![SHRF Saskatchewan Health Research Foundation logo]

2023- 24
Mobilize Grant

Application Package

Effective April 6, 2023

Saskatchewan Health Research Foundation
#204-111 Research Drive, Saskatoon S7N 3R2
shrf.ca   639-398-8400

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

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About this Application Package

This package 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. It includes important information on grant guidelines, our partners and application instructions.

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. It is important that the applicant read and understand the current *SHRF Funding Guide* alongside this package.

Contacts

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

Chelsea Cunningham, Programs and Engagement Manager
ccunningham@shrf.ca

For other questions or technical help with the SHRF Research Management System (RMS):

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

Important Dates

	Call #1	Call #2
Application Opens	April 6, 2023	November 1, 2023
Application Deadline*	July 11, 2023 – 4:30 p.m. CST	February 14, 2024 – 4:30 p.m. CST
Funding Decision	apx. 14 business days after application deadline	
Funding Start	August 1, 2023	March 1, 2024
Information Webinar	May 11, 2023 – 12:00 p.m. CST	TBD
	Watch the information webinar >	

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

Guidelines

Purpose

The purpose of the Mobilize Grant is to fund knowledge mobilization activities in relevant and practical settings and mediums**,** with the aim of improving the applicability and impact of health research in Saskatchewan.

Terminology

Knowledge Mobilization

SHRF uses the term knowledge mobilization to refer to all activities used to bring awareness to research activities and findings in a way that can be used in practice. This includes but is not limited to knowledge synthesis, dissemination, transfer, exchange, and co-creation or co-production. Knowledge mobilization should encourage exchanges between researchers and knowledge-users.

Knowledge-user

SHRF defines knowledge-users as any individual who could receive and use new knowledge to implement improvements in health — their own health, the health of others or the health system. These individuals may represent organizations that are interested in the practical application of knowledge. A knowledge-user may be a practitioner, health system manager, policymaker, educator, decision-maker, health care administrator, community leader or an individual from a health institution, patient group, government organization, etc.

Objectives

Proposed activities must fulfill the purpose of knowledge mobilization by addressing at least one of the following objectives:

1. Facilitate the use and integration of health research knowledge and evidence into practice and decision making.
2. Facilitate the use of relevant knowledge (e.g., lived experiences, traditional knowledge) to inform and guide research activities.
3. Facilitate the participation of non-academic team members in the research and knowledge sharing process.

Focus Areas

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

Funding Information

Value

Up to **$10,000** is available from SHRF.

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

Duration

The grant provided is for up to one year (12 months).

Renewal

Funding is non-renewable.

Multiple Applications

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

Project Requirements

For a detailed breakdown of the Application Requirements field by field, please see the Application Instructions.

All the following must be evident in the proposed project and addressed in the Application:

1. Proposed project clearly fosters health research knowledge mobilization in a relevant and practical, non-academic setting or medium in Saskatchewan.
   a. Project should include the following: knowledge dissemination, transfer, brokering, translation, synthesis, exchange, networking, and/or co-creation.
   b. **IMPORTANT: Academic settings and mediums are not eligible** (e.g., peer-reviewed journal publications, poster days, conferences etc.).
2. Project is based in legitimate and vetted research and addresses a gap in current knowledge or practice.
   a. A brief overview of the gap in knowledge or practice should be described as relevant to Saskatchewan and if applicable, more broadly.
   b. References can be included in the Supplementary Materials, but do not need to be extensive.
   c. **IMPORTANT: This is not a grant to support knowledge creation or data collection.** Knowledge must be existing or generated through research activities supported by other means.

3. Identify the knowledge-users (see definition in [Terminology](#)) and the audience of the activity. The knowledge-user(s) may be part of the research team, part of the audience, or both.
    a. Involvement of knowledge-users and ability to reach the target audience is critical for the success of the application. The application should demonstrate engagement or potential to engage knowledge-users and the target audience through at least one of the following:
        - In-kind resources from knowledge-users or similarly invested organizations;
        - Letters of support specifically identifying how the proposed project will benefit the audience and/or knowledge-users;
        - Co-applicants who are knowledge-users and/or people with lived experience;
        - Detailed project plan describing how the knowledge-users or audience will be successfully engaged within the project timeline; and/or
        - Other relevant methods of support within the knowledge-user or audiences' resources identified in the application.
    b. Address the roles and contributions of all team members and supporters including how they will contribute to the success of the proposed activities.
        - **IMPORTANT:** This is addressed in the Roles and Responsibilities field of the Application. There are no Contribution Forms, CVs or additional documents that are required from any roles invited to the application. Letters of support are still strongly encouraged and can be uploaded to the Application under the Letters of Support field.

