JIM PATTISON
CHILDREN'S HOSPITAL
FOUNDATION

Jim Pattison Children's Hospital Foundation

2019-20

Research Grant

Guidelines and Application Package

Administered by Saskatchewan Health Research Foundation

SHRF
SASKATCHEWAN
HEALTH RESEARCH
FOUNDATION

Published September 25, 2019

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About this Document

The following information in this *Research Grant Guidelines and Application Package* is to be used to support research teams in preparing and submitting an application to the 2019-20 Jim Pattison Children's Hospital Foundation (JPCHF) Research Grant competition. Additionally, grant management guidelines and policies are contained here. This document is comprised of three components:

1. The **Program Guide** will present the applicant with information regarding the funding opportunity, including purpose, dates, funding information, eligibility, allowable expenses, application process, and review process and criteria, and grant management policies.
2. The **Glossary of Definitions** describes key terminology used in this document.
3. The **Application Instructions** list all information found in the application form on Saskatchewan Health Research Foundation's (SHRF) Research Management System (RMS), giving the applicant an understanding of the information needed to apply.

Contacts

Funder:

For questions about JPCHF and their research support:

Allie Mclmoyl, Senior Manager, Digital and Impact Marketing, JPCHF

306-931-4880 or **allie@pattisonchildrens.ca**

Program Administration:

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

Karen Tilsley, Director of Funding Programs, SHRF

306-975-1686 or ktilsley@shrf.ca

For questions about application form or technical help with the SHRF RMS:

Tanya Skorobohach, Programs Coordinator, SHRF

306-975-1681 or tskorobohach@shrf.ca

For any technical issues with the CCV website:

Centralized helpdesk at CCV

1-888-603-4178 (toll free) or support-soutien@cihr-irsc.gc.ca

Program Guide

About the Funder

Jim Pattison Children's Hospital Foundation (JPCHF) is dedicated to raising funds for the enhancement of maternal and children's healthcare in Saskatchewan and Jim Pattison Children's Hospital. JPCHF funds Pediatrics and Maternal personnel across Saskatchewan, students who are studying in Saskatchewan in fields that directly support Pediatrics and Maternal Care, and anyone working in a field that impacts Pediatrics or the social and developmental health of children as well as Maternal Care. JPCHF collaborates with recipients that enhance diagnostics, patient care and treatment management; we also support strategies that align with enhanced pediatric and maternal social development and overall health.

Each year, our Foundation disburses approximately $400,000 to our province's medical community to conduct vital research to discover, evaluate, and incorporate new approaches to delivery of care, maintaining health, and preventing and curing disease. Our research vision is to become a world-leader in maternal and pediatric care, improving the lives for kids, moms-to-be, and families throughout Saskatchewan and beyond.

About the Program

Purpose

Through the Jim Pattison Children's Hospital Foundation Grants Program, our Foundation seeks to promote excellence in maternal and pediatric health care. To do so, we grant funds to research projects that have potential for significant impact based on scientific excellence and relevance to children's and maternal health.

The JPCHF Research Grant Program aims to support interdisciplinary research projects with the potential to enhance pediatric and/or maternal health care in the following departments within the Saskatchewan Health Authority:

- Children's Surgery
- General Pediatrics/Outpatients
- Developmental Rehabilitation/Therapeutic Treatment
- Acute Care Pediatrics
- Children's Emergency
- Pediatric Intensive Care and Step Down Unit (PICU)
- Programming/Initiatives
- Pediatric Subspecialties (e.g. endocrinology, hematology, rheumatology, etc.)
- Oncology and Day Medicine
- Maternal/Labour and Delivery
- Neonatal Intensive Care Unit (NICU)

Research Priorities

Applicants must describe how their program of research fits with one or more of the following research priority areas:

- Novel therapeutics, e.g. therapeutic use of cannabinoids; and/or
- Remote access and artificial intelligence; and/or
- Indigenous health; and/or
- Improvements to quality of care; and/or
- Improvements to maternal care.

Important Dates

Competition Launch	September 25, 2019
Information Webinar	October 16, 2019; 12 – 1 p.m.
Eligibility Check Cut-off	November 14, 2019 (4:30 p.m. CST)
Application Deadline*	January 16, 2020 (4:30 p.m. CST)
Funding Decisions	March 31, 2020
Funding Start Date	May 1, 2020

***Check with the host institution for internal deadlines and allow time to obtain signatures**

Grant Funding

A minimum of **3 teams** will be funded through a competitive peer review process administered by SHRF. Each team may request funding for up to **2 years** for a total maximum of **$120,000** for their research project.

Matching Funding

We recognize that due to the cost of running a research project, other sources of funding may be required. If you are planning to seek out additional funding or if additional funding has already been secured; you must disclose the details within your grant application. The following information must be included in your budget justification or declaration of overlap as appropriate:

- All organizations that requests for funding have been sent to;
- All organizations who have declined and/or granted funding;
- Detailed listing of additional potential and/or secured funds;
- Recognition requirements and terms surrounding all secured and potential funds.

Duration

2-year term

For policies on extensions beyond the initial grant period, please refer to the Leaves of Absence and Extensions section.

Renewal

Funding is non-renewable. If new avenues of research emerge because of work completed from a previously funded JPCHF grant, these may be considered new applications. Contact SHRF for clarification.

Eligibility Requirements

SHRF determines eligibility of all applications according to criteria defined in this program guide. Applicants are strongly encouraged to contact SHRF with any questions about eligibility at their earliest convenience prior to preparing and applying.

Principal Applicants must be based primarily in Saskatchewan with an affiliation at a Saskatchewan institution that allows them to hold funding at an institution where SHRF has an MOU. For a current list of eligible institutions, please see SHRF's Awards Guide section 2.1 or contact SHRF.

