SHRF
SASKATCHEWAN
HEALTH RESEARCH
FOUNDATION

2022-23

Connections Program

Truth and Action

Research Connections Grant

Application Package

Effective August 31, 2022

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Intention of This Call

SHRF's mandate is to encourage and fund health research with the goal of improved health of Saskatchewan citizens. We work to align research with the needs of the province and increase the investment in quality research that leads to better health care and healthier communities. The health of Saskatchewan communities is impacted by intersecting social, economic and historical factors. Supporting the health outcomes of Indigenous communities is integral to the success of this work.

In 2015, the federal government committed to implement the [recommendations of the Truth and Reconciliation Commission of Canada (TRC)](link) as a measure to redress the legacy of residential schools and advance Canadian society through reconciliation. The primary goals of the TRC are to support Indigenous Peoples and communities to heal, and to restore the relationship between Indigenous and non-Indigenous Peoples in Canada. The TRC recommendations are directed by 94 Calls to Action, including calls to guide governments, institutions, civil societies, and individual Canadians.

SHRF recognizes the importance of the TRC and the role for reconciliation in improving health of all Saskatchewan citizens. SHRF is supporting action towards these goals by offering *Research Connections Grant* funding for efforts towards reconciliation for the health of Indigenous Peoples.

The *Research Connections Grant* aims to increase the sharing of knowledge in ways that are easily accessible and useful for a range of audiences to inform decisions about health practices, programs and policies. Addressing the TRC Calls to Action, and in the spirit of the commission to reconcile Indigenous and non-Indigenous Peoples and perspectives, this funding supports knowledge sharing and collaboration activities for healthy and connected Saskatchewan communities.

This call is intended to provide funding that includes but is not limited to activities that: emphasize co-creation; share knowledge and stories; highlight Indigenous ways of knowing; offer recognition of cultural knowledge and ethical protocols; address attitudes, behaviors, institutions, and structures; create cross-cultural and generational interactions and exchanges; provide guidance on culturally responsive healthcare that responds to intersecting barriers to care, with the goal of improving the health of Indigenous peoples in Saskatchewan.

About this Application Package

This package will support you through SHRF's application process and, if successful, in managing your grant. It includes important information on program guidelines, our partners, 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* (formerly "Awards Guide") unless an exception is noted. The *SHRF Funding Guide* is available for download at shrf.ca. 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 Peer Review 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 SHRF RMS technical issues: helpdesk@shrf.ca

Important Dates

Competition Launch	August 30, 2022
Information Webinar	September 21, 2022, 12 – 1 p.m. CST
Application Deadline*	October 25, 2022, 4:30 p.m. CST
Funding Decisions	December 14, 2022
Funding Start Date	January 1, 2023

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

Program Guide

Program Purpose

Research Connections Grants aim to increase health research relevance, usability, and uptake by supporting short-term, targeted, knowledge mobilization or knowledge sharing initiatives taking place in, and having a practical application for Saskatchewan Knowledge Users.

Knowledge sharing and mobilization initiatives can encompass any activity that promotes and/or produces the use of established knowledge, including those that evolve from research or Traditional ways of knowing, and may involve knowledge synthesis; dissemination; transfer; exchange; and/or co-creation of knowledge.

Knowledge sharing includes connection with Knowledge Users. These individuals 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

The primary objective of the Research Connections Grant is to facilitate the sharing of health research knowledge in non-academic mediums or settings. Proposed activities must address any of the Truth and Reconciliation Commission of Canada's Calls to Action.

Focus Areas

Applications must address the Truth and Reconciliation Commission of Canada: Calls to Action report in combination with any area of human health.

Funding Information

Value

Up to **$10,000** is available from SHRF. No matching funds are required but are encouraged where available.

Duration

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

Applicant Eligibility

Principal Applicant

The Principal Applicant is the individual who is responsible for the overall direction of the proposed activities, assumes administrative responsibility for the funds, responsible for

reporting requirements, and receives all related correspondence from SHRF. The Principal Applicant submits the application to SHRF and is responsible to meet the submission deadline. The Principal Applicant can be a Knowledge User, Researcher, or Person with Lived Experience (see [SHRF Funding Guide](#) for full definitions).

The Principal Applicant must be from a non-profit organization, postsecondary institution, or health agency in Saskatchewan that has a Memorandum of Understanding with SHRF* or from any CRA-qualified donee organization** that can provide a statement of account to SHRF upon completion of the grant term.

The Principal Applicant must reside within Saskatchewan for the duration of the award.

