



researchNS

August 13, 2021

New Health Investigator Grant

Full Application Requirements | 2021-22

Please note: Only applicants who submitted a notice of intent and received an invitation from RNS to submit a full application may apply for this opportunity.

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Requirements are outlined below for the full application for the 2021-22 Research Nova Scotia (RNS) New Health Investigator Grant. For more information on this opportunity, including deadlines, eligibility, application processes, and review processes, please visit:

<https://researchns.ca/new-health-investigator-grant/>

Submission Process

All applications will be submitted via Research Nova Scotia's online portal, [Jura](#). To submit the application, the Primary Applicant (PA) must log into the Jura account created to submit the Notice of Intent (NOI) for this grant.

Once logged in, the PA will be able to view the application form for this opportunity under the '*In Progress Applications*' section on their Jura homepage.

Information entered in Jura is **NOT automatically saved**. Click the blue 'Save Draft' button frequently to ensure that you do not lose any information.

Applications will not be accepted beyond the deadline of **October 4, 2021 at 3:00 PM (ADT)**.

Inviting Others to See Submission

PAs may invite others (i.e. co-applications, collaborators, or partners) to view the submission via the 'Invitations' tab on the left side of the submission form. To invite an individual as a viewer, select the 'plus button' to add a new viewer to the application. Provide the contact details of the individual (as detailed below) and select the 'viewer' role from the role dropdown. Once the contact information is entered for all viewers, select 'Invite'; the individual(s) will receive an email inviting them to create an account in Jura* and will be able to view the submission under the '*In Progress Applications*' section on their Jura homepage.

Please note that the 'viewer' role may only view the submission content and cannot make edits to the submission on Jura.

Prefix	First Name	Last Name	Email	Role	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-- Select One --	Draft

It is important to remember that inviting an individual to view your submission will not automatically add the viewer as a team member on the application. To add someone as a team member on this project, you must complete the table found in the 'Team Members' section of your Jura application.

**If the individual already has a Jura account, please ensure that the email address used for this invitation is the same email address used to sign up for their Jura account.*

Jura Technical Support

Technical issues related to application submission via Jura can be directed to:

RNS Jura Helpdesk
helpdesk@researchns.ca

Jura Helpdesk hours are 8am-4pm ADT Monday to Friday. Responses will be provided as soon as possible but please allow up to 24 hours for a response.

New Health Investigator Grant Application Checklist

To be considered for an New Health Investigator Award, you will need to apply online via Research Nova Scotia's online portal, [Jura](#) by **October 4, 2021 at 3:00 p.m. (ADT)** with the following items entered directly into Jura unless otherwise noted:

- Applicant Information**
 - Applicant Organization
 - Primary Contact
 - Finances**
 - Budget table
 - Budget Justification (uploaded to Jura)
 - Team Members** table
 - About the Project**
 - Project title
 - Institution administering funds
 - Job and Training opportunities
 - Plain language summary
 - Project objectives
 - Six keywords
 - A **Canadian Common CV** for the **primary applicant** (uploaded to Jura)
 - A **Canadian Common CV*** for each **team member** (uploaded to Jura)
**A detailed CV may be submitted for team members who do not have an academic appointment.*
 - A **Project Alignment Description** (completed during the NOI stage)
 - A **Team Composition** outline; maximum two pages (uploaded to Jura)
 - A **Project Description**; maximum seven pages (uploaded to Jura)
 - Optional:* Additional Attachments such as references, letters of support, etc.
-

Applicant Information

In this section, please provide the information requested regarding the primary applicant (the main contact for the submission).

Applicant Organization

This is the organization that you selected upon sign up to the Jura system. If your organization affiliation is incorrect, please contact helpdesk@researchns.ca.

Primary Contact

This field displays the contact information that you entered upon sign up. If this information is incorrect, please update your contact information using the 'Personal Profile' link on your Jura homepage.

Finances

Budget Table

Please see [Appendix A](#) for details regarding eligible expenses and use of funds

The following information must be entered directly into Jura.

Financial or In-Kind 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.

Expenditure

List all expenses associated with the project. Ensure that all costs (up to a maximum of \$100,000) are clearly outlined and a description of budget items is included. The budget line items included in this table should be the total of the line items across your two years of funding. Details for each funding year would be included in the 'Budget Justification' section.

