



2022 - 23

Connections Program

Align Grant

Application Package

Effective: June 14, 2022

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About this Application Package

This package supports the Align Grant application process and, if successful, the management of the grant. This Application Package includes important information on program guidelines and application instructions.

Along with the information contained in this Application Package, this program is subject to all policies and procedures as outlined in the current [SHRF Funding Guide](#), unless an exception is noted. It is important that the applicant read and understand both the *SHRF Funding Guide* and the terms within this application package.

Contacts

Program Manager:

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Program Coordinator:

Tanya Skorobohach, Programs and Peer Review Coordinator
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For general inquiries and application submission: fundinginfo@shrf.ca

For technical issues and support: helpdesk@shrf.ca

Important Dates

2022-23 Intakes	Call #1	Call #2	Call #3
Application Opens	June 14, 2022	July 18, 2022	October 19, 2022
Application Deadline**	July 14, 2022*	August 18, 2022*	December 6, 2022 *
Funding Decision	10 to 14 business days after application deadline		
Funding Start	August 1, 2022	September 1, 2022	January 15, 2023
Information Webinar	June 29, 2022 – 11:00 a.m. CST***		

*All application deadlines are 4:30 p.m. CST

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

***One information session will be held for the 2022-23 Align Grant. The recording will be made publicly available. [Register for the information session >](#)

Program Guide

Purpose

The Align Grant aims to enable a diverse and connected research community in Saskatchewan that is well-positioned to receive peer-reviewed funding and conduct impactful research **aligned with Saskatchewan needs.**

Objectives

The Align Grant has the following specific objectives:

1. Increase research relevance, coordination, and potential for impact by:
 - a. Enabling development and engagement of robust interdisciplinary research teams, including stakeholders* outside academia.

*Stakeholders include communities, people with lived experience, families, caregivers, decision makers, health practitioners, health care administrators, educators, policy makers, patient groups, community-based organizations, industry, health charities, etc.
 - b. Providing funding to complete activities that shape research to align with the Saskatchewan context and respond to Saskatchewan needs.
2. Increase quality and success of Saskatchewan applications to peer-reviewed funding competitions at the regional (e.g.; western Canadian- minimum two provinces), national and international level, as well as to SHRF.
3. Support the development of Saskatchewan research and health professional trainees through opportunities to gain experience in collaborative team building and engagement outside academia, co-development of research questions and approaches, and other research and professional skills related to proposed activities.

Focus Areas

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

Funding Information

Value

Up to **\$10,000** may be requested from SHRF. Values requested must be reflective of a justified and fiscally responsible budget and in balance with the expected deliverables and outcomes of the proposed activities.

Duration

The grant provided is for up to **one year** (12 months) to complete proposed activities.

At least one future funding application should be submitted within two years from the Align grant start date.

Renewal

Funding is non-renewable.

Project Eligibility

Application Requirements

Applications must:

- Have clear plans, timelines, and deliverables;
- Have clear roles and responsibilities for applicants;
- Include interactions and connections with individuals or groups outside academia
- Employ or involve at least one trainee in a meaningful way;
 - (Please note that trainees, including post docs, are not eligible to be principal applicants. If a trainee will be compensated from grant funds, they must listed as personnel and not as an applicant.)
- Request funding only for expenses required to complete the proposed activities and not covered by other sources of funding; and
- Identify at least one eligible future funding application.

Teams may have worked together previously and be applying to this grant to determine next steps. In all cases, appropriate consideration for the involvement of potential new team members and engagement outside academia should be demonstrated.

Examples of Eligible Activities

Below are examples of eligible activities. Please note this is not an exhaustive list. Please contact the program manager if you have questions regarding eligible activities.

- Community needs assessment
- Determining scope or scale of a health issue in Saskatchewan
- Determining next steps and needs to move successfully from pilot to implementation, uptake and sustainability
- Identifying initiatives already underway in Saskatchewan and looking for opportunities to align, work together, and reduce duplication of efforts
- Connect with Saskatchewan stakeholders such as patient groups, community organizations, decision makers, Knowledge Keepers, etc.
- Undertake culturally appropriate engagement and relationship building
- Co-develop research questions and approaches with input from stakeholders
- Ensure research is relevant and appropriate to those directly impacted
- Identify outcomes important to stakeholders
- Answer feasibility questions related to the Saskatchewan context

- Identify and connect with target audiences, who may provide letters of support for future funding applications
- Identify knowledge sharing avenues outside academia

Applicant Eligibility

Project Roles Overview

Individuals and organizations participating in the proposed activity fall in to three categories: Applicants, Personnel (i.e. trainees and research staff) and Supporters. Individuals can only fulfill one of the following roles on a given application:

- **Applicants** are individuals who contribute to the intellectual, cultural, or scientific direction of the proposed work. They share responsibility for the direction of the proposed activities. Individuals in these roles may be researchers, knowledge users, community leaders, or people with lived experience.
- **Personnel (Trainees and Research Staff)** are individuals tasked to carry out aspects of the activities and may be compensated from the grant funds.
- **Supporters** are individuals or organizations who provide a limited and defined role in the proposed activities and who have an interest in the proposed outcomes (i.e. knowledge user organization, community or government agencies, or private industry).

