

# Project Grant



**CIHR IRSC**

Canadian Institutes of Health Research  
Instituts de recherche en santé du Canada

## Spring 2021 Competition

### Applicant Q&A Webinar

February 2021

# Session Outline



Updates and Resources



Contact Information



Question and Answer Session



# Project Grant Spring 2021 Timeline

Key Dates	
Registration Deadline	March 4, 2021
Application Deadline	April 1, 2021
Anticipated Notice of Recommendation (NOR)	July 15, 2021
Anticipated Notice of Decision (NOD)	July 22, 2021
Funding Start Date	October 1, 2021

*CIHR is on track to resume the normal Fall schedule for the Fall 2021 Project Grant competition*

# New Requirement and Updates

The tasks in blue have a new requirement or updates.

## Registration

1. Identify Participants
2. Enter Proposal Information
3. Complete Summary
4. Enter Budget Information
5. Complete Peer Review  
Administration Information
6. Preview
7. Consent and Submit

## Application

1. Identify Participants
2. Enter Proposal Information
3. Complete Summary
4. Identify Application Partners (Optional)
5. Enter Budget Information
6. Complete Peer Review Administration  
Information
7. Attach Other Application Material
8. Apply to Priority Announcements/  
Funding Pools (Optional)
9. Preview
10. Consent and submit

# Updates to Specific Application Tasks

## Task 1 (Identify Participants): Applicant Profile CV

A new CV option is available for **non-academic, Indigenous organizations and international applicants**. These applicants now have the option of uploading the new [Applicant Profile CV](#) or using the [CIHR Biosketch CV](#), using the Canadian Common CV (CCV).

NOTE – Academic applicants must continue to use their CIHR Biosketch CV.

The Applicant Profile CV **cannot exceed three pages** but there are no section restrictions, therefore each applicant can choose what to emphasize.

# Updates to Specific Application Tasks

## Task 2 (Enter Proposal Information): Summary of Progress

The Summary of Progress is **mandatory for all Nominated Principal Applicants** and can be a maximum of two pages. This document supports your research proposal by allowing you to describe how your application fits into your overarching research program.

When preparing the Summary of Progress pages, please carefully read the instructions as the scope is wider than what many will have experienced in previous programs.

The scope of the **Summary of Progress** now includes:

- Progress / productivity
- COVID-19 impact on your research
- Foundation Early Career Researchers (ECRs)
- Budget requested in relation to overall funding held currently or pending

## Important Note

### **Removal of weighted scores in the evaluation criteria**

Reviewers will now provide one score that reflects all three evaluation criteria:

- Significance and Impact of the Research
- Approaches and Methods
- Expertise, Experience and Resources

## Sex and Gender Based Analysis (SGBA)

When responding to the SGBA questions, applicants must demonstrate how they have integrated sex and/or gender into their:

- Research design,
- Methods,
- Analysis and interpretation, and/or
- Dissemination of findings.

Reviewers will now consider this in the scores and comments within the Methods and Approaches section of their reviews

## Important Note

### Sex and Gender Based Analysis (SGBA)

Applicants are also asked to review the “[How to integrate sex and gender in research](#)” section on the CIHR website.

The Nominated Principal Applicant is asked to complete one of the [sex- and gender-based analysis training modules](#) available online through the CIHR Institute of Gender and Health and upload the Certificate of Completion in the Attach Other Application Material task.

With respect to [the integration of SGBA within research](#), **reviewers** will be explicitly required to include their assessment of whether SGBA is appropriate for the research being proposed.

The overall application score and written evaluation will reflect if SGBA has been suitably addressed in the research proposed.

This is in addition to identifying whether SGBA is a strength, a weakness or not applicable to the proposal.

## Reminder to Specific Application Tasks

### **Task 1 (Identify Participants): Impact of COVID-19 on Early Career Researchers**

CIHR has temporarily adjusted the period of eligibility for an ECR. All those who held ECR status as of March 1, 2020, or who secured their first academic appointment after this date, will have their status extended by one year.

## Reminder

### **Doubling of leave credits for early career researchers applying to Project Grant competition**

Starting with the Fall 2020 Project Grant competition, eligible leaves will be credited at twice the amount of time taken when determining ECR status.

Only leaves taken during the first five years (or 60 months) of work will be used towards determining ECR status. An applicant may not use leaves to return from mid-career researcher status to ECR status.

Eligible leave types include the bereavement, medical and parental categories found in the Canadian Common CV. Administrative, sabbatical and study leave do not qualify.

This is in addition to the decision we announced in September to [“pause the clock” for ECRs](#) to account for the disruptions caused by the COVID-19 pandemic.

# Reminder of Formatting Guidelines

CIHR has simplified the instructions for preparing and formatting attachment documents. The guidelines apply to all attachments (including the research proposal) and **must** be followed to ensure readability and fairness.

- **Font:** 12 point or larger. Do not use condensed/narrow font sizes or type density. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.
- **Line spacing:** A minimum of single line spacing is required.
- **Text colour:** black type
- **Margins:** Not to be less than 2 cm (3/4 inch) on all sides

General guidelines regarding what are considered to be [acceptable application formats and attachments](#) for a CIHR application are available on the CIHR website.