Multiple applications

As a principal or co-principal applicant, individuals can submit only one application per competition. There is no limit on the number of applications an individual can be listed as a co-applicant (in addition to an application in the role of principal or co-principal applicant). See Glossary of Definitions for more information.

Team Requirements

There must be a minimum of **three (3)** applicants with interdisciplinary expertise working collaboratively on this proposal and fulfilling the following criteria. There is no maximum number of team members, but feasibility of meaningful collaboration should be considered.

There must be team members based in Saskatchewan who fulfill the following three roles. Each person can only fulfill a single role for eligibility purposes:
1. Researcher
2. Health care provider
3. Patient/family advisor (PFA)

One person from the above list must meet the eligibility requirements for principal applicant. See Glossary of Definitions for more information.

> NOTE: If the patient/family advisor is a child under 18 years of age, their parent or legal guardian must consent and agree on the behalf of their child to participate on the research team as described in the application and submit testimonial with parent/legal guardian signature.

Allowable Expenses

Allowable expenses are those necessary to carry out the proposed research activities and not provided through other means. Budgets are reviewed carefully and should include only those expenses allowed and necessary for the proposed research.

Include planned expenses for the JPCHF grant request as well as **in-kind** and **other sources of** funding to complete the project in the proposed budget and justification.

The grant may be used for the following:
- *Research expenses:* salaries of staff including research assistant/technicians, materials and supplied, services, research travel, knowledge translation or dissemination of results.
- *Equipment* purchase or rental (including computers) required for the project **up to 10%** of total budget request from JPCHF, including set-up.

In addition, keep the following policies in mind while preparing your budget:

- Jim Pattison Children's Hospital Foundation supports only **direct costs of research**. No funding is to be used for indirect costs of research.
  - o Indirect costs of research are considered costs which cannot be directly associated with a particular research program or operating grant, including:
    - ▪ costs associated with the general operation and maintenance of facilities (from laboratories to libraries);
    - ▪ the management of the research process (from grant management to commercialization);
    - ▪ regulation and safety compliance (including human ethics, animal care and environmental assessment); and,
    - ▪ generic institutional/departmental taxes/tithes related to services.
- Jim Pattison Children's Hospital Foundation **supports research activity in Saskatchewan.**
  - o Funds may not be transferred to institutions out of province and may not support trainees or research staff based outside of Saskatchewan.
  - o If part of the research takes place outside of Saskatchewan, funds required to complete this work should be shown in the budget from sources besides JPCHF.
  - o If necessary, you may seek approval by contacting SHRF prior to the deadline for limited expenses budgeted outside Saskatchewan and include approval with your application.
- All purchases, reimbursements for services, travel costs and personnel support must follow **guidelines and rates set by the principal applicant's host institution** and must be undertaken according to the host institution's standard procedures.
- This grant **does not provide** funding for costs explicitly associated with preparing future grant applications.

Application Process

The JPCHF funding opportunity has **two steps**: 1) Eligibility Check and 2) Application. Both steps must be completed and submitted online using the SHRF Research Management System (SHRF RMS) at shrf.smartsimple.ca.

For a complete overview of the Eligibility Check and Application requirements, please refer to the Application Instructions.

If eligibility is no longer met at application submission, SHRF reserves the right to remove the application prior to peer review.

Complete Applications

Applicants must provide all requested information by the application deadline. All information is entered in to the SHRF RMS and submitted electronically; no other materials should be sent to SHRF. It is the responsibility of the principal applicant to assure all components of the application are complete and attached. Failure to comply with program requirements, guidelines and/or deadlines can negatively impact the status and evaluation of your application in a competition. Applications received in any other format, exceeding page limits or incomplete, may be declared ineligible. It is the principal applicant's responsibility to ensure all information is completed, properly formatted and all supporting documents (letters, testimonials, CVs, etc.) are included before the deadline. Missing signatures, incomplete sections and missing information all constitute an incomplete application. Material extraneous to that requested in the application will be removed before the application is sent for review. Attachments not following formatting instructions may be reformatted by SHRF and additional pages that occur from this process may be removed.

Neither **SHRF nor JPCHF assume any responsibility to notify applicants or follow-up with respect to incomplete or non-compliant applications.**

> **NOTE:** While the SHRF RMS provides validation of some fields, it is the applicant's responsibility to ensure all aspects of their application are complete and in accordance with funding opportunity requirements.

Timely Submission

Applications must be submitted electronically by the deadline (date and time of day) indicated in this guide. Late applications will not be accepted. It is the responsibility of the principal applicant to submit the application by the deadline.

Confidentiality

All applications are submitted to JPCHF via SHRF in confidence with personal and proprietary information used only for the purposes for which it is originally gathered.

CVs and Testimonials

Any applicants/team members who hold a position with research responsibilities must complete a Canadian Common CV (CCV) using the "Pattison Children's Research Grant CV" funding template. The principal applicant is responsible for obtaining the validated PDF file of the CV from all applicants and uploading it to the online RMS application prior to submission by the deadline. Draft versions ARE NOT acceptable.

- **Health care providers** can either complete a Canadian Common CV (CCV) using "Pattison Children's Research Grant" template or the SHRF Team Member Modified CV Template.
- **Patient and Caregiver/Family** team members may be asked to submit a testimonial in lieu of a

CV. If the patient/family advisor is a child under 18 years of age, their parent or legal guardian must consent and agree on the behalf of their child to participate on the research team as described in the application and submit testimonial with parent/legal guardian signature.

Funding Decision Process

Eligibility Check

The purpose of the mandatory Eligibility Check is to allow for the following:

- The application is submitted to the appropriate funding opportunity, identifying relevance to the purpose, objectives and priority areas;
- The principal applicant is eligible and minimum team requirements are met;
- To facilitate the creation of the review committees, and search for appropriate reviewers with expertise to the proposed projects;
- To formalize the process of eligibility, so that decisions made by SHRF are available to applicants and reviewers.

