



2022 - 23

# | Establishment Grant

Application Package

Effective December 7, 2021

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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 important information on program guidelines, our partners and application instructions.

Along with the information contained in this Application Package, this program is subject to all policies and procedures as outlined in the current *SHRF Funding Guide* (formerly “Awards Guide”) available for download at [shrf.ca](http://shrf.ca). It is important that the applicant read and understand the current *SHRF Funding Guide* alongside this package.

### Contacts

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

**Chelsea Cunningham**, Programs and Peer Review Manager  
[ccunningham@shrf.ca](mailto:ccunningham@shrf.ca)

For other questions or technical help with the SHRF RMS:

**Tanya Skorobohach**, Programs & Peer Review Coordinator  
[tskorobohach@shrf.ca](mailto:tskorobohach@shrf.ca)

For general inquiries: [fundinginfo@shrf.ca](mailto:fundinginfo@shrf.ca)

For SHRF technical issues: [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca)

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

## Important Dates

<b>Competition Launch</b>	December 7, 2021
<b>Information Webinar</b>	December 9, 2021 – 12:00 p.m. CST
<b>Eligibility Check Cut-off</b>	January 20, 2022 – 4:30 p.m. CST
<b>Eligibility Revisions Deadline</b>	January 31, 2022 – 4:30 p.m. CST
<b>Application Deadline*</b>	March 10, 2022 – 4:30 p.m. CST
<b>CV Update Deadline**</b>	May 13, 2022 – 4:30 p.m. CST
<b>Funding Decisions</b>	June 16, 2022
<b>Funding Start Date</b>	July to October 2022 – 1 <sup>st</sup> of Month

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

\*\*CV Updates are only accepted for the Principal Investigator. CV updates will not be accepted for other Applicant/Investigator roles.

## Program Overview

### Purpose

The purpose of the Establishment Grant is to assist early-career researchers in Saskatchewan in establishing an autonomous program of health research addressing Saskatchewan health challenges and achieving the research productivity necessary for obtaining major funding from national and other external agencies.

### Focus Areas

This is an open call. Applications may address any area of human health.

### Partnership Funding

SHRF partners 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, SHRF has partnered with the below organization(s). Partner funding will be allocated to projects that meet the requirements as determined by the partner organization.

#### Saskatchewan Centre for Patient-Oriented Research (SCPOR)



The Saskatchewan Centre for Patient-Oriented Research (SCPOR) supports and advances patient-oriented research in Saskatchewan. Patient-Oriented Research (POR) focuses on patient-identified priorities to improve patient outcomes and engages patients as partners throughout the process. Patient Partners, including patients, their families, informal caregivers and sometimes communities, contribute expertise gained from life experience. SCPOR is committed to meaningful inclusion of diverse voices and culturally safe practices in research and training. Partnering with the SHRF Establishment program will provide important opportunities for early career researchers to build POR capacity and address the guiding principles of the [SPOR Capacity Development Framework](#).

SHRF will support two (2) applications in the POR priority area in partnership with SCPOR. Projects must focus on patient-identified priorities to improve patient outcomes and engage patients as partners throughout the process as it applies within any field of research. The knowledge generated from projects are intended to improve health care systems and practices, leading to greater quality, accountability, and accessibility of care.

SCPOR provides a set of supports, both during the application phase and to funded Applicants. Supports fall into the following categories: Patient Engagement, Indigenous Research and Engagement Expertise, and Capacity Development. For more information on SCPOR supports provided, please refer to the [SCPOR 2022-23 Establishment Program Support Guide](#).

#### **To be eligible for SCPOR support, Applicants must complete the following requirements:**

1. Applications must include a minimum of two (2) Patient Partners who have personal lived experience with the health issue as Co-Applicants. These individuals could be patients, informal caregivers, family members or friends. Refer to the [SPOR Patient Engagement](#)

[Framework](#) for more information. Honoraria for Patient Partners should follow [guidelines set by SCPOR](#). Please contact SCPOR to discuss options if you do not have access to funds to pay honoraria for the grant-writing phase of your project

- I. Patient Partners must provide a signed testimonial to the application prior to full application submission. Please upload a testimonial of up to 250 words under “Contribution Forms”. The testimonial should address the following:
  - o To the degree you are comfortable sharing, please tell us about your experiences that have led to your interest in participating on the research team for this research project.
2. While not mandatory, applicants working with Indigenous community partners are encouraged to include a letter of support outlining the partnership.
  - I. Community representatives can be added to the application in the role of Supporter and upload a letter of support under “Contribution Forms” prior to full application submission.

