Jim Pattison Children's Hospital Foundation

2021-22

Research Grants

Guidelines and Application Package

Administered by Saskatchewan Health Research Foundation

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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 2021-22 Jim Pattison Children's Hospital Foundation (Pattison Children's) 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 Pattison Children's and their research support:

Lisa Guttormson, Information Systems Manager or **Alicia Osses,** Executive Assistant to the CEO
Jim Pattison Children's Hospital Foundation 306-931-4887
lisa@pattisonchildrens.ca or alicia@pattisonchildrens.ca

Program Administration:

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

Cara Spence, Ph.D, Acting Director of Programs and Partnerships, SHRF - cspence@shrf.ca
Chelsea Cunningham, Ph.D, Programs and Peer Review Manager, SHRF - ccunningham@shrf.ca
For general inquiries: fundinginfo@shrf.ca

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

Tanya Skorobohach, Programs and Peer Review Coordinator, SHRF - tskorobohach@shrf.ca
For SHRF RMS technical issues: helpdesk@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 is dedicated to raising funds for the enhancement of maternal and children's healthcare in Saskatchewan and Jim Pattison Children's Hospital. Pattison Children's Hospital Foundation 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. Pattison Children's Hospital Foundation 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 research funding to our province's medical community to conduct vital research to discover, evaluate, and incorporate new approaches to delivery of care, maintaining health, and preventing 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 Pattison Children's 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)

2021-22 Research Priorities

To be eligible, applicants must describe how their proposed research fits with one or more of the following 2021-22 research priority areas in addressing children's and/or maternal health:

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

Important Dates

Competition Launch	October 12, 2021
Information Webinar	October 26, 2021 (11:30 a.m. CST)
Eligibility Check Deadline	November 19, 2021 (4:30 p.m. CST)
Eligibility Decisions	November 26, 2021
Eligibility Revisions	December 3, 2021
Application Deadline*	January 21, 2022 (4:30 p.m. CST)
Funding Decisions	March 31, 2022
Funding Start Date	May 1, 2022

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

Grant Funding

A minimum of **4 teams** will be funded through a competitive peer review process administered by SHRF. Each team may request funding for up to **1 year** for a total maximum of **$50,000** 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 table (other contributions), budget justification or declaration of overlap as appropriate:

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

Duration

1-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 Pattison Children's Research 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. The Pattison Children's Grants Committee makes final relevancy determination regarding the priority areas listed in this 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 Funding Guide 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 Eligibility 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 at least one applicant team member based in Saskatchewan fulfilling the following three roles. Each person can only fulfill a single role for eligibility purposes:

1. Researcher
2. Knowledge-User who is a health care provider
3. Person with lived experience (i.e. patients and families)

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 Pattison Children's Research Grant request in the proposed budget and

justification. Where applicable, provide details about other contributions (cash or in-kind) necessary to complete the project.

The grant may be used for the following:
- *Research expenses:* salaries of staff including research assistant/technicians, materials and supplies, services, research travel, knowledge translation or dissemination of results.
   NOTE: Academic conference travel specifically is limited to **$3,000**.

- *Equipment* purchase or rental (including computers) required for the project **up to 10%** of total budget request from Pattison Children's Research Grant, 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 the Pattison Children's Research Grant.
   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 Pattison Children's Research Grant Program application 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 ensure all components of the application are complete and attached, including ensuring invited individuals complete their application contributions forms.

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 Pattison Children's 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 Pattison Children's via SHRF in confidence with personal and proprietary information used only for the purposes for which it is originally gathered.

Application Contribution Forms

Each individual in a project role of applicant/investigator, supporter and personnel (See Glossary of Definitions) is required to login to the SHRF RMS and complete a contribution form which will be included as part of the application for review. If an individual is on multiple applications, they must complete the appropriate contribution form for each one.

The Principal Applicant must invite the individual to the application in the correct role and should provide direction and support as needed to register in the RMS and complete the contribution form; however, the invited individual must accept the invite and, once the application has passed eligibility, find the contribution form on their RMS home page under Action Required – Contribution Form.

While individuals may be invited at both eligibility and full application stages, the contribution form must be completed during the full application stage and *submitted by the invited individual* before the application deadline. Principal applicants will not be able to submit their applications until all invited individuals have completed their application contribution forms.

Depending on the project role, the information required for the contribution form is different. All applicants and personnel describe their role in the proposed project here and supporters provide a letter of support, which they upload here.