4. Project employs mechanisms that are useful and accessible for the target audience and concrete deliverables are identified in a clear timeline.

5. Feasibility and potential pitfalls are accounted for.

6. Where possible, the project uses resources and provides employment and training opportunities within Saskatchewan.
    a. Contracts outside of Saskatchewan should be explained within the budget justification.

7. An evaluation plan is included that supports the project's proposed outcomes and impacts.
    a. Evaluation and Impact are provided a separate section within the Application and should address the short-term impact of the proposed activities as best possible. Key metrics and mechanisms built into the proposed project to gather feedback should be included.

NOTE: If you are looking for support for an event focused on academic knowledge sharing (e.g., conferences, academic research days, poster sessions, etc.), please see https://www.shrf.ca/event-support to submit a request for consideration. Questions should be directed to info@shrf.ca.

Team Requirements

Project Roles Overview

Individuals and organizations participating in the proposed project 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:

- **Applicants/ Investigators** are those who contribute to the intellectual or scientific direction of the proposed work. They share responsibility for the direction of the proposed activities. They are designated as Principal Applicant, Co-Principal Applicant, or Co-Applicant based on their level of leadership responsibility and involvement. Individuals in these roles may be researchers, knowledge-users, or people with lived experience.
- **Personnel (Trainees and Research Staff)** are those tasked to carry out aspects of the activity and are compensated from the grant funds.
- **Supporters** are individuals or organizations who provide a specific service in a limited and defined role in the proposed activities, have an interest in the knowledge mobilization outcomes (i.e., knowledge-user organization) or represent private industry.

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

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 starts the application in the SHRF RMS and is responsible for submitting the application by the deadline.

Principal Applicant eligibility requirements are modified for this grant compared to what is outlined in the *SHRF Funding Guide* and are as follows.

The Mobilize Grant Principal Applicant must:

- Reside and work in Saskatchewan during the funding period of the grant.
- Not be a trainee.
- Agree to adhere to all SHRF funding policies and reporting requirements.
    - Successful Principal Applicants will agree to the grant terms and conditions via a Notice of Acceptance.

- Principal Applicants may or may not have a position at an institution that has a Memorandum of Understanding (MOU) with SHRF (see *SHRF Funding Guide* for a list of current MOU institutions).
    - Where the principal applicant will be holding the grant at an MOU institution, that institution's research office is required to sign the application signature page.
    - Where the principal applicant is not affiliated with an MOU institution, the following requirements apply:
        - The principal applicant must be employed by an organization in Saskatchewan with an interest in health and knowledge mobilization that is eligible to administer the grant funding.
        - Funds must be administered by an organization that is a CRA-qualified charity in Saskatchewan that will provide a statement of account to SHRF, such as a post-secondary institution, health agency, charity or similar;
            - Principal Applicants from CRA-qualified charities should choose "Canadian Non-profit Organization" when creating their RMS account and search for their organization by registration number, name, or address. If you cannot find your organization, please contact helpdesk@shrf.ca.

Co-Applicant Requirements

There are no minimum requirements for applicants listed on the application to SHRF. One person must meet the eligibility requirements for Principal Investigator and the project team must reflect the scope of the proposed activities.

The Roles and Responsibilities field of the Application provides space to address the role and contributions of all team members and supporters of the proposed activity that will contribute to its success.

There are no Contribution Forms, CVs or additional documents that are required from anyone invited to the application. Letters of support are still strongly encouraged and can be uploaded to the Application under Letters of Support.

Allowable Expenses

All expenses must be clearly justified in relation to the proposed project activities and cover only the direct costs. **It is highly encouraged for applicants to look for cost efficient options. SHRF is publicly funded and fiscal responsibility and accountability are required.**

Equipment is not normally an eligible expense for this grant.

Refer to the *SHRF Funding Guide* for important policies which apply to all SHRF programs.

Review Process

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

Quality of Proposal

- Overall, does the application embody the purpose of the Mobilize Grant?
- Do the proposed activities sufficiently address one or more of the Mobilize Grant objectives?
- Is there appropriate and convincing rationale and/or need described?
- Is the project grounded in legitimate and vetted research information?
- Are the proposed project's goals, objectives and targeted audience(s) appropriate and well-defined?
- Are there concrete and feasible timelines and deliverables? Are potential pitfalls addressed?
- Is the proposed budget appropriate, fiscally responsible and justified? Are resources used within Saskatchewan?