**NOTE: re: Internet access:** SHRF acknowledges that there are rare circumstances where an individual may have limited to no internet access or not have an email account and therefore cannot access the emailed invitation to join the application or complete the contribution form online. Please refer to the [SHRF Funding Guide](#) or contact [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca) to discuss options.

3. Applicants must complete an additional submission prior to the application deadline ([via survey](#)) that addresses the research’s relevance to SCPOR’s mandate to support patient-oriented and how the knowledge gained could be used to improve patient care and Saskatchewan’s health system. This must be written for a non-scientific audience, as it will be evaluated by the Patient Partner review committee. Submissions will include the following:
  - I. Patient-Oriented research projects must describe how they meet a minimum score of “3” in each criteria of the PORLET. Five equally weighted criteria used for evaluation by the Patient Partner reviewers are: patients as partners; patient-identified priority; outcomes important to patients; integration of knowledge into practice; and team is multi-disciplinary. The patient reviewers will evaluate the degree to which a given project meets POR criteria as defined by Strategy for Patient-Oriented Research (SPOR) using the [Patient-Oriented Research Level of Engagement Tool \(PORLET\) and PORLET Companion Document](#) as a guide.
  - II. If applicable, Indigenous research projects must describe how they meet a minimum score of “3” in each criteria of the IRLET. The IRLET is intended to be used in conjunction with the PORLET and measures the degree to which a given project meets POR criteria in the context of Indigenous communities. Four equally weighted criteria used for evaluation by the Patient Partner reviewers are: partnership with Indigenous stakeholders; knowledge into practice; strengths-based approach; and Indigenous knowledges and ways of knowing. The patient reviewers will evaluate the degree to which a given project meets IR criteria as defined by Strategy for Patient-Oriented Research (SPOR) using the [Indigenous Research Level of Engagement Tool \(IRLET\) and IRLET Companion Document](#) as a guide.

SCPOR will inform SHRF of applications that meet the POR requirements prior to peer review. Applications that satisfy the POR requirements and the peer review criteria will be eligible for partner funding.

**The successful Applicants for SCPOR partner funding must complete the following requirements:**

1. Choose a funding start date of September 1, 2022.
2. Submit bi-annual progress reports, an end-of-grant final report, and additional follow-up report to SCPOR to demonstrate the outcomes and impacts of funding.
  - a. This requirement is in addition to SHRF reporting requirements (refer to the [SHRF Funding Guide](#))
3. The Applicant must attend the SPOR Module 1 and 2 training sessions within three months of award date. Training is available to all team members at no cost. Patient Partner honoraria will be provided by SCPOR for these sessions and does not need to be included within your budget. Please refer to the [SCPOR 2022-23 Establishment Program Support Guide](#) for more information.

Please contact SCPOR ([scpor@usask.ca](mailto:scpor@usask.ca)) for more information for these additional partner requirements.

## Funding Information

### Amount

Each application may request up to **\$120,000**.

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.

### Term

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

## Eligibility to Apply

### 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 information if there is a complete change of the research project from the previous year(s) applications. **NOTE:** In the application form, applicants may choose

to have previous reviewer comments attached to their application for the current review committee to access.

## Renewal

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

## Applicant Eligibility

### Project Role Considerations

Individuals and organizations participating in the proposed research fall into three categories: applicants/investigators, personnel (i.e. trainees and research staff) and supporters. An individual can only fulfill one of the following roles on a given application:

- **Applicants/ Investigators** 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 are designated as Principal Applicant, Co-Principal Applicant, or Co-Applicant based on their level of leadership responsibility and involvement. Individuals in these roles may be researchers, knowledge users, or people with lived experience. **NOTE:** For this program, Co-Principal Applicant is not an eligible role.
- **Personnel (Trainees and Research Staff)** are individuals tasked to carry out aspects of the research project and are compensated from the grant funds.
- **Supporters** are individuals or organizations who provide a specific service in a limited and defined role in the proposed activities, have an interest in the research outcomes (i.e. knowledge user organization) or represent private industry.

**NOTE:** See more information on each role in the current [SHRF Funding Guide](#).

### 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 [SHRF Funding Guide](#) for definition of an eligible Principal Applicant. In addition to this definition, Establishment Grant Principal Applicants must meet the following eligibility criteria:

The qualifying **appointment must be held in Saskatchewan at, or above, the rank of Assistant Professor (or equivalent)**, with the expectation and opportunity to undertake research. Adjunct appointments alone are not sufficient for eligibility.

