Grant support and process- College of Nursing (Updated November 28, 2019)

The CON is committed to supporting excellence in nursing research by investing in the resources and infrastructure in the CON and MCNHR to support researchers.

Notification of Intention to Apply: Researchers are asked to notify the MCNHR well in advance of the grant deadline (normally 3-6 months for large grants and 1-2 months for smaller grants) so that the MCNHR team can work with you in supporting the development of a strong and competitive applications. Submit your notice of apply at the MCNHR service request. [https://umnursing.ca1.qualtrics.com/jfe/form/SV_4ZmW6sHXW4npOzr](https://umnursing.ca1.qualtrics.com/jfe/form/SV_4ZmW6sHXW4npOzr)

Grant Checklist: It is recommended that researchers work with MCNHR staff in populating the grant checklist (see attached) to establish clear understanding of agency requirements, deadlines, and to leverage supports and to work with MCNHR staff early in the process.

Grant Service Request: MCNHR staff are available to support all aspects of the grant preparation from consultation on guidelines and opportunities, assistance with CVs & budgets, pre-review, grant writing and editing and support with signatures and the final submission. Please submit your requests for services using our online form at: [https://umnursing.ca1.qualtrics.com/jfe/form/SV_4ZmW6sHXW4npOzr](https://umnursing.ca1.qualtrics.com/jfe/form/SV_4ZmW6sHXW4npOzr)

University of Manitoba Research Facilitators: The MCNHR also works closely with three University of Manitoba research grant facilitators to also support you in developing strong grant applications (Jodi Smith, CIHR/Health Research Grant Facilitator, Elyssa Warkentin, Social Sciences and Humanities/SSHRC Research Grant Facilitator, and Erik Magnusson, Education and Social Work/SSHRC Research Facilitators). Researchers may contact any of the above named research grant facilitators to ask them for assistance in determining fit of the project with agency guidelines and funding opportunities, reviewing proposals and facilitating the submission of large interdisciplinary team grants or research chair awards.

Internal/CON deadlines: All grants (internal and external) being led by College of Nursing faculty as a Principal Investigator (PI) that are being submitted for funding are to be submitted to the MCNHR for signature and administrative review at least 5 working days prior to the ORS deadline (for external grants or at least 5 working days prior to the internal grant deadline (for internal grants such as URGP, UCRP, UCIP, MCNHR grants etc). The MCNHR will provide an administrative review the full application for quality and resource implications and will arrange Dean and ADR signatures on the FAAF and/or Grant Application.

ORS deadlines: All external grants must be processed by ORS. Unless otherwise stated, the ORS deadlines are 10 business days prior to the agency deadline for large/major applications and 5 business day prior to the agency deadline for smaller grants. ORS grant deadlines are available at [https://umanitoba.ca/research/ors/search_funding.html](https://umanitoba.ca/research/ors/search_funding.html)
Submission process for Grant Assistance

- For grant assistance use our MCNHR service request form at: https://umnursing.ca1.qualtrics.com/jfe/form/SV_4ZmW6sHXW4npOzr?Q_JFE=qdg;

- Below is an overview of MCNHR team members roles with specific grant activities:
  - CVs and Online Application Trouble Shooting and Assistance (James Plohman)
  - Project Conceptualizing and Planning (April Lussier and Diane Cepanec)
  - Grant Writing/Editing and Pre-Review (April Lussier)
  - CON Administrative Grant Review, Pre-Review, Budgets (Diane Cepanec)
  - Signatures/ complex formatting, merging PDFs (Alberta)

Submission process for Signatures and Administrative Review*

*CON Administrative Review for ALL Grants (internal and external) *5 working days prior to ORS/Internal agency deadline
* ORS Administrative Review Required for ALL EXTERNAL Grants: *5-10 working days prior to the agency deadline

1. Email an electronic copy of the grant application (and FAAF for external grants) to the MCNHR at mcnhr@umanitoba.ca at least 5 working days prior to the ORS deadline or internal grant deadline date
2. Next the MCNHR will provide an administrative review the application for quality and resource implications and will arrange signature from the Dean/ADR.
3. For internal grants, the MCNHR will return the signed pages back to the PI for final submission.
4. For external grants, the MCNHR will facilitate the submission to Office of Research Services on behalf of the PI unless otherwise instructed. The submission to ORS should is via email to researchgrants@umanitoba.ca as a single PDF of the entire application and PDF of the signed FAAF before 4:30 on the ORS deadline date.
Deadlines for Major Funding Opportunities (please note dates are subject to change as not all dates for 2020 have been set)

