SHRF
SASKATCHEWAN
HEALTH RESEARCH
FOUNDATION

2025-26

Solutions Program Innovation + Impact Grants

Application Package

Effective May 15, 2025

SHRF is the provincial funding agency that funds, supports and promotes the impact of health research that matters to Saskatchewan

shrf.ca

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1. Introduction

1.1 About SHRF

Saskatchewan Health Research Foundation (SHRF) serves as the provincial leader in advancing research and innovation to improve the health and well-being of Saskatchewan's citizens. Through strategic investments and partnerships, we fund high-impact, peer-reviewed research that enhances the health research ecosystem, drives nationally competitive innovation, and delivers tailored solutions that respond to Saskatchewan's unique and evolving health challenges.

Established by an act of legislature in 2002, our mandate provided by the Government of Saskatchewan is to:

- Seek funding from government and non-governmental sources to advance health research
- Encourage and facilitate research into health-related fields
- Fund research according to provincial strategic goals
- Disseminate information about funded research to members of health-related professions and to the public

1.2 About Our Partners

Brain Canada

Brain Canada Foundation (Brain Canada) is a national registered charity that enables and supports excellent, innovative, paradigm-changing brain research in Canada. Brain Canada's vision is to understand the brain, in health and illness, to improve lives, and achieve societal impact.

The Canada Brain Research Fund (CBRF) is an innovative arrangement between the Government of Canada, through Health Canada, and Brain Canada Foundation, designed to encourage Canadians to increase their support of brain research, and maximize the impact and efficiency of those investments. CBRF supports the very best Canadian neuroscience, fostering collaborative research and accelerating the pace of discovery, to improve the health and quality of life of Canadians who suffer from brain disorders. To learn more, visit braincanada.ca.

Jim Pattison Children's Hospital Foundation

Jim Pattison Children's Hospital Foundation (JPCHF) is dedicated to raising funds for the enhancement of maternal and children's healthcare in Saskatchewan and Jim Pattison Children's Hospital. To learn more, visit: pattisonchildrens.ca.

Each year, JPCHF disburses funding to our province's medical community to conduct vital research to discover, evaluate and incorporate new approaches to delivery of care, maintaining health and preventing disease.

Alzheimer Society of Saskatchewan

The Alzheimer Society of Saskatchewan (ASOS) is the province's leading dementia and research charity with a mission to empower all people to live well with dementia through the delivery of programs, services, advocacy, awareness and research. To learn more, visit alzheimer.ca/sk.

Lung Saskatchewan

Lung Saskatchewan supports, collaborates with, and serves an expansive lung health community in Saskatchewan. Lung Saskatchewan is a trusted partner in lung health, an educator on lung diseases and threats to lung health, an advocate for policies that protect lung health, a source of information and support for those on a lung health journey, and an investor and participant in lung health research. Through its mission to improve lung health, one breath at a time, Lung Saskatchewan plays a role in improving the overall quality of life for those living with, and caring for, those with lung disease, and for those facing threats to lung health. To learn more visit lungsask.ca

1.3 About this Funding Opportunity

The Solutions Program

SHRF's Solutions Program supports collaborative, engaged research to generate, develop, and implement solutions that address pressing health challenges in Saskatchewan and create sustainable impact.

SHRF and Partners provide competitive, peer-reviewed research funding to interdisciplinary teams, including knowledge users, doing solutions-oriented research relevant to one or more Focus Areas identified for the competition year (see the Focus Areas section).

To support solutions at varying stages in the innovation pipeline there are **two Solutions grant types available: Innovation and Impact.** Applications are evaluated against the objective of the grant selected (see the Grant Objectives section).

1.4 About this Application Package

This package includes important information on grant guidelines and application instructions. It will support you through SHRF's application process in *SHRF's Research Management System (RMS)*, shrf.smartsimple.ca, and if successful, in managing your grant.

Along with the information contained in this Application Package, this grant is subject to all policies and procedures as outlined in the current *SHRF Funding Guide* unless an exception is noted. The SHRF Funding Guide is available for download at shrf.ca/resources.

