commercialization (CMZ)** - applicants submitting to the CMZ peer review committee must now adhere to a prescribed structure of research proposal headings. Applicants are asked to submit their research proposals with three main headings and to address sub-bullets to the extent possible.

  - [Learn more about the CMZ headings and evaluation criteria](#)

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REMINDER: San Francisco Declaration on Research Assessment (DORA)

As applicants, you are encouraged to:

- think broadly when choosing contributions and impacts to highlight;

- include indicators of **quality** (e.g., distinctions-based, meaningful and culturally safe health research) and **impact** (e.g., influence on policy and practice, health and societal outcomes); and

- provide context to support peer reviewers in assessing your track record if relevant.

Where can you outline these in your application?

- Most significant contributions

- Summary of progress

REMINDER: Completing CVs

All participants, except for collaborators, are required to submit a CV that is completed via the Canadian Common CV (CCV) interface.

Applicant Roles	Canadian Academic Applicant	• **Knowledge Users** • **Non-academics** • **Indigenous Organizations** • **International Applicants**
• Nominated Principal Applicant (NPA) • Principal Applicant (PA) • Co-Applicant (CO)	CIHR Biosketch CV	CIHR Biosketch CV or Applicant Profile CV
• Collaborator	**Cannot submit a CV**	

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REMINDER: Research Summary and Proposal

- Your research proposal must include all crucial information (**including tables, charts, figures and photographs – must be legible when viewed at 100%**) that a reviewer will need to read in order to assess your application. **It must <u>not</u> include any hyperlinks.**

- The following page limits for the research proposal will apply:
  - English – 10 pages**;** French – 12 pages.

- The research **summary** of applications submitted in French will **<u>be translated and added to the application</u>** as part of our commitment to continuous improvements to the peer review process.

* **Note that any pages over the page limit identified above will be removed with no further notification to the Nominated Principal Applicant.**

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REMINDER: Sex and Gender Based Analysis (SGBA)

As an applicant, you must demonstrate how sex and/or gender has been integrated into the:
- Research design,
- Methods,
- Analysis and interpretation, and/or
- Dissemination of findings.

Please review the information on How to integrate sex and gender in research available on the CIHR website.

Thus, if sex and/or gender considerations are applicable to the research you are proposing, they must be integrated throughout your research proposal and not just discussed soley in this sex and/or gender texbox.

The Nominated Principal Applicant must complete one of the sex- and gender-based analysis training modules and upload the Certificate of Completion in **Task 8 – Attach Other Application Materials.**

REMINDER: Summary of Progress

The scope of the Summary of Progress (2 pages in English or 2.5 pages in French) includes:

- Progress / productivity / impact

- ECRs

- Impacts on progress of research (e.g., leave, family responsibilities, pandemic, etc.)

- Budget requested in relation to overall funding held currently or pending

The Summary of Progress is <u>not</u>:

- a summary or a history of your application

- a duplicate CV content

- extra pages for your research proposal

Your Summary of Progress must **not** include any tables, figures, graphs and hyperlinks

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REMINDER: Budget Information

The budget justification text boxes in ResearchNet allow for up to 3500 characters each so there is ample space to fully justify your budget items.

- budget should be an **<u>accurate assessment of the funding needed to complete the research</u>**.

- Verify that the budget items are **eligible, reasonable and justifiable expenses.**

- Check for mathematical errors and that all amounts match with each other in the different sections of the application.

Please ensure to enter the requested amount first and then provide justification to ensure your work is properly saved.

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REMINDER: Priority Announcements

Priority Announcements (PAs) are additional sources of potential funding for applications submitted to the Project Grant competition.

It is important that within the application to the Project Grant competition, applicants **must consent to the sharing of information in order to be considered** for Priority Announcements.

For more information on Priority Announcement, please visit the **Priority Announcements and the Project Grant - Frequently Asked Questions webpage**.

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GENERAL INFORMATION: Expanded Equity, Diversity and Inclusion Self-Identification Questionnaire

- Launched in June 2022 with minor revisions on December 15, 2022

- Mandatory ResearchNet task for all participants at time of application

  - Opt-out: "I prefer not to answer"

  - Change responses at any time

- Starting with the Fall 2024 competition, CIHR will equalize project grant applications from NPIs who self-identify as a racialized person or who self-identify as a person with a disability

  - Uses responses provided to questions five (5) and/or seven (7) in the Self-ID questionnaire

- About [Equalization in Project Grant](#)

GENERAL INFORMATION: Manage Access task (optional)

This optional task allows a Nominated Principal Applicant (NPA) to delegate access to their application to a maximum of five [5] individuals.

Individuals with delegated access:

- ✔ Can support the completion of eSubmission tasks in collaboration with others

- ✔ Require their own ResearchNet account

- ✔ Do not require a CIHR PIN

- ✘ Cannot access or view any participant Self-Identification Questionnaire Information

- ✘ Cannot access NPA Current/Completed or Inactive activities in which they are not delegated

- ✘ Cannot submit the application

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GENERAL INFORMATION: Clinical Trials Policy Guide - Requirements

- CIHR is a signatory to the World Health Organization's [Joint Statement on Public Disclosure of Results from Clinical Trials](#) ("WHO Joint Statement") requiring all clinical trials to be registered and the results disclosed publicly in a timely manner.