The Eligibility Check is reviewed internally by the SHRF program manager, following the above principles, checking only for eligibility. If questions arise regarding eligibility, the program manager will contact the principal applicant for further clarification and may require that revisions be submitted. Multiple revisions can occur until a final decision can be made or the eligibility check cut-off date has passed. The Eligibility Check is a rolling intake and approval process up until the cut-off deadline, therefore it is suggested to complete this step at your earliest convenience for a timely review and response from SHRF.

Application Review

Applications are evaluated in a competitive, peer-review process according to SHRF's Research Funding Peer Review Committee Guidelines.

Applications are assessed by panels of experts, who follow peer-review principles as well as JPCHF and SHRF jointly established review criteria for identifying worthy applications.

The panels or committees are constituted appropriately to suit the nature of applications under review and include active health researchers, health professionals and other experts. Each committee is chaired by a respected researcher from a relevant field. Committee members are from outside Saskatchewan, but generally from within Canada. To learn more about SHRF's peer review process, visit shrf.ca/Peer-Review.

Applicants will receive written comments from two lead reviewers on the committee assigned to the application. External reviewers may be used as needed in addition to assigned committee reviewers.

Review Criteria

The multi-disciplinary reviewers will consider both the scientific merit and the potential impact of the research proposal using the following criteria and weighting:

Idea (30%)

- Project purpose, goals, objectives and target audiences are clear and well-defined
- Appropriate background information and convincing rationale provided
- Degree to which research is original, unique and creative
- Detailed description of how the research project fits with one or more of the following research priority areas:
  - Novel therapeutics, e.g., therapeutic use of cannabinoids; and/or
  - Remote access and artificial intelligence; and/or
  - Indigenous health; and/or
  - Improvements to quality of care; and/or
  - Improvements to maternal care

Approach and Feasibility (30%)

- Study design and analysis are feasible and appropriate to address the research question(s)
- Project timelines are clear and reasonable
- Potential challenges and mitigation strategies are identified
- Appropriateness and justification of the budget for the proposed activities
- Overall readability

Development and Impact (20%)

- Importance and expected contributions of the research for pediatric and/or maternal health care are evident
- Plans to share knowledge gained with stakeholders and/or target audiences outside the academic community are appropriate, meaningful and well-described
- Plans for developing future funding request(s) are feasible and strengthened by the proposed research
- Description of how the knowledge gained will be useful and have potential for future impact on the health of Saskatchewan residents and beyond
- Evidence of capacity building for addressing issues relevant to Saskatchewan; advancement of knowledge and contribution to our understanding of important health issues; health, social and/or economic impacts; and demonstration of the size and value of the market

Expertise, Experience and Resources (20%)

- Team members bring complementary and interdisciplinary knowledge, experience and expertise to benefit the research question(s)
- Collective expertise through team members and/or collaborators, including patient, researchers and health care providers, is present to address question(s) and carry out proposed activities
- Experience and track record of the team members is suitable
- Roles and responsibilities of team members are clear, and engagement is evident
- Research environment is suitable and supportive

Rating

Jim Pattison Children's Hospital Foundation is committed to excellence and will fund only proposals that achieve an overall committee rating of 3.5 or higher on the following SHRF's 5-point scale:

- 4.5 - 4.9 Outstanding: highest funding priority
- 4.0 - 4.4 Excellent: very high funding priority
- 3.5 - 3.9 Very good: high priority; should be funded
- 3.0 - 3.4 Good: acceptable, but low priority
- 2.5 - 2.9 Fair: not acceptable for funding but shows promise
- 2.0 - 2.4 Poor: needs major revision
- < 2.0 Seriously flawed

Funding Allocation

Criteria to allocate funding are as follows:

- Only applications rating 3.5 or higher on SHRF's 5-point scale will be eligible for funding;
- Funding will be allocated by score from highest to lowest until funds for the competition are exhausted; and
- To ensure applicants have sufficient resources to complete their research as planned, JPCHF will normally only fund whole grants as recommended by the review committee.

Notification

All applicants are notified electronically in writing of the outcome, along with anonymous feedback from the peer reviewers at the final stage in the competition. This information is made available on the SHRF RMS. Neither SHRF nor JPCHF provides competition results over the telephone. SHRF does not have an appeal process.

Successful applicants receive an Award Letter outlining any outstanding terms and conditions of funding.

Acceptance

Once an offer has been made, successful applicants must accept the grant by signing the Notice of Acceptance (NOA) form provided on the SHRF RMS, constituting an acceptance of the terms and conditions for funding. JPCHF funds are not released until SHRF receives the signed acceptance and confirmation that all terms and conditions have been met.

Start dates may be postponed due to medical or family leave. Applicants should contact SHRF as soon as the need for a postponement to the start date is known.

Grants and Awards Management

Releasing Funds and Fund Management

Research Grant funds are managed through Saskatchewan Health Research Foundation. JPCHF funds will only be issued via SHRF to an eligible Saskatchewan-based institution (must have memorandum of understanding with SHRF). Specific terms and conditions of funding are outlined in Award Letters to researchers and agreed upon by researchers in their Notice of Acceptance to Jim Pattison Children's Hospital Foundation via SHRF.

All conditions must be fulfilled before funds are released. Once any outstanding terms and conditions have been met, SHRF sends an Authorization for Funding form (AFF) to the host institution where the funds will be held and managed in a separate research fund, according to accepted accounting practices for research funds.

SHRF pays research funds to the host institution on a monthly basis; however, amounts are authorized for use on a yearly basis according to the AFF. Continued authorization of funding for JPCHF grants is based on researchers' annual reports and annual financial statements from host institutions, ensuring that terms and conditions continue to be met.