1.5 SHRF Contacts

For questions about eligibility, program guidelines or the peer review process, contact Karen with your questions or to set up a meeting:

Karen Tilsley, Director of Programs and Partnerships

ktilsley@shrf.ca

For technical help with the SHRF RMS, email Tanya your questions:

Tanya Skorobohach, Programs and Peer Review Coordinator

tskorobohach@shrf.ca

For general inquiries: fundinginfo@shrf.ca

Please keep in mind, SHRF office hours are 8:30 a.m. to 4:30 p.m CST. Monday to Friday, and the office is closed for all statutory holidays.

All SHRF deadlines are 4:30 p.m CST. on the specified day and we receive high volumes of emails on these days. Please plan ahead as much as possible to allow us to best support you in your application.

2. Application Guidelines

2.1 Grant Objectives

Considering the stage and goals of the proposed research, applicants should select the appropriate grant opportunity according to the following objectives:

Innovation Grant
Catalyzing new ideas and approaches to support innovative solutions that respond to focus area gaps and needs.

Impact Grant
Advancing promising solutions into real-world and practical applications that respond to focus area gaps and needs.

2.2 Focus Areas

Focus areas offered in 2025-26 are **Brain Health**, **Alzheimer's Disease and Other Dementias**, **Pediatric Brain Health**, and **Lung Health**. Details about focus area eligibility and available funding are provided below.

Applications need only address one of the listed focus areas but may be relevant to more.

Focus area fit is determined by SHRF and Partners at the eligibility check stage of the application process and confirmed at full application. At the eligibility check stage, applicants may be asked for more information to clarify relevance. Full applications that deviate substantively from submitted eligibility information may no longer meet relevancy criteria and may be removed from the competition.

Overview of Focus Area Funding Available

Focus Area	Funding Available	Total Funding Available
Brain Health		
Brain Health (any area)	*$1,400,000*	
*Alzheimer's Disease and Other Dementias**	*$500,000*	**$2,400,000**
*Pediatric Brain Health**	*$500,000*	
Lung Health		
Lung Health	*$200,000*	**$200,000**

***Relevant applications will also be considered in the funding envelope for any area of brain health.**

Overview of Focus Area Eligibility

Brain Health

Brain Canada and SHRF have funding available for research into the prevention, diagnosis, treatment and care of brain health conditions across the lifespan. Brain Health includes neurodevelopment, neurological disorders, mental illness, addictions, and brain and spinal cord injuries.

Proposed solutions must have the potential to impact brain health as reflected in the overall research goals, outcome measures and future development plans.

To maximize potential for impact, teams should consider where possible how their research uses the 'One Brain' approach, considering the brain as a single, interconnected system with commonalities and potential for impact across a number of brain-related conditions.

Funding Available for Brain Health
$1,400,000 for applications addressing any area of Brain Health

Alzheimer's Disease and Other Dementias

Alzheimer Society of Saskatchewan (ASOS) and SHRF have funding available for Brain Health applications addressing research into finding treatments, causes and cures, and improving the quality of life for people living with dementia and their caregivers in the Province of Saskatchewan. Additionally, the ASOS Board has identified the following interests:

- Diagnosis
- Prevention/risk reduction
- Culturally safe care
- Long term care
- Palliative care
- Social inclusion
- Connection to post-diagnostic support
- Improved supports to stay at home (such as home care, adult day programs, and respite)
- Improving access to quality care, including latest treatments

Funding Available for Alzheimer's Disease and Other Dementias
$500,000

This funding is in addition to the Brain Health envelope. Relevant applications will be considered for funding in both envelopes.

Pediatric Brain Health

The Jim Pattison Children's Hospital Foundation (JPCHF) and SHRF have funding available for Pediatric Brain Health applications addressing research into:

- Pediatric conditions affecting children's brain, spinal cord, and nervous system
- Impacts of other conditions on brain health and neurodevelopment in children
- Child, youth and maternal mental health
- Providing culturally grounded care and supports for Indigenous children, parents and communities

Funding Available for Pediatric Brain Health
$500,000

This funding is in addition to the Brain Health envelope. Relevant applications will be considered for funding in both envelopes.