Tri-council Funding

- CIHR Project Grant: average grant $130,000/year; duration varies; Registration August and February; Full Application September and March February 5 registration and March 4 Full application
- CIHR Planning and Dissemination Grants: $5,000-$25,000; Announced July and January
- CIHR Current Funding Opportunities: See Researchnet https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E
- CIHR Collaborative Health Research Projects (NSERC Partnered): Up to 3 years May
- NSERC Discovery Grants: Up to 5 years; average grant $30,000; Notice of Intent August 1 and Full Application November 1
- SSHRC Insight Grants: stream A $7,000-$100,000; stream B $100,001-$400,000; October 15
- SSHRC Connection Grants: Events $7,000-$25,000; Outreach $7,000-$50,000; February 1, May 1, August 1, November 1
- SSHRC Partnership Engage Grants: $7,000-$25,000; March 15, June 15, September 15 and December 15
- SSHRC Partnership Development Grants: $75,000-$200,000 for 1-3 years; November
- SSHRC Partnership Grants: Maximum $500,000 per year, up to$2.5 million for 4-7 years; Stage 1 February; Stage 2 November

External Funding

- Canadian Cancer Society Innovation Grants: $200,000 for up to 3 years; Oct 15
- Centre for Health Care Innovation (CHI) Preparing for Research by Engaging Public and Patient Partners (PREPPP); $4,000; Spring & Fall
- CFI (Canadian Foundation for Innovation) John R. Evans Leaders Fund (JELF); Maximum CFI contribution $800,000; June deadline with internal deadline of April
- Children’s Hospital Research Centre Major Operating Grant: up to $60,000; 1 year; LOI February; Application April
- Children’s Hospital Research Centre Small Grants: up to $7,500; Oct 4
- Health Sciences Centre Foundation: $70,000 over 2 years; LOI December 16; Full Application February 3
- Health Sciences Centre Foundation Dolly Gemby (under evaluation in 2019)
- Heart and Stroke Foundation: $100,000/year x 3 years August 30
- Manitoba Medical Services Foundation: $35,000 1 year; August 15
- Research Manitoba New Investigator Operating Grants: 65,000/year over 2 years; March 1
- Riverview Health Centre Research Grant: $15,000 February 8
- Workers Compensation Board of Manitoba Research and Workplace Innovation Program; $100,000 for 2 years LOI March Full Application May/June
- WRCASN Nursing Education Research Grant: $5,000 December 1
- XiLamba Sigma Theta Tau Research Award: $2,000 December 1

Internal Funding

- The Centre on Aging Research Fellowships: $11,000; October
- MCNHR Graduate Student Research Grant Competition $3,000 MN and $5,000 for PhD students November 1
- MCNHR Spring Research Grant Competition April 15
  - MCNHR Research Grant $7,500 (2 award)
  - MCNHR Collaborative Health Research Grant $7,500 (1 award)
  - College of Nursing Endowment Fund Research Grant in Professional Foundations $7,500 (2 awards)
  - B.W. Fallis Parkinson’s Care Research Grant $4,500 (1 award)
  - MCNHR Graduate Student Research Grant, $3,000-$5,000 (3-4 awards)
- Rady Innovation Fund up to $100,000 October 18
- Dr. Paul H.T. Thorlakson Foundation Fund (next competition tentatively planned for 2021)
- University Collaborative Research Program (UCRP) $25,000 November 15
- University Indigenous Research Program (UIRP) $25,000 November 15
- University Research Grants Program (URGP) –$10,000 November 15 (New faculty); April 1 (Established faculty)
- University of Manitoba International Program and Partnership Seed Fund (UIPPSF) $5,000 matched funding required November 15
- Winnipeg Foundation Innovation Fund of the Rady Faculty of Health Sciences up to $100,000 April 1
Grant Supports and Flow Chart

**Pre Award Phase**

1. **Grant Application planning & development**
   - *3-6 months for larger grants;
   - *1-2 months for smaller grants

2. **CON administrative review and signature**
   - *All external and internal grants
   - *Minimum 5 working days prior to the ORS or internal grant deadline

3. **ORS administrative review**
   - *All external grants
   - *10 work days weeks for complex/large grants; * 5 work days for smaller grants

4. **Application Submission**
   - *Final submission by PI

- **Notifies MCNHR of intention to apply**
- **Meets with MCNHR to review checklist**
- **Grant service request as needed with CVs (RC), budgets(SRM) conceptualization & grant planning (SRM&ADR) grant writing/editing (RDO) preview RDO & SRM) statistics (Statistician)**
- **Formal/ informal peer review (PI)**
- **Assistance from UofM Grant Facilitators (PI)**