CVs and Testimonials

As part of the applicant contribution forms, all applicants must upload a CV or testimonial based on their project role descriptor (see Glossary of Definitions):

- **Researchers**: 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. Draft versions ARE NOT acceptable.
- **Knowledge users:** Applicants who are Knowledge Users, including the required health care provider knowledge user, can either complete a Canadian Common CV (CCV) using "Pattison Children's Research Grant" template or the SHRF Knowledge User CV Template.
- **Persons with Lived Experience:** Applicants who are Persons with lived experiences, such as patients and families, provide a short testimonial (written or media files accepted).
  - 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.

Eligibility and 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 and Pattison Children's 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. Additionally, the Pattison Children's Grants committee reviews the summaries to confirm relevancy.

Following the Eligibility Check deadline (November 19, 2021) eligibility assessments and recommendations will be shared by SHRF with Pattison Children's Grants Committee for confirmation. All eligibility decisions, and follow up questions or concerns as applicable, will be sent to principal applicants on the Eligibility Decisions date (November 26, 2021).

Multiple revisions following annotated revisions requests from SHRF can occur until a final decision can be made or the eligibility revisions deadline date has passed (December 3, 2021).

Peer 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 Pattison Children's 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 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 provincial quality of care; and/or
  - Improvements to maternal and pediatric 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, Pattison Children's 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 Pattison Children's 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. Pattison Children's 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. Pattison Children's Research Grant 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, grant amounts are authorized for use on a yearly basis according to the AFF. Continued authorization of funding for Pattison Children's Research 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 Pattison Children's 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 Pattison Children's 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 progress 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 through the SHRF RMS (https://shrf.smartsimple.ca/) using the Change Request form. Change Request forms are created through the original application. Questions about requesting an extension and submitting the Change Request form can be directed to fundinginfo@shrf.ca up to three months 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 SHRF 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 SHRF 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: Pattison Children's Research Grant 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:

- Progress of research to date, as specified in your application.
- 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.
- 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 and other knowledge mobilization activities.
- Share successful collaborations established and successful further funding for the work.
- Provide engagement 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 Pattison Children's Research Grant policy nor an existing host-institutional policy, researchers are to seek, through their institution's research administration, appropriate advice and/or a ruling from Pattison Children's.

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 Pattison Children's are not met at all or not met within the deadlines set by the Pattison Children's;
- 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 Pattison Children's 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, Pattison Children's may at its discretion terminate the grant.

Glossary of Definitions

Project Roles

Individuals associated with the proposed research project fall in to three categories of project roles: applicants, supporters and personnel (i.e. trainees and research staff). An individual can only fulfill one of the following roles on a given application. It is important to understand how each of these are defined and what information they must provide (or not provide) for a specific application. See the following role definitions.

Applicants/Investigators

Applicants/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 in these roles may be researchers, knowledge users; or people with lived experience.

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 team member eligibility 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) and/or represent private industry. Individuals invited to this Project Role are not named to the grant and do not count towards the team member eligibility requirements.

Applicant Roles

When the Principal Applicant invites an individual to an application on the SHRF RMS in the applicant/investigator role, the person is designated as a co-principal or co-applicant depending on their level of leadership and involvement. Following are definitions for each of these terms.

> **NOTE**: The Principal Applicant may also invite an individual in the role of **grant writer** on the application. The person is not considered an applicant but has access to edit the application.

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.

Co-Applicant

Team member(s) who makes a significant contribution to the intellectual or scientific direction of the proposed work and actively participates in the proposed activities. Co-applicants may be from outside Saskatchewan if the minimum team member eligibility requirements are met for the application.

Trainees and research associates with expertise to contribute to the research may be co-applicants provided they are not compensated from grant funds.

Applicant Role Descriptors

Applicants must select from one of the following three role descriptors to indicate the perspectives, expertise, and contributions they bring to the proposed research as a researcher, knowledge user or person with lived experience. Additionally, to meet eligibility requirements, teams must include a knowledge user applicant who is a health care provider. Following are definitions for each of these terms.

> **NOTE:** While a person may generally meet the definition for more than one of the following role descriptors, they must select which is most relevant to their role and contributions for the proposed research.

Researcher

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

Person with Lived Experience (i.e. Patient/Family)

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.

Knowledge User

An individual interested in the applications of the knowledge generated from the proposed research, who plays an active role in mobilizing knowledge to ensure research results have an impact.

A knowledge user may be a practitioner, health system manager, policy maker, educator, decision-maker, health care administrator, knowledge keeper, community leader or an individual in a health charity, patient group or government organization, etc.

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.

> **NOTE:** Health Care Provider Applicants should select the Knowledge User Role Descriptor.

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/resources or go directly to the document by clicking here.