Lung Health

Lung Saskatchewan and SHRF have funding available for applications addressing research into one or more of the following areas related to lung health:

- Child and youth lung health, especially as it relates to threats to lung health like tobacco and vaping use, and lung diseases like asthma and infectious respiratory diseases (RSV, TB and COVID-19)
- Rural and remote lung health services, especially as it relates to the lung health of Indigenous Peoples and the delivery of patient and caregiver education
- Threats to lung health like exposure to radon in one's home, school, or workplace, and tobacco and vaping
- Lung disease prevention, diagnosis, and management for diseases like asthma, COPD, infectious respiratory diseases like RSV, TB, and COVID-19, interstitial lung disease, lung cancer, and sleep apnea

Funding Available for Lung Health
$200,000

The top ranked Innovation Grant and Impact Grant will be funded in this envelope.

2.3 Funding Information

Value and Duration

Innovation Grant
Up to $50,000
One (1) year

Impact Grant
Up to $150,000
Two (2) years

Costs of research vary and teams proposing research projects that cost less than the maximum grant amount should not be viewed unfavorably for this reason alone.

Matching funding is not required. Any and all supports needed to successfully complete the application as proposed should be apparent within the appropriate section of the application to be considered for funding. This includes team members, access to stakeholder services, in-kind services, quotes for contracts, etc.

Extension

This funding is eligible for no-cost extensions.

Renewal

Previous Innovation and Impact grant recipients may apply to either grant with a new proposal that builds on their previously funded grant with new research questions.

Re-application

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.

Multiple Applications

The Principal Applicant can submit only one application per annual Solutions competition (one Innovation Grant OR Impact Grant application) but may be a co-principal investigator or co-investigator on other applications.

2.4 Important Dates

Application Opens	May 15, 2025
Eligibility Check Submission Cut-off*	September 18, 2025 – 4:30 p.m. CST
Eligibility Revisions Deadline	October 3, 2025
Full Application Deadline**	November 13, 2025 – 4:30 p.m. CST
Funding Decisions	March 5, 2026
Funding Start Date	March 1, 2026
Information Webinar	June 12, 2025 – 12:00 p.m. CST (session recorded) Watch the webinar >
Application Q&A Webinar	July 9, 2025 – 12:00 p.m. CST (session not recorded) Register for the Q&A session >

Eligibility submissions are accepted and reviewed on a rolling basis up until the cut-off date.

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

2.5 Principal Applicant Requirements

The Principal Applicant is the individual who is responsible for the overall direction of the proposed activities, assumes administrative responsibility for the grant and receives all related correspondence from SHRF. The Principal Applicant is responsible for submitting the application by the deadline.

The Principal Applicant must meet the definition outlined in the **SHRF Funding Guide**.

2.6 Team Requirements

Minimum 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.

There must be *at least three Applicants/Investigators* who are based in Saskatchewan and fulfill the following requirements:

- One researcher who meets the eligibility requirements for a **Principal Applicant**
- A second researcher who brings a **different disciplinary perspective**
- A **knowledge-user** who brings perspectives on the practical applications of knowledge generated through the proposed research.

By the Application deadline, each team member must be invited to the Application via the RMS and accept the email invitation indicating they consent to their participation in the project.

Additionally, consider the following when forming your research team:

- Having people with lived/living experiences on the team is strongly encouraged where appropriate;
- Once the minimum team member requirements are met, additional team members from within or outside Saskatchewan* may be included in any role (*note allowable expenses);
- 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 Applicant 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.

SHRF has an extensive network of researchers and organizations that work in a diverse range of fields. If you have any questions about possible collaborations in a specific topic or field, please feel free to contact us. Visit shrf.ca/solutions-brain-health-hub to read about attendees at the March 26, 2025 Brain Health networking event.

Project Role Definitions and Descriptors

Individuals and organizations participating in the proposed research fall into three categories:

- applicants/investigators,
- personnel (i.e., trainees and research staff) and
- supporters.

An individual can only fulfill one of the following roles on a given application. When experience and responsibilities for an individual can fit more than one role, their role on a given application should be determined by the nature and scope of involvement in the specific project.

All individuals on the grant must be invited in one of the three following roles, accept an email invitation and complete a contribution form.

Contribution Forms can be completed by the individual who accepted the invitation or by the Principal Applicant on their behalf.