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

*For this funding opportunity, there are no Contribution Forms or CVs requested for applicants. Letters of support from those listed as “Supporters” are required.

Multiple Applications

The Principal Investigator can submit only one application per call (but may be a co-principal or co-investigator on other applications).

Project Team Requirements

The Principal Applicant must meet eligibility requirements as described in the current [SHRF Funding Guide](#) section 2.4.3.

As this grant is available to assist in connecting with stakeholders outside academia, it is not required that teams include knowledge-users.

A least one trainee must be involved either in the applicant or personnel role.

Refer also to [Application Requirements](#) in this package.

Allowable Expenses

All expenses must be clearly justified and cover only direct costs. SHRF is a publicly funded, accountable and fiscally responsible organization. It is highly encouraged for applicants to look for cost efficient options. SHRF reserves the right to fund partial budgets or reduce budget requests.

Include **in-kind** and **other sources of funding** required to complete the proposed research in the Align Budget Excel File (sheet 2) (see [Application Process](#)).

Refer to the [SHRF Funding Guide section 2.5](#) for important policies which apply to all SHRF programs.

Examples of Allowable Expenses:

- Research staff salary and benefits
- Studentships
- Research allowance for co-applicants from eligible not-for-profit organizations
- Honoraria
- Culturally appropriate ceremony, gifts, etc.
- Travel to complete proposed activities
- Nourishment for meetings involving non-academics
- Supplies

The following are specific expenses NOT allowable for the Align Grant (to be read together with [SHRF Funding Guide section 2.5](#)).

- Academic dissemination (journal articles, conference presentations, etc.)
- Activities for the express purpose of preparing the future grant proposal submission
- Equipment
 - Equipment is defined by SHRF as any item (or collection of items comprising a system) of nonexpendable tangible property used for research having a useful life beyond the original term of the project, no matter the cost
 - If you feel you have a compelling case to make an exception, please contact the program manager listed in this guide

Application and Review Process

Complete the Align Grant application (available for download on shrf.ca/align) and submit by email to fundinginfo@shrf.ca by the call deadline.

A complete application consists of the following:

- ☐ Application form, with all required fields completed, including principal applicant and research office signatures
- ☐ Align Future Funding Excel
- ☐ Align Budget Excel File (Budget and Cash or In-Kind Contributions worksheets)

Attachments:

- ☐ Proposal (max 3 pages)
- ☐ Timeline (maximum 1-page)
- ☐ Roles & Responsibilities (max 2 pages)
- ☐ Letters of Support, if applicable
- ☐ Budget Documentation, if applicable

Review Process

This year applications will be reviewed by an internal SHRF committee which will consider the following:

- Are the objectives and expected outcomes of the proposed activities clear and well-defined?
- Do the proposed activities have clear and feasible plans, timelines, and deliverables?
- Are roles and responsibilities of team members well described? Does the involvement of knowledge users or people with lived experience, as applicable, on the team support the application goals and activities in a meaningful way?
- Does the proposal provide meaningful opportunities for trainee(s) to be involved (paid as personnel or unpaid as applicant)?
- Are planned interactions and connections with individuals or groups outside academia appropriate, well-described and likely to result in useful input and/or meaningful engagement as appropriate?
- Is the proposed budget appropriate, fiscally responsible and justified within the proposed activities?
- Is there at least one eligible future funding application identified?
- Overall, does the application embody the purpose and objectives of the Align Grant?

Funding Recommendations

Funding recommendations will be given to the SHRF CEO, who will confirm that the review process was followed, funding recommendations are within the limit of the available funding and approves the funding for successful applications.

Should the amount of eligible funding requested exceed available funds for the program, the CEO may recommend cuts to individual grants and/or prioritize grants based on the committee ratings and alignment with SHRF strategic goals.

Applicants will be notified by email of the funding outcome by the results date identified.

Reporting Requirements

SHRF requires that all grants follow SHRF's compliance policies listed in the [*SHRF Funding Guide*](#), including completion of requested progress and impact reporting, change requests, and financial statements of account.

SHRF will follow up to request confirmation of submission and outcomes of future funding application(s).

Application Instructions

For this first year, the Align grant is not in the SHRF RMS. Applications for the 2022-23 calls are completed using a PDF fillable form, attachments, and two excel files. All required forms can be downloaded [here](#).

Incomplete applications or applications not using the SHRF form will be removed from the competition. Information extraneous to what is requested in the application will not be reviewed. CV's are not requested for this competition.

Mandatory fields are marked with an asterisk (*).

Formatting for attachments as are described in the [SHRF Funding Guide section 2.6](#):

- Header: For each attachment include the principal applicant last name, title/label (e.g. 'Research Proposal');
- Footer: Page X of X (for the particular attachment);
- Margins: minimum one inch (1") all around;
- Page size: 8.5 x 11
- Font: Calibri, Ariel or Times New Roman ONLY, black type, 11 point minimum;
- Line Spacing: 1.0 single-spaced minimum

Read on for important instructions on how to complete the application form fields, excel files and what to include in your 3-page proposal.