Budget Justification

Maximum: Two pages

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.

The first page of your budget justification must include a two-year breakdown of your grant expenses, for example:

Category	Budget Item	Year 1	Year 2	TOTAL**
Personnel	Research Assistant	\$10,000	\$10,000	\$20,000
Personnel	Research Coordinator	\$30,000	\$30,000	\$60,000

****NOTE:** The number in the 'total' column must match the amount entered for the corresponding budget item in the 'Budget Table'.

The second page of your budget justification document must include details of your expenses, as appropriate. Please refer to the table below for examples of common expenses that may be included in your proposal, as well as the justification required for each category.

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.

Team Members

All team members must be listed in this section:

- Enter all requested details for each team member.
- A team member role must be indicated for each member. For full descriptions of team member roles, see [Appendix B](#).

All team members, including mentors, must submit an up-to-date, PDF version of a funding CV (either CIHR Academic or CIHR Project Biosketch) to the Primary Applicant (PA) to be uploaded in the 'Attachments – Team Member CVs' section of this application. Please ensure the version submitted to the PA is validated and not in draft form.

- A team member with an academic appointment should submit a Canadian Common CV (CCV).
- International team members who do not have a CCV may submit an academic CV.
- A team member without an academic appointment should submit a detailed resume/CV to the Principal Investigator to be uploaded in this section.

For additional information about obtaining a CCV please refer to the Common CV Overview ([Appendix C](#)).

Mentor(s)

It is strongly recommended that each Primary Applicant have at least one designated mentor appointed to the research team. Mentors should be chosen with care and be appropriate for the PA's career stage and circumstances. Multiple mentors are allowable, if appropriate. All mentors must be clearly identified as such in the 'role' section of the 'Team Members' table. If the mentor will act in multiple roles, please include both roles in the role field (i.e. Co-Investigator/Mentor).

A letter of support from the mentor(s) may be uploaded in the Additional Attachments Section of this application.

About the Project

Project Title

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.

Institution administering funds

Applicants must indicate the name of the institution that will administer the project funds. For an application to be submitted to the RNS, an individual with signing authority for this organization will be required to log in to Jura to approve the application and agree to terms and conditions listed in the Institution Agreement. It is recommended that applicants contact the institution that will be

approving their application *well in advance of deadline* to determine internal institutional deadlines, requirements, and potential support.

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 project. This information is used for administrative and reporting purposes only.

Plain Language Summary

Maximum: 300 words

Please provide a clear and concise overview of the project written in language suitable for a non-scientific audience. If funded, RNS will use this summary for communication purposes. Wherever possible, avoid using jargon, abbreviations, and technical terms; if you must use them provide a clear explanation. This summary should briefly describe the activities for which you are requesting funding, the research area of interest, and 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.

Project Objectives

List the primary research objectives you would like to achieve over the duration of the project. These objectives must include the overall research objectives and capture the achievements expected if project is funded. In addition, they should align with the Project Description section of your application.

Enter only one objective per text box. A maximum of ten objectives may be listed on the application form. Funded applicants will be required to report on all progress related to the listed objectives on an annual basis.

Key words

During the NOI submission, six key words were provided for your proposal. Please use the same six key words for your full application submission.

Attachments

The following items must be uploaded into Jura. 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.
- Page numbering can start at one and end with the maximum page limit for that section; applicants do not need to attempt consecutive numbering between sections.

Primary Applicant - Canadian Common CV (CCV)

Format: Funding CCV (either CIHR Academic or CIHR Project Biosketch)

Upload an up-to-date, PDF version of a funding CV (either CIHR Academic or CIHR Project Biosketch) for the Primary Applicant (PA). Please ensure the version uploaded to Jura is validated and not in draft form. This CCV may be the same used for the notice of intent stage or may be updated, if required.

For additional information about obtaining a CCV please refer to the Common CV Overview ([Appendix C](#)).

Team Members - Canadian Common CV (CCV)

Format: Funding CCV (either Academic or Project Biosketch)

Upload an up-to-date, PDF version of a funding CV (either academic or project biosketch type) for ALL team members (including mentors) listed in the 'Team Members' section of the application. Please ensure the version uploaded to Jura is validated and not in draft form.