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.

NEW Completing Your Personal Profile

Going forward, **the Personal Profile in the RMS must be completed by the Principal Investigator 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.

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.

NEW Choosing the Association/Organization where Funding will be Held

With the updated 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.

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). Team member eligibility must be met at both Eligibility and Application stages. 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. Knowledge-User who is a health care provider
3. Person with lived experience (i.e. Patients and families)

To add individuals, please see the "Project Roles" instructions under the "Application Details Tab" in this section.

> **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.

Formatting

All application attachments should adhere to the following format:

- **Page Size**: 8.5" x 11"
- **Margins**: one inch minimum all around
- **Font: Calibri, Ariel or Times New Roman ONLY**, black type, 11 point minimum
- **Line Spacing**: 1.0 single-spaced minimum
- **Header**: principal applicant last name and label of attachment (e.g. research proposal)
- **Footer**: Page X of X for the attachment

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.

* Is this a resubmission of a previously unsuccessful application to a SHRF competition (or other funder in the case where SHRF is administering on behalf of that funder)?

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

Is the proposed project a renewal or a continuation of a previously funded project?

Please answer "Yes" or "No". If you answer "Yes" a follow up question will appear. If you answer "No" you will move on to the next question.

Please identify the previous funding source, including the funder and competition name.

You will be given a text box to identify the previous funding source.

Project Roles

Individuals can be invited to the application at both the Eligibility and Application stages as either Applicants/Investigators, Personnel or Supporters (See Glossary of Definitions). 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.

See Glossary: Project Roles

Eligibility Tab

The Eligibility Check is reviewed internally by the Program Manager following the listed principles in the Application Package. This information is not visible to the review committee. Once the eligibility is submitted and a decision is made, any information in this tab can no longer be modified.

Program Eligibility

Focus Area(s)/Partnered Opportunity

Referring to the Application Package, enter the focus area/partnered opportunity that applies. You will be given a text box to list the focus are/partner opportunity you are interested in.

Team Requirements

Research Project Team Member requirements must be met at both eligibility and full application stages. Please refer to the Application Package for detailed requirements including Project Roles and their descriptors. In the table below, type the full name of all added contacts from the Project Role Applicants/Investigators section, including the Principal Investigator, and select the Project Role Descriptor (Researcher, Knowledge User, Person with Lived Experience). Only the Project Role Applicant/Investigators count towards the Research Project Team Member Requirements.

NOTE: You may change team members following the eligibility check; however, the minimum team member requirement must be met again at application submission or the application will be removed from the competition. If an individual is listed in the table and has not been added to the application, they will not count towards eligibility requirements.

To enter a team member, click the "Enter Team Member(s)" button. A new window will appear. To add the individual, click the "+" button and fill out the requested fields. Once you have inserted the Team Members who are Applicant/Investigators, including the Principal Investigator, click the "Save" button and then close the window. The information will then be populated in the table in the application.

Proposed Research

* Research Pillars

Please select the pillar(s) of research that best reflects the proposed research. You can choose one or more of the following: Clinical Research; Biomedical Sciences; Health Systems and Policy Research; and/or Population Health including the Social, Cultural and Environmental Determinants of Health.

* Title

This is the tentative title for your project. At the application stage, you will be able to refine your title to better reflect your proposed research. Maximum of 50 words.

* Fit with Program

Address how the proposed research fits with the funding opportunity purpose found in the Application Package. Where partners are involved with the funding opportunity, please identify how the proposed research will support their objectives. Maximum 150 words.

* Proposed Research Overview

Provide information regarding the proposed research, identifying the research purpose and objectives, methods, impact, the relevance to Saskatchewan, and the intended audience(s). Maximum 300 words.

* Application Keywords

Provide five keywords relevant to the proposed research that may assist in reviewer selection. To add keywords, click the "Enter Application Keywords". This will open a new window, where you will click the "+" to add each of your five keywords. Once that is complete click "Save", which will populate the table for you. You must put in five keywords.

* Suggested Reviewers

Provide a minimum of three individuals outside of Saskatchewan but within Canada with expertise in the proposed research area (i.e. topic, methods) who are not in a conflict of interest (i.e. have not collaborated with any listed contacts on this application in the past five years). Include the following information: Name; Affiliation; Email; and Relevant Expertise. The suggested reviewers may be used for choosing external peer reviewers; however, SHRF maintains the right to select external reviewers other than those suggested here. To add reviewers, click on the "Enter Suggested Reviewers" button where a new window will open. Then click on the "+" button and complete the requested fields. Click the "Save" button which will then populate the table on the application. You must have a minimum of three suggested reviewers.