Application Details

* Principal Applicant

Principal Applicant is responsible for the overall direction of the proposed activities, including administrative responsibility for the funds and reporting.

* Principal Application Contact Information

This is where funding will be held, if successful.

Project Roles

Individuals associated with the proposed research project fall in to three categories of project roles: applicants, supporters and personnel (i.e., trainees and research staff).

For a full description of project roles see SHRF Funding Guide section 2.4. Note that contribution forms and CVs/testimonials are not requested for the Align grant.

Enter the requested information for each person involved in the application. There is a separate table for applicants, personnel and supporters, defined as follows:

Applicants

Applicants are individuals who contribute to the intellectual, cultural, or scientific direction of the proposed activities. They share responsibility for the direction of the proposed activities. They are designated as Principal Applicant or Co-Applicant based on their level of leadership responsibilities and involvement.

Personnel

Personnel (Trainees and Research Staff) are individuals tasked to carry out aspects of the research project and may be compensated from the grant funds.

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.

For each supporter listed, please append a letter of support.

Proposed Project

Lay Information

* Lay Title

Maximum 50 words.

* Lay Summary

Maximum 250 words.

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

Proposed Project - 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:

Based on the previous response, choose one of the following: Necessary ethical and safety approvals have been received ; Ethics has been submitted for review; Ethics will be submitted for

review; or Ethics and approvals not required. (You may be asked to provide evidence of approvals.)

* Does this application propose research involving or engagement with Indigenous peoples?

Choose "Yes" or "No".

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

Choose "Yes" or "No".

* Geographical Locations

Please list all geographical locations below (i.e., cities, communities, regions, etc.) where the research activities will take. You may list up to 10 locations.

* Target Audiences

Please indicate up to five potential target audiences for the proposed project.

* Proposal

In a maximum of 3 pages, describe:

1. Project goals and objectives.
2. Detailed description of the activities you will undertake (i.e., what are you doing, why, how you will you do it, and who will be involved). Provide appropriate details depending on the nature of the activity. Be sure the engagement occurring outside the academic setting is clearly evident in the project description.
3. Address how the proposed project and related activities will:
 - a. develop and/or engage with a robust interdisciplinary research team and collaborative connections (existing members, potential relationships, partners and supporters)
 - b. align research plans to the Saskatchewan context (what do you know already, what do you hope to find out) and the importance to the health of Saskatchewan residents;
 - c. inform research to respond to the needs of Saskatchewan stakeholders and research knowledge users;
 - d. provide opportunities for research and/or health professional trainees to develop research and professional skills related to the proposed project; and,

- e. position the research team to prepare an application within two years of the grant start date to a peer-reviewed research funding competition at SHRF, regional, national or international level.

*Future Funding Application

Please provide the details of the funding you will apply for to build on the work completed through this grant. At least one opportunity with a deadline within 2 years must be identified and referenced within the proposal.

Future funding opportunities must be regional (e.g., western Canada), national, or international in scope. Applications to SHRF (e.g., Solutions, Establishment) are eligible. Other provincial or institutional level funding opportunities do not meet the requirements.

Download and complete all columns in the Align Future Funding excel file and submit as part of this application.

*Timeline

Provide a clear, visual timeline demonstrating the workplan over up to 12 months, based on the start date for the relevant call. Include details on the progression of key activities, who is responsible and key milestones. Maximum 1 page, PDF format. Include PDF file with the application submission.

*Roles and Responsibilities

For each applicant and personnel named above, please outline their roles and responsibilities in relation to the proposal and timeline. Maximum 2 pages (inclusive of all roles), PDF format. Include PDF file with the application submission.

*Letters of Support

Supporters named in the project roles must provide a letter of support addressing their contributions and/or interest in the project. Letters of Support must be included with the application submission (by the deadline). No page limit, PDF format. Include letters with the application submission.

Budget

* Amount requested from SHRF

Please enter the total amount that you will be requesting from SHRF.

*Detailed Budget

Please complete a detailed budget. Budget items should be reflected and justified in the Proposal (do not submit a separate budget justification) and in line with eligible expenses

described in the application package. Download and complete the Align Budget excel file and submit as part of this application.

Enter amounts in each cell with planned expenses. Worksheet will sum automatically.

Cash or In-Kind Contributions

SHRF encourages cash and in-kind contributions, as appropriate. In worksheet 2 of the Align Budget Excel file: Identify contributions on separate lines. Include: the funding source, select the source sector from the dropdown list; select either cash or in-kind; select cost category (personnel, research, knowledge sharing), enter the estimated value, and select status of the contribution (pending or confirmed).

Budget Documentation

Please attach any correspondence confirming important details related to the budget (i.e., other funding support, contract arrangements, quotes, etc.) to this application.

*Approvals

Principal Applicant and Research Office signatures required. By signing, the principal applicant attests that all other individuals listed on the application are aware of and agree to their involvement as described.