**Note:** Failure to comply with these requirements will negatively impact the evaluation/rating of the applications and can lead to the withdrawal from the Project Grant competition.

## Global Health applications

More than ever before, the health of Canadians is deeply intertwined with the health of people around the world. Projects or programs that have a global health research focus, or include international collaborations, are eligible for support through the Project Grant program.

# Mandatory vs. Optional Attachments

Please note the very important difference between these Application tasks.

## Reviewers are Required to Read

### Task 2: Enter Proposal Information > Attachments

The attachment(s) in this task contain essential information. It is imperative that you put information that is crucial to your proposal here.

*Please note details on the following four slides.*

## Reviewers are NOT Required to Read

### Task 7: Attach Other Application Materials

Peripheral information may be included in this task's attachments; however, reviewers are not required to read them.

## Task 2: Enter Proposal Information > Attachments

### Summary of Progress

The Summary of Progress is mandatory for all Nominated Principal Applicants and can be a maximum of two pages. This document supports your research proposal by allowing you to describe how your application fits into your overarching research program.

The scope of the **Summary of Progress** includes:

- Progress / productivity
- COVID-19 impact on your research
- Foundation Early Career Researchers (ECRs)
- Budget requested in relation to overall funding held currently or pending

## Task 2: Enter Proposal Information > Attachments

### Attach Proposal

Your actual proposal, in its entirety, is submitted here.

Your research proposal must include all crucial information (**including tables, charts, figures and photographs**) that a reviewer will need to read in order to assess your application.

The following page limits for the research proposal will apply:

- Research proposals submitted in English – 10 pages\*
- Research proposals submitted in French – 12 pages.

\* Any pages over the 10-page limit will be removed with no further notification to the Nominated Principal Applicant.

## Task 2: Enter Proposal Information > Attachments

### Attach Response to Previous Reviews

If **resubmitting a proposal**, you may include a response to the reviews on any of your previous Project Grant submission(s) or any other Strategic Grant submission(s). This PDF attachment **must contain two components**:

1. Your response (**max. 2 pages**);
2. All the reviews and SO Notes (if available) received in that round of submission.

When would reviewers not be required to read all or part of my response?

- If your response exceeds the page limit, reviewers will not be required to read the additional page(s) of your response.
- If you do not include all previous reviews, reviewers will not read your response.

## Task 2: Enter Proposal Information > Attachments

Where can I find the reviews that must accompany my response?

To include the reviews being addressed:

1. Log into your ResearchNet account.
2. Go to **Check Application Status** and select the appropriate competition.
3. Click on **View Results/Reviews** select the link **View/Print All Review Documents for Application [application number]**.
4. Download and save the **SO Notes (if available)** and **Reviewers Reports [Committee member]**. Include the comments (not results) from these download(s) in your PDF.

Your response should not require reference to any other documents.  
(Do NOT include the Notice of Decision (NOD) or the results letter.)

## Resources – Reference Materials

These are your core resources for submitting an application to the Project Grant competition.

- [Project Grant Program](#)
- [Funding Opportunity](#)
- [Priority Announcements FAQ](#)
- [Application Instructions](#)
- [Acceptable Application Formats and PDF Attachments](#)
- [Peer Review Manual](#)
- [Peer Review Committee Mandates](#)
- [CCV CIHR Biosketch – Quick Reference Guide](#)
- [CCV Frequently Asked Questions](#)
- [Applicant profile CV](#)



## Resources – Reference Materials

These reference materials cover topics related to the Project Grant competition.

Sex and Gender Based Analysis:

- [Sex, Gender and Health Research](#)
- [How to integrate sex and gender into research](#)
- [Sex and Gender Champions](#)
- [Impacts of integrating sex and gender in research](#)
- [Institute of Gender and Health online courses](#)

Equity and Diversity Questionnaire:

- [Equity and Diversity Questionnaire for applicants](#)

Integrated Knowledge Translation (iKT):

- [Knowledge Translation Planning](#)



## Resources – Learning Materials

Learning materials can be accessed at the [Learning for Applicants](#) page. Topics relevant to the Project Grant competition can be found under the following headings:

- Project Grant
- Sex- and Gender-Based Analysis (SGBA) and Health Research
- Equity and Diversity Questionnaire



## Contact Information

Questions regarding the Project Grant Competition can be directed to the CIHR Contact Centre:



**Telephone:** 613-954-1968

**Toll Free:** 1-888-603-4178

**Email:** [support-soutien@cihr-irsc.gc.ca](mailto:support-soutien@cihr-irsc.gc.ca)

**Website:** [Project Grant Program](#)

**Hours:** Mon-Fri, 7AM-8PM Eastern  
(except holidays)

## Question and Answer Session



We invite you to join the discussion.

Please ask your question in the Question and Answer feature of the meeting.

You can also “like” a question already asked to emphasize it.