Research and financial offices at host institutions are responsible for managing the disbursement of research funds, ensuring timely flow of funds to researchers and ensuring expenditures stay within approved budgets and allowable expense guidelines for this program.

Researchers are responsible for providing documentation to the financial office at their institution so that annual and final statements may be prepared for SHRF on behalf of JPCHF on a timely basis.

Orientation

Grant recipients are strongly encouraged to attend an orientation session where information on Jim Pattison Children's Hospital Foundation will be presented, as well as information on managing research funds and other general expectations of grant recipients. Recipients will also have an opportunity to ask questions of JPCHF and SHRF staff.

Acknowledgement

The Principal Investigator must acknowledge the support of Jim Pattison Children's Hospital Foundation in all scientific publications and presentations related to the Grant. Suggested citation: *Research Supported by Jim Pattison Children's Hospital Foundation*.

Publicity

Jim Pattison Children's Hospital Foundation asks that it be informed in advance of any publications arising from a project and its funding. Please submit a copy of the publication to the Foundation as soon as possible after publishing. In addition, a copy of publications and presentations must be submitted with each progress and final technical report.

Jim Pattison Children's Hospital Foundation will provide quotes on behalf of the Foundation, when requested.

Marketing and Communications

In this increasingly challenging economic climate, raising funds is becoming progressively more important. Jim Pattison Children's Hospital Foundation will regularly update donors and the public as to how their donations are being used. The role of Grantees is critical in sharing with the public the role of enhanced equipment, patient care and professional development. Grantees should expect to be called upon to assist and/or collaborate with Jim Pattison Children's Hospital Foundation in its marketing and communications efforts to enable continued support for its mission. This may be in the form of presentations, funding announcements, photo opportunities, advocacy, media interviews, media releases, and other communication vehicles.

Leaves of Absence and Extensions

Successful grant applicants are required to notify Jim Pattison Children's Hospital Foundation of any leave to be taken; apart from ordinary vacation leave, in order for adjustments to be made to the dates of the grant. The term of the grant will be extended by the duration of the leave, to a maximum of one (1) year.

Grantees may ask for an extension of the term of the grant in writing, submitted to the Foundation's office (allie@pattisonchildrens.ca) one month prior to the end of the original funding term. This request must include justification for funds not spent in the original time allowed, and plans made to complete the grant requirements with timelines and deliverables proposed.

Principal Investigator: Change in Status

If a Principal Investigator's formal affiliation with their host institution terminates, Jim Pattison Children's Hospital Foundation funding will be suspended until documented permission from Jim Pattison Children's Hospital Foundation is obtained. For all research grants, the Principal Investigator or their host institution may request that the project continue under one of the following circumstances:

- Transfer of research project administration to another institution that Jim Pattison Children's Hospital Foundation is affiliated with at which the Principal Investigator is formally affiliated;
- Transfer of research project administration to a senior research project team member, or another qualified individual, at the existing host institution;
- Transfer of research project administration to a senior project team member, or another qualified individual, at another institution that Jim Pattison Children's Hospital Foundation is affiliated with at which the proposed Principal Investigator is formally affiliated.

To request documented permission from Jim Pattison Children's Hospital Foundation to change a Principal Investigator's formal affiliation with their host institution, the following documentation must be sent to Jim Pattison Children's Hospital Foundation at least thirty (30) days in advance of the requested change.

➢ A formal letter from the Principal Investigator requesting change in formal affiliation and confirming the following information; reason for departure, effective date of change, interim research progress report, plans for the continuation of the research project and explanation of any impacts on the approved project plan and timeline.
➢ The following must be sent to Jim Pattison Children's Hospital Foundation as applicable; new Principal Investigator CV, letter from the new Principal Investigator demonstrating qualifications to assume research project work, letter from executive authority confirming that adequate resources and support are available for the research project to continue.

Reminder: JPCHF funding supports research activity in Saskatchewan. Funds may not be transferred to institutions out of province and may not support trainees or research staff based outside of Saskatchewan.

Accountability

Jim Pattison Children's Hospital Foundation is committed to ensuring that our donors are advised as to how annual funding is utilized. Without annual report and end-of-grant final report submissions as described below, continued or future funds may be re-considered by the Jim Pattison Children's Hospital Foundation.

Annual Report

Jim Pattison Children's Hospital Foundation requires annual reports to be submitted via SHRF RMS no later than thirty (30) days following the one-year anniversary date of the grant each year, until the completion of the Grant, including the following information:

- Scope of research to date.
- Demonstrate how the funds have been spent, as specified in your application.
- Share what has been gained by this research and how your research has been or will be shared with other health professionals and, where appropriate, the public.
- Describe, if applicable, how the funds will have a positive effect on either attracting or retaining health professionals in Saskatchewan.
- Describe, if applicable, what impact the funds have had for patients.

- Provide information and references as to Foundation recognition and include your recommendations about how Jim Pattison Children's Hospital Foundation can appropriately publicize your work as it progresses so that we may maximize public support.

Final Report

A final report is required to be submitted to Jim Pattison Children's Hospital Foundation via SHRF RMS no later than thirty (30) days following the completion/termination of the grant.

This information may be used on the Foundation website, Annual Report or other public documents.

Ethics and Safety

Jim Pattison Children's Hospital Foundation is committed to funding research that meets the highest standards of excellence and ethics. All human, animal and basic science research funded by Jim Pattison Children's Hospital Foundation must comply with the ethical and safety conduct requirements expressed in the following guidelines:

- Most recent Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans
- Best Practices for Research Involving Children and Adolescents;
- Ethics of Health Research Involving First Nations, Inuit and Métis People;
- Privacy and Confidentiality in Health Research;
- Responsible Conduct of Research;
- Stem Cell Research;
- Responsible Conduct of Research: Tri-Agency Framework Standard;
- The Canadian Council on Animal Care Guidelines;
- Canadian Biosafety Standards: Standards from the Public Health Agency of Canada.

