2024- 25

Align Grant

Application Package

Effective January 31, 2024

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. About this Application Package

This package supports you through SHRF's application process and, if successful, in managing your grant going forward. It 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*** available for download at shrf.ca/resources, 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.

1.1 SHRF Contacts

For questions about eligibility or program guidelines:

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

For other questions or technical help with the SHRF RMS:

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

For general inquiries: fundinginfo@shrf.ca

For technical issues and support: helpdesk@shrf.ca

2. Program Overview

2.1 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**.

2.2 Objectives

Applications must address all three of the following Align Grant objectives:

1. Increase research relevance, coordination, and potential for impact by:
    a. Enabling development and engagement of robust interdisciplinary research teams that include stakeholders* outside academia, AND/OR;
    b. Providing funding to complete activities that shape research to align with the Saskatchewan context and respond to Saskatchewan stakeholder needs.
    ** 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.*
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.

2.3 Important Dates

	Call #1	Call #2	Call #3
Application Opens	January 31, 2024	April 17, 2024	August 14, 2024
Information Webinar	February 7, 2024, 12 – 1 p.m. CST Register for the webinar >		
Application Deadline*	March 27, 2024, 4:30 p.m. CST	July 24, 2024, 4:30 p.m. CST	November 20, 2024, 4:30 p.m. CST
Funding Decisions	10 to 14 business days after application deadline**		
Funding Start Date	May 1, 2024	September 1, 2024	January 1, 2025

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

**Dependent on application demand. Applicants will be informed if results are delayed.

One information session will be held for the 2024-25 Align Grant. The recording will be made publicly available following the session.

2.4 Focus Areas

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

2.5 Funding Information

Amount

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.

Term

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

This funding is eligible for no-cost extensions.

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

3. Project Eligibility

3.1Application Requirements

Applications must:

- Submit a proposal that outlines the:
    - Background and rationale;
    - Project goals and objectives;
    - Methodology, including participant recruitment if applicable;
    - Knowledge translation plans;
    - Feasibility, including potential pitfalls and mitigation, ethical considerations, etc.;
    - Impact considerations, including relevance to Saskatchewan, team capacity and training potential; and
    - Future development and funding.
- Have a clear timeline with deliverables.
- Have clear roles and responsibilities for each member of the team, and briefly describing relevant background and experience as it relates to the proposed project.
- 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 section.
- Clearly demonstrate how the proposal meets the objectives of the Align Grant throughout the application. This can be done through the following examples or other means as appropriate to the proposed project:
    - Objective 1: Clear evidence of engagement with stakeholders outside academia, including knowledge user co-applicants or letters of support outlining the extent of participation in the activities or other contributed resources; OR, clear demonstration of previous work, consultations, collaborations, etc, that include non-academic stakeholders which are informing the direction of the proposed activities in alignment with the Saskatchewan context or needs.
    - Objective 2: Identify future funding competitions and how the proposed activities contribute to success in those competitions through a logical progression of research. Consider other funding opportunities whose objectives align with those of the proposed research.
    - Objective 3: Have at least one Saskatchewan-based trainee included on the application prior to submission as either a co-applicant or as personnel. Clearly outline their role and the benefits they will gain from participating in the project.

Other eligibility considerations:

- 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.
- Planning grants and student funding are not considered eligible future funding opportunities.
- Team meetings that do not include non-academic team members are not eligible activities.
- Supporting documentation for budget amounts, such as quotes, is encouraged.

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/or 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
- Engage with potential private sector investors
- Showcase your research’s practical applications, commercial value, and market opportunities to potential investors
- Identify knowledge sharing avenues outside academia

4. Applicant Eligibility

4.1 Multiple Applications

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

4.2 Renewal

Funding is non-renewable. Previous recipients may apply with a new project or advance their work from a previous Grant with a new proposal. The proposal should address previous progress.

4.3 Re-Applications

Previously unsuccessful applicants are encouraged to revise and resubmit their applications, taking into consideration feedback and current program guidelines.

4.4 Project Team Requirements

The Principal Applicant must meet eligibility requirements as described in the ***SHRF Funding Guide*** section 2.4.1.

At least one Saskatchewan-based trainee must be explicitly named either as personnel or as a co-applicant and their roles and responsibilities adequately described.

There is no minimum team requirement. Principal Applicants are encouraged to consider the Project Roles below to strengthen the application.

