Guidelines for Preparing a Rady Innovation Fund Application

General Presentation

- **Font** must be 11 point Calibri, single spaced
- **Margins** must be set to minimum 2.54 cm on all sides

Attachments:

- Description of proposal must not exceed **five pages**
- Figures and tables, if required, must be in the body of the proposal and legible
- References do not count towards the page limit
- Budget Summary (one page), with detailed budget justification (max 3 pages)
- CV of the PI and Co-PIs should be included (CIHR Common CV short version)

No further attachments will be accepted with the exception of quotations (e.g., for equipment costing >$500, or a fee for a specific service) or if in Part A you need to list more than 2 Co-PI's.

Preparing the Research Proposal

Through the research proposal, PI's demonstrate their competence to conduct the proposed research. Accordingly, PI's are expected to provide a systematic, logical narrative which demonstrates familiarity with the subject matter, and a carefully formulated plan of the research. PI's are reminded that the members of the RFHS Research Advisory Committee (RAC) Executive must make their judgments on the basis of what is presented. Other things being equal, applications are more likely to be funded if they are concise, lucid, and complete.

A narrative style should be used, with headings included for the sake of clarity. PI's are advised to avoid highly specialized technical language and/or disciplinary jargon, where possible. Avoid using acronyms and abbreviations or explain them fully.

In general, the proposal describes the plan for carrying out the work, proceeding from theoretical and/or conceptual considerations to a description of the specific project to be conducted, and culminating in a budget that describes the resources required to complete the project. While the content and organization of the proposal may vary according to the nature of the project and in the interests of clarity, certain essentials must be covered in the proposal. These include:

- The objectives of the research, including its relationship to existing research and literature;
- The potential theoretical and practical significance of the proposed research and its ability to have impact within a short time horizon;

- The theoretical/conceptual framework guiding the research and/where applicable, the research hypotheses;

- The methods and procedures to be used and the resources that are required, with particular emphasis on those for which funding is sought/are included in the budget;

- A timetable for the completion of the proposed research; and

- Strategy for funding of the team research beyond the award.

References to similar or related work should be included as appropriate. Article reprints should not be included and will not be circulated to members of the RFHS RAC Executive.

Preparing and Justifying the Budget

The budget quantifies the research plan in terms of personnel, materials, supplies and other requirements. Accordingly, it is essential that the link between the research proposal and the budget be clear (e.g., what duties assistants will perform, how materials and equipment will be used, etc.). All budget items must be essential to the conduct of the research and a brief, clear justification for each budget item must be provided. The following general guidelines are provided for each of the major budget categories.

Personnel (student, technical, professional): The details regarding the nature of the tasks to be carried out, the level of responsibility, the period of employment and the proposed rate of pay (hourly, monthly) must be specified. Fringe benefits and payroll levy must be included in the calculation of salaries for research personnel.

Materials and Supplies: It is assumed that standard office and laboratory supplies (including photocopying) are provided by the department. When this is not the case or when unusual items or large quantities are requested, a complete justification must be provided.

Equipment: When requesting essential research equipment costing over $500 per item (<$15,000 total), the PI must confirm that he/she has made efforts to determine if the needed equipment is owned by the University and, if so, whether it is available for use. Applicants must also comment on the extent to which the requested equipment will be made available for use by other university researchers and on the likely extent of this use. For items over $500, quotations must be provided.

Travel: The specific details regarding the purpose of the trip, destination and length, mode and cost of travel, must be provided. When travel is proposed for the purpose of research collaboration, the need for such in-person collaboration in lieu of mail, telephone, FAX, videoconferencing, and electronic mail must be clearly demonstrated. Similarly, when proposing travel to consult library or archival materials, a justification for this travel in lieu of reviewing or purchasing materials through inter- library loan, document delivery, etc. must be provided.

Post-doctoral support: As this fund provides only partial support for the salary of a post-doctoral fellow, the PI must provide details on the Tri-Agency funding source. PI's are reminded that the salary of any individual supported under this program must meet the University minimum (please consult the Office of the Vice-President (Research and International) at 474-9488 for the current support levels).

The complete original signed application with all supporting documentation should be forwarded to the Rady FHS Research Office including a completed FAAF. An electronic version of the application should also be emailed to the Office. Late and incomplete applications will **not** be considered.

The application deadline date is 4:00 pm on August 17th 2018.

Results of the competitions will normally be announced approximately in November 2018. There is no provision for appeal of funding decisions.

Funding will begin in January 2019.

RADY INNOVATION FUND RANKING MATRIX		Score each Criteria (1-10) 1- lowest; 10 - highest	
Interdisciplinary Research Team Members		**1**	**2**
PI			
Co-PI			
Co-PI			
Co-PI			
Co-PI			
Co-PI			
Co-PI			
Co-PI			
Co-PI			
Research Team Evaluation and their Interdiciplinary Quality	*Max Score 30*	*Team Score*	*Team Score*
PI & Co-PI's Research Productivity & Impact	10		
Interdisciplinary Nature of the Team (score multiple Colleges > multiple Departments, **minimum 3 Rady FHS Faculty**)	10		
Synergistic Quality of the Team	10		
Research Proposal Evaluation	*Max Score 45*	*Proposal Score*	*Proposal Score*
Quality of the Research Proposal (clarity of purpose; suitable methods & analytics; feasibility; likely to draw conclusions)	15		
Originality/Importance of the Research Proposal (novel approach in Manitoba/Canada/World; addresses a significant knowledge gap)	10		
Innovative Nature of the Research Outputs (transformative/paradigm shifting > substantial > incremental > not innovative [**not fundable**])	10		
Immediacy Potential of the Research Outputs (clear KT plan; ability to have major impact in short-term [1-2 > 3-4 > 5-6 > 7+ years])	10		
Sustainability of the Research and Team	*Max Score 25*	*Sustainability Score*	*Sustainability Score*
Potential for National/International/Private funding beyond the term of the award	10		
Building research capacity in new fields or increasing critical mass in existing areas	10		
Evidence of leveraged support for the research program	5		
Total Score	*Max Score 100*		
Budget Requested			
% Overlap with existing grants or applied for awards (record as percentage)			
Justification for personal adequate (yes / no)			
Justification for expendables and/or services adequate (yes / no)			
Justification for the equipment adequate (yes / no / not applicable [n/a])			
Equipment available for other researchers (yes / no / not applicable [n/a])			
Recommended Budget for the Proposal (percentage of requested [0-100%])			