Compliance

Jim Pattison Children's Hospital Foundation expects researchers to carry out their research responsibly and to make sound decisions on resource allocation. Researchers must operate in compliance with local, national and international ethical and legal standards, and all applicable policies of their host institution that govern:

- Management and conduct of research, including safety;
- The financial management of research; and
- The management of research personnel and students involved in research.

Where there is neither an existing JPCHF policy nor an existing host-institutional policy, researchers are to seek, through their institution's research administration, appropriate advice and/or a ruling from JPCHF.

Non-Compliance

Jim Pattison Children's Hospital Foundation reserves the right to stop funding and/or research activity at any time if it determines that researchers are in breach of terms and conditions of funding, as outlined in the NOA signed by the grant/award holder. Examples of a breach include, but are not limited to:

- Terms of the Grant are not adhered to;
- The Grant was obtained on the basis of incorrect or incomplete information;
- Conditions imposed by the JPCHF are not met at all or not met within the deadlines set by the JPCHF;
- The funds have not been used for the direct purpose stated;
- The funds have not been accounted for in time, as agreed;
- Changes in eligibility to hold funds or conduct research; and/or
- Failure to provide satisfactory annual reports.

Changing or Stopping Funding

Financial actions that may be taken if a grant or award holder is determined by JPCHF to be significantly under spent, inactive or in breach of terms and conditions include:

- Stopping payments temporarily or permanently;
- Stopping access to the research funds;
- Asking the employing institution to stop all research activity; and/or
- Rescinding all or part of the grant or award.

If at any time it is determined that any representation or warranty made by the grantee in the grant application is not true or accurate, or is materially misleading, JPCHF may at its discretion terminate the grant.

Glossary of Definitions

Applicant Roles

When the principal applicant adds an individual to an application on the SHRF RMS, they must be assigned an applicant role (i.e. co-principal, co-applicant, grant facilitator). The applicant role should reflect the level of involvement that the individual will have in the application. Please see the following applicant role definitions:

Principal Applicant

The team member who is responsible for the overall direction of the proposed activities, assumes administrative responsibility for the grant and receives all related correspondence from SHRF (i.e., the project manager). The principal applicant starts the application in the SHRF RMS and adds all team members in the appropriate application roles. It is the responsibility of the principal applicant to submit the application by the deadline. Specific eligibility requirements for the principal applicant include:

- Be self-directed and autonomous regarding their research activities (i.e. not a trainee or contracted employee);
- Be able to hold peer-reviewed funds as a principal investigator and publish research results;
- Be affiliated with a Saskatchewan institution, which has a Memorandum of Understanding (MOU) with SHRF and agrees to administer the funds as the host institution;
- Be obliged to conform to institutional regulations concerning the conduct of research, supervision of trainees as applicable and the employment conditions of staff paid with SHRF funding; and
- Reside and work in Saskatchewan during the funding period of the grant.

Co-Principal Applicant

Team member who makes a significant contribution to the intellectual or scientific direction of the proposed work, sharing responsibility for the direction of the proposed activities at a level similar to that of the principal applicant, but who is not the designated project manager. They must be based in Saskatchewan for the funding period of the grant and may not be trainees; however, they do not need to meet the other eligibility requirements of a principal applicant.

> **NOTE:** Applicants with positions that do not include research responsibilities must include a letter of support from the appropriate supervisor if employment related time and resources are being used to carry out the proposed research project.

Co-Applicant

Team member(s) who makes a significant contribution to the intellectual or scientific direction of the proposed work and shares responsibility for the direction of the proposed activities. Co-applicants may be from outside Saskatchewan if the minimum team member eligibility requirements are met for the application. The co-applicant can be assigned the ability to edit or limited to read-only access on the RMS application.

Trainees and research associates with expertise to contribute to the research may be co-applicants provided they are not compensated from grant funds. Trainees and research associates do not count towards minimum team membership requirements.

Grant Facilitator

Individual(s) who support the development and/or management of research grant applications. Individuals added to the application in this role are not visible to the review committees and can be added with edit or read-only access.

Team Member Roles

Individuals named as applicants who contribute to the intellectual or scientific direction of the proposed work, sharing responsibility for the direction of the proposed activities. Team members (i.e. applicants) must provide information about their expertise, their team member role (i.e. researcher, knowledge user) and time commitment in the proposed project. See Team Membership requirements for more information.

Researcher

An individual with formal training who holds a position which supports them to pursue research and whose expertise supports the proposed research project.

Researchers are required to submit a CV demonstrating their relevant academic contributions using "Pattison Children's Research Grant" template on the Canadian Common CV (CCV).

Health Care Provider

An individual who provides preventive, curative, promotional or rehabilitative health care services in a systematic way to people, families or communities. A health care provider may operate within all branches of health care such as medicine, surgery, dentistry, midwifery, pharmacy, psychology, nursing or allied health professionals; they may also be a community health expert working for the common good of the society.

Health care providers can either complete a Canadian Common CV (CCV) using "Pattison Children's Research Grant" template or the SHRF Team Member Modified CV Template.

Patient/Family Advisor

The term patient is defined as anyone who has personal lived experience of a health issue as well as their informal caregivers, including family and friends (SPOR Patient Engagement Framework). This term may be replaced with client, family, resident, person with lived experience, community, community-based organization, etc.

Applicants in the team member role of patient/family (or equivalent) must provide a signed testimonial (email is acceptable) to the principal applicant for inclusion in the application. The testimonial may be up to approximately 250 words and address the following:
To the degree you are comfortable sharing, please tell us about your experiences which have led you to be interested in participating on the research team for this research project.