- **Arranging Dean/ADR Signature on application &/and FAAF (OA)**
- **Research tracking database (OA)**
- **Administrative review of full application for quality and resource implications (SRM)**

- **MCNHR (OA) or PI sends complete single file electronic copy of application to ORS and with a PDF of signed FAAF at: researchgrants@umanitoba.ca**

- **PI responsibility to submit final application**
- **MCNHR may assist with final submission (helping with complex formatting (OA),**
- **Online submission & uploading documents (RC)**
- **Review of final submission for completeness (SRM)**

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**Legend**
- **HRC** = Human Resources Administrative Coordinator: Shonnon Pepper
- **BM** = Business Manger Lisa Long
- **ADR** = Associate Dean Research: Dr. Susan McClement
- **FA** = Financial Assistant: Sherrie Hildebrand
- **OA** = Office Assistant: Alberta Mwangi
- **PI** = Principal Investigator: Faculty Name
- **RC** = Research Coordinator: James Plohman
- **RDO** = Research Development Officer: April Lussier
- **SFM** = Senior Finance Manager Mark Boiteau
- **SRM** = Senior Research Manager: Diane Cepanec
**Post Award Phase**

1. PI notifies MCNHR of application success
2. PI ensures ORS has all the following:
   - Application
   - Award Letter
   - FAAF
   - Ethics (biosafety/animal approval) Approvals
3. ORS notifies Budgets and Grants to set up FOAP
4. Preliminary access to research funds (form on ORS website to get access to funds prior to receiving ethics for activities that do not require ethical review)

**Project Phase**

**Initial steps**

- Add to monthly congratulations (OA)
- Update research tracking (OA)
- Pre-review of ethics/access (RC)

**Finance**

- Grant management and administration (FA)
  - Job posting & classification (HRC)
  - Hire/train research staff (PI)
  - Space; computer (MB)
  - Staff orientation & onboarding (PI, SRM)

**Ongoing steps**

- Reconciliation of grant account (FA)
- Review of budget; accuracy of expenditures (PI/FA)
- Assistance with processing grant expenditures (FA)
- Travel (Delegated Concur Assistant)
- Maintaining budget files (e.g., signed payroll sheets) (PI/FA)

**Finance**

- HR and other management
  - HR performance management (AC)
  - Yearly ethics renewal (reminders sent by ENREB)
  - Grant extensions must be approved by the agency (copies of approvals sent to (FA/SFM UofM Budget and grants)
  - Project implementation & dissemination (PI with Research staff hired on grant
  - Other matters (ADR)

**Legend**

- AC = Administrative Coordinator: Lisa Long
- ADR = Associate Dean Research: Dr. Susan McClement
- FA = Financial Assistant: Sherrie Hildebrand
- OA = Office Assistant: Alberta Mwangi
- PI = Principal Investigator: Faculty Name
- RC = Research Coordinator: James Plohm
- RDO = Research Development Officer: April Lussier
- SFM = Senior Finance Manager Mark Boiteau
- SRM = Senior Research Manager: Diane Cepanec
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td><strong>Deadline dates</strong></td>
<td>Agency deadline</td>
<td>Agency deadline date (online, electronic, hard copy submission)</td>
</tr>
<tr>
<td>Notify MCNHR of intent to apply</td>
<td>2-6 months prior to deadline: submit using service request <a href="http://umanitoba.ca/faculties/nursing/mcnhr/">http://umanitoba.ca/faculties/nursing/mcnhr/</a></td>
<td></td>
</tr>
<tr>
<td>MCNHR for pre-review/editing/writing</td>
<td>Early in the process is most beneficial (may require multiple reviews)</td>
<td></td>
</tr>
<tr>
<td>UofM Internal Peer Review*</td>
<td>UofM offers internal peer review for CIHR operating grants and some SSHRC grants; deadline dates are normally months in advance of the agency deadline</td>
<td></td>
</tr>
<tr>
<td>Draft to team for feedback</td>
<td>Team member date to receive and return feedback</td>
<td></td>
</tr>
<tr>
<td>CON/Internal deadlines for signature and administrative review</td>
<td>5 working days minimum from ORS or internal agency deadline</td>
<td></td>
</tr>
<tr>
<td>ORS (Office of Research Services)</td>
<td>5-10 working days before agency deadline for ALL EXTERNAL GRANTS (posted on website: <a href="https://umanitoba.ca/research/ors/search_funding.html">https://umanitoba.ca/research/ors/search_funding.html</a></td>
<td></td>
</tr>
<tr>
<td><strong>MCNHR Assistance with Checklist and Planning</strong></td>
<td>In person meeting with Diane Cepanec to populate this checklist and arrange support</td>
<td></td>
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| **Signatures**               | FAAF                          | Dean/ADR/UofM Co-Investigators; https://umanitoba.ca/research/ors/faaf.html |
| Application                  |                               |                          |
| Date for signatures to be received | Date for signature to be received from team; collecting, who is tracking and following up with team |
| **MCNHR Signature Assistance** | MCNHR will assist with getting signatures from Dean/ADR (should arrange signatures 1 week prior to ORS or internal deadline) |