Engagement

- Overall, does the application support or enable the use of health knowledge by Saskatchewan knowledge-users?
- Are the knowledge-users and audiences clearly identified?
- Are the proposed activities relevant and accessible to the knowledge-users and audiences?
- Are planned interactions and connections with knowledge-users appropriate and likely to result in useful input and/or meaningful engagement?
- Does the project include employment and/or training opportunities where possible?
- Is there evidence that other resources required to complete the proposed project (i.e., time, human, financial) are available?

Outcomes and Impact

- Overall, does the proposed project have the potential for impact on health outcomes through influencing practice and/or policy?
- Are the potential outcomes and impacts of the project described and appropriate for the scope of the project?
- Is there a clear and appropriate evaluation plan, including information on how outcomes and impacts will be measured?

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 then 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 within the identified timeline. Applicants will be informed if results are delayed.

Reporting Requirements

SHRF requires that Mobilize 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.

Application Instructions

Complete the Mobilize application available on SHRF's online Research Management System (SHRF RMS) shrf.smartsimple.ca. All applications must be submitted electronically through the SHRF RMS with all required fields completed.

This section reflects the information asked in the SHRF RMS. It identifies each tab, field and how the information will be requested. Fields that are mandatory will be marked with an asterisk (*). All information is entered in the SHRF RMS and submitted electronically. No other materials should be sent to SHRF.

If you already have a SHRF account, skip to *Completing Your Personal Profile*.

New User – Registering a Profile

When on the SHRF login page, you will click the "Register" button found under the "New to the System".

This will take you to the "Registration Organization Options" page where you will choose which organization type is your primary organization. NOTE: Later on, you will be able to register other affiliations. This stage is to just pick the organization that you are primarily affiliated with.

To be eligible to apply for Mobilize Grants, your affiliation must be "SHRF MOU Research Organization" or "CRA Registered Charity". In either category, look up your organization by name or registration number, and then complete the rest of the registration process.

Completing Your Personal Profile

The Personal Profile marked mandatory in the RMS must be completed by the Principal Investigator prior to submitting the full application.

Choosing the Association/Organization where Funding will be Held

With the updated RMS, you can have multiple Associations/Organizations tied to one personal profile. This function gives the Principal Investigator the ability to choose which Association/Organization funding should be held at, if successful in the competition. The Principal Investigator will need to confirm that the Association/Organization they wish to apply under is eligible to hold SHRF funds.

The Association/Organization must be chosen prior to 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 Team Members and Collaborators

Team Members and collaborators can be invited to the application as either Applicants/Investigators, Personnel or Supporters (role definitions can be found in the latest Funding Guide). All team members and collaborators added to an application will need to create an RMS account. To add team members or collaborators, please see the "Project Roles" instructions under the "Application Details Tab" in this section.

NOTE: If a team member or collaborator's organization does not appear in the drop-down menu, please contact helpdesk@shrf.ca with the name and address of the organization. Once the organization is added, it can be selected from the drop-down menu.

Creating an Application

All open funding opportunities are listed on your RMS homepage under "Funding Opportunities". Choose the appropriate application and proceed to generate an application form.

Formatting of Attachments

The following formatting should be used for attachments (e.g., proposal, budget, timeline, roles).
• *Header*: For each attachment include the principal applicant last name, title/label of attachment)
• *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

Application Details Tab

NOTE: The majority of information under this tab is automatically filled in based on information from the Principal Investigator's Personal Profile. It is important to keep your Personal Profile information up to date so that it is properly reflected in the application. Listed below is the information that you will need to complete.

Principal Investigator

Pulled from the Principal Investigator Personal Profile.

Organization Information

The Organization is auto-populated from your profile. The Organization listed in this application is where funding will be held, if successful. If the named Organization is incorrect, please stop working on your application and contact SHRF at helpdesk@shrf.ca.

* Faculty/College (Or equivalent)

This field is where you 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.

Project Roles

Individuals can be invited to the application at both the Eligibility (if relevant) and Application stages as either Applicants/Investigators, Personnel or Supporters (role definitions can be found in the latest Funding Guide (shrf.ca/resources)). It is important to review the Project Team Requirements section in the Program Guide section of this Application Package so that you meet eligibility requirements.

NOTE: Align & Mobilize Grants do not have an Eligibility stage.

To add someone to your grant, find the appropriate Project Role that they will be holding (i.e., Applicants/Investigators) and click the Envelope 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.

Applicant/Investigators

Applicant/Investigators are those who contribute to the intellectual, cultural or scientific direction of the proposed work. They share responsibility for the direction of the proposed activities. They are designated as Principal Applicant, Co-Principal Applicant, or Co-Applicant

based on their level of leadership responsibilities and involvement. Individuals invited to this Project Role are considered Team Members and count towards the Project Team Requirements.