> NOTE: If the patient/family advisor is a child under 18 years of age, their parent or legal guardian must consent and agree on the behalf of their child to participate on the research team as described in the application and submit testimonial with parent/legal guardian signature.

Collaborator

An individual or organization who provides a specific service in a limited and defined role in the proposed activities (e.g. access to equipment, training in a specialized technique, access to a patient population, statistical analysis services, etc.) to facilitate the proposed work and/or who is a knowledge-user who is likely to be able to use the knowledge generated through this and future research.

A **letter of support** must be provided outlining the contribution(s) and/or support for the research. Collaborators are not considered team members/applicants and, therefore, are not counted toward eligibility requirements and do not provide a CV.

Impact

The intended effect of the outputs and outcomes of the research activity and results on both the research environment and into the public sphere. The possibility of the research to make a change in society, in particular in Saskatchewan. Impact can be achieved through research activity, knowledge generation and knowledge sharing through different avenues (i.e. publications, presentations, policy, technologies, etc.) where stakeholders and end-users are engaged and see the value of the results. SHRF subscribes to the impact categories of the Canadian Academy of Health Sciences ROI Framework, which measures impact in the following five categories: building capacity, advancing knowledge, informing decision-making, health impacts, and broad socio-economic impacts. To learn more about the framework SHRF uses to measure impact, please visit shrf.ca/Funding-Resources or go directly to the document by clicking here.

Application Instructions

This section reflects the information asked in the [SHRF Research Management System](#) (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.

Eligibility Check

Adding Contacts

The principal applicant adds team members to the online application using the "Adding Contacts" bar on the left menu bar. The information will appear in the "Applicant Details" tab. See further instructions in the Applicants Details Tab section below.

General Tab

> **NOTE:** Some information under this tab is automatically filled out based on information from the principal applicant's RMS contact profile. It is important to keep your contact information up to date in the RMS so that it is properly reflected in this tab. Listed below is the information that you will need to enter manually in this section.

*Project Title: Please insert a working title. The Principal Applicant will be able to adjust the title at the application stage, if needed.

****Lay Title of Research Project:** Please insert the title of the project in lay language.

SHRF Program Manager Comments

This textbox is for the SHRF Program Manager to leave comments regarding the eligibility check. This information will be visible to applicants and reviewers.

Applicant Details Tab

Follow these steps to add contacts to your application:

1. Go to the left-hand side of your screen and click the 'Adding Contacts' bar
2. Enter the required information for each contact.
   - ➢ Choose one of the following roles for added contact:
     - Co-Principal Applicant
     - Co-Applicant (this role has the ability to edit the application)
     - Co-Applicant – Read Only
     - Grant Facilitator

NOTE: If a co-applicant is a child under 18 years of age, their parent or legal guardian must consent and agree on the behalf of their child to participate on the research team as described in the application.

3. Click 'invite'.
4. The contact will receive an email requesting their participation on the application in the role you assigned.
5. The person will then be able to accept or decline the invitation.
6. Their information and status will be listed here and in the 'Contacts' bar on the left menu.
7. If an invited contact does not respond to the original email or you need to make changes, you must cancel the invite by clicking the 'x' button. The Principal Applicant will then need to insert the information again and click the 'invite' button to resend the invitation.

*Renewal: Is the proposed project a renewal or continuation of a previously funded project? Choose yes or no.
- If "Yes", please name the previous funding source in the textbox.

Please indicate the **Principal Applicant's affiliation** where the funding will be held.
- Department
- *Faculty/College
- *University/Institution

Eligibility Tab

Principal Applicant Eligibility

*Type of Appointment: Identify relevant appointment type/title and length of term, if limited.

Other Current and Relevant Affiliations: Please identify any other affiliations you may hold that relate to the work on this proposed project (i.e. A position with the Health Authority, SHRF partner organization, etc.).

Priority Areas

*Please select the priority area(s) of research that best reflect the current proposed research. Choose from:
- Novel therapeutics, e.g., therapeutic use of cannabinoids; and/or
- Remote access and artificial intelligence; and/or
- Indigenous health; and/or
- Improvements to quality of care; and/or
- Improvements to maternal care.

Team Member Roles and Eligibility Requirements

Team Member Roles

*Minimum team member eligibility requirements must be met at this stage. Refer to Application Package for detailed requirements and team member roles. In the table below, type the full name of all current

team members (i.e. added contacts) and select the team member role they will hold on this application.

> **NOTE:** You may make changes to team members following eligibility check; however, minimum team member eligibility must be met again at application submission or the application will be removed from the competition.

Multiple Applications

*Are you or any current team members a Principal or Co-Principal Applicant on more than one planned application for this funding opportunity? Choose yes or no.

Proposed Application Information

Using up to 250 words for each field, address the requested information regarding the proposed project. Please include relevance to the partnership(s), where applicable.

- ***Fit with Program:** Address how your proposed project fits with the purpose and objectives of the funding opportunity.
- ***Purpose/Objective(s):** Identify the purpose and/or objectives of your proposed research.
- ***Proposed Methods**: Identify the general approach/proposed methods that will be used.
- ***Potential Impact**: Highlight the potential impact the proposed research would have. Keep in mind the impact categories of the Canadian Academy of Health Sciences ROI Framework (see the Application Package for more information regarding framework).
- ***Audience**: Identify the audience(s) who would benefit from the knowledge gained from the proposed research.

Suggested/Excluded Reviewers:

- *Provide the names and current affiliations of at least three researchers <u>from outside Saskatchewan but within Canada</u> with expertise in the area of proposed research (i.e. topic, methods) who are **not in conflict of interest** (i.e. have not collaborated with any of the applicants within the past five years).
- Provide the names and current affiliation of up to three reviewers <u>from outside of Saskatchewan</u> whom you would prefer did not review the application (Optional).

