SHRF
SASKATCHEWAN
HEALTH RESEARCH
FOUNDATION

2022-23

Solutions Program
SHRF Focus Areas

Application Package

Effective June 29, 2022

Table of Contents

About This Application Package

This package will support you through SHRF's application process and, if successful, to manage your grant. It includes important information on program guidelines, our partners and application instructions. Along with the information contained in this Application Package, this program is also subject to all policies and procedures outlined in the current *SHRF Funding Guide*. It is important that all applicants read and understand the *SHRF Funding Guide* alongside this package.

Contacts

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

Karen Tilsley, Director of Programs and Partnerships
ktilsley@shrf.ca

For other questions or technical help with the SHRF RMS:

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

For general inquiries: fundinginfo@shrf.ca
For SHRF RMS technical issues: helpdesk@shrf.ca
For CCV technical issues: support-soutien@cihr-irsc.gc.ca or call toll free at 1-888-603-4178

Important Dates

Competition Launch	June 29, 2022
Information Webinar	July 13, 2022 – 11 a.m. CST
Eligibility Check Cut-off	September 29, 2022 – 4:30 p.m. CST
Eligibility Revisions Deadline	October 6, 2022
Application Deadline*	November 17, 2022 – 4:30 p.m. CST
Funding Decisions	March 3, 2023
Funding Start Date	March 1, 2023

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

Register for the information session >

Program Overview

Purpose

The Solutions Program aims to support collaborative and engaged research for the development and implementation of innovations to address timely Saskatchewan health needs and create a sustainable impact in a focused area. All applications must address one or more of the health challenges (i.e., focus area) identified for the competition year.

Structure

For each competition year, the Solutions Program offers a selection of focus areas and funding opportunities to support research at various stages, including partnered investments. Principal Applicants are permitted one (1) application to the Solutions Program per competition year, regardless of focus area or funding opportunity.

Applicants must select the funding opportunity (i.e., grant type) where the objective best suits the nature of the proposed research (i.e., stage of idea, project goals, etc.). Proposal fit with funding opportunity and focus area will be considered in the peer review process.

Funding Opportunities

Innovation Grant

Amount: $50,000

Term: 1-year

Objective: Support interdisciplinary and transdisciplinary teams including knowledge-users to catalyze innovative new ideas and approaches, promoting creative problem solving to address one of the focus areas named in this year's competition.

Impact Grant

Amount: $150,000

Term: 2-years

Objective: Support interdisciplinary and transdisciplinary teams including knowledge-users to advance the translation of research into real world settings and practical applications to address one of the focus areas named in this year's competition.

2022-23 SHRF Funding Available

A total of $1,000,000 is available for applications to the SHRF Focus Areas. Partner investments are in addition as noted in partner opportunity details.

Focus Areas

In the 2022-23 competition year, SHRF has funding available for two distinct focus areas: Addictions and Virtual Care. Within each focus area, there are partner investments where applicants have the option to address the partner's additional requirements related to the two focus areas.

Virtual Care

Virtual care (i.e., remote medicine, digital care, tele-health) has the potential to connect patients to the care they need, when and where they need it. It may also serve to enhance coordination and quality of care. In Saskatchewan, this is especially crucial for those who face transportation, mobility, location or other challenges in accessing care. The ethical, innovative and effective use of virtual care has many potential impacts such as: improving patient/client's experiences and outcomes; ensuring safe and equitable access to high-quality care; enhancing efficiency and appropriateness of care and reducing costs; enhancing team-based care; and improving communication and coordination between care providers and sectors - from public health promotion to community care, acute care and long-term care.

To achieve these impacts, we are asking the research community and their partners to come together to understand and address questions, tackle challenges and develop evidence related to: 1) evidence-informed practice in delivering virtual care; 2) developing, validating and implementing tools and applications, including artificial intelligence, to enable virtual care; 3) issues of governance, policies and workflow; and privacy and confidentiality; 4) continuing provider education, patient empowerment and culturally responsive care; and/or 5) individual and systemic barriers to uptake by patients and providers, as well as the implementation in the larger system.