The applicant must be within **the first five years of their initial research-related appointment**, as of July 1 in the application year (i.e. July 1, 2022). Individual eligibility scenarios will be assessed by SHRF on a case-by-case basis. Considerations for eligibility extensions may include:

- Institutionally approved leaves during eligibility period.

- Part-time appointments during eligibility period (see [SHRF Funding Guide](#) for 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; and
- 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 validated (no drafts) Canadian Common CV (CCV) using the SHRF Establishment Template.

The applicant must provide **at least one letter of support** as part of the full application signed by either or both 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 the [SHRF Funding Guide](#) for more information on project roles and what information must be provided in the application based on the role.

## Allowable Expenses

Allowable expenses are those necessary to carry out the proposed activities and are not provided through other means. Budgets are reviewed carefully and should include only those expenses allowed and necessary for the proposed research.

Include **in-kind** and **other sources of funding** required to complete the proposed research in the budget and justification.

Refer to the [SHRF Funding Guide](#) for important policies which apply to all SHRF programs.

In addition, the Establishment Grant Program:

- Allows for equipment purchase (see definition in [SHRF Funding Guide](#)). However, equipment requested must:
  - be justified in relation to the availability of equivalent equipment for the proposed research, and
  - benefit the Principal Applicant's long-term research program in Saskatchewan.
- Does not provide funding for costs explicitly associated with preparing future grant applications.
- Requires industry supporters to provide cash or in-kind contributions in an amount equal or greater than 50% of any reimbursement received from the grant for goods and services.
- Permits release time allowance to allow participation of a knowledge user in the activities directly related to the proposed research. See current [SHRF Funding Guide](#) for more information.
- Some budget or in-kind resources should be shown to support sharing knowledge gained with stakeholders and/or target audiences outside the academic community.
- Limits the total cost of academic focused knowledge sharing to 10% of the budget request to SHRF.

- Costs associated with building external relationships (i.e. outside the institution) to benefit proposed program of research are eligible where appropriate and clearly justified in the research proposal.

## Application and Review Process

Applying to this program involves two steps: Eligibility Check and Application. Both steps must be completed and submitted online using the SHRF Research Management System (SHRF RMS).

For an overview of the eligibility and application requirements, please refer to the [Application Instructions](#).

### 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.
- The Principal Applicant is eligible.
- 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 partner funding; 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 up until the cut-off; 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. Any revision requests must be completed by the eligibility revision deadline, or they will not be accepted.

### Review Process and Funding Recommendations

Applications are evaluated in a competitive, peer-review process according to SHRF's [Research Funding Peer Review Committee Guidelines](#). Applications are assigned to a multidisciplinary committee whose members are from both inside and outside the province.

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

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

## Review Criteria

Peer reviewers use the following criteria when evaluating applications. Scores are based on the SHRF 5-point scale which is fully described in SHRF's [Research Funding Peer Review Committee Guidelines](#).

### Track Record (45%)

Scientific productivity, originality and impact should be considered in the context of the research area and the applicant's experience. The applicant 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 autonomous program of research, or the potential to develop an autonomous 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.

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- Knowledge translation (KT) activities are embedded within the research program. End of grant KT activities are well described and appropriate; and
  - 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.

## 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. At the Eligibility stage, only the Application Details and Eligibility tabs will be visible on your application. After your eligibility has been submitted, reviewed and approved, your application will be pushed to full application, where you will have access to the rest of the application tabs. At this stage, you will no longer be able to edit the eligibility information and it will not be accessible to reviewers to read.

### Completing Your Personal Profile

Going forward, **the Personal Profile in the SHRF RMS must be completed by the Principal Investigator prior to submitting the full application.** It is strongly encouraged that all project role individuals, especially co-principal and co-applicants, complete their SHRF RMS profiles, but it is not a requirement at this time. The information collected in the Personal Profile will better help SHRF understand the demographics of our applicants and guide us in ensuring that we are upholding our values and strategic direction.

To access your Personal Profile, you will need to be on the home page, where you will then see a person icon titled "Personal Profile". Click on that icon and complete all required fields, then click "Save Draft" and "Save" to confirm the Personal Profile is complete. You can change your information at any time, just make sure that after changes are made to follow the saving process.

### Choosing the Association/Organization where Funding will be Held

With the updated SHRF RMS, you can have multiple Associations/Organizations tied to one single profile. This function gives the Principal Investigator the chance to choose which Association/Organization funding should be held at, if successful in the competition. The Principal Investigator will need to confirm that the Association/Organization they wish to apply under is eligible to hold SHRF funds.