Provide the name and affiliation of any reviewers whom you would prefer did not review the application.

> **NOTE:** SHRF does not recruit reviewers outside of Canada. To add a reviewer, click on the "Enter Excluded Reviewers" button where a new window will open. Then click on the "+" button and complete the requested fields. Click the "Save" button which will then populate the table on the application. This table is optional and there are no minimum or maximums.

Submitting Eligibility Check

Once you have completed all required fields and all invited individuals have accepted their invitations, you can submit your eligibility check. 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. Once you have successfully submitted the eligibility check, it will go through the next steps for a decision to be made if it goes forward to Full Application.

> **NOTE:** The tabs following this only appear when your application has successfully gone through eligibility.

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.

Scientific Information

Please provide a clear and concise title and description of the project written for a scientific audience. Information should include a brief statement regarding the area of interest/problem to be researched, the general methodological approach, and its relevance to, and the impact it will have on, Saskatchewan residents. This information may be used by SHRF to recruit potential peer review committee members and/or external reviewers. It is important that the information be written for a multidisciplinary committee.

* Scientific Title

Maximum 50 words.

* Scientific Summary

Maximum 300 words.

Sex and Gender

Following CIHR's implementation of accounting for sex and gender in health research, SHRF has implemented this step to the application and review process. Alongside completing this section, SHRF expects that applicants will integrate sex and gender in their proposed project, as appropriate.

* *Is sex as a biological variable taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?*

Choose "Yes" or "No".

* *Is gender as a sociocultural factor taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?*

Choose "Yes" or "No".

If you say choose "Yes" to one or both of the above question, the following question will appear:

* *Please describe how sex and/or gender considerations will be integrated into the research.*

Maximum 300 words.

If you say "No" to one or both of the above questions, the following question will appear:

* *Please explain why sex and/or gender are not applicable to the research.*

Maximum 300 words.

Research Activity Details

* *Please identify all ethics and safety approvals necessary to carry out the proposed research.*

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

* *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 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 Metis Peoples of Canada and Indigenous partnering community/organizational ethical guidelines?*

Chose "Yes" or "No".

*Geographical Locations

Please list all geographical locations below (i.e. cities, communities, regions, etc.) where the research activities will take place and/or where anticipated research participants reside. Be as specific as possible for your proposed research. Please add each location individually by clicking the "+" button. You may have up to 10 locations.

*Target Audience

Please indicate up to five potential target audiences for the proposed project. Please add each target audience individually by clicking the "+" button.

Proposal

For specific proposal requirements (i.e. page lengths, requested information) please review the appropriate Application Package. Please note that figures, diagrams, illustrations, etc. required to describe the proposed project must be included within the page limit. In general, research proposals submitted to SHRF should include the following:

1. Project goals and objectives
2. Research questions and hypotheses
3. Current state of knowledge and rationale for proposed research, including how the project relates to previous work done in the area (i.e. what new knowledge will this project add)
4. Description of the relevance and importance of the proposed research to the health of Saskatchewan residents
5. Methodological approach, including study design, analysis plan, etc.
6. Plans to address anticipated ethical issues and potential pitfalls/difficulties
7. Plans to engage knowledge users, where appropriate (i.e. patients, communities, clinicians, decision makers, etc.)
8. Feasibility statement explaining how the proposed research will be completed within the allotted timeline
9. Description of the research environment (i.e. space, equipment, staff, other supports)
10. Knowledge translation plans, including target audiences, how the information will be shared with audiences within and outside of the academic community, and the expected benefits to those audiences
11. Plans for future development and funding related to the proposed research

*Research Proposal

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

The proposal can be a maximum of 8 pages in a PDF format following formatting rules found in the current Funding Guide.

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 proposal into the system.

References

Upload the list of references cited using discipline appropriate formatting. The reference document should be in PDF format. There are no page limits.

* References

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

Previous Research Progress

Highlight the significant achievements from previously funded SHRF grants (or from other funder research in the case where SHRF is administering on behalf of that funder). Be sure to demonstrate how the work outlined in the present proposal builds upon work completed as part of the original grant, referencing data and outputs as appropriate.

* Does this research application build on previously funded SHRF research (or other funder research in the case where SHRF is administering on behalf of that funder)?

Choose "Yes" or "No". If you choose "Yes", a second question will appear. If you choose "No" you can move on to the Re-Application Question.

* Previous Research Progress

You will have a textbox to identify and highlight the significant achievements from previously funded SHRF grants. Maximum 300 words.

