Completing and Submitting a SHRF Change Request

This document outlines how to generate, complete and submit a change request in the SHRF Research Management System (RMS) (shrf.smartsimple.ca). If at any time you have questions regarding SHRF change requests or use of the RMS, please contact either:

Chelsea Cunningham
Programs and Engagement Manager
ccunningham@shrf.ca

Tanya Skorobohach
Programs and Peer Review Coordinator
tskorobohach@shrf.ca

Change Request Purpose

As part of the terms and conditions of all SHRF funding, research is to be carried out as described in the grant application and budget approved for funding. If the research is unable to be carried out as originally described, any significant changes to goals, budget or timelines must be approved by the SHRF Program Manager. The Change Request form allows for submission of proposed changes and justification to the Program Manager for review. The Program Manager may request additional information as required to make a decision that adheres to the policies in the SHRF Funding Guide.

- For Budget Changes, a Budget Change Request template is available to include in your change request.
- For more information on Timeline Extensions, please see the Extensions Section 4.6, page 21 of the SHRF Funding Guide.
- For more information on Changes in Principal Investigator, please see the Change in Principal Investigator, Section 4.7, page 21 of the SHRF Funding Guide.

Steps to Complete a Change Request

1. Log in to the RMS and on the home page click the "Results" icon under the Applications header.
2. In the list view, find the application where a request is needed and click "Open"
3. At the top of the application click the "Create Change Request" button. This will generate the form.
4. Go back to the Home page and scroll down to the Grant Management header and click on the "Change Request" icon.
5. Open the form from the list view, complete the requested information and submit request for review.