**The Association/Organization must be chosen prior to opening the application.** To change from one Association/Organization to another, you will need to be on your home page. In the top right corner of your screen, you will see a building icon. When you click on the icon, a drop down of your Associations/Organizations will appear, where you can then choose the one you would like to be displayed in the application you are applying for. Once you have chosen the correct Association/Organization, the page will reload, and you can click on the Funding Opportunities to then begin the steps to start an application.

### Adding Individuals

Individuals can be invited to the application at both the Eligibility and Application stages as either Applicants/Investigators, Personnel or Supporters (role definitions can be found in the latest [Funding](#)

*Guide*). To add individuals, please see the “Project Roles” instructions under the “Application Details Tab” in this section.

## Application Details Tab

**NOTE:** The majority of information under this tab is automatically filled in based on information from the Principal Investigator Personal Profile. It is important to keep your Personal Profile information up to date so that it is properly reflected in the application. Listed below is the information that you will need to complete.

### Principal Investigator

Pulled from the Principal Investigator Personal Profile.

### Organization Information

The Organization is auto-populated from your profile. The Organization listed in this application is where funding will be held, if successful. If the named Organization is incorrect, please stop working on your application and contact SHRF at [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca).

#### \* Faculty/College (Or equivalent)

This field is where you can insert the faculty or college where you affiliated in your organization. Please note that this field appears mandatory, but if you are not affiliated with a faculty or college, you can skip this field and still successfully submit your information.

#### Department (Or equivalent)

If applicable, list the Department you are affiliated with.

#### \* Is this a resubmission of a previously unsuccessful application to a SHRF competition?

Please answer “Yes” or “No”. No further information will be required at this time.

#### \* Is the proposed project a renewal or a continuation of a previously funded project?

Please answer “Yes” or “No”. If you answer “Yes” a follow up question will appear. If you answer “No” you will move on to the next question.

#### \* Please identify the previous funding source, including the funder and competition name.

You will be given a text box to identify the previous funding source.

## Project Roles

Individuals can be invited to the application at both the Eligibility and Application stages as either Applicants/Investigators, Personnel or Supporters (role definitions can be found in the latest Funding Guide). It is important to review the Research Project Team Requirements section in the Program Guide section of this Application Package so that you meet eligibility requirements.

To add someone to your grant, find the appropriate Project Role that they will be holding (i.e. Applicants/Investigators) and click the Envelope icon button. This will open a new window, where you will click the “+” button and fill in the requested information. Once you have added all members of your application for that role, first click the “Save” button and then the “Invite” button to send the

invitation(s). Invitations will be sent by email and each individual should accept or decline the invitation. It is important that all members respond to their invitation so that you can submit either your eligibility or full application. If you need to resend invitations, click on the Envelope icon to open the window and you will see beside the name on the left-hand side a Paper Airplane icon which you can click to resend. **NOTE:** The save button will not send the invitations. You will need to do these steps for each Project Role. Please contact the Programs Team if you have any questions at [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca).

### Applicant/Investigators

Applicant/Investigators 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 are designated as Principal Applicant, Co-Principal Applicant, or Co-Applicant based on their level of leadership responsibilities and involvement. Individuals in these roles may have the following Project Role Descriptors: Researcher; Knowledge User; or People with Lived Experience. The Project Role Descriptor will be confirmed in the Eligibility Tab and again in the Contribution Form at full. Individuals invited to this Project Role are considered Team Members and count towards the Research Project Team Requirements.

### Personnel

Personnel (Trainees and Research Staff) are individuals tasked to carry out aspects of the research project and will be compensated from the grant funds. Individuals invited to this Project Role are not named to the grant (as they are compensated from it) and do not count towards the Research Team Project Requirements.

### Supporters

Supporters are individuals or organizations who provide a specific service in a limited and defined role in the proposed activities, have an interest in the research outcomes (i.e. knowledge user organization) or represent private industry. Individuals invited to this Project Role are not named to the grant and do not count towards the Research Team Project Requirements.

### Grant Writer

Grant Writers are individuals who support the Project Team in writing and pulling together the documentation for the application. They are not members of the Project Team.

## Eligibility Tab

The Eligibility Check is reviewed internally by the Program Manager following the listed principles in the Application Package. This information is not visible to the review committee. Once the eligibility is submitted and a decision is made, any information in this tab can no longer be modified.