Formatting

All application attachments should adhere to the following format:
- **File format**: PDF only
- **Page Size**: 8.5" x 11"
- **Margins**: one inch minimum
- **Font**: 11 point minimum; Calibri or Times New Roman (or equivalent but no narrow/condensed fonts), black type
- **Line Spacing**: single-spaced
- **Header**: principal applicant last name and label of attachment (e.g. research proposal)
- **Footer**: Page X of X for the attachment

Application

Adding Contacts

* To add a contact to your application, go to the left-hand side of your screen and click the 'adding contacts' bar.

Please provide the requested information below to add contacts to your application and click 'invite'. The contact will receive an email requesting their participation on the application in the assigned role. They will then be able to accept or decline the invitation. You will see their information and status listed below and in the contacts bar on the left menu.

> **NOTE:** If an invited contact does not respond to the original email, you will have to cancel the invite by clicking the 'x' button. The Principal Applicant will then need to insert the information again and click the 'invite' button to resend the invitation.

Choose one of the following roles for added contact:
- Co-Principal Applicant
- Co-Applicant (this role has the ability to edit the application)
- Co-Applicant – Read Only
- Grant Facilitator

> NOTE: If a co-applicant is a child under 18 years of age, their parent or legal guardian must consent and agree on the behalf of their child to participate on the research team.

General Tab

> **NOTE:** The majority of information under this tab is automatically filled out based on information from the principal applicant profile. It is important to keep your contact information up to date in the RMS so that it is properly reflected in this tab. Listed below is the information that you will need to complete.

***Project Title:** Please insert the title of the project.

***Lay Title of Research Project:** Please insert the title of the project in lay language

Applicant Details Tab

Make any changes to team membership by following the [instructions for adding contacts](#). Be sure that eligibility and team requirements are still met, or your application will be removed from the competition.

Other information in this tab cannot be edited following the eligibility stage but is visible to reviewers.

Eligibility Tab

The Eligibility section of the application will **not** be visible to the reviewers. Once your eligibility has been submitted and if you go through to the application stage, any information under the eligibility tab can no longer be modified.

Plain Language Summary

Provide a clear and concise description of the project. Identify the project objectives, and why it is original and important. Briefly explain general methodological approach. Do not include references and avoid acronyms. This section must be written for a nonscientific audience and it may be used to seek reviewers and for communication purposes (300 words maximum).

Relevance to Priority Areas and Grant Purpose

Describe how this research is relevant to the mission of the JPCHF, purpose of the grant and to one or more priority areas. Provide information on how research results will be disseminated and how the support of the JPCHF will be acknowledged (300 words maximum).

Application Keywords

Provide **five keywords** relevant to this funding call that may assist in reviewer selection.

Research Proposal Tab

See application instructions in the application package for proper [formatting](#) of attachments.

Project Description

The project description is a maximum **8-page attachment** following SHRF formatting rules (see application instructions) in a PDF file format. Provide a clear and concise description of the proposed project, including the following elements:

- Project goals and objectives
- Research questions and hypotheses
- Current state of knowledge and rationale for proposed research, including how the project relates to previous work done in this area (i.e. what new knowledge will this project add)
- Relevance and importance of this research project, including the connection to the health of Saskatchewan residents
- Methodological approach, including study design, analysis plan, etc.
- Plans to engage patient/family team members in the research process
- Knowledge translation plans, including information regarding the target audience and how information will be shared with stakeholders outside the academic community
- Plans to address anticipated ethical issues and potential pitfalls or difficulties
- Research environment, including space, equipment, staff and others supports necessary to do the research
- Future funding and development description, clearly and concisely describing how this research proposal would support the team regarding future funding. Identify the potential source of future funding, with specific examples and dates (i.e. CIHR Project grant, spring timelines).

NOTE: Figures, diagrams, illustrations, etc. required to describe the proposed project must be included within the 8-page limit

*Timelines

The timeline is a **maximum 1-page** attachment following SHRF formatting rules (see application instructions) in a PDF file format. 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. Timelines may be up to a maximum of 2 years. The feasibility of the proposed timeline **will be evaluated** by the review committee.

*References

Upload the list of references (No page limit, PDF file format) cited using the discipline appropriate format.

Supplementary Materials

Optional: Applicants may upload up to three (3) additional supporting documents directly relevant to the application (e.g. critical data collection tools, key publication or manuscript supporting the application). This component is optional, so it is not meant to be onerous. Reviewers are not obliged to read the supplementary materials; therefore, the proposal should not depend on this information.

Team Composition, CVs, Collaborators/Supporting Letters Tab

*Team Composition

The team composition is a **maximum 2-page** attachment following SHRF formatting rules (see application instructions) in a PDF file format. Describe the project team, highlighting team members' roles and time commitment. Demonstrate the team's ability to successfully conduct the proposed research. Demonstrate the collaborative, multidisciplinary nature of the research team and how applicants' experience and expertise is complementary in addressing the research question(s). Describe roles and responsibilities of trainees involved in research, identifying specific individuals where relevant. The team composition **will be evaluated** by the review committee, therefore, refer to the review criteria as well.

*List of Team Members

Type in the name of each team member (i.e. contact added to this application), select their role (i.e. researcher, healthcare provider, patient/family advisor) and enter the number of hours per week that they will commit to the project. This information should reflect the team members listed in the team composition attachment.

To be eligible, the team must include:
- Researcher
- Health Care Provider
- Patient/Family Advisor

Applicant CV's

All team members who hold a position with research responsibilities must provide a validated Canadian Common CV using the **"Pattison Children's Research Grant"** template. All other Team Members listed in the Team Member table may use either the Canadian Common CV using the SHRF Funding CV template or the SHRF "Team Member Modified CV" found at shrf.ca under Funding Resources.