<p>| <strong>Application</strong>              | Evaluation criterial          | Include key details here |
| Additional sections to be    | e.g., Previous funding, training/capacity building; future funding |
| Other Requirements           | e.g., CIHR diversity questionnaire; gender training certification |
| <strong>MCNHR Assistance with Application</strong> | Online support for uploading files and or complex formatting on request; upon request |</p>
<table>
<thead>
<tr>
<th>Budget</th>
<th>Maximum budget amount and term</th>
<th>any restrictions on yearly budget?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ineligible items to note</td>
<td>any restrictions on travel, publishing cost etc.</td>
<td></td>
</tr>
<tr>
<td>Quotes</td>
<td>quotes for items above $500</td>
<td></td>
</tr>
<tr>
<td><strong>MCNHR Assistance with budget</strong></td>
<td><strong>MCNHR will review budget or draft budget on request (draft proposal and timeline if possible should be provided at least 2 weeks prior to the CON/Internal deadline)</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CVs</th>
<th>Format/type</th>
<th>Coinvestigators, collaborators, KU &amp; patient partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>From who</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date to complete &amp; return</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MCNHR Assistance with cvs</strong></td>
<td><strong>MCNHR can assist with CVs (submit a service request 1-2 months in advance of the agency deadline)</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Page length and formatting restrictions</th>
<th>Pages, font, margins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Components</td>
<td>Rational, background, methods, team, KT, capacity/training); required sections</td>
<td></td>
</tr>
<tr>
<td><strong>MCNHR Assistance proposal</strong></td>
<td><strong>Grant writing, editing and pre-review available from the MCNHR; Recommended that researchers work with the MCNHR 2-6 months in advance</strong></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Appendices</th>
<th>Research appendices</th>
<th>data collection, timelines, theoretical models</th>
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</thead>
<tbody>
<tr>
<td>Other appendices</td>
<td></td>
<td>relevant publications,</td>
</tr>
<tr>
<td>Any restrictions on appendices</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>MCNHR Assistance Appendices</strong></td>
<td><strong>Complex formatting; review etc upon request</strong></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Letters of support</th>
<th>Patient partners</th>
<th>signed letters-- tip meet with partners to write the letter &amp; get signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leverage in-kind/cash support</td>
<td>special forms to complete?</td>
<td></td>
</tr>
<tr>
<td>Agency/Partner support</td>
<td>draft letter to agency; avoid cookie cutter letters</td>
<td></td>
</tr>
<tr>
<td>Dean's Letter of support</td>
<td>To be discussed with Dean/ADR as early as possible (at least 1 month prior to submission)</td>
<td></td>
</tr>
<tr>
<td><strong>MCNHR Assistance with letters</strong></td>
<td><strong>Review/draft letters from the Dean; Review letters from others upon request</strong></td>
<td></td>
</tr>
<tr>
<td>Submission to ORS</td>
<td>Submission to ORS</td>
<td>Single PDF complete application with a PDF of the FAAF by deadline;</td>
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<td>----------------------</td>
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<td>------------------------------------------------------------------</td>
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<tr>
<td><strong>MCNHR Assistance with submission to ORS</strong></td>
<td><strong>MCNHR will submit to ORS on the researchers behalf upon receipt of final signatures (unless otherwise instructed)</strong></td>
<td></td>
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<table>
<thead>
<tr>
<th>Submission to Agency</th>
<th>Details on final submission</th>
<th>Electronic or hard copy; online or email; date/time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Final Review is PI responsibility</td>
<td>PI to verify for completeness</td>
<td></td>
</tr>
<tr>
<td><strong>MCNHR Assistance with submission</strong></td>
<td>Compiling PDFs/merging PDFs; assistance verification of completeness; assistance with final submission <em>available on request (deadline is no later than noon on the agency deadline as often the MCNHR is assisting with multiple submission)</em></td>
<td></td>
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</tbody>
</table>