### Principal Applicant Eligibility

#### \* Appointment Type

Please list your current appointment title. Any further information directly related to your eligibility can be listed in the exceptional circumstances. Maximum 15 words.

### \* Appointment Start Date

Please identify the start date (i.e. your first day) of your first qualifying academic appointment. This is a calendar field where you can input the exact date.

### Exceptional Circumstances

If applicable, provide details of exceptional circumstances that may affect your eligibility to apply. Include a brief description along with the start and end dates of the interruption (month, day, year).

Please also identify if you are in a limited term appointment, along with the length of the term and the current end date. Maximum 250 words.

### Proposed Research

#### Are you interested in partnership opportunities for this funding opportunity?

**NOTE:** Please see the Application Package for any listed partnerships for this year's funding opportunity. If none are listed, then you can skip this question.

*If you choose "Yes" the following field will appear:*

#### \* Please list the partner(s) you are interested in.

Maximum of 50 words.

#### \* Research Pillars

Please select the pillar(s) of research that best reflects the proposed research. You can choose one or more of the following: Clinical Research; Biomedical Sciences; Health Systems and Policy Research; and/or Population Health including the Social, Cultural and Environmental Determinants of Health.

#### \* Title

This is the tentative title for your project. At the application stage, you will be able to refine your title to better reflect your proposed research. Maximum of 50 words.

#### \* Fit with Program

Address how the proposed research fits with the funding opportunity purpose found in the Application Package. Where partners are involved with the funding opportunity, please identify how the proposed research will support their objectives. Maximum 150 words.

#### \* Proposed Research Overview

Provide information regarding the proposed research, identifying the research purpose and objectives, methods, impact, the relevance to Saskatchewan, and the intended audience(s). Maximum 300 words.

#### \* Application Keywords

Provide five keywords relevant to the proposed research that may assist in reviewer selection. To add keywords, click the "Enter Application Keywords". This will open a new window, where you will click the "+" to add each of your five keywords. Once that is complete click "Save", which will populate the table for you. You must put in five keywords.



### \* Suggested Reviewers

Provide a minimum of three individuals outside of Saskatchewan but within Canada with expertise in the proposed research area (i.e. topic, methods) who are not in a conflict of interest (i.e. have not collaborated with any listed contacts on this application in the past five years). Include the following information: Name; Affiliation; Email; and Relevant Expertise. The suggested reviewers may be used for choosing external peer reviewers; however, SHRF maintains the right to select external reviewers other than those suggested here. To add reviewers, click on the “Enter Suggested Reviewers” button where a new window will open. Then click on the “+” button and complete the requested fields. Click the “Save” button which will then populate the table on the application. You must have a minimum of three suggested reviewers.

### Excluded Reviewers

Provide the name and affiliation of any reviewers whom you would prefer did not review the application. **NOTE:** SHRF does not recruit reviewers outside of Canada. To add a reviewer, click on the “Enter Excluded Reviewers” button where a new window will open. Then click on the “+” button and complete the requested fields. Click the “Save” button which will then populate the table on the application. This table is optional and there are no minimum or maximums.

### Submitting Eligibility Check

Once you have completed all required fields and all invited individuals have accepted their invitations, you can submit your eligibility check. To do this click the “Save Draft” button and then click the “Submit” button. If fields are not complete, the system will inform you of what requires attention. Once you have successfully submitted the eligibility check, it will go through the next steps for a decision to be made if it goes forward to Full Application.

**NOTE:** The tabs following this only appear when your application has successfully gone through eligibility.

## Proposed Project Tab

### Lay Information

In lay terms, please provide a clear and concise title and description of the proposed research. The summary should briefly explain the area of interest/problem to be solved, its relevance to Saskatchewan and the potential impact it will have. Do not include references and avoid acronyms. Both the title and/or the summary may be shared with potential funding partners, for non-scientific reviewers and/or for communications purposes.

### \* Lay Title

Maximum 50 words.

### \* Lay Summary

Maximum 250 words.

## Scientific Information

Please provide a clear and concise title and description of the project written for a scientific audience. Information should include a brief statement regarding the area of interest/problem to be researched, the general methodological approach, and its relevance to, and the impact it will have on, Saskatchewan residents. This information may be used by SHRF to recruit potential peer review committee members and/or external reviewers. It is important that the information be written for a multidisciplinary committee.

### \* Scientific Title

Maximum 50 words.

### \* Scientific Summary

Maximum 300 words.