Project Roles Overview

Individuals and organizations participating in the proposed activity fall into 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/ Investigators** are individuals who contribute to the intellectual or scientific direction of the proposed work, or who bring perspectives of lived experience or practical applications to the proposed work. These contributions can include research expertise, Traditional knowledge, practical experience or lived experience. These individuals share responsibility for the direction of the proposed activities. Their designated Project Role is either Principal Applicant, Co-Principal Applicant, or Co-Applicant based on their level of leadership responsibilities and involvement. Furthermore, individuals in these Project Roles are designated as researchers, knowledge users, or people with lived experience based on their contributions to the proposed work.
- **Personnel (Trainees and Research Staff)** are individuals tasked to carry out aspects of the research project and who will be compensated from the grant funds. Personnel, while important contributors, are not considered towards fulfilling team eligibility requirements. An individual cannot be both compensated from grant funds as personnel and also acknowledged as a co-applicant.
- **Supporters** are individuals or organizations who provide a specific service in a limited and defined role in the proposed activities or have an interest in the research outcomes. Individuals invited to this Project Role are not considered towards fulfilling team eligibility requirements.

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

Applicants/Investigators fall into one of three descriptors:

- **Researcher:** An individual with formal research training who holds a position which supports them to pursue research and whose expertise supports the proposed research project.
- **Knowledge User:** An 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.
- **Person with Lived Experience:** An individual whose contributions to the proposed research are related to their personal experience with a health issue or experience as informal caregivers, including family and friends.

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

4.5 Project Role Requirements

Contribution forms are not required for Align Grants. Any relevant information regarding co-applicants, personnel and supporters should be included in the Roles and Responsibilities document.

Letters of Support are encouraged and should be uploaded as Supplementary information.

5. 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. You may be awarded a conditional amount. The SHRF Authorization for Funding document is the final grant amount.

Include **in-kind** and **other sources of funding** required to complete the proposed research in the Budget as Other Contributions (see Application Instructions).

Refer to the ***SHRF Funding Guide*** section 2.5 for important spending 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

In addition to policies for allowable expenses outlined in ***SHRF Funding Guide*** section 2.5, the following are specific expenses NOT allowable for the Align Grant. Budgets requests that include any of the following will automatically be reduced accordingly.

- 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.
  - Please contact the program manager listed in this guide to discuss eligible costs or exceptions.

6. Review Process

6.1 Review Criteria

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

Quality of Proposal

- 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?
- Is the methodology described and justified?
- Is the proposed budget appropriate, fiscally responsible and justified within the proposed activities?

Team Composition

- Are roles and responsibilities of team members well described?
- Does the involvement of knowledge users or people with lived experience(s), as applicable, on the team support the application goals and activities in a meaningful way?
- Does the proposal provide meaningful opportunities for Saskatchewan trainee(s) to be involved (paid as personnel or unpaid as applicant)?

Engagement and Outcomes

- 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?
- Are the planned activities grounded in, and/or likely to provide useful information about, the Saskatchewan context and stakeholder needs?
- Is the future funding application identified logical and appropriate? Are the proposed activities likely to strengthen the application?
- Does the application embody the purpose and all three objectives of the Align Grant?

6.2 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 reviews and alignment with SHRF strategic goals.

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

6.3 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.

Successful projects will be required to complete a final report at the end date of the grant and a follow-up report one year following the end date of the grant to confirm submission of at least one eligible follow-on funding application.

7. Application Instructions

This section reflects the information asked in the SHRF RMS. It identifies each tab, field and how the information will be requested for both stages of the application. Fields that are mandatory will be marked with an asterisk (*).

All information for the Eligibility Check and Application stages are entered in the SHRF RMS and submitted electronically. No other materials should be sent to SHRF. At the Eligibility stage, only the Application Details and Eligibility tabs will be visible on your application. After your eligibility has been submitted, reviewed and approved, your application will be pushed to full application, where you will have access to the rest of the application tabs. At this stage, you will no longer be able to edit the eligibility information and it will not be accessible to reviewers to read.

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: Calibri, Ariel or Times New Roman ONLY, black type, 11 point minimum

Line Spacing: 1.0 single-spaced minimum

Completing Your Personal Profile

Going forward, 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. The information collected in the Personal Profile will better help SHRF understand the demographics of our applicants and guide us in ensuring that we are upholding our values and strategic direction.

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 that after changes are made to follow the saving process.

Choosing the Association/Organization where Funding will be Held

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

The Association/Organization must be chosen prior to 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.