Co-Applicant	Personnel	Supporter
Contribute to the intellectual or scientific direction of the proposed work, or bring perspectives of lived experience or practical applications to the proposed work. *There are three types of co-applicants, all complete a contribution form, but the requirements depend on their role (see below).*	Are paid to carry out aspects of the research project. *Complete a contribution form, but no CV or other documents required.* **Personnel do not count towards minimum team requirements.**	Provide a specific service or have an interest in the project outcomes, but are not contributing to the direction of the proposed work. *Complete a contribution form by uploading a letter of support.* **Supporters do not count towards minimum team requirements**

All co-applicants must select one of the following descriptors in their contribution form and upload the corresponding document, which is available for download on the form or at shrf.ca/resources.

Researcher	Knowledge User	Person with Lived Experience
Any individual who has formal research training and holds a position which supports them to pursue research. *Uploads a SHRF Researcher Profile*	Any individual who could receive and use new knowledge to implement improvements in health. *Uploads a SHRF Knowledge User Profile*	Any individual who is contributing their personal experience with a health issue or experience as an informal caregiver. *Uploads a testimonial*

See more information on each role in the current **SHRF Funding Guide**.

Contribution forms also ask about approximate time commitment to the project and a brief description of their role in the project in 100 words or less. Visit shrf.ca/grant-team-support for assistance completing the required information for each team member.

Questions regarding Project Role Descriptors, responsibility information, and other relevant questions regarding an individual's role on the application should be directed to the Principal Applicant. Principal Applicants should be clear with all invited team members 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.

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.

2.7 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 that support Saskatchewan economic capacity and activity.

In addition to policies for allowable expenses outlined in **SHRF Funding Guide** section 2.5, the Solutions Program:

- Does not fund equipment purchases. An item is considered equipment if it has a *useful life for the research team* beyond the original term of the project;
    - 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.
- Does not provide funding for costs explicitly associated with preparing a future grant application;

- Total costs for *academic knowledge sharing* (i.e., by academics for an academic audience) should not exceed 10% of the total budget request.

All policies apply to both SHRF and Partner funds unless otherwise specified.

2.8 Application Requirements

The following requirements must be met at the **Eligibility Check** cut-off deadline:

- ☐ Identify individuals meeting minimum team member project role requirements outlined in [Team Requirements](#) who have agreed to take part in the proposed research:
    - ○ *Application invitations:* It is no longer mandatory that the individuals required to meet minimum team requirements have accepted the RMS invitation at the eligibility stage. Invitations can be sent before or after the eligibility stage.
- ☐ Proposed research directly addresses one or more available Focus Areas
    - ○ SHRF staff may ask for information to clarify fit
- ☐ Proposed research aligns with the objective of either the Innovation or Impact Grant
    - ○ SHRF staff may ask the applicant for further justification and may make a recommendation to change the grant type selection

Peer reviewers will not see the information provided at Eligibility and you will not be able to edit it after eligibility is approved.

The following requirements must be met at the **Application Deadline**:

- ☐ Meet minimum team member project role requirements outlined in [Team Requirements](#);
- ☐ Have each individual team member invited through the RMS and ensure they accept the invitation;
- ☐ Have completed contribution forms submitted by the individual team member or the Principal Applicant;
    - ○ Contribution forms include an uploaded researcher profile, knowledge-user profile, or testimonial, depending on the project role, using the SHRF templates found at [shrf.ca/resources](#);
- ☐ Complete a lay and scientific summary, sex and gender considerations, ethics, and list geographical locations;
- ☐ Identify target audiences of the proposed Solution;
    - ○ The target audience should be reflected in the team members (i.e. knowledge-users) and supporters;
- ☐ Have a proposal that outlines the following:
    - ○ Project goals and objectives,
    - ○ Research questions and hypotheses,
    - ○ Current state of knowledge and rationale for proposed research, including how the project relates to previous work done in the area,

- Description of the relevance and importance of the proposed research to the target audience and health of Saskatchewan residents,
- Methodological approach, including study design, recruitment, analysis plan, etc.,
- Feasibility statement explaining how the proposed research will be completed within the allotted timeline,
- Plans to address anticipated ethical issues and potential pitfalls/difficulties,
- Plans to engage knowledge users where appropriate,
- Description of the research environment (i.e. space, equipment, staff, other supports),
- 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,
- Plans for future development and funding related to the proposed research.