NOTE: Project Roles Descriptors for Applicant/Investigators are Researcher, Knowledge User, and Person with Lived Experience. For Mobilize and Align Grants, these Roles should be identified in "Roles and Responsibilities" under the "Proposed Project Tab".

Personnel

Personnel (Trainees and Research Staff) are those tasked to carry out aspects of the research project and will 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.

Grant Writer

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

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 250 words.

Research Activity Details

* Application Keywords

Provide five keywords relevant to the proposed research that may assist in reviewer selection and SHRF communications. 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.

* 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 audience reside. Be as specific as possible for your proposed research. Please add each location individually by clicking the "+" button. You may list 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 a maximum of 3 pages, the activity proposal should include the following:

1. Brief background and context/need the activity will address, including relevance and importance to the health of Saskatchewan residents;
2. Project goals and objectives;
3. Detailed description of the activities you will undertake (i.e. what you are doing, how you will do it, who will be involved and who the audience is). Provide appropriate details depending on the nature of the activity and address feasibility of the project and any potential pitfalls. Be sure the engagement occurring outside the academic setting is clearly evident; and
4. Discuss how the proposed activities fit within the umbrella of knowledge mobilization, including:
   a. If relevant, how they build directly on activities already completed;
   b. Potential future next steps.

* Activity Proposal

The proposal can be a maximum of 3 pages in a PDF format following SHRF formatting rules found in the current Funding Guide (shrf.ca/resources). To upload your proposal, please click the upload button. You will then be able to search or drop your proposal document 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 following SHRF formatting rules found in the most recent Funding Guide (shrf.ca/resources). To upload the Timeline, please click the upload button. You will then be able to search or drop your document into the system.

Roles & Responsibilities

* Roles & Responsibilities

For each applicant and personnel named, please outline their roles and responsibilities in relation to the proposal and timeline. The Roles & Responsibilities is a maximum 2-page PDF following SHRF formatting rules found in the most recent Funding Guide. To upload the Roles & Responsibilities, please click the upload button. You will then be able to search or drop your document into the system.

For Align and Mobilize applications that do not require CVs, a brief (one sentence) description of the team members qualifications or experience should be included alongside their roles and

responsibilities to assist reviewers in assessing if the responsibilities are appropriate.

Letters of Support

* Letters of Support

Supporters named in the project roles must provide a letter of support addressing their contributions and/or interest in the project. To upload the Letters of Support, please click the upload button. You will then be able to search or drop your documents into the system.

Supplementary Materials

Applicants may upload up to three (3) additional supporting documents directly relevant to the application. 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.

Impact & Evaluation

* Impact

* Evaluation

In this section, identify the impact that the activity will have on health research and knowledge mobilization. Identify how this impact will be evaluated. For any additional information regarding impact and evaluation, you can attach documents to the Supplementary Materials section.

Budget Tab

* Amount requested from SHRF

Please insert the amount that you will be requesting from SHRF.

* Detailed Activity Budget

Please attach a detailed budget (max. 2 pages, PDF format) showing expenses and funding source (SHRF request or matching contributions). Identify what line items would be allocated to SHRF funds. Budget lines should be reflected and justified in the Activity Proposal. To upload the Detailed Activity Budget, please click the upload button. You will then be able to search or drop your document into the system.

Other Contributions

Cash Contributions

In the below table, identify the matching contribution, amount and status if present. To add cash contributions, click on the "Enter Cash Contribution(s)" button where a new window will open. Then click on the "+" button and complete the requested fields. Click the "Save" button which

will then populate the table on the application.

In-Kind Contributions

SHRF encourages in-kind contributions, as appropriate. In the table below identify the source, the estimated value of the in-kind contribution and the status of it. To add in-kind contributions, click on the "In-Kind Contributions" button where a new window will open. Then click on the "+" button and complete the requested fields. Click the "Save" button which will then populate the table on the application.

Budget Documentation

Please attach any correspondence confirming important details related to the budget (i.e. Other funding support, contract arrangements, quotes, etc.). To upload the Budget Documentation, please click the upload button. You will then be able to search or drop your document(s) into the system.

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). **NOTE:** For Mobilize Grant applicants from a non-profit or other organization that does not have a research office (or equivalent), we only require the Principal Investigator signature. Click the "Approval Page" button to download the document.

* Approval Page Upload

Please upload the signed document in a PDF format. To upload your approval page, please click the upload button. You will then be able to search or drop your document into the system.

Submitting 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.

This section reflects the information asked in the SHRF RMS. It identifies each tab, field and how the information will be requested. Fields that are mandatory will be marked with an asterisk (*). All information is entered in the SHRF RMS and submitted electronically. No other materials should be sent to SHRF.