* Organizations that hold a Memorandum of Understanding with SHRF are:

- Parkland College
- Saskatchewan Health Authority
- Saskatchewan Polytechnic
- St. Thomas Moore College
- University of Regina
- University of Saskatchewan

** CRA-qualified donees will need to provide their Registration Number and contact information to helpdesk@shrf.ca to register their organization in the SHRF RMS.

Project Team Requirements

Indigenous and non-Indigenous perspectives must be represented on the project team. Team members can participate in one of the following roles:

1. Applicants: individuals 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.
2. Personnel: individuals tasked to carry out aspects of the activity and are compensated from the grant funds, including trainees and research staff.
3. Supporters: individuals or organizations who provide a specific service in a limited and defined role in the proposed activities, have an interest in the project outcomes (i.e. a Knowledge User organization) or represent the private industry.

NOTE: For this funding opportunity, there are no Contribution Forms or additional documents that will need to be shared from Applicants or Personnel invited to this application. Supporters must provide a letter of support.

The role and responsibilities of each team member, including supporters, should be described (details under Application Requirements). Team members should be invited to the application in the SHRF RMS. For team members unable to access the SHRF RMS or accept the invitation to the application, SHRF will accept other forms of confirmation of involvement. Please contact the Program Manager to discuss options.

Multiple Applications

The Principal Applicant can submit only one application per call, but may be a co-applicant on other applications.

Project Eligibility

Application Requirements

The proposed activity will:

- Clearly support the Research Connections program purpose and objectives to promote health knowledge, and clearly address the goal of the TRC and/or any one of the specific TRC Calls to Action;
- Outline the roles and responsibilities of the project team demonstrating how the proposed project team includes the required perspectives and represents equity, diversity and inclusion;
    - A description of the relationship, engagement, and/or involvement in proposed activities of all applicants should be provided in addition to the activity proposal (one page maximum).
- Foster the dissemination and exchange of health knowledge in Saskatchewan.
    - Out of province participation may be included, but the focus of the proposed activities must be in Saskatchewan;
- Be achieved through one or a combination of the following:
    - Knowledge sharing, dissemination, transfer, brokering, translation, synthesis, exchange, networking or co-creation;
- Be innovative and impactful;
- Be based on research findings and/or traditional Indigenous knowledge or teachings;
- Produce timely and concrete deliverable(s);
- Where possible, provide employment and/or training opportunities in Saskatchewan; and,
- Include an evaluation plan, such as a reflective account, report or other form of evaluation at the conclusion of the activity.

NOTE: Academic research events are not eligible activities for Research Connections Grant funding. In-person activities are eligible, but feasibility under COVID-19 must be addressed.

Proposals can be written in any style to suit the specific activity, but must be 3 pages maximum, PDF format, 8.5 x 11 page size, and must be written for a non-expert audience.

Examples of Eligible Activities

Eligible activities often fall into one of the following types. Please note this is not an exhaustive list. Please contact the Program Manager if you have questions regarding eligible activities.

- Adaption, including translations of texts or presentations to reach new audiences;
- Development of new communication tools for print or online publication;
- Media events (television/radio/social);
- Artistic exhibits, performances;
- Development and/or use of interactive technologies, audio-visual products, and/or software that affects health outcomes;
- Funds can be used to identify, assess and strengthen commercialization opportunities in the medical and health technologies sectors.

Specific examples have included:

- o Generation of reports to inform policy and/or decision making;
- o Development of educational resources for teachers, youth, and the public;
- o Development and translation of educational resources for use by healthcare practitioners;
- o Outreach activities to connect Knowledge Users and individuals with available resources;
- o Compiling perspectives and lived experiences to create media content to share stories;
- o Compiling existing research and developing tech solutions to make access to evidence-informed information more easily accessible;
- o Developing tech solutions to improve access to resources and care.

The following activities are NOT eligible:

- Research activities (collecting or analyzing research data, etc.);
- Academic dissemination in any format (journal articles, conference presentations, etc.);
- Academic research events (academic conferences, research days, etc.);
- Research team meetings;
- Grant writing or preparation of grant applications.

Allowable Expenses

All expenses must be clearly justified in relation to the proposed project 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**. SHRF reserves the right to partially fund proposed project budgets if expenses are deemed ineligible.

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.

Application and Review Process

This application is available in SHRF's online Research Management System (SHRF RMS). All applications must be submitted electronically by the Principal Applicant through the SHRF RMS with all required fields completed.