## Sex and Gender

Following CIHR's implementation of accounting for sex and gender in health research, SHRF has implemented this step to the application and review process. Alongside completing this section, SHRF expects that applicants will integrate sex and gender in their proposed project, as appropriate.

\* Is sex as a biological variable taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Choose "Yes" or "No".

\* Is gender as a sociocultural factor taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Choose "Yes" or "No".

*If you say choose "Yes" to one or both of the above question, the following question will appear:*

\* Please describe how sex and/or gender considerations will be integrated into the research.

Maximum 300 words.

*If you say "No" to one or both of the above questions, the following question will appear:*

\* Please explain why sex and/or gender are not applicable to the research.

Maximum 300 words.

## Research Activity Details

\* Please identify all ethics and safety approvals necessary to carry out the proposed research.

The list you can choose from includes: Human Ethics (Behavioural); Human Ethics (Biomedical); Animal Care; Biosafety; Radiation Safety; Health Authority (Operational); and/or None.

\* **From the drop down, please choose one of the following:**

The dropdown you can choose from includes: Necessary ethical and safety approvals have been received (this choice will trigger a second question); Ethics has been submitted for review; Ethics will be submitted for review; or Ethics and approvals not required.

\* **Please upload the ethics certificates/approvals acquired for the proposed research.**

You will be able to upload the documents by clicking the Upload button. *This question will only appear if you choose the first response in the "From the drop down, please choose one of the following" question directly above.*

\* **Does this application propose research involving Indigenous peoples?**

Choose "Yes" or "No". If you choose "Yes" the question below will appear. If you choose "No" you will move on to the Geographical question.

\* **Does your proposal address the TCPS 2 - Chapter 9 Research Involving the First Nations, Inuit and Metis Peoples of Canada and Indigenous partnering community/organizational ethical guidelines?**

Choose "Yes" or "No".

\* **Geographical Locations**

Please list all geographical locations below (i.e. cities, communities, regions, etc.) where the research activities will take place and/or where anticipated research participants reside. Be as specific as possible for your proposed research. Please add each location individually by clicking the "+" button. You may have up to 10 locations.

\* **Target Audience**

Please indicate up to five potential target audiences for the proposed project. Please add each target audience individually by clicking the "+" button.

## Proposal

For specific proposal requirements (i.e. page lengths, requested information) please review the appropriate Application Package. Please note that figures, diagrams, illustrations, etc. required to describe the proposed project must be included within the page limit. In general, research proposals submitted to SHRF should include the following:

**IMPORTANT NOTE ABOUT COVID:** Reviewers will be instructed to consider feasibility under the current COVID conditions; therefore, please consider this while developing your research proposal and be sure to address potential pitfalls and mitigation strategies related to the COVID-19 pandemic and related restrictions.

1. Project goals and objectives
2. Research questions and hypotheses
3. Current state of knowledge and rationale for proposed research, including how the project relates to previous work done in the area (i.e. what new knowledge will this project add)
4. Description of the relevance and importance of the proposed research to the health of

Saskatchewan residents

5. Methodological approach, including study design, analysis plan, etc.
6. Plans to address anticipated ethical issues and potential pitfalls/difficulties
7. Plans to engage knowledge users, where appropriate (i.e. patients, communities, clinicians, decision makers, etc.)
8. Feasibility statement explaining how the proposed research will be completed within the allotted timeline
9. Description of the research environment (i.e. space, equipment, staff, other supports)
10. Knowledge translation plans, including target audiences, how the information will be shared with audiences within and outside of the academic community, and the expected benefits to those audiences
11. Plans for future development and funding related to the proposed research

#### \* [Research Proposal](#)

The proposal can be a maximum of 10 pages in a PDF format following SHRF formatting rules found in the current [Funding Guide](#). To upload your proposal, please click the upload button. You will then be able to search or drop your proposal into the system.

#### [Timeline](#)

Provide a clear, visual timeline indicating project start and end dates, various steps and stages, details on activities including team members responsible, and identify milestones/indicators of success. Timeline must be within funding year parameters (see related Application Package for grant terms).

#### \* [Timeline](#)

The timeline is a maximum 1-page PDF following SHRF formatting rules found in the most recent Funding Guide. To upload the Timeline, please click the upload button. You will then be able to search or drop your document into the system.

#### [References](#)

Upload the list of references cited using discipline appropriate formatting. The reference document should be in PDF format. There are no page limits.

#### \* [References](#)

To upload the References, please click the upload button. You will then be able to search or drop your document into the system.

