

researchNS

New Health Investigator Grant 2020-21

Full Application Requirements

Please note: Only applicants who submitted a notice of intent and received confirmation from RNS that their submission is in alignment with Provincial Health Research Priorities may apply for this opportunity.

This document outlines the application requirements for the 2020-21 RNS New Health Investigator Grant – Full Application. For more information on the grant, including deadlines, eligibility, application and review processes, please visit researchns.ca/new-health-investigator-grant.

Table of Contents

- Grants Management System (GMS) 3
- Project Details 3
 - Title of Proposal 3
 - Key Words 3
 - Jobs and Training Opportunities 3
 - Institution Administering Funds..... 3
 - Principal Investigator - Canadian Common CV (CCV) 4
- Contact Information..... 4
- Team Members 4
 - Mentor(s) 4
- Plain Language Summary 4
- Project Objectives 5
- Project Description..... 5
 - Knowledge Translation 5
- Team Composition 6
- Project Support 6
- Budget Information..... 6
 - Budget Justification..... 7
- Additional Attachments 7
- Appendix A: Canadian Common CV (CCV) Overview 8
- Appendix B: Team Member Role Descriptions 9
- Appendix C: Eligible Expenses and Use of Funds 10
- Appendix D: Assessment Criteria 13

Grants Management System (GMS)

All applications will be submitted to the RNS online [Grants Management System \(GMS\)](#). To access the application in GMS, the Principal Investigator must log into the GMS account created to submit original notice of intent submission for this grant.

All application components are submitted to the GMS either as direct entries or uploaded PDF documents. All uploaded documents must adhere to the following format:

- Must be in PDF format
- Each section cannot exceed the page limits described below
- Font must be 11 pt. minimum, black type. No condensed/narrow fonts, type, or spacing
- 1.5 line spacing, 0.5 inch (1.27 cm) left and right margins
- Pages must be numbered in the footer
- Page numbering can start at one (1) and end with the maximum page limit for that section; applicants do not need to attempt consecutive numbering between sections

Each GMS application section is described within this document.

GMS Technical Support

If you require any technical support while creating your application, please contact the RNS GMS helpdesk:

helpdesk@researchns.ca
902.424.3054

Project Details

Title of Proposal

Please provide a proposal title. This title will be used for communication purposes. It should be the same title as previously used for your notice of intent submission.

Key Words

During the notice of intent submission six key words were provided for your proposal. Please use the same six key words for your full application submission. This information is used for administrative purposes.

Jobs and Training Opportunities

Please provide the number of jobs (full time equivalents) supported directly by this grant and the number of training opportunities it will create over the full tenure of the grant. This information is used for administrative and reporting purposes only.

Institution Administering Funds

Applicants must indicate the name of the institution that will administer project funds/host institution. This institution will be required to provide institutional approval prior to the submission deadline. Please connect with this institution to ensure you are aware of any internal deadlines well in advance of the competition deadline.

Principal Investigator - Canadian Common CV (CCV)

The funding CV (either academic or project biosketch type) is the required format. Please ensure the version uploaded in the GMS is validated and not in draft form. This CCV may be the same used for the notice of intent stage or can be updated if required. For additional information about obtaining a CCV please refer to the [Common CV Overview \(Appendix A\)](#).

Contact Information

In this section, the Principal Investigator must confirm/update their contact information as provided in their GMS user account. If no edits required simply select 'save and next'.

Team Members

All team members must be listed in this section:

- Please enter requested details for each team member.
- A team member role must be selected for each member. For full description of team member roles see [Appendix B](#).
- A team member with an academic appointment should submit a Canadian Common CV (CCV) to the Principal Investigator to be uploaded in this section. International team members who do not have a CCV may submit an academic CV. (For CCV instructions, please see [Appendix B](#))
- A team member without an academic appointment should submit a resume/CV to the Principal Investigator to be uploaded in this section.