Re-application Information

For applicants who have applied to a SHRF competition (or other funder competition where SHRF is administering on behalf of that funder) before and were not successful, there is the opportunity to re-apply and respond to previous reviewer comments. Please identify if this is a re-application and then follow the steps needed for the review committee.

* Is this a re-application?

Choose "Yes" or "No". If you choose "Yes", there will be more questions regarding re-application. If you choose "No", you will move on to "Supplementary Materials".

* Please respond to the previous reviewer comments and identify how the comments have been addressed in the proposed research. NOTE: If you have given SHRF permission to include previous reviewer comments to be attached to this application, you may reference that here, but be clear as to which reviewer and section you are addressing.

You will have a textbox to respond. Maximum 500 words.

Do you permit SHRF to share the previous reviewer comments with the current review committee?

Choose "Yes" or "No". If you choose "Yes" another field will appear. If you choose "No", you will move forward to "Supplementary Fields".

Please identify the Application ID number of the previous application.

Textbox where you can input the four-digit Application ID number. A field will then appear for SHRF staff to upload the previous reviewer comments for this year's review committee to see.

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.). This component is optional, so it is not meant to be onerous. Reviewers are not obliged to read this section; therefore, the proposal should not depend on this information. The file upload is sorting by file name-ascending. To upload your supplementary documents, please click the upload button. You will then be able to search or drop your document(s) into the system.

Impact

Using a maximum of 100 words per field, highlight the potential impacts of this research, addressing each of the impact categories of the CAHS ROI Framework (CAHS, 2009) as follows: capacity building; advancing knowledge; informing decision making; health; and socioeconomic indicators.

* Capacity Building

Capacity Building refers to individual or group development that leads to an enhanced ability to perform useful research. This includes: Enabling the development of sustainable skills in personnel and trainees; Adding or enhancing research infrastructure; Attracting additional financial resources in support of research.

* Advancing Knowledge

Advancing Knowledge refers to new breakthroughs, discoveries or innovations through health research. It is also the process and mechanisms used to move knowledge beyond the researchers so that it creates awareness, understanding and opportunity to guide the decisions and actions of stakeholders. This includes research outputs, outreach activities and partnerships developed.

* Informing Decision Making

Informing Decision Making captures activities that engage appropriate end-users in the translation of research findings into new or revised policies, practices, products or patient, practitioner or public behaviours in order to serve as pathways to improvements in health and well-being. This includes engagement activities with non-academics, creative or technical products, and influences on policy, practice, patients and the public.

* Health Impacts

Health Impacts can be measured in a number of ways: health status (e.g. mortality, morbidity); determinants of health (e.g. behavioural, social and environmental); and health system change (e.g. accessibility, quality, safety of service).

Socioeconomic Indicators are categorized into four groups: research activity (eg. Employing people in health research); Commercialization (e.g. Spinoff companies); Health benefits (e.g. Direct cost savings); and social benefits (e.g. Socioeconomic status).

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 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 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.

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.

Roles Tab

Each Project Role member (i.e. Applicant/Investigator, Personnel, and/or Supporter) on the proposed project (exception being the Grant Writer) will need to login and complete a Contribution Form on the SHRF RMS.

Generally, this Form will request the individual's Project Role Descriptor (i.e. if the individual was invited as a co-applicant, they may then need to identify what type of co-applicant - such as a knowledge user), a description of responsibilities on the proposed application, and a place to upload a Canadian Common CV, a Knowledge User CV, a testimonial (written or audio) or equivalent. Requested information will vary between Invited Contacts depending on what their level of participation and project role descriptor is.

To complete the Contribution Form, each individual will need to login to the RMS, go to their landing page and click on "Action Required: Contribution Forms". From there, they will be able to provide the requested information on the Contribution Form. **NOTE:** If you have been invited to more than one application, you will have more than one Contribution Form to complete. Please be aware of which one you are completing. Once the information is complete, the individual will click "Submit" on their form. This will upload the information into the application, which will be visible below.

> **NOTE:** Contacts should direct questions regarding Project Role Descriptors, responsibility information and other relevant questions regarding their role on the application to the Principal Investigator and/or Project Team members. Principal Investigators should be clear with all Invited Contacts what the application deadline is and that the Contribution Forms must be submitted prior to the deadline for the application to be submitted. For technical questions on functionality of the RMS and the Contribution Form, please contact the Programs Team at helpdesk@shrf.ca.

As Contribution Forms are complete, the information will appear under this tab.

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 Full Application

Once you have completed all required fields and all invited individuals have accepted their invitations and submitted their Contribution Forms, you can submit your Full 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.