#### [Dean/Department Head Supporting Letter](#)

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

#### \* [Dean/Department Head Supporting Letter](#)

Documents should be in PDF format. There are no page limits.

## Previous Research Progress

Highlight the significant achievements from previously funded SHRF grants. Be sure to demonstrate how the work outlined in the present proposal builds upon work completed as part of the original grant, referencing data and outputs as appropriate.

### \* Does this research application build on previously funded SHRF research?

Choose “Yes” or “No”. If you choose “Yes”, a second question will appear. If you choose “No” you can move on to the Re-Application Question.

### \* Previous Research Progress

You will have a textbox to identify and highlight the significant achievements from previously funded SHRF grants. Maximum 300 words.

## Re-application Information

For applicants who have applied to a SHRF competition before and were not successful, there is the opportunity to re-apply and respond to previous reviewer comments. Please identify if this is a re-application and then follow the steps needed for the review committee.

### \* Is this a re-application?

Choose “Yes” or “No”. If you choose “Yes”, there will be more questions regarding re-application. If you choose “No”, you will move on to “Supplementary Materials”.

\* Please respond to the previous reviewer comments and identify how the comments have been addressed in the proposed research. NOTE: If you have given SHRF permission to include previous reviewer comments to be attached to this application, you may reference that here, but be clear as to which reviewer and section you are addressing.

You will have a textbox to respond. Maximum 500 words.

### \* Do you permit SHRF to share the previous reviewer comments with the current review committee?

Choose “Yes” or “No”. If you choose “Yes” another field will appear. If you choose “No”, you will move forward to “Supplementary Fields”.

### \* Please identify the Application ID number of the previous application.

Textbox where you can input the four-digit Application ID number. A field will then appear for SHRF staff to upload the previous reviewer comments for this year’s review committee to see.

## Supplementary Materials

Applicants may upload up to 3 additional supporting documents directly relevant to the application (e.g. critical data collection tools, key publications, manuscript supporting the application, etc.). This component is optional, so it is not meant to be onerous. Reviewers are not obliged to read this section; therefore, the proposal should not depend on this information. The file upload is sorting by file name-ascending. To upload your supplementary documents, please click the upload button. You will then be able to search or drop your document(s) into the system.

## Impact

Using a maximum of 100 words per field, highlight the potential impacts of this research, addressing each of the impact categories of the CAHS ROI Framework (CAHS, 2009) as follows: capacity building; advancing knowledge; informing decision making; health; and socioeconomic indicators.

### \* Capacity Building

Capacity Building refers to individual or group development that leads to an enhanced ability to perform useful research. This includes: Enabling the development of sustainable skills in personnel and trainees; Adding or enhancing research infrastructure; Attracting additional financial resources in support of research.

### \* Advancing Knowledge

Advancing Knowledge refers to new breakthroughs, discoveries or innovations through health research. It is also the process and mechanisms used to move knowledge beyond the researchers so that it creates awareness, understanding and opportunity to guide the decisions and actions of stakeholders. This includes research outputs, outreach activities and partnerships developed.

### \* Informing Decision Making

Informing Decision Making captures activities that engage appropriate end-users in the translation of research findings into new or revised policies, practices, products or patient, practitioner or public behaviours in order to serve as pathways to improvements in health and well-being. This includes engagement activities with non-academics, creative or technical products, and influences on policy, practice, patients and the public.

### \* Health Impacts

Health Impacts can be measured in a number of ways: health status (e.g. mortality, morbidity); determinants of health (e.g. behavioural, social and environmental); and health system change (e.g. accessibility, quality, safety of service).

### \* Socioeconomic Indicators

Socioeconomic Indicators are categorized into four groups: research activity (e.g. Employing people in health research); Commercialization (e.g. Spinoff companies); Health benefits (e.g. Direct cost savings); and social benefits (e.g. Socioeconomic status).

## Budget Tab

Budget information should clearly reflect the plans outlined in the project description and only list the direct costs within the funding year parameters. In the following fields and tables, clearly identify the information requested. Please see the Application Package for grant terms and maximum requested amounts. 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/Other Contributions Budget" excel and outlined in the Budget Justification attachment. If any proposed research activities are dependent on other sources of funding not yet secured, a contingency plan should be clearly identified and its impact on the execution of the research addressed.

### \* Budget Justification

The Budget Justification can be a maximum of 2 pages in a PDF format following SHRF formatting rules found in the current [Funding Guide](#). To upload your budget justification, please click the upload button. You will then be able to search or drop your document into the system.