Mentor(s)

One mentor is strongly recommended for this application, multiple mentors are allowable. Mentor(s) may be chosen for various reasons depending on the Principal Investigator's career stage and support required. A letter of support from the mentor(s) may be uploaded in the [Additional Attachments Section](#) of this application.

- All mentors must be listed in this team member section, to add a mentor select their non-mentor role (if applicable, select mentor if not) in the dropdown menu, then select the check box under the mentor column.
-

Plain Language Summary

Maximum: 500 Words

- Please provide a clear and concise overview of the project written in language suitable for a non-scientific audience.
 - Briefly describe the activities for which you are requesting funding, the research area of interest, and outline the potential impact for Nova Scotia.
 - This summary may be the same as that provided during the notice of intent process or may be updated to provide additional clarity.
 - If funded, RNS will use this summary for communication purposes.
-

Project Objectives

- Please list the primary objectives you want to achieve within the duration of the project.
- These objectives must include the overall research objectives and capture the achievements expected if project is funded.
- These objectives should align with the Project Description section of your application.
- A maximum of ten objectives can be listed in the GMS application form. Please enter only one objective per text box.
- *Please note:* Funded applicants will be required to report on progress related to the listed objectives.

Project Description

Maximum: Seven pages

Provide a clear and concise description of the proposed research project that includes:

- A description of the issue/topic to be researched, the project objectives, research questions and methodology.
- How sex (biological) and/or gender (sociocultural) considerations are taken into account in the proposed research, or an explanation why sex and/or gender considerations are not applicable to the research. Information on incorporating considerations of sex and gender in health research is available on the [CIHR website](#). RNS suggests all applicants review these materials.
- A detailed work plan and timeline that includes:
 - Project start and end dates, and deadlines
 - Activities that will meet project objectives
- The potential and significance of proposed research to impact [Provincial Health Research Priorities](#). This may expand on information provided during the notice of intent stage, recognizing this description will be reviewed by a scientific peer review committee.
- Any relevant demographic and epidemiological data.
- A description of anticipated challenges and how they will be addressed.
- Describe how you will know if this project is successful and your approach to determining success.
- All figures, diagrams, illustrations etc. are included within the page limit. References cited in all sections of the application can be uploaded in the [Additional Attachments](#) section of the GMS.

Knowledge Translation

The knowledge translation plan should be included within the project description. All applications are required to include dissemination activities as part of their project. This can be a board range of activities to improve the use of evidence in practice, policy and further research. Activities should be embedded within the project plan and should be determined based on their appropriateness given the type of research and target audiences. Research users are the target audiences of research evidence and additional information can be found from CIHR's 'Guide to Knowledge Translation Planning' at <http://www.cihir-irsc.gc.ca/e/45321.html>

Team Composition

Maximum: Two pages

- This description may be uploaded under the “Project Description” section of the GMS application form.
- Outline each team member’s project role and responsibilities.
- This section should support the demonstration that the proposed team can successfully conduct the proposed research described in the project description section of the application.
- It is strongly suggested that each Principal Investigator have one designated mentor appropriate for their career stage and individual circumstances. Multiple mentors are allowable if appropriate.
 - Please describe the relationship between the Principal Investigator and the mentor(s) to date, the role of the mentor(s) in the execution of the proposed work. Demonstrate how the mentor(s)’ expertise and experience strengthen the application, outlining past mentorship success, and relevant publications, funding history, discoveries, achievements, community work, and any other information relevant to assess the potential quality of mentorship. This may also be supported by uploading the mentor(s) Resume/CCV in the Team Member Section of the application form.
 - A letter of support from the Mentor(s) may also be uploaded in the Additional Attachments Section of this application form.
- If the applicant does not have a research team, indicate how the applicant has the capacity and expertise to complete the project.

Project Support

In this section, please outline any financial or in-kind support confirmed for this project. A short description or additional details about the support may also be provided.

Budget Information

Please see Appendix C for details regarding eligible expenses and use of funds.