☐ Have a clear, **visual** timeline with deliverables;

☐ Identify the relevant areas of impact of the proposed research;
- Provincial and national health research funders, including SHRF, have a common framework to define research impacts and measure returns on investment. The [Canadian Academy of Health Sciences (CAHS) framework for impact assessment](#) can be applied to all pillars and domains of health research.

  Examples:
  - Capacity Building (e.g., training, mentoring and relationship building; empowering individuals, groups, communities, or other sectors; securing funding for research and infrastructure)
  - Advancing Knowledge (e.g., outputs including publications and presentations; development of research tools and methods; activities to create awareness and understanding and new partnerships)
  - Informing Decision Making (e.g., engagement with end-users; knowledge mobilization activities, including creative or technical products; and influences on policy, practice, patients and the public)
  - Health and Socio-economic Impacts (e.g., anticipated improvements to health of Saskatchewan residents; anticipated improvements to the health system; commercialization activities; other social, health, or economic benefits)

☐ Request funding only for expenses required to complete the proposed activities that are justified and not covered by other sources of funding;
- Other sources of funding or in-kind resources complementing the requested amounts can be included in the Other Funding sheet of the budget excel,
  - The contributions of applicants' time are described in their contribution form and should not be shown as in-kind.
- Where possible, the project should use resources and provide employment and training opportunities within Saskatchewan.

- Contracts outside of Saskatchewan should be explained within the budget justification and quotes should be provided.
  - o Be sure to review Allowable Expenses policies outlined in section 2.5 of the SHRF Funding Guide
- ☐ Have some budget or in-kind resources supporting the sharing of knowledge gained with the target audiences and stakeholders outside of the academic community.
- ☐ Have appropriate institutional research office approval signatures

For a detailed breakdown of the required application documents and information field by field, please see the Application Instructions.

NOTE: The Solutions Program is peer reviewed by a multidisciplinary committee from across Canada but outside Saskatchewan. Keep this in mind when developing the proposal.

3. Application Process

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

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

3.1 Eligibility Check

The Eligibility Check is conducted by the SHRF Program Manager. The purpose of the eligibility check is to:

- Ensure the application is submitted to the appropriate funding opportunity, having relevance to the grant objectives and available focus areas
- Allow SHRF Partners the opportunity to confirm relevance prior to applications proceeding
- Confirm the Principal Applicant meets eligibility requirements
- Confirm minimum team requirements are met
- Facilitate the creation of peer review committees
- Record decisions and rulings in a transparent manner

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.

Detailed instructions regarding this step are found in the Application Instructions under Eligibility Tab.

NOTE: 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 proceed.

Only teams approved at the Eligibility Check stage will have access to the full application.

4. Review Process

Applications are evaluated in a competitive, peer-review process according to **SHRF's Peer Review Guide**, found at shrf.ca/peer-review. 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**.

4.1 Review Criteria

Peer reviewers use the following criteria when evaluating and scoring applications. Scores are based on the SHRF 5-point scale, which is fully described in **SHRF's Peer Review Guide.**

Criteria	Considerations	
Relevance and Impact (50%)	*Innovation Grant* • **Rationale and Novelty:** The proposal addresses a critical gap, unmet need, or emerging health challenge in Saskatchewan with a novel and creative approach. The solution is innovative (not incremental) and responds to one or more Focus Areas in the current Solutions competition. • **Early Engagement:** The proposed research is grounded in an engaged understanding of the needs of stakeholders, partners and target audiences, thereby improving its potential for sustainable impact.	*Impact Grant* • **Rationale and Progress:** The research advances an innovative, promising solution to address a clearly defined need or challenge relevant to the selected Focus Area(s). The project builds on preliminary data to advance the solution to real-world and practical applications. • **Active Engagement:** Relevant knowledge users and partners are actively engaged to enable the solution's applicability, uptake, and potential for sustainable impact.