2022-23 Virtual Care – Optional Partner Opportunities

SHRF partners with other organizations who share an interest in funding excellent health research aimed to improve the lives and wellbeing of Saskatchewan residents. Partner funding will be allocated to projects that meet the following partner requirements:

Mental Health Research Canada (MHRC)

Partnered Focus Area	Virtual Care + Mental Health
Funding Available	$50,000
Eligible Grants	Innovation

Mental Health Research Canada (MHRC) is a national charitable organization that is dedicated to improving the lives of all Canadians by advancing mental health knowledge and research that has the high potential for bettering the lives of Canadians, and for bridging the gap between research and practice. MHRC is interested in supporting research relevant to the virtual care focus area and the mental health needs of Saskatchewan's population.

Research teams must partner with one or more Saskatchewan-based service provider(s) or community organization(s) with direct experience in the proposed research and interest in its intended outcomes, and the research team must include one or more **persons with lived experience** relevant to the mental health aspect being studied.

Centre for Aging + Brain Health Innovation (CABHI)

Partnered Focus Area	Virtual Care + Aging in Place
Funding Available	TBD
Eligible Grants	Innovation and Impact

The Centre for Aging + Brain Health Innovation (CABHI) is a unique collaboration of healthcare, science, industry, not-for-profit, and government partners whose aim is to help improve quality of life for the world's aging population, allowing older adults of all backgrounds and abilities to age safely in the setting of their choice while maintaining their cognitive, emotional, and physical well-being.

CABHI's mission is to accelerate the development, validation, commercialization, dissemination, and adoption of innovative products, services, and best practices to support aging and brain health. CABHI is interested in supporting research relevant to the virtual care focus area.

Addictions

Addictions is a pressing health concern for all of Saskatchewan. Understood as compulsive behavior and/or substance use, despite negative or harmful consequences, addictions is driven by a combination of complex health, social and systemic factors with its impact reaching far and wide into our personal and social lives. By working together and including those with lived/living experiences, we can ensure that: services provide the necessary supports; resources are accessible to those who need them, including marginalized populations; and the continuum care is supported within the healthcare system and within other related systems such as policing, corrections and social services.

We are asking research teams to identify innovative and impactful approaches to address gaps throughout the entire addictions trajectory, which could include: education, prevention, screening, harm reduction, treatment and/or recovery strategies, through addressing questions and challenges, and developing evidence related to: 1) evidence-informed practice and patient-oriented care; 2) developing, validating and implementing strategies for treatment, recovery, or prevention of substance use from becoming harmful, including unmanaged pain, marginalization and environmental factors; 3) policy and health system improvements and communication; 4) individual and systemic barriers to access and uptake; and/or 5) patient empowerment and culturally responsive care. The inclusion of those with lived/living experiences to guide projects and ensure the appropriateness of proposed approaches is strongly encouraged.

2022-23 Addictions – Optional Partner Opportunities

SHRF partners with other organizations who share an interest in funding excellent health research aimed to improve the lives and wellbeing of Saskatchewan residents. Partner funding will be allocated to projects that meet the following partner requirements:

Saskatchewan Centre for Patient-Oriented Research (SCPOR)

Partnered Focus Area	Addictions - Patient-Oriented Research
Funding Available	$200,000
Eligible Grants	Innovation and Impact

The Saskatchewan Centre for Patient-Oriented Research (SCPOR) is a partnership of organizations that are dedicated to supporting patient-oriented research (POR) across Saskatchewan. Patient Partners, including patients, their families, informal caregivers and sometimes communities, contribute expertise gained from life experience. SCPOR works with Patient Partners to provide the supports and services needed to advance patient-oriented research in Saskatchewan to achieve enhanced patient outcomes, improved patient and care-provider experiences, increased population health and lower health system costs. SCPOR is committed to meaningful inclusion of diverse voices and culturally safe practices in research and training. Together, patients, researchers, healthcare providers and decision makers work collaboratively to build a sustainable, accessible, and more equitable healthcare system.

SCPOR provides a set of supports, both during the application phase and to Solutions SCPOR partnership grant recipients. Supports fall into the following four categories: Patient Engagement, Indigenous Research and Engagement Expertise, Data and Data Services and Capacity Development. For more information on SCPOR supports provided, please see the SCPOR Solutions Program 2022-2023 Support Guide and Eligibility for SCPOR Partnership Funding details below.

SCPOR Saskatchewan Centre for Patient-Oriented Research | Solutions Program Support Guide

Saskatchewan Centre for Patient-Oriented Research

Solutions Program
Addictions Focus 2022-2023
Support Guide

Click here to
Access >

Eligibility for SCPOR Partnership Funding

Topic area and approach

Projects must focus on patient-identified priorities to improve patient outcomes and engage patients as partners throughout the process. The knowledge generated from SCPOR partnered projects are intended to improve health care systems and practices, leading to greater quality, accountability and accessibility of care.

