



| Orientation Handbook

For SHRF Grant Management

What you need to know after receiving SHRF funding

Table of Contents

Welcome to SHRF	2
Our Programs	2
Grant Management.....	3
Offer Documents and Abbreviations	3
Roles in Grant Management.....	3
Principal Investigator’s Role.....	3
Institution’s Role	3
SHRF’s Role.....	3
Reporting to SHRF and The RMS.....	4
Progress Reporting.....	4
When to complete reports	4
What to report	4
Accessing Reports	4
Completing Reports	1
Change Requests	2
Sharing Your Stories	3
Acknowledgement of Funding	3
Knowledge Translation and Mobilization.....	3

Welcome to SHRF

Saskatchewan Health Research Foundation (SHRF) is the provincial agency that funds, supports and promotes the impact of health research that matters to Saskatchewan.

We achieve this through our three strategic goals:

- 1) Strengthen research capacity and competitiveness
- 2) Increase investment in research and innovation
- 3) Align research with stakeholders' needs

Our Programs

SHRF funding falls into four overarching Programs:

Capacity Program – funding to strengthen research capacity and competitiveness

Includes the *Establishment Grant*

Solutions Program – funding for transdisciplinary and interdisciplinary teams working together with knowledge users to coordinate diverse skills and perspectives in a focused area

Includes the *Innovation and Impact Grants*

Connections Program – funding to connect and align research with the needs of Saskatchewan

Includes the *Align and Mobilize Grants*

Partnerships Program – funding to connect Saskatchewan researchers with an expanded network of funding opportunities

Includes funding opportunities offered through *other funding agencies*

Grants within each Program have a dedicated Application Package that outlines the requirements and policies specific to that Grant. The SHRF Funding Guide has policies that apply to all SHRF Funding.

SHRF's Funding Guide can be found at shrf.ca/resources

All current Program Opportunities and Application Packages can be found at shrf.ca/opportunities

Questions about SHRF's Programs and Grants can be directed to fundinginfo@shrf.ca

Grant Management

Offer Documents and Abbreviations

SHRF uses the following documents to notify Principal Applicants of funding decisions and funding terms and conditions and to notify institutions of the distribution of funds.

1. Award Letter – Notifies all applicants of the funding decision
2. Notice of Acceptance (NOA) and Special Conditions – Indicates the Principal Investigator's agreement to the terms and conditions of the grant, and any outstanding requirements that need to be completed prior to funding
3. Authorization for Funding (AFF) – Outlines the distribution of funding to the institution

Roles in Grant Management

Principal Investigators, host institutions and SHRF all work together to ensure compliance to SHRF funding policies, research ethics and standards.

Principal Investigator's Role

The Principal Investigator agrees to adhere to SHRF and the institutions policies, as indicated in the NOA, Funding Guide and Application Package. This includes seeking approval from SHRF for any significant changes to the grant and/or team, completing all progress reports by the due date, reviewing and signing Statements of Account in a timely manner, and acknowledging SHRF on all knowledge sharing activities resulting from the funding. SHRF policy does not allow for funds to be taken outside of Saskatchewan or allow for equipment purchase, unless pre-approved.

Institution's Role

The institution manages the distribution of funds to Principal Investigators and provides Statements of Account to SHRF on an annual basis, signed by the Principal Investigator. The institution also sets guidelines and rate for procuring goods and services and personnel and monitors compliance to ethics and safety guidelines.

SHRF's Role

SHRF monitors grants throughout the grant term to ensure accountability. Any failure to complete Reports or Statements of Account is considered non-compliance and could result in stoppage of funding.

SHRF reviews all changes to the grant, including timelines, budgets, team members and any other significant changes that impact the grant objectives. Any changes in the Principal

Investigator's eligibility to hold funding not approved by SHRF is also considered non-compliance. Principal Investigator eligibility requirements are specified in the relevant Application Package.

Reporting to SHRF and The RMS

Progress Reporting

Reporting to SHRF is important for accountability to SHRF, funding partners, and SHRF's provincial funders. Completion of reporting is part of the terms and conditions of all SHRF Grants and is required for continued funding. SHRF reserves the right to delay release of funds for subsequent grants if previous reporting requirements are outstanding.

Reporting also allows SHRF to report on impact and return on investment, providing support for continued health research funding.

When to complete reports

- Annual Reports - Anniversary of your grant start date until grant is complete
- Final Report - At completion of funding and all grant activities*

*When looking for an extension at the end of your grant, do not complete the final report. Do submit a change request instead.

- Financial Statements - Sent by your institution annually for review and signature

*Final statements should not be signed unless all activities and expenses are completed and the remaining funds, if applicable, are intended to be returned to SHRF

What to report

- Progress towards research objectives
- Progress towards subsequent funding
- Knowledge sharing activities
- Sharing successes and lessons learned
- Sharing stories and examples

Accessing Reports

All reports for the term of the grant are generated in the Research Management System (RMS) upon the grant start date. The reports are found on the RMS homepage under the "Reports" icon in the "Grant Management" heading.

Reports are listed by Grant and Due Date, ensure you are completing the correct report.

Completing Reports

SHRF Reports use a mixture of multiple choice, text box, and excel parser questions. Most of the report questions are self-explanatory, but common questions are addressed in this section. More instructions on how to access and submit reports in the RMS are found in the SHRF RMS Manual found at shrf.ca/resources

Co-funder Information

This question refers to Grants that were co-funded by SHRF and another funding agency. They may be a SHRF Grant with a funding partner or a Partnership Grant that SHRF contributed funding to.