Budget Table

Please complete the budget table in the GMS application that outlines all costs up to a maximum of \$100,000 and a description for budget items in the following categories:

Personnel	Outline details of hourly wage, work hours per week and number of weeks of work for each personnel position listed in the budget table. Ensure CPP, EI and other related deductions/benefits are included, if required. Ensure that costs related to human resources, procurement and travel align with the policies of the institution administering funds.
Professional/ Technical Services	Provide details of any professional or technical contracts or arrangements. The details and cost of the services that will be purchased or any additional justification (i.e., why a vendor was selected) should be further described in the <u>Budget Justification</u> section of the application.

Equipment and Materials	Provide cost estimates, including applicable taxes, shipping costs and other costs that are part of a purchase or lease. If requesting funding for equipment normally supplied by a university/institution, detail why new or additional equipment is required. Any equipment and computer hardware/software that exceed \$2,000 requires 1- 2 quotes that can be uploaded in the <u>Additional Attachments Section</u> of this application form.
Meeting Expenses Honoraria	Provide relevant details related to any costs listed under these budget items.
Travel	Enter budget information for travel, distinguishing between travel related to work on the project (i.e., travel to conduct focus groups, team meetings, partnership development etc.) and travel related to dissemination activities (i.e., conferences, community forums to present results).
Other	Provide relevant details related to any items not already covered in another budget area.

Budget Justification

Maximum: One page

Applicants must upload a budget justification that includes additional details of the expenses outlined in the budget table. RNS funds must be used effectively and efficiently and be applied directly to the costs for which the funds were approved. Peer reviewers carefully review budgets and only expenses that are eligible and deemed necessary for the proposed project will be approved.

- If any proposed project activities are dependent on other sources of funding, this contingency should be clearly identified and its impact on the execution of the project addressed.

Additional Attachments

References: You may upload up to six pages of references cited in your application. Use discipline-appropriate formatting.

Letters of Support: Applicants may upload letters of support from mentor(s), community, or industry partners when appropriate. This is particularly important if a partnership is key to the success of the project.

Other Attachments: Up to 3 additional supporting documents relevant to the application can be uploaded in the GMS. (For example, a letter confirming access to data source or sample questionnaires.)

Appendix A: Canadian Common CV (CCV) Overview

A CCV is required for the primary investigator and team members with academic appointments. The process of creating and validating a CCV may take a considerable amount of time. Please plan to complete this well in advance of the deadline.

What type of CCV is required for the NHIG Full Application?

Please provide a [CIHR funding CCV](#), either the academic or project biosketch type. For funding source, select CIHR then the CCV type you would like to complete.

How to obtain a CCV?

If you are a first-time user of the Common CV, you will need to register:

<https://ccv-cvc.ca/researcherProcRegistration.frm>

If you are already registered, you can log on to complete or update your CCV.

<https://ccv-cvc.ca/loginresearcher-eng.frm>

Quick Reference Guide: CIHR Academic CV

<https://cihr-irsc.gc.ca/e/48437.html>

Quick Reference Guide: CIHR Biosketch

<https://cihr-irsc.gc.ca/e/48437.html>

How is the CCV included with my NHIG Application?

Once you have completed and validated the CV, please save a PDF copy on your computer. This can be uploaded into your online application form for inclusion with your submission. You may also upload team member CCV.

Can I use a draft form of my CCV?

No, your CCV must be validated and not in draft form.

What if I need help?