### \* Budget Excel Template

To complete the Budget Table, you will need to complete the Budget Excel Template, which can be downloaded from the application in the SHRF RMS. In this Excel you will see there are three sheets: Budget Table; Other Contributions; and Declaration of Overlap. The amounts entered will round to the nearest dollar. Upon completion of this Template and uploading it back into the system, click "Save Draft" and you will see that it will fill in the appropriate fields for each table. If at any time, you wish to make changes to one of these tables, fill in your working Excel document, upload the edited file to the SHRF RMS, click "Save Draft" and the new information should appear in the appropriate table. If you have any questions regarding this step, please email the Programs Team at [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca). To upload your Budget Excel Template, please click the upload button. You will then be able to search or drop your document into the system.

### \* Proposed Work Budget Table

After you have uploaded the Budget Excel Template, click "Save Draft" to update the information in the Proposed Work Budget Table. The budget will then be auto-populated into the table on the application. The budget Excel and budget table will have the following categories and fields:

- 1) Personnel Costs (Salaries & benefits allocated to project)
  - a) Research Staff (excluding trainees)
    - i) Research Assistants
    - ii) Technicians
    - iii) Other personnel (specify in Budget Justification)
  - b) Research Trainees
    - i) Postdoctoral Research Fellows
    - ii) Graduate Students
    - iii) Undergraduate Students
    - iv) Clinical Students, Residents & Fellows
  - c) Research Time Release
    - i) Time release (please specify in Budget Justification)
- 2) Research Costs
  - a) Professional & Technical Services/Contracts
  - b) Consumables
  - c) Non-Consumables
  - d) Honoraria & Gifts
  - e) Travel
  - f) Other (specify in Budget Justification)
- 3) Knowledge Sharing Costs
  - a) Academic

- i) Conferences (i.e. registration, printing costs, etc.)
- ii) Publications
- iii) Travel
- iv) Other
- b) Non-Academic
  - i) Events (i.e. relationship building, knowledge sharing, etc.)
  - ii) Publications
  - iii) Travel
  - iv) Other

### Budget Documentation

Please attach any correspondence confirming important details related to the budget (i.e. Other funding support, contract arrangements, quotes, etc.). To upload your budget documentation, please click the upload button. You will then be able to search or drop your document into the system.

### Roles Tab

Each Project Role member (i.e. Applicant/Investigator, Personnel, and/or Supporter) on the proposed project (exception being the Grant Writer) will need to login and complete a Contribution Form on the SHRF RMS.

Generally, this Form will request the individual's Project Role Descriptor (i.e. if the individual was invited as a co-applicant, they may then need to identify what type of co-applicant - such as a knowledge user), a description of responsibilities on the proposed application, and a place to upload a Canadian Common CV, a Knowledge User CV, a testimonial (written or audio) or equivalent. Requested information will vary between Invited Contacts depending on what their level of participation and project role descriptor is.

To complete the Contribution Form, each individual will need to login to the RMS, go to their landing page and click on "Action Required: Contribution Forms". From there, they will be able to provide the requested information on the Contribution Form. **NOTE:** If you have been invited to more than one application, you will have more than one Contribution Form to complete. Please be aware of which one you are completing. Once the information is complete, the individual will click "Submit" on their form. This will upload the information into the application, which will be visible below.

**NOTE:** Contacts should direct questions regarding Project Role Descriptors, responsibility information and other relevant questions regarding their role on the application to the Principal Investigator and/or Project Team members. Principal Investigators should be clear with all Invited Contacts what the application deadline is and that the Contribution Forms must be submitted prior to the deadline for the application to be submitted. For technical questions on functionality of the RMS and the Contribution Form, please contact the Programs Team at [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca).

As Contribution Forms are complete, the information will appear under this tab.



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## Approvals Tab

### Organizational Approvals

#### Approval Page Download

Please download the Organizational Approval page and acquire the appropriate signatures (i.e. Principal Investigator, Research Office Representative). **NOTE:** For Research Connections applicants, if you are from a non-profit, or other organization that does not have a research office (or equivalent), we will only require the Principal Investigator signature. Click the “Approval Page” button to download the document.

#### \* Approval Page Upload

Please upload the signed document in a PDF format. To upload your approval page, please click the upload button. You will then be able to search or drop your document into the system.

### Submitting Full Application

Once you have completed all required fields and all invited individuals have accepted their invitations and submitted their Contribution Forms, you can submit your Full Application. To do this click the “Save Draft” button and then click the “Submit” button. If fields are not complete, the system will inform you of what requires attention.