Team membership requirements

Teams must include a **minimum of two 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 (SPOR Patient Engagement Framework).

Application

Applicants interested in SCPOR partnership funding must complete an additional submission prior to the SHRF 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.

Survey answers must be written for a non-scientific audience. The SCPOR Patient Partner Review Committee will evaluate responses using the Patient-Oriented Research Level of Engagement Tool (PORLET) to determine eligibility and priority position for SCPOR partnership funding. For suggestions from Patient Partners on how to write strong patient-oriented research proposals using the PORLET, [click here](#).

For important details refer to [Appendix 1: SCPOR Additional Partner Requirements](#).

Partnership Grant Selection Process

Only applications that receive passing scores (i.e., minimum score of 3 on each PORLET category) through patient review conducted by SCPOR are eligible for SCPOR partnership grant funding. SCPOR will inform SHRF of applications that meet the POR requirements prior to peer review.

Following peer review conducted by SHRF as part of the larger competition, the grant(s) with the highest score received through the SCPOR Patient Partner review process that also receive a final score of 3.8 or higher through SHRF's peer review process will be selected as the SCPOR partnered grant(s). (Should there be no grant scoring over 3.8 through SHRF's peer review process, then the highest scoring grant that also passed SCPOR patient review will be selected.)

NOTE: Grants that do not pass SCPOR Patient Partner review and grants that pass Patient Partner review but are not selected as a SCPOR partnered grant are returned to the general pool and eligible for SHRF Addictions Focus area funding based on peer review score.

Please note that in this circumstance projects must be feasible without SCPOR supports, including data supports, or it may not be eligible for SHRF Addictions Focus area funding in the general pool. Please see [Appendix 1: SCPOR Additional Requirements – Data and Data Support](#) for more information.

Post-Award Requirements

Refer to [Appendix 1: SCPOR Additional Partner Requirements](#) for important details.

Eligibility to Apply

Multiple Applications

Applicants are restricted to one application per year to the Solutions Program in the role of Principal Applicant. Please refer to the [Eligibility Check section](#) regarding applications that may fit more than one focus area.

Re-Applications

Previously unsuccessful applicants are encouraged to revise and resubmit their applications, taking into consideration peer reviewer feedback and current program guidelines. The application form provides space to respond to previous review comments.

Renewal

Funding is non-renewable. Previous recipients may apply with a new project or advance their work from an Innovation Grant to an Impact Grant with a new proposal. The application form provides a field to discuss previous research progress and potential overlap.

Applicant Eligibility

Project Roles Overview

Individuals and organizations participating in the proposed research fall in to three categories: applicants, 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/living experience
- **Personnel (Trainees and Research Staff)** are individuals tasked to carry out aspects of the research project and 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*.

Project Team Requirements

The Solutions Program aims to support research with the potential to make a difference in Saskatchewan for the selected focus area. Therefore, 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.

The following minimum team requirements must be met at both eligibility and application submission:

- Two (2) Saskatchewan-based researchers from different disciplines as applicants, including one of whom 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 partnered focus
- Having people with lived/living experiences on the team is strongly encouraged. Once the minimum team member requirements are met, additional team members from within or outside Saskatchewan may be included in any role
- There is no maximum number of team members; however, all team members should have a clear role and demonstrate how their expertise and/or experience is beneficial in addressing the research question(s) and/or potential impacts
- To support mentorship and capacity building, teams are encouraged to have both early career and established investigators, with trainees as appropriate. Novice and early career researchers applying as the Principal Investigator are encouraged to include experienced co-lead(s)
- Having relevant supporters, including health system decision-makers, community leaders, community organizations, industry partners, etc. are strongly encouraged, as appropriate for the proposed project.

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 Solutions Program:

- Does not provide funding for costs explicitly associated with preparing future grant applications
- Does not fund equipment purchases. In cases where a minor exception may be required to complete objectives, prior to the application deadline, please consult SHRF who will review the request and provide a decision. See current *SHRF Funding Guide* for equipment definition
- Requires any industry partner 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
- Limits travel to academic conferences for dissemination purposes to a maximum of $3,000. Open access publication fees or knowledge sharing in other formats may be in addition, but the total cost of academic focused knowledge sharing should not exceed 10% of the total budget request
- Requires some budget or in-kind resources supporting the sharing of knowledge gained with stakeholders and/or target audiences outside the academic community.

