2022 CIHR Project Grant Administrative Review Cheat Sheet

Internal Deadline: February 25th, 2022 during core business hours

ResearchNet Deadline: 10 am, March 8, 2022 Edmonton time

##

RHP Proposal

PI eligible?	If No, consult with RF
Co-applicants eligible (only per sponsor guidelines)?	If No, consult with RF responsible for co-applicant's Department/Faculty.
All approvals obtained?	If No, ask PI to obtain approvals. Call or email. (Need PI, Chair (if departmentalized), Dean, and all UofA Co-Applicants.)
Certifications?	Do they match what is in the application? If not, please ask PI to clarify.

Research Module

Correct Dept and Faculty chosen?	If no, advise them to correct or clarify.
Partnered/Integrated knowledge Translation (iKT) Project?	If the applicant indicated that the project includes both a "partner and a knowledge user", then a partner organization must be identified under the Identify Application Partners task (http://www.cihr-irsc.gc.ca/e/49560.html#b4), AND at least one participant must be identified as a "Principal Applicant - Knowledge User". If the applicant indicates a "partner only", then a partner organization must be identified under the Identify Application Partners task. A signed letter of support from every partner must be provided at the time of application for all cash and/or in-kind contributions. If there are no cash and/or in-kind contributions then the organization is not a Partner. If the applicant indicates a "knowledge user only", then at least one of the applicants listed must be identified as a "Principal Applicant - Knowledge User". Please refer to the Project Grant Info sheet for more information.
Does proposal address the TCPS 2 - Chapter 9 Research Involving the First Nations, Inuit and Métis Peoples of Canada and Indigenous partnering community/organizational ethical guidelines?	If yes, PI needs to explain the nature of engagement.
Sex and Gender considerations?	If yes, is there a description as to how they are considered? If no, is there an explanation as to why they aren't taken into consideration. If there is no description or explanation, point this out on the Application Review Report. This is now assessed in the peer review. Applicants are also asked to include details about how sex as a biological variable and/or gender as a socio-cultural factor are integrated into the research design, etc. within the Research Proposal.
Priority Announcement?	Some require the completion of a Relevance form. Check Priority Announcement Funding Opportunity.
Appropriate Peer Review Committee chosen?	Doesn't need to be reviewed . If a PI does need to change, then need to contact CIHR.
Reviewers Suggested?	If no, advise them to identify at least 5.
Persons in Conflict of Interest identified?	Complete only if relevant. If they have identified reviewers to exclude, please advise on Application Review: "Persons in Conflict of Interest: Unfortunately comments in this field do not seem to print in the preview of the application. Reminder to please note CIHR has requested (not mandated) that you provide reasons for excluding these reviewers."

Complete Summary

	Maximum one page or 3500 characters. Can be different from the summary submitted at Registration stage. Should highlight all adjudication criteria (broad goals, background information, specific research aims, core expertise, and expected outcomes). If it doesn't this should be pointed out in Application Review. Headings are strongly recommended.
Lay Title & Lay Abstract	Completed?

Application Details: Attachments -

Summary of Progress	Maximum 2 pages.
	Should include:
	  - Progress/Productivity: Contextualize any results from research activities that support the current application;
	  - COVID-19 impact on your research: Outline the impact of the COVID-19 pandemic on the research program as appropriate; (**to be confirmed for the Spring 2022 competition**)
	  - ECRs: For early career researchers (ECRs) who have held a Foundation grant, contextualize your Foundation grant into the Summary of Progress that would have gone into the half-page statement formerly added to the Project applications;
	  - Budget requested in relation to overall funding held currently or pending: Contextualize the current application and proposed budget in relation to your overall program of research and funding history. Include all relevant funding currently held and pending. It will be incumbent on the applicant to illustrate clearly to reviewers why the requested funds are needed, how they are distinct from the funds currently held, and how they will advance research.

Research Proposal	Maximum 10 pages including charts, figures, and tables. If in French, the maximum is 12 pages. **Applications to be reviewed under the Randomized Controlled Trial, Commercialization, and Indigenous Health Research committees will need to consider specific evaluation criteria.** **All applications containing an RCT as a major component must use the [RCT headings](#) in the 10-page research proposal.**
Expertise, Experience and Resources (25%)	Need to demonstrate expertise. # of hours per week each applicant is working on project should be provided. If it doesn't this should be pointed out in Application Review.
References	No page limit.
Response to Reviews	This section is optional. Max 2 pages, if the applicant chooses to respond, they must also include all the reviews and SO Notes. The applicant must also include all of the previous reviews uploaded as a single pdf attachment (not only phrases from the reviews). CIHR may remove the response to reviewer section if the entire review PDF is not attached.
Publications	Up to 5 relevant publications from the past 5 years.
Other Application Materials	
	Reviewers are under no obligation to read. Proposal must be able to "stand alone". **No page limit. Must be in PDF format.** **Letters of Support from collaborators.** **Questionnaires/consent forms** **Figures, tables** **Progress reports**
Pending appointment?	Need a letter from their Dean indicating the date the appointment is expected.
Budget	
Budget amount per category and justification for each category.	Each category should be a multiple of 1,000; the Total amount needs to be a multiple of 5,000. The amount in each category should be for the whole project not an annual amount. If it doesn't this should be pointed out in Application Review.
Partner Details	Partners should be organizations that are providing cash or in-kind, not individuals. Need to explain how the funds are going to be used. In-kind Eligibility Table, http://www.cihr-irsc.gc.ca/e/3758.html A signed letter from the Partner is required. Ensure Partners are captured in the RSO Section of the Create Proposal page under Additional Details/Relationship/Organization Name.
CVs	

Most Significant Contributions (one page)	Required for each Principal Applicant and Co-Applicant.
	Maximum 3500 characters or one page each. Maximum of 5 contributions each. If these haven't been provided, please note on Application Review Report. If they have just listed a bunch of publications/presentations, etc., I have been using the following comment: "Significant Contributions: Should try to organize their section so that a maximum of 5 contributions are clearly identified. Typically I see 5 major "findings" plus the associated publications or patents that went along with them. They should also be relevant to the current proposal. Reviewer Insight: Reviewers feel that specific examples of research contributions are more helpful than broadly discussing areas of research activities. The significance of each contribution should be described (Source: GAP-HS Project Peer Reviewers Insights from the CIHR Fall 2017 Project Competition)."
CV	Principal Applicants and Co-applicants need to provide a CIHR Biosketch CV. Collaborators do not need to provide a CV and it will not be reviewed. Their contributions should be highlighted in the research proposal.
Primary Affiliation Field	Ensure the Primary Affiliation Field in the CCV is listed as UAlberta. If it is not, the UAlberta will not receive any Research Support Fund credits (For additional information regarding what the field looks like in the CCV or to provide instructions to faculty on how to change, please see the primer on "Importance of Checking the 'Primary Affiliation Field' on CIHR Applications"
Additional CV Information - Leave	PDF documents can be provided to supplement the publication information for the equivalent length of time as their leave.
Project Grant – Application Instructions: https://www.researchnet-recherchenet.ca/rnr16/vwOpprtntyDtls.do?prog=3514&view=currentOpps&org=CIHR&type=EXACT&resultCount=25&sort=program&next=1&all=1&masterList=true	
Biosketch – Quick Reference Guide: http://www.cihr-irsc.gc.ca/e/48437.html	
Acceptable Application Formats and PDF Attachments: http://www.cihr-irsc.gc.ca/e/29300.html	