



2021-22

# Solutions Program

## All Focus Areas

Application Instructions

Effective July 6, 2021

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## 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 all stages of the application. Mandatory fields are 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. Eligibility information will not be seen by the reviewers and is used for internal purposes. Please note: The Innovation and Impact grants have similar fields. The differences are in the application requirements and are clearly marked in this Application Instructions section.

### Completing Your Personal Profile

**Personal Profile in the 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 help SHRF understand the demographics of our applicants and guide us to ensure that we are upholding our values and strategic direction.

To access your Personal Profile, you will need to be on the RMS home page, where you can see a person icon titled "Personal Profile". Click on the 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, ensuring that changes are saved using the above process.

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

With the updated 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 starting 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, there is a building icon. When you click on the icon, a drop down of your Associations/Organizations will appear, where the organization that is chosen for the application is selected. Once the correct Association/Organization is selected, the page will reload, and the available Funding Opportunities will be open 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 [SHRF Funding Guide](#)).

In the Solutions Program, research teams should be collaborative and constituted to support the goals of the proposed research and potential impacts, with the program purpose and opportunity objectives in mind. Specific team requirements for both the Impact and Innovation grants are as follows:

- Two (2) Saskatchewan-based researchers from different disciplines as applicants, including one that meets the eligibility requirements for a Principal Investigator
- One (1) Saskatchewan-based knowledge user applicant
- Any additional team membership requirements listed in a relevant focus area or partner priority.

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 insert the faculty or college where you are 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 the grant, find the appropriate Project Role that they will fulfill (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 with that specific role within the application, first click the “Save” button and then the “Invite” button to send the invitation(s) to the team member. 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 in order to submit either your eligibility or full application. If you need to resend invitations, click on the Envelope icon to open the window and beside the name on the left-hand side, a Paper Airplane icon is selected to resend the invitation. **NOTE:** The save button will not send the invitations. The invitations must be sent by the “Invite” button. These steps will need to be completed 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 application. Individuals invited to the Applicant/ Investigator Project Role are considered Team Members and contribute to 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. 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. Team members may change in the full application stage. However, mandatory Research Project Team Requirements must still be met.

## Program Eligibility

### Focus Area/Partnered Opportunity

Referring to the Application Package, enter the focus area/partnered opportunity that applies. You will be given a text box to list the focus area/partner opportunity you are interested in.

### Team Requirements

Research Project Team Member requirements must be met at both eligibility and full application stages. Please refer to the Application Package for detailed requirements including Project Roles and their descriptors. In the table below, type the full name of all added contacts from the Project Role Applicants/Investigators section, including the Principal Investigator, and select the Project Role Descriptor (Researcher, Knowledge User, Person with Lived/Living Experience). Only the Project Role Applicant/Investigators count towards the Research Project Team Member Requirements.

**NOTE:** You may change team members following the eligibility check; however, the minimum team member requirement must be met again at application submission or the application will be removed from the competition. If an individual is listed in the table but has not been added to the application, they will not count towards eligibility requirements.

To enter a team member, click the “Enter Team Member(s)” button. A new window will appear. To add the individual, click the “+” button and fill out the requested fields. Once you have inserted the Team Members who are Applicant/Investigators, including the Principal Investigator, click the “Save” button and then close the window. The information will then be populated in the table in the application.

## Proposed Research

### \* Research Pillars

Please select the pillar(s) of research that best reflects the proposed research. Please 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 the project. At the application stage, it is possible to refine the title to better reflect your proposed research. Maximum of 50 words.

### \* Fit with Program

Address how the proposed research fits with the program purpose and/or funding opportunity objectives found in the Application Package. Where applicable and described in the relevant application package, please explain how the proposed research supports the focus area(s) or

partnered opportunity. If persons with lived/living experiences are not included in the research team, please justify. Maximum 350 words.

#### \* Proposed Research Overview

Provide information regarding the proposed research, identifying the research purpose, 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”. A new window will open. Click the “+” to add each five keywords. Once that is complete, click “Save”, which will populate the table. Five keywords are required.

#### \* 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 populate the reviewer table in the application. A minimum of three suggested reviewers is required.

#### Excluded Reviewers

Provide the name and affiliation of any reviewers of whom should 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. Click on the “+” button and complete the requested fields. Click the “Save” button which will populate the table in the application. This table is optional, with no minimum or maximum entries.

#### Submitting Eligibility Check

Once you have completed all required fields and all invited individuals have accepted their invitations, the eligibility check can be submitted. To submit, 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 the eligibility check has successfully been submitted, the review and revision stage will determine if the research team proceeds to the Full Application stage.

**NOTE:** The remaining tabs in the RMS application form will only appear once the application has successfully met eligibility.

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## Full Application

### 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 may 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 the relevance and impact 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.

Please choose: 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, please choose: 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.

Upload 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?

Chose “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. Please be as specific as possible. Please add each location individually by clicking the "+" button. Up to 10 locations can be selected.

\* 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, please review the 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:

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

To upload your proposal, please click the upload button. See below for the exact page requirements for the Solution Program Grants.

**Innovation Grant Requirements:** The proposal maximum of 6 pages in a PDF format following SHRF formatting rules found in the current Funding Guide.

**Impact Grant Requirements:** The proposal maximum of 8 pages in a PDF format following SHRF formatting rules found in the current Funding Guide.

## 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 be able to add and search for the proposal in the system.

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## 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.

## 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

A textbox will 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.

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.

Input the four-digit Application ID number in the textbox. A field will appear for SHRF staff to upload the previous reviewer comments for this year’s review committee to receive.

## 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, and 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 sorts by file name-ascending. To upload your supplementary documents, please click the upload button or drag/drop document(s).

## 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 enabling 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 enhance and 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 and evaluated 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 (eg. Employing people in health research); Commercialization (e.g. Spinoff companies); Health benefits (e.g. Direct cost savings); and social benefits (e.g. Socioeconomic status). These indicators evolve projects towards sustainable programs and systemic changes.

## 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 or drag/drop document(s).

#### \* 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 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 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 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 the Budget Excel Template, please click the upload button or drag/drop document(s).

#### \* 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 and/or documentation 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 or drag/drop document(s).

#### 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 will need to also 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 differ between Invited Contacts, depending on the level of participation and the project role descriptor.

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, the requested information can be entered into the Contribution Form. **NOTE:** If you have been invited to more than one application, each application will request a Contribution Form to complete. Please be aware of the application related to the Contribution Form. Once the information is complete, the individual will click "Submit" on the form. This submission will upload the information, and then it will be visible within the application.

**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

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and/or Project Team members. Principal Investigators should be clear with all Invited Contacts of the application deadline, and inform members that the Contribution Forms must be submitted prior to the application deadline in order 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).

## 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, the Full Application can be submitted. To do so, click the “Save Draft” button, and then the “Submit” button. If any fields are not complete, the system will indicate what requires attention.