Frequently asked questions about creating and validating a CIHR CCV have been published on the following website: <https://cihr-irsc.gc.ca/e/45688.html>

If you are unable to find the answer to your question, the CCV has a centralized helpdesk. For technical issues, general inquires or to provide feedback, please contact the CCV Contact Centre:

Telephone: 613-954-1968

Toll Free: 1-888-603-4178

Fax: 613-954-1800

support-soutien@cihr-irsc.gc.ca

Appendix B: Team Member Role Descriptions

RNS considers the following to be team member roles on New Health Investigator Grant applications:

Principal Investigator (PI)	The researcher with overall responsibility for directing the application and proposed work and with primary responsibility for the intellectual direction of the research. The PI is the designated project manager, assuming financial and administrative responsibilities for the grant or award.
Co-Principal Investigator (Co-PI)	The researcher with shared responsibility (with the PI) for directing the application and proposed work and for the intellectual direction of the research. The Co-PI co-manages the project, sharing administrative responsibilities for the grant or award with the PI. The Co-PI may or may not have an academic appointment. No more than one Co-PI may be named on an application.
Co-Investigator (Co-I)	Makes a significant contribution to the intellectual or scientific direction of the application and proposed work, plays a significant role in the conduct of the work and may, at the discretion of the PI, have some responsibility for administrative aspects of the activities. Students, fellows or research associates/assistants may not be a Co-I.
Associate	Individual who makes a substantial intellectual contribution to the application or proposed work. Students, post-doctoral fellows, research associates/assistants may be an Associate. Associates may be paid from grant when appropriate.
Mentor	Provides support to a first-time PI, a PI new to Nova Scotia, or a PI new to health research by helping to navigate the Nova Scotia health research enterprise.
Partner	May not be affiliated with a post-secondary institution, and may include participation from the public, private or non-profit sector. A Partner must have an interest in, and make a contribution to, the proposed project.

Appendix C: Eligible Expenses and Use of Funds

Personnel and Professional/ Technical Services

Expenses related to personnel and professional/technical services must align with the human resources and procurement policies of the institution administering funds.

Eligible Expenses

- Research assistant wages and mandatory benefits
- Consulting fees, technician and subcontract costs
- Honoraria paid to research participants, such as modest incentives, as approved by an ethics committee
- In exceptional circumstances, PIs may request funding for a partial course relief for up to one course per RNS grant, if supported and cost-shared by the institution

Ineligible Expenses

- PI or team member salaries or consulting fees
- Salaries or consulting fees for researchers who are eligible to apply for RNS grants
- Administrative or management costs
- Discretionary severance and separation packages
- Academic fees or non-mandatory personnel benefits
- Payments to individuals participating in the project on a part-time basis who, at the same time, receive remuneration for teaching or service work
- Membership fees to professional associations or societies
- Costs associated with thesis examination or defense
- Professional training or education tuition and course fees
- Gifts

Equipment and Materials

Equipment and materials expenses must align with the procurement policies of the institution administering funds

Eligible Expenses

- Purchase (or lease, if more cost effective) of equipment, computers, hardware/software and materials required for the funded project, if not already supplied by the institution administering funds.

Ineligible Expenses

- Phones, voicemail, internet and any expenditure generally considered to be overhead, unless justified as unique to the funded research and not already supplied by the institution
- Furniture or permanent equipment normally supplied by the institution
- Extended warranties
- Moving, renovation or construction costs

Travel

Travel expenses must align with the travel policies of the institution administering funds.

Eligible Expenses

- Mileage, ground transportation and air travel
- Costs for meals and accommodation incurred while traveling
- Travel cancellation insurance
- Safety-related expenses for field work, such as protective gear, immunizations, etc.
- Foreign country entry visa fees

Ineligible Expenses

- Entertainment and alcoholic beverages
- Commuting costs between residence and workplace, or between two places of employment
- Passport, immigration fees and work permit fees
- Reimbursement for airfare purchased through personal frequent flyer programs

Meetings

Eligible Expenses

- Meeting room rental fees and catering costs for the purposes of data collection, partnership development and research dissemination

Ineligible Expenses

- Entertainment and alcoholic beverages

Miscellaneous

Ineligible Expenses

- Costs associated with ethical review, biohazard or radiation safety, environmental assessments, and bylaws
- Childcare expenses
- Costs related to intellectual property or obtaining a patent
- Sales taxes to which an exemption or rebate applies

Use of Grant Funding

Purpose of Funds

RNS funds must be used effectively and efficiently and be applied only to costs directly associated with the grant/award, as outlined in the application approved for funding. RNS is not responsible for expenditures in excess of the funds it has provided or is contracted to provide.