Application and Review Process

Applying to this program involves two steps: 1) Eligibility Check; and 2) Application. Both steps must be completed and submitted online using the SHRF Research Management System (RMS).

For an overview of the eligibility and application submission requirements, please refer to the Application Instructions.

Eligibility Check

The purpose of the eligibility check is to ensure the following:

- The application is submitted to the appropriate funding opportunity, including relevance to the purpose and objectives of the focus area
- The Principal Applicant meets eligibility
- Minimum team requirements are met
- As applicable, selection of partner focus area with justification of the fit
- Facilitate the establishment of the peer review committees. Please identify appropriate reviewers with expertise to the proposed project
- Inform partners of interest in partnered funding
- Ensure communication and decisions are shared with applicants and reviewers.

The Eligibility Check is conducted internally by the Program Manager, following the above principles, <u>confirming eligibility only</u>. Eligibility submissions for partner funding opportunities will be anonymized and provided to the funding partner for initial review and feedback on the fit of the project. If questions arise regarding eligibility, SHRF will contact the Principal Applicant for further clarification, and may require that revisions be submitted. Multiple revisions can occur until a final decision is made or the eligibility revisions deadline has passed.

NOTE: Principal Applicants are permitted one (1) application to the Solutions Program per competition year, regardless of focus area or funding opportunity. Applications must clearly identify the focus area and partner opportunity (if applicable) at eligibility and develop their proposal to address that focus area and any additional partner requirements, as applicable. To maximize funding envelopes, the Program Manager will note where applications may be relevant and therefore eligible for funding under more than one focus area.

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 request must be completed by the eligibility revision deadline, or it will not be accepted and the application will not be permitted to proceed.

Full Application Review Process and Funding Recommendations

Full 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 outside Saskatchewan, but within Canada.

Applicants will receive written comments from 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.](#) Applications should score a minimum of 3.5 on each of the three criteria to be considered for funding.

Quality of Proposal (50%)

Approach:

- Clarity of the project goals, objectives and deliverables
- Quality and feasibility of the research design
    - Standards relevant to the field of study are met
    - Adherence to principles of ethical research is in place
    - For research involving Indigenous Peoples, appropriate consideration of [TCPS2: Chapter 9 – Research Involving First Nations, Inuit and Métis Peoples of Canada](#)
    - Where applicable and appropriate, the research design is sex and gender equitable
- Methodological approach(es), study design and analysis plans are well-described, appropriate, innovative and relevant to the research goals and objectives. Potential difficulties/pitfalls are identified and strategies outlined to address them.

Team composition:

- Project brings together diverse skills and perspectives appropriate to address the health challenge and research question(s)
- Roles and responsibilities clearly outlined
- Appropriateness of knowledge user to carrying out planned research activities to achieve intended outcomes. Meaningful engagement is evident
- Appropriateness of academic researchers' expertise and experience for carrying out the planned research activities and achieving intended outcomes
- Experience and track record of the team members are strong relative to career stage, with a demonstrated appropriate level of productivity, originality and impact of scientific contributions
- Appropriateness of involvement of people with lived experience, as applicable

Workplan:

1. Project steps and timelines are clear and reasonable
2. Role, responsibilities and time commitments are clear and reasonable
3. Project goals and objectives are feasible
4. Communication and team engagement plan is in place

Resources:

- Budget justification for the proposed activities is appropriate. There are indications of financial and in-kind contributions from other sources, where appropriate
- Appropriate and supportive research environment, including space, equipment, staff and other supports that are necessary to do the research

Overall readability

Relevance and Need (25%)

- Relevance of proposed research in addressing Saskatchewan health challenges and the selected focus area(s)
- Demonstration of the contextual need for this research in Saskatchewan and convincing scientific rationale
- Relevance and value-add of knowledge user applicants, people with lived experience and supporting individuals or organizations, as appropriate
- Intended impacts in each of the categories of the [Canadian Academy of Health Sciences (CAHS) ROI Framework](#) are important and well described: evidence of capacity building for addressing issues relevant to Saskatchewan; advancement of knowledge and contribution to our understanding of important health issues; informing decision making and consideration of potential health, social and/or economic impacts

Potential for Impact (25%)

- Significance of expected contributions for Saskatchewan and the selected focus area(s)
- Potential of expected contributions to advance research to the next stage, according to the funding opportunity selected:
  - Innovation grants: catalyze innovative new ideas and approaches, promoting creative problem solving
  - Impact grants: advance the translation of research into real world settings and practical applications
- Strategies and plans to mobilize knowledge with stakeholders and target audiences are clear and appropriate, both within and outside the academic community

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.