Review Process

Applications will be reviewed by an internal committee guided by experts in Indigenous health research and Indigenous knowledge which will consider the following:

- Are the purpose, objectives, expected outcomes and target audiences of the proposed activity clear and well-defined?
- Is the proposal aligned with the purpose and objectives of the program?
- Is there an appropriate and convincing rationale and/or need described?
- Does the proposed activity promote engagement of different perspectives and ethically engage with Indigenous communities?
- Is the proposed activity feasible?
- Are the desired outcomes of the activity clearly outlined?
- Will it produce timely concrete deliverables?
- Is the source of knowledge identified?
- Is there community or institutional support as required to complete activities in place?
- Is the proposed budget appropriate, fiscally responsible and justified? Does it include employment and/or training opportunities within Saskatchewan where possible?

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.

Please note: SHRF reserves the right to fund partial requests or to request budget adjustments.

Applicants will be notified by email of the funding outcome.

Reporting Requirements

SHRF requires that Research Connections 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

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.

Completing Your Personal Profile

It is strongly encouraged that all Project Role individuals complete their SHRF RMS profiles, but it is not a requirement for this call. 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 to "Save Draft" or "Save" after changes are made.

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 Applicant the ability to choose which Association/Organization funding should be held at, if successful in the competition. The Principal Applicant 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 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.

NOTE: For the Research Connections Grant application, no contribution forms are generated. Invited individuals will need to accept the email invitation or contact SHRF at helpdesk@shrf.ca if there are any issues with applicant internet access.

Application Details Tab

NOTE: The majority of the information under this tab is automatically filled in based on information from the Principal Applicant'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 Applicant 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 are 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 as either Applicants/Investigators, Personnel or Supporters (role definitions can be found in the latest Funding Guide). It is important to review the Project Team Requirements section in the Program Guide section of this Application Package so that you can adhere to 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 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 individuals 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 responsibilities and involvement. Individuals invited to this Project Role are considered Team Members and count towards the Project Team Requirements.

NOTE: Project Role Descriptors (Researcher, Knowledge User, Person with Lived Experience) are not required for the Research Connections Application.

Personnel

Personnel (Trainees and Research Staff) are individuals tasked to carry out aspects of the research project and will be compensated from the grant funds. Individuals invited to this Project Role are not named to the grant (as they are compensated from it) and do not count towards the Project Team Requirements.

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 Project Team Requirements.

Grant Writer

Grant Writers are individuals who support the Project Team in writing and pulling together the documentation for the application. 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 50 words.

* Lay Summary
Maximum 250 words.

Research Activity Details

* Does this application propose research involving Indigenous Peoples?

Choose "Yes" or "No". If you choose "Yes" the question below will appear. If you choose "No" you will move on to the Geographical question.

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

Choose "Yes" or "No".

NOTE: This information is for SHRF reference only. Research activities are not funded by the Research Connections program and ethics approval is not required.

* 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 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. Activity goal(s) and objective(s).
2. How the activity relates to the purpose and objectives of the Research Connections Program.
3. Detailed description of the activity (i.e. what are you doing, how will you do it, who will it impact, where are you doing it); and
4. Description of the relevance and importance of the proposed activity to the Truth and Reconciliation definition of reconciliation and the Calls to Action and the health of Saskatchewan residents.

IMPORTANT NOTE ABOUT COVID: Reviewers will be instructed to consider feasibility under the current COVID conditions; therefore, please consider this while developing your proposal.

* 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 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 identifying 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.

Supplementary Materials

Applicants may upload up to 3 additional supporting documents directly relevant to the application (e.g. critical data collection tools, key publications, manuscript supporting the application, etc.).

The required Supplemental Materials for this Research Connections call are:

- A one page description of the relationship, engagement, and involvement in proposed activities of all applicants;
- Letters of Support from all Supporters of the application.

Other components are optional, so it is not meant to be onerous. The file upload is sorted 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

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

* Impact

Maximum 250 words.

* Evaluation

Maximum 250 words.

Budget Tab

* Amount requested from SHRF

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

Please note, that for this Research Connections call the requested amount is not required to be matched in cash and/or in-kind contributions.

* Detailed Activity Budget

Please attach a detailed budget (max. 2 pages, PDF format) showing expenses and revenues. 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.

Matching Contributions

Cash Contributions

NOTE: This Research Connections grant does not require that there be matching contributions but are encouraged to be obtained and identified where available.

In the below table, identify the matching contribution source, amount and status. To add cash contributions, click on the "Enter Cash Contribution(s)" button and 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 and 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 Research Connections 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. 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.