7.1 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. 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.

* Have you had previous Align Grant Funding for this Initiative

Please answer “Yes” or “No”. No further information will be required at this time.

7.1.1 Project Roles

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

To add someone to 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 either your eligibility or full 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

Applicants/Investigators are individuals who contribute to the intellectual or scientific direction of the proposed work, or who bring perspectives of lived experience or practical applications to the proposed work. These contributions can include research expertise, Traditional knowledge, practical experience or lived experience. These individuals share responsibility for the direction of the proposed activities. Their designated Project Role is either Principal Applicant, Co-Principal Applicant, or Co-Applicant based on their level of leadership responsibilities and involvement. Furthermore, individuals in these Project Roles are designated as researchers, knowledge users, or people with lived experience based on their contributions to the proposed work

Personnel

Personnel (Trainees and Research Staff) are individuals tasked to carry out aspects of the research project and who will be compensated from the grant funds. Personnel, while important contributors, are not considered towards fulfilling team eligibility requirements. An individual cannot be both compensated from grant funds and also acknowledged as a co-applicant.

Supporters

Supporters are individuals or organizations who provide a specific service in a limited and defined role in the proposed activities, have an interest in the research outcomes (i.e., knowledge user organization) or represent private industry. Individuals invited to this Project Role are not named to the grant and do not count towards the Research Team Project Requirements.

Grant Writers

Grant Writers is a role that includes a variety of individuals who support the Project Team in preparing the application or completing internal review activities. The person has access to edit the application but is not listed as being part of the proposed project and is not visible to the peer reviewers.

7.2 Proposed Project Tab

7.2.1 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.

7.2.2 Research Activity Details

* 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.

* 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.

* From the drop down, please choose one of the following:

The dropdown you can choose from includes: Necessary ethical and safety approvals have been received (this choice will trigger a second question); Ethics has been submitted for review; Ethics will be submitted for review; or Ethics and approvals not required.

* Please upload the ethics certificates/approvals acquired for the proposed research.

You will be able to upload the documents by clicking the Upload button. This question will only appear if you choose the first response in the "From the drop down, please choose on of the following" question directly above.

* 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.

7.2.3 Proposal

In a maximum of 3 pages, the activity proposal should include the following:

- Background and rationale;
- Project goals and objectives;
- Methodology, including participant recruitment if applicable;
- Knowledge translation plans;
- Feasibility, including potential pitfalls and mitigation, ethical considerations, etc.;
- Impact considerations, including relevance to Saskatchewan, team capacity and training potential; and
- Future development and funding.

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

7.2.4 Timeline

Provide a clear, visual timeline indicating project start and end dates, various steps and stages, details on activities including team members responsible, and identify milestones/indicators of success. Timeline must be within funding year parameters (see related Application Package for grant terms).

* Timeline

The timeline is a maximum 1-page PDF following SHRF formatting rules found in the most recent Funding Guide. To upload the Timeline, please click the upload button. You will then be able to search or drop your document into the system.

7.2.5 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.

7.2.6 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.

7.2.7 Supplementary Materials

Applicants may upload up to 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.

7.3 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 you will see there are three sheets: Budget Table; Other Contributions; and Declaration of Overlap. The amounts entered will round to the nearest dollar. Upon completion of this Template and uploading it back into the system, click "Save Draft" and 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 (please specify in Budget Justification)
2. Research Costs
a. Professional & Technical Services/Contracts
b. Consumables
c. Non-Consumables
d. Honoraria & Gifts
e. Travel
f. Other (specify in Budget Justification)
3. Knowledge Sharing Costs
a. Academic
i. Conferences (i.e., registration, printing costs, etc.)
ii. Publications
iii. Travel
iv. Other
b. Non-Academic
i. Events (i.e., relationship building, knowledge sharing, etc.)
ii. Publications
iii. Travel
iv. Other

Budget Documentation

Please attach any correspondence 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.

7.3.1 Future Funding Applications

* Future Funding Applications

In the table, please provide the details of the funding you will apply for to build on the work completed through this grant. At least one eligible opportunity with a deadline within 2 years must be identified and referenced within the proposal. Please add each future funding individually by clicking the "+" button.

7.4 Approvals Tab

7.4.1 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 applicants, if you are from a non-profit, or other organization that does not have a research office (or equivalent), we will only require the Principal Investigator signature.

* 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.

7.5 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.