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. Be sure you have selected the correct funding opportunity (Innovation or Impact) before starting your application.

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 partnered focus

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.

* 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.

NOTE: re: Internet access: SHRF acknowledges that there are 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 to discuss options.

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.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.

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.

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. 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 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.

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). 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.

Appendix 1: SCPOR Additional Partner Requirements

Please contact SCPOR Specialist, Savannah Holt (savannah.holt@usask.ca) for more information about additional SCPOR partner requirements at the application and post-award phases.

Application Phase

Additional SCPOR specific submission

Applicants must complete an additional submission prior to the SHRF application deadline ([via survey](#))that addresses the research's relevance to SCPOR's mandate to support patient-oriented research and how the knowledge gained could be used to improve patient care and Saskatchewan's health system.

Survey answers must be written for a non-scientific audience and responses will be evaluated by the Patient Partner review committee to determine eligibility and priority position for SCPOR partnership funding.

Submissions will include the following:

1. Patient-Oriented research projects must describe how they meet a minimum score of "3" in each criterion of the [Patient-Oriented Research Level of Engagement Tool (PORLET)](#). The five equally weighted criteria used for evaluation by the Patient Partner reviewers are: patients are partners; patient-identified priorities; 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 [PORLET and PORLET Companion Document](#) as a guide. For suggestions from Patient Partner reviewers for writing strong POR proposals using the PORLET, [click here.](#)

2. If applicable, Indigenous research projects must describe how they meet a minimum score of "3" in each criterion of the [Indigenous Research Level of Engagement Tool (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 IRLET and [IRLET Companion Document](#) as a guide.

Data and Data Support

There is an opportunity for those applying to the Impact Grant opportunity (2-years) to receive support from data and data services through SCPOR in partnership with the Health Research Data Platform-Saskatchewan (HRDP-SK). If the project requires data and data services support, the Principal Investigator **must** follow the process outlined below **prior to submitting their application** to ensure support is available.

Teams applying for the Addictions Impact Grant and SCPOR partnership who are interested in access to data in the Health Research Data Platform-Saskatchewan (HRDP-SK) to address their research question should complete the Stage 1 – Feasibility & Resource Check Form. If assistance is needed, a consultation may be scheduled by contacting hrdp-sk@hqc.sk.ca. The team will be provided with a Confirmation of Feasibility and Resources Letter if their request is approved. This document must be uploaded to Supplementary materials and included your application submission to SHRF.

For more information about the HRDP-SK please visit the HRDP-SK website or contact hrdp-sk@hqc.sk.ca.

SHRF Application Form – Additional SCPOR requirements

In relation to the SHRF Solutions – Impact Grant and Solutions – Innovation Grant application forms in the SHRF RMS, please make note of the following additional requirements and reference documents:

- BUDGET: Honoraria for Patient Partners participating on the research team should follow guidelines set by SCPOR. For more information, please click here.

- CONTRIBUTION FORMS: Following SHRF's application requirements, the required (minimum two) Patient Partners must provide a testimonial with their application contribution form. *To the degree you are comfortable sharing, please tell us about your experiences which have led you to be interested in participating on the research team for this particular research project. Please upload a written/typed PDF document or a media file of your testimonial. PDF documents should be about 250 words or a half page and media files should be about 2 minutes long, which is equivalent to 250 words.*

- LETTERS OF SUPPORT: While not mandatory, applicants working with Indigenous community partners are encouraged to include a letter of support outlining the partnership.
    - 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 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 to discuss options.

Post Award Phase

1. The Principal Investigator must attend the SPOR Module 1 and 2 training sessions within <u>three months</u> of grant start date. All other team members are encouraged to attend.
   - 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.
2. In addition to SHRF reporting requirements, SCPOR partnership grant recipients are required to submit annual progress reports and/or an end-of-grant final report to SCPOR. To demonstrate the outcomes and impacts of funding, SCPOR will require additional follow-up reporting.