All SHRF Partnership Grants should indicate “yes” to the question “Is there a co-funder on this grant?”

Other SHRF Grants that have a co-funder will be identified on the NOA. An example is SHRF Innovation – Lung Health Grants co-funded with Lung Sask.

Research Impact – Knowledge Mobilization Activities

This question uses an excel parser file. The excel is downloaded from the report, filled in and re-uploaded to auto-fill the table.

Headings should not be changed or the parser will not auto-fill. “Planned”, “In Progress”, and “Completed” columns should be filled in using numbers. Any additional information can be written in the “Description” column.

Reports are additive not cumulative, so activities that have occurred since the previous annual report should be included, and activities that were included in the previous annual report should not be listed again.

Research Impact – Collaborations

This question uses an excel parser file. The excel is downloaded from the report, filled in and re-uploaded to auto-fill the table.

Headings should not be changed or the parser will not auto-fill. “Sector” and “Location” column cells should be filled in using the dropdown menu that will appear when you select the cell. Any additional information can be written in the “Description” column.

Research Impact – Other Funding

This question uses an excel parser file. The excel is downloaded from the report, filled in and re-uploaded to auto-fill the table.

Headings should not be changed or the parser will not auto-fill. This parser has two tabs, one for **Follow-On Funding** and one for **Supplemental Funding**.

Follow-On Funding is for other funding that has been obtained subsequently to the SHRF funding that builds upon the work completed in the SHRF Grant, or was awarded because of the SHRF Grant. Funding can have been awarded to the Principal Investigator or to a team the Principal Investigator is a part of. The Principal Investigator's role can be identified in the "Funding Opportunity Name" column. "Location of Funding organization" column cells are filled in by dropdown menu.

"% Attributed to SHRF Funding" means an estimate of the importance of the role the SHRF Grant had in obtaining the Follow-On Funding. For example, 100% attribution would mean the Follow-On Funding would not have been possible without the work completed with the SHRF Grant. 0% attribution would mean the SHRF Grant had no role and is in a completely different field of research. "Confidence Related to % Attributed" is asking for a numerical estimate of how certain you are in your answer to "% Attributed to SHRF funding".

Supplemental Funding is for other funding or in-kind support that has been obtained to bolster the SHRF Grant funding, or expand the project's scope. "Sector" and "Location of Source" column cells should be filled in using the dropdown menu that will appear when you select the cell. "% Attributed to SHRF Funding" means an estimate of the importance of the role the SHRF Grant had in obtaining the Supplemental Funding. For example, 100% attribution would mean the Supplemental Funding would not have been possible without the work completed with the SHRF Grant. 0% attribution would mean the SHRF Grant had no role and is in a completely different field of research. "Confidence Related to % Attributed" is asking for a numerical estimate of how certain you are in your answer to "% Attributed to SHRF funding".

Reports are additive not cumulative, so funding that have been received since the previous annual report should be included, and funding that was included in the previous annual report should not be listed again.

Change Requests

All changes to the grant, including timelines, budgets, team members and any other significant changes that impact the grant objectives need to be reviewed and approved by SHRF.

Changes are documented through Change Requests in the RMS and approved by the Program Manager. The requirements depend on the extent and nature of change, detailed in the SHRF Funding Guide.

Change requests can be created and submitted at any time during the grant term but timeline change requests should be submitted at least one month prior to the current grant end date, and no more than four months prior to the current grant end date.

Timeline changes to extend the availability of grant funds beyond the original end date are permitted for grants experiencing delays outside of the Principal Investigator's control. Changes to the budget that involve 10% or more of the total budget, or that alter the activities originally proposed in the application, require SHRF approval prior to expenditure. Changes to the research team must be approved in cases where the team member was a part of the minimum team requirement of the original application, or when the Principal Investigator eligibility to hold grant funding has changed.

Change requests are created through the Application under the "Results" icon in the "Applications" heading. Change requests are completed and submitted under the "Change Requests" icon in the "Grant Management" heading.

More instructions on how to create and submit change requests in the RMS are found in the SHRF RMS Manual found at shrf.ca/resources

Sharing Your Stories

Acknowledgement of Funding

Researchers should acknowledge SHRF support in all study materials (i.e. recruitment materials and consent forms), resulting publications, abstracts, posters, presentations, events, media coverage and other dissemination avenues and applications of their research. In the case of partnership awards, awardees shall acknowledge the financial support provided by SHRF and the partner(s).

The most current SHRF logo files, along with our Visual Identity Guide, can be downloaded from shrf.ca/logos

Knowledge Translation and Mobilization

SHRF strongly encourages Principal Investigators and research teams to promote research to relevant communities and audiences in a variety of traditional and non-traditional ways, and SHRF will look for ways to support these endeavors. Throughout the term of your grant, and beyond, you may be contacted by SHRF for photographs, stories and other information that can be shared with key audiences on SHRF's website, through publications, reports and blog posts, on SHRF's social media sites, such as Facebook, Twitter, YouTube and LinkedIn, or in person at SHRF events, such as the annual Santé Awards and other in-person or virtual events.

SHRF funding is available through the Connections Program engaging stakeholders outside of academia and completing knowledge mobilization projects.

More information on the Connections Program can be found at shrf.ca/funding

SHRF's newsletter is a valuable source of information regarding stories and funding opportunities. Principal Investigators are subscribed to the SHRF Matters newsletter as part of their acceptance of the grant, but we encourage all members of the research team to subscribe at shrf.ca/contact