For any technical issues with the CCV website, please contact the centralized helpdesk at support-soutien@cihr-irsc.gc.ca or call toll free at **1-888-603-4178**. For template specific questions, please contact the program manager listed in the Application Package or email helpdesk@shrf.ca.

SHRF does not currently accept electronic CCV submissions. After selecting "confirm" and responding to the consent questions, if applicable, please follow these steps:

- Go to "History".
- Find **Pattison Children's Research Grant** CCV submission
- Open and save the related PDF file to include with the submission of this application. We recommend including the investigators name in the file name.
- Attach it to this application by clicking the button below.
   NOTE: Draft versions (obtained by clicking on "Preview") will not be accepted.

Files will appear in the order they are uploaded.

Collaborators and Supporting Letters

In the below worksheet, provide the names and affiliations of any supporting individuals or agencies. Collaborators must provide a letter outlining their contribution and/or support for the research and any future plans. For each individual or agency listed, attach a letter.

Budget Tab

Budget Instructions

In the following fields and tables, clearly identify the information requested. Budget information should reflect the plans outlined in the project description. 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 Budget" table and outlined in the budget justification attachment. If any proposed research activities are dependent on other sources of funding not yet secured, this contingency should be clearly identified and its impact on the execution of the research addressed.

NOTE: An upload field is available following the budget justification section for any correspondence confirming important details of other funding support, contract arrangements, quotes, etc.

For both the budget tables and budget justification, include the following:

- **Personnel Costs (Salaries and Benefits)**: Details of hourly wage, work hours/week, number of work weeks for each personnel listed in the budget table, referring to your institution's policies. Within the budget table, identify the role (i.e. Research Assistant, Technician, Other), if they are a trainee and at what level (i.e. undergraduate, Master's, Ph.D., Postdoctoral).
- **Professional/Technical Services Contracts**: Provide details of any contracts or arrangements that have been made.
- **Equipment**: provide price estimates for all equipment valued at **$2,000 or more**, quoted in Canadian dollars and include applicable taxes, shipping costs, and any other costs that are part of the purchase. Equipment costs shall not exceed **10%** of the total grant budget.
- **Materials and Supplies**: Price estimates, including applicable taxes and other costs that are part of the purchase must be detailed in the justification.
- **Research Field Travel**: Include travel costs related to the work on the project (i.e. travel to conduct focus groups, team meetings).
- **Knowledge Translation**: Include costs related to knowledge sharing activities within and beyond the academic community. Include travel related to knowledge translation (i.e. conferences, community forums to present results), preparation of research knowledge to share with stakeholders/target audiences, or hospitality costs to bring together stakeholders/target audiences. Academic conference travel specifically is limited to **$3,000**.
- **Meetings and Honoraria**: Include honoraria, meeting room rental fees, hospitality costs, etc. for data collection and outreach activities.
- **Other**: Provide relevant details related to any items listed under this budget item.

*Proposed Work Budget Table

Complete the table, filling in line items and costs in the appropriate fields. The budget should reflect the plans outlined in the research proposal and align with the information in the budget justification document.

*In-Kind/Other Budget Table

Complete the table, filling in line items and costs in the appropriate fields. The budget should reflect the plans outlined in the research proposal and align with the information in the budget justification document.

*Budget Justification

Using a **maximum of 2 pages**, following SHRF formatting rules (see Application Instructions) in a PDF file format, list and describe all expenditures included in the budget table. The budget justification should reflect the plans outlined in the research proposal and align with the information in the budget table. Please see above list of line items to include.

Correspondence

If relevant, attach correspondence confirming important details of other funding support, contract arrangements, quotes, etc.

Declaration of Budget Overlap

Applicants must identify if they have applied for overlapping funding for this proposal. If an application is approved for funding, JPCHF will discuss with the applicant and other funding source (if necessary) to determine whether duplication or overlap exists and determine appropriate means of eliminating duplication/overlap. Other funding applications must be shown in the applicant's CV. For each listed item attach the budget and summary pages.

Ethics Tab

Applicants must identify all ethical approvals and safety permits that apply to the proposed work. If the approval(s) have been obtained, they can be uploaded. If not available at time of application, they must be provided before funding is released.

*Check one of the following:
- The proposed research has already received necessary ethical and safety approvals. A copy of the certificate(s) is attached.
- The proposed research **has been** submitted for ethics review.
- The proposed research **will be** submitted for ethics review.
- The proposed research does not require any ethical approvals or safety permits.

*Please identify all approvals necessary to carry out the proposed research:
- Human Ethics (Behavioral)
- Human Ethics (Biomedical)
- Animal Care
- Biosafety
- Radiation Safety
- Health Region-Operational
- N/A

Impact Tab

*Impact

Using a **maximum of 100 words per field**, highlight the potential impacts of the current project and future research outlined in the development section, addressing the impact categories of the CAHS ROI Framework (CAHS, 2009). The principal applicant will need to speak to each of the five categories, which Include building capacity, advancing knowledge, informing decision-making, health impacts and broad

socio-economic impacts. To learn more about the framework and the five categories, please visit shrf.ca/Funding-Resources or go directly to the document by clicking here.

Preview/Print & Signature Page Tab

Print the Signature page generated by clicking on the Print button. The Principal Applicant and institutional representative signs the signature page. The Principal Applicant will upload the document by the deadline.

For applicants assigned a non-researcher role on the application who have little to no internet access to accept the invitation, the principal applicant may take on the responsibility to add the applicant to the SHRF RMS and inform them of all application correspondence. Both the principal applicant and this applicant must jointly sign the Signature Page for Applicants Unable to Access Internet Template found at shrf.ca/funding-resources and attach to this application along with the Signature page.