- Nominated Principal Investigators receiving CIHR grant funds for conducting clinical trials on or after January 1, 2022 must comply with the requirements outlined in the [CIHR Policy Guide](#) to remain eligible for new CIHR funding.

- CIHR monitors policy compliance annually and [publicly reports](#) aggregate data showing the degree of compliance with the policy requirements.

- When responding to the question "Does this application contain a clinical trial?" in your application, the definition of clinical trial can be accessed by clicking on the hyperlink within the question. This takes you to the [CIHR glossary of funding-related terms](#).

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GENERAL INFORMATION: Tri-Agency Interdisciplinary Peer Review Committee

The Tri-Agency interdisciplinary Peer Review committee is no longer a pilot and will continue as a selectable option when applying to CIHR's Project Grant. The TAIPR committee ensures the agencies have a robust mechanism to review and support interdisciplinary research.

Fall 2024 Project Grant applicants who wish for their application to be considered for review in the Tri-Agency interdisciplinary (TIR) committee, which utilizes a **unique peer review process**:

- **must** indicate **the TIR committee** as their **first suggested committee at registration**
- **must** clearly justify, in the committee choice justification, **how the proposal advances disciplines across the mandate area of at least two funding agencies and how it integrates interdisciplinary approaches to achieve the project goals**

For more information, please consult the following websites: Tri-Agency Interdisciplinary Peer Review Committee landing page, the Frequently Asked Questions, and TAIPR Peer Review Guide.

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Resources

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Resources – Reference Materials

These are your core resources for submitting an application to the Project Grant competition.

- [Project Grant Program](#)
- [Funding Opportunity](#)
- [Priority Announcement Funding Opportunity](#)
- [Project Grant FAQ](#)
- [Priority Announcements FAQ](#)
- [Registration Instructions](#)
- [Application Instructions](#)
- [Project Grant Program: Application Process](#)
- [Peer Review Committee Mandates](#)
- [Peer Review Manual](#)
- [CCV CIHR Biosketch – Quick Reference Guide](#)
- [CCV Frequently Asked Questions](#)
- [Applicant Profile CV](#)
- [Acceptable Application Formats and PDF Attachments](#)
- [Tri-Agency Guide on Financial Administration](#)

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Resources – Reference Materials

These reference materials cover topics related to the Project Grant competition.

Sex and Gender Based Analysis:

- Sex, Gender and Health Research
- How to integrate sex and gender into research
- Sex and Gender Champions
- Impacts of integrating sex and gender in research
- Institute of Gender and Health online courses

Articles suggested by the Institute of Gender and Health as examples of integration of sex and gender considerations and analysis:

- Different immune cells mediate mechanical pain hypersensitivity in male and female mice
- The influence of sex and gender domains on COVID-19 cases and mortality
- Sex, Gender, and Cardiovascular Health in Canadian and Austrian Populations
- A Composite Measure of Gender and Its Association With Risk Factors in Patients With Premature Acute Coronary Syndrome

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Resources – San Francisco Declaration on Research Assessment (DORA):

For Applicants:

- Applicant Resource: How to highlight your research contributions and impacts
- Examples of contributions and impacts by research pillar
- Frequently Asked Questions

General:

- DORA's Resource Library
- Reimagining academic assessment: stories of innovation and change
- Rethinking Research Assessment: Building Blocks for Impact

Resources – Reference & Learning Materials

These reference materials cover topics related to the Project Grant competition.

- – Equity and Diversity Questionnaire: [Equity, Diversity and Inclusion Self-Identification Questionnaire](#)

- – Integrated Knowledge Translation (iKT): [Knowledge Translation Planning](#)

- – Global Health: [Global health research](#)

- – Excellence in peer review: [Bias in peer review](#)

Learning materials can be accessed at the [Learning for Applicants](#) page. Topics relevant to the Project Grant competition can be found under the following headings:

- • Project Grant

- • Sex- and Gender-Based Analysis (SGBA) and Health Research

- • Equity and Diversity Questionnaire

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Resources – Guidance on Research Security

Research Security at CIHR:

- [Research Security at CIHR](#), including CIHR specific [FAQs](#)

Tri-Agency Guidance on Research Security:

- [Tri-Agency Guidance on the STRAC Policy](#)
- [Tri-Agency Guidance on the National Security Guidelines for Research Partnerships](#) (NSGRP)

Canada's Research Security Centre, hosted by Public Safety Canada:

- [Connect with a Regional Advisor](#)

Government of Canada:

- [Safeguarding your research portal](#)

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Contact Information

Telephone: 613-954-1968

Toll Free: 1-888-603-4178

Email: support-soutien@cihr-irsc.gc.ca

Website: Project Grant Program

Hours: Mon-Fri, 7AM-8PM Eastern (except holidays)

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Question and Answer Session

- We invite you to join the discussion.

- Please ask your question in the Question-and-Answer feature of the meeting.

- You can also "like" a question already asked to emphasize it.

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