- A team member with an academic appointment should submit a Canadian Common CV (CCV) to the Primary Applicant to be uploaded in this section.
- International team members who do not have a CCV may submit an academic CV.
- A team member without an academic appointment should submit a detailed resume/CV to the Principal Investigator to be uploaded in this section.

For additional information about obtaining a CCV please refer to the Common CV Overview ([Appendix C](#)).

Project Alignment

Your Project Alignment description will be available to view during the application stage but **cannot be changed**.

Team Composition

Maximum: Two pages

In this document, you must:

- Outline each team member's project role and responsibilities.
- Demonstrate that the intended team can successfully conduct the proposed research described.

It is strongly recommended that each Primary Applicant have at least one designated mentor appointed to the research team. Chosen mentors should be chosen with care and be appropriate for the PA's career stage and individual circumstances. Multiple mentors are allowable, if appropriate.

In the Team Composition document, 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,
- how the mentor(s)' expertise and experience strengthen the application, outlining past mentorship success, relevant publications, funding history, discoveries, achievements, community work, and any other information relevant to assess the potential quality of mentorship.

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](#), describe the ways in which the applicant has the capacity and expertise to complete the project.

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/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 Jura.

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.cihr-irsc.gc.ca/e/45321.html>

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. 2

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

Appendix A: Eligible Expenses and Use of Funds

Principles of Research Funding

1. RNS funds must be used effectively, efficiently, and ethically. To be eligible, the expense must be essential for the purpose for which the funds were awarded, and used only in accordance with the ethical, financial, and equity, diversity, and inclusion (EDI) policies and practices of the administering organization.
2. RNS will fund only research, and expenses related to that research, that is consistent with its legislation and regulations.
3. Project costs covered by another funder are not eligible research expenses.

Use of Grant Funding

Budget Variance

Up to 20% of the approved budget may be reallocated among budget categories. Reallocation of more than 20% of the approved budget must be approved by RNS personnel. 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. All funds must be distributed before the end of the funding period. RNS is not responsible for expenditures outside the funding period or in excess of the funds it is contracted to provide.

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.

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.

Eligible and Ineligible Expenses

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

- Salary and mandatory benefit costs for personnel that contribute directly to the project, such as Research Assistants and Research Coordinators.
- Stipends paid to trainees (e.g. students).
- Honoraria paid to research participants, such as modest incentives, as approved by an ethics committee
- Consulting fees, technician, and subcontract costs
- Salaries for clerical or administrative personnel directly related to dissemination of the research findings (e.g. preparing a manuscript).
- 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

- Salary, benefit costs, and/or consulting fees for primary applicants, co-applicants, and collaborators already employed by their primary organization.
- “Release time” or costs associated with loss of teaching time or time required for other professional commitments.
- Remuneration for members of the board of directors or other volunteers associated with governing the funded organization.
- 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

Travel

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

Eligible Expenses

- Travel and related expenditures at the most economical rates deemed to be reasonable, as based on the administering organization's policies.

Ineligible Expenses

- Costs associated with entertainment, alcohol, or cannabis.
- 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 and Hospitality

Eligible Expenses

- Meeting room rental fees and catering costs for the purposes of data collection, partnership development, and research knowledge sharing, as identified in the original project proposal.
- Hospitality costs related directly to the funded research for assemblies that contribute to achieving the research objective(s).

Ineligible Expenses

- Costs incurred for interactions between personnel already involved in the research project.
- Costs associated with entertainment, alcohol, or cannabis.

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

- Furniture or permanent equipment normally supplied by the institution
- Extended warranties
- Moving, renovation or construction costs

Computers/ Electronic Communications

Eligible Expenses

- Computers, tablets, emerging technologies, and other hardware and/or specialized software that are not provided by the administering organization, and with adequate justification.
- Cellular phones when they are necessary for research purposes and/or for personal safety purposes, with adequate justification.

- Monthly plans for electronic devices when they are used for research purposes and/or personal safety.

Ineligible Expenses

- Costs associated with extended warranties for standard equipment.
- Costs for home internet connections.

Gifts, Honoraria, Incentives

Eligible Expenses

- Individuals or groups involved in the research but not a member of the grant team may be offered gifts, honoraria, and incentives as a token of appreciation.
- When Indigenous Knowledge Keepers are involved in the research, gifts may be given in a ceremonial context.

Ineligible Expenses

- Gifts, honoraria, and incentives for members of the grant team.

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

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: 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 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