	• **Pathway to Impact:** Findings are likely to shape future research with the potential to influence policy, practice, and outcomes over time. Sex and gender and other relevant considerations are incorporated to broaden the potential for impact, including for underserved populations. Overall, the proposed research contributes to strengthening Saskatchewan's health research ecosystem.	• **Pathway to Impact:** The proposed research is likely to result in meaningful progress towards real-world application of the solution, generate measurable benefits, and enhance potential for sustainable impact. With the appropriate considerations, the proposed solution is adaptable and scalable across diverse settings, including underserved populations. Overall, the proposed research contributes to strengthening Saskatchewan's health research ecosystem.
Methods and Feasibility (40%)	• **Project goals** and objectives and clear and aligned; deliverables are realistic and measurable; and timelines are realistic for achieving meaningful outcomes. • **Methodology and research design** are appropriate, feasible, and ethically sound, with sufficient detail to assess its ability to deliver the intended outcomes. TCPS 2 and sex and gender considerations are addressed appropriately. • **The team** has the necessary expertise, diverse perspectives, and clearly defined roles. Knowledge user team members, and as relevant, people with lived/living experience or community partners, bring relevant insights. • **Budget and resources** are appropriate and well-justified, aligned with the project's objectives and deliverables, and make effective use of available resources and supports in the research environment. • **Potential challenges** are identified with plans to address them; team communication and engagement strategies are in place.	
Knowledge Mobilization & Potential for Sustainability (10%)	• Strategies for **sharing findings** beyond typical academic audiences are clear, feasible, and tailored to diverse stakeholders • Use of effective and innovative **knowledge mobilization strategies** (e.g., workshops, multimedia, social media) to enhance accessibility, usability, and impact • Thoughtful consideration given to **future development** of the proposed solution including, as appropriate to the stage of research, real-world applications, scalability, and paths to sustainable implementation and adoption • As appropriate, **alignment, support or buy-in** from potential implementation partners in relevant sectors is planned or evident (e.g., government, industry, health care, community, etc)	

5. 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.

Communicating the impact of research is imperative not only for accountability of public dollars but to convey the benefits and value of continued investment in health research to partners, policymakers, and the public. SHRF uses this information to tell the story of how your research will make a difference.

SHRF has resources to assist in management of grants found at shrf.ca/resources.

The *SHRF Funding Budget Terms* documents provides suggested budget lines for grant budgets and statements of account.

The *Change Request Instructions* document provides information on how and when to submit changes to SHRF for approval regarding timeline, budget or other significant changes to the grant.

SHRF's Logo Download is available for download to use on project materials and acknowledgement of SHRF for providing funding.

Grantees will be required to acknowledge SHRF and Partners, as appropriate. Specific language and logos will be provided with the award terms and conditions.

6. Application Instructions

The following section walks through the Innovation and Impact Grants applications available on *SHRF's online Research Management System (SHRF RMS)* shrf.smartsimple.ca, step-by-step.

NOTE: Be sure to select the correct call for Innovation Grant or Impact Grant.

All applications must be submitted electronically through the SHRF RMS with all required fields completed.

The *SHRF RMS Manual* is also available for download at shrf.ca/resources and tutorials at youtube.com/@saskhealthresearch.

Formatting for Attachments
All application attachments must adhere to the following formatting rules per the *SHRF Funding Guide*:

Margins: minimum one inch (1") all around

Page size: 8.5 x 11

Font: Aptos, Arial or Times New Roman ONLY, black type, 11 point minimum

Line Spacing: 1.0 single-spaced minimum

Completing Your Personal Profile

The Personal Profile in the SHRF RMS must be completed by the Principal Applicant 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. Other than information that is pulled in to the application form fields described below, the information collected in the Personal Profile is only accessible by authorized SHRF staff.

To access your Personal Profile, you will need to be on the home page, where you will then see a person icon titled "Personal Profile". Click on that 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, just make sure to save your changes.

Choosing the Association/Organization where Funding will be Held

The SHRF RMS allows an individual to store multiple affiliations (Associations/Organizations) on a single profile. Principal Applicants should be sure to select the affiliation that corresponds with the eligible host institution where they wish to hold the funding if successful.

The Association/Organization must be chosen prior to opening 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, you will see a building icon. When you click on the icon, a drop down of your Associations/Organizations will appear, where you can then choose the one you would like to be displayed in the application you are applying for. Once you have chosen the correct Association/Organization, the page will reload, and you can click on the Funding Opportunities to then begin the steps 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 latest **Funding Guide**). To add individuals, please see the "Project Roles" instructions under the "Application Details Tab" in this section.

6.1 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.