Budget Variance

Up to 20% of the approved budget may be reallocated among budget categories. All variances between approved and actual budgets must be outlined in progress and final reports.

Funding Period

The grant/award funding period is the time between the start and end dates outlined in the recipient's payment schedule. RNS funds must be applied only to costs incurred during the grant/award funding period. RNS is not responsible for expenditures outside the funding period.

Institutional Policies

Costs related to human resources, procurement and travel must align with the policies of the institution administering funds. When discrepancies or exceptions arise, RNS will defer to the policies of the institution. The grant recipient's affiliated institution may withhold approval of an expenditure if it contravenes institutional policies or the RNS program requirements.

Jurisdiction

RNS funds will be issued to Nova Scotia institutions and will be used for activities taking place in Nova Scotia. Up to 25% of approved funds may be used for activities taking place outside the province.

Additional Funding

RNS does not provide funding for projects already funded by another agency, unless the applicant can clearly demonstrate that there is no duplication or overlap in the allocation of RNS and external funds.

Unused Funds

All unused funds must be returned to RNS at the end of the grant/award funding period.

Exception Requests

In coordination with the institution administering funds, the applicant must submit a request to the RNS for any exceptions to the aforementioned policies and/or the eligible and ineligible expenses outlined. RNS will consider each request on a case-by-case basis.

Appendix D: Assessment Criteria

The following assessment criteria will be used by a peer review committee to assess New Health Investigator Grant applications:

Principal Investigator	<ul style="list-style-type: none"> • PI has appropriate productivity in consideration of their career stage and experience to undertake suggested project. • PI has clear demonstration of an independent program of research or the potential to develop an independent program of research. • Appropriateness of the PI's environment to enable the conduct and success of the research project.
Plain Language Summary	<ul style="list-style-type: none"> • Summary provided uses clear language suitable for a nonscientific audience.
Project Objectives	<ul style="list-style-type: none"> • Objectives provided appropriately cover the overall goals of the proposed project. • Objectives provided can be reasonably achieved within the timeframe identified. • Objectives provide an accurate overview of the activities described in the project description.
Project Description	<ul style="list-style-type: none"> • Clarity, appropriateness and scope of objectives. • Clarity and appropriateness of methodology. • Where applicable and appropriate, the research design is sex and gender equitable. • Clarity and feasibility of project timeline. • Clarity and feasibility of project activities. • Alignment of timeline and work plan with objectives. • Extent to which potential challenges and limitations are identified and adequately addressed. • Appropriateness of knowledge translation plan and potential for findings to be used by other researchers and end-users. Knowledge translation activities are well described and appropriate. • Appropriateness of how success will be identified and clarity of approach to determine success
Team Composition	<ul style="list-style-type: none"> • Clarity and appropriateness of team member roles and responsibilities. • Relevance and scope of expertise and experience of the PI and team members, including peer reviewed publications, presentations and previous research awards or grants. • Potential of team to successfully conduct proposed research. • Clarity of mentorship role and potential contribution to project. This should be appropriate for career stage and support required. • Potential impact of the mentorship relationship on the merit of the proposal.
Budget Information	<ul style="list-style-type: none"> • Appropriateness and adequacy of budget expenses and their justification. • Availability of in-kind contributions and other sources of funding

Additional Documentation	<ul style="list-style-type: none">• Letters of support are provided for all partners/mentors/project supporters were appropriate to confirm their support of project activities from reputable individuals/organizations and are unanimous in their support for the applicant.
Overall Merit of Proposal	<ul style="list-style-type: none">• Significance of proposed research and expected contribution to understanding, interpreting, or creating knowledge that will impact provincial health research priorities.