NOTE: ***If the named Organization auto-populated is incorrect***, please stop working on your application and contact SHRF at helpdesk@shrf.ca.

Faculty/College (Or equivalent)

This field is where you can insert the faculty or college where you 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 building on or continuing the work of a previously funded SHRF project?

Please answer "Yes" or "No". If you answer "Yes" a follow up question will appear.

* Please list previous relevant SHRF-funded project(s), using the SHRF grant ID or the grant name (and PI name if different). This information is not shared with peer reviewers.

You will be given a text box to respond.

Project Roles

In this section, Individuals can be invited to the application as either Applicants/Investigators, Personnel or Supporters (definitions found in Project Roles Overview). To add individuals, please see the "Project Roles" instructions under the "Application Details Tab" in this section.

Adding Individuals

Individuals can be invited to the application at both the Eligibility and Application stages as Applicants/Investigators, Personnel or Supporters (Project Roles discussed in Project Roles Overview section). It is important to review the Minimum Team Requirements section in the Program Guide section of this Application Package so that you meet eligibility requirements.

Only those listed as Applicants/Investigators are counted towards eligibility requirements.

To add someone to your grant, find the appropriate Project Role that they will be holding (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 of your application for that role, first click the "Save" button and then the "Invite" button to send the invitation(s).

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 so that you can submit your application. If you need to resend invitations, click on the Envelope icon to open the window and you will see beside the name on the left-hand side a Paper Airplane icon which you can click to resend.

NOTE: The save button will not send the invitations. You will need to do these steps for each Project Role. Please contact the Programs Team if you have any questions at helpdesk@shrf.ca.

A tutorial for individuals that need to accept applications can be found at youtube.com/@saskhealthresearch.

Grant Writer Role

Grant Writer is a role type that includes a variety of individuals who may support the Project Team in preparing the application or completing internal review activities. They are not members of the Project Team and not visible to peer reviewers.

6.2 Eligibility Tab

The Eligibility Check is reviewed internally by the Program Manager. This information is not visible to peer reviewers. Once the eligibility is submitted and a decision is made, any information in this tab can no longer be modified.

Program Eligibility

* Focus Area(s)/Partnered Opportunity

Referring to the Focus Area section of the Application Package, enter all relevant focus areas and partnered opportunities. Applications need only address one of the focus areas. Applications may identify multiple areas if relevant. Do not elaborate the fit with focus area in this section.

* Team Requirements

Team requirements must be met at both eligibility and full application. Please refer to the Application Package for detailed requirements and Project Roles and their descriptors.

In the table below, type the full name of Applicants/Investigators that will meet the minimum team requirements, including the Principal Investigator, and select the Project Role Descriptor (Researcher, Knowledge User, Person with Lived/Living Experience).

At the eligibility stage, you are not required to invite the individuals to the application. However, they should be aware of and in agreement of their involvement in the application and must accept the invite before the full application deadline.

NOTE: Team membership may change in the full application. Team membership requirements will be confirmed again at the full application deadline.

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 30 words.

* Fit with Program

Justify how the proposed research addresses the Focus Areas identified above and aligns with the selected grant objective by clearly outlining:

- The problem or need to be addressed;
- The proposed solution to the problem stated above and how it is novel or building on existing evidence;
- The audience who would benefit from the proposed solution or implement the proposed solution;
- How the knowledge user on the team will contribute to the above.

This is reviewed by SHRF staff and Partners to ensure the project is a good fit for the program and has been submitted to the correct grant funding opportunity prior to full application and peer review. Additional information may be requested prior to approval. Maximum 250 words.

* Proposed Research Overview

Provide information about the proposed research that will help in identifying required peer review expertise. Identify the study topic, study population, proposed research objectives, and methodology. 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.

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.

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.

Excluded Reviewers

Provide the name and affiliation of any reviewers of whom should not review the application.

6.3 Submitting Eligibility Check

Once all required fields have been completed, 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.

6.4 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 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.

* Lay Title
Maximum 20 words.

* Lay Summary
Maximum 150 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 30 words.

* Scientific Summary
Maximum 300 words.

Sex and Gender

* 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 highlight how sex and/or gender considerations will be integrated into the research. Details should be included in the proposal.

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.

The list you can choose from includes: Human Ethics (Behavioural); Human Ethics (Biomedical); Animal Care; Biosafety; Radiation Safety; Health Authority (Operational); and/or None.

* 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".

If you say choose "Yes" to the above question, the following question will appear:

* Please highlight the ways that you have incorporated TCPS 2 – Chapter 9 and OCAP principles. Details should be included in the proposal.

Maximum 300 words.

If you say "No" to the above questions, the following question will appear:

* Please address why TCPS 2 – Chapter 9 and OCAP principles are not applicable to the research. Refer to TCPS-2 Article 9.1 and 9.2 (https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html) in your response.

Maximum 300 words.

* 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. Be as specific as possible for your proposed research. Please add each location individually by clicking the "+" button. You may have up to 10 locations.

* 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

In the page limit specified below for each Grant, the activity proposal should include the following:

- Project goals and objectives,
- Research questions and hypotheses,
- Current state of knowledge and rationale for proposed research, including how the project relates to previous work done in the area,
- Description of the relevance and importance of the proposed research to the target audience and health of Saskatchewan residents,
- Methodological approach, including study design, recruitment, analysis plan, etc.,
- Feasibility statement explaining how the proposed research will be completed within the allotted timeline,
- Plans to address anticipated ethical issues and potential pitfalls/difficulties,
- Plans to engage knowledge users where appropriate,
- Description of the research environment (i.e. space, equipment, staff, other supports),
- 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,
- Plans for future development and funding related to the proposed research.

Please note that figures, diagrams, illustrations, etc. required to describe the proposed project must be included within the page limit.

* Research Proposal

The proposal is uploaded in PDF format following SHRF formatting rules found in the current *Funding Guide*. Maximum page limits are as follows:

Innovation Grant: 6 pages

Impact Grant: 8 pages

To upload your proposal, please click the upload button. You will then be able to search or drop your proposal into the system.

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. To upload the Timeline, please click the upload button. You will then be able to search or drop your document into 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.

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 files directly relevant to the application. 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 is sorting by file name-ascending. To upload your supplementary documents, please click the upload button. You will then be able to search or drop your document(s) into the system.

Research Impact

Considering your proposed research, highlight in point form the most important (apx. 5 to 10) anticipated short and long-term impacts in the following impact areas.

Examples:

- Capacity Building (e.g., training, mentoring and relationship building; empowering individuals, groups, communities, or other sectors; securing funding for research and infrastructure)

- Advancing Knowledge (e.g., outputs including publications and presentations; development of research tools and methods; activities to create awareness and understanding and new partnerships)
- Informing Decision Making (e.g., engagement with end-users; knowledge mobilization activities, including creative or technical products; and influences on policy, practice, patients and the public)
- Health and Socio-economic Impacts (e.g., anticipated improvements to health of Saskatchewan residents; anticipated improvements to the health system; commercialization activities; other social, health, or economic benefits)

You will have a textbox to respond. Maximum 300 words.

6.5 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. You will then be able to search or drop your document into the system.

* 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 SHRF RMS. In this Excel:

- There are three sheets: Budget Table; Other Contributions; and Declaration of Overlap.
- Cents are not permitted; please enter whole numbers only.

Upon completion of this Template and uploading it back into the system, click "Save Draft" and you will see that 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 SHRF 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 your Budget Excel Template, please click the upload button. You will then be able to search or drop your document into the system.

* 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 paid to individual's organization
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 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. You will then be able to search or drop your document into the system.

6.6 Roles Tab

Each Project Role invited to the application (i.e. Applicant/Investigator, Personnel, and/or Supporter) (exception being the "Grant Writer" role) will need to login and complete a Contribution Form on the SHRF RMS. Alternatively, if agreed upon, the Principal Applicant can complete and submit contribution forms on any individual's behalf.

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 SHRF Researcher Profile, a Knowledge User Profile, a testimonial (written or audio), or equivalent. Templates and instructions for applicant profiles and testimonials are found at shrf.ca/resources. Requested information will differ depending on the project role and 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. The Principal Applicant will see the contribution forms for every individual invited and is responsible for coordinating completion of contribution forms for their application.

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.

6.7 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).

* 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.

6.8 Submitting your Application
Once you have completed all required fields and all invited individuals have accepted their invitations (where appropriate), you can submit your application. To do this 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.