

TIMELINES

2012/2013 GRANT PROCESS

<i>Revised: November 16, 2011</i>	Infrastructure Grants	Research Operating Grants		Personnel Awards (MHRC)
PROCESS STEPS	Infrastructure & Equipment	Research Operating	Clinical Scientist	Students/ Fellows
1. Announcement with guidelines for the Infrastructure Grants, Research Operating Grants and Personnel Awards will be posted, emailed & distributed to all CCMB Portfolio Leaders and Service Department Heads.	Nov 1, 2011	Nov 1, 2011	Nov 1, 2011	Dec. 1, 2011
2. Applicants for Infrastructure grants will prepare a one page "Letter of Intent" and forward to the relevant Provincial Director.	Nov 30, 2011			
3. Senior Management Team will meet to review and rank all LOI's – relevant Provincial Director will advise applicant/Section Head of his/her decision in writing after December 6th 2011 . This "Approval Letter" must accompany the application. <i>Applications not approved by SMT/Provincial Director will go no further.</i>	Dec 6 2011			
4. Deadline for receipt of Infrastructure applications and Research Operating and Personnel Grant applications to Research Office. <ul style="list-style-type: none"> ◆ Infrastructure applications to be sent to the Research Office by the appropriate Provincial Director. ◆ Applications for Research Operating Grants should be sent to the Research Office by the PI. ◆ Applications for the Personnel Awards should be sent to the MHRC Office by the applicant. 	Jan 25, 2012	Jan 25, 2012	Jan 25, 2012	Feb 1, 2012 To MHRC
5. The Provincial Director, Research, will compile and collate Infrastructure applications into research and non-research categories. <ul style="list-style-type: none"> ◆ The Provincial Director, Research, will select Primary and Secondary Reviewers to review the Research Operating grant applications. <ul style="list-style-type: none"> ○ Primary and Secondary Reviewers will be selected from the Scientific Advisory Committee for the Research Operating Grants <p>For the Clinical Scientist Grant, an ad hoc committee will be established and will be sent the application. If necessary, a Primary and Secondary Reviewer will be selected.</p>	Feb. 3, 2012	Feb. 3, 2012	Feb. 3, 2012	

6. Research Operating grant applications to be sent to International External Reviewers for their comments and ranking to be sent back to Jennifer no later than March 2 nd , 2012.		Feb 8, 2012	Feb 8, 2012	
7. Review of MICB Budget – March	March	March	March	
8. Internal Review Committee Meetings: a) Infrastructure Non-Research grants to SMT b) Research Operating grants to Scientific Advisory Committee c) Basic/Clinical Scientist Award – Ad hoc Committee	a) March (dates to be determined at a later date)	b) March 8, 2012	c) March	
9. All applications and rank ordering of Infrastructure grants will be forwarded to SMT for further review and final decision according to the CCMB Strategic Plans and Goals for final collating and rank ordering.	March (to be based on Internal Review Meetings)			
10. The completed list of ranked Infrastructure and Research Operating grants will then be submitted to CCMB Finance Committee and to CCMB Board for review and approval.	CCMB 1. Finance - April 10, 2012 2. Board - April 19, 2012			
11. 2 nd Year of funding for Operating, Multi-Disciplinary & Applied/Basic/Clinical Scientists Grants must have Progress Report to Provincial Director, Research for review.		April 4, 2012	April 4, 2012	
12. CCMB Board approved request will be forwarded to CCMF Inc. The CCMF Executive Director will bring the ranked applications to the PGAC, the CCMF Finance Committee and the CCMF Board for review, final approval and funding.	CCMF 1. PGAC – Apr. 30, 2012 2. Finance – May 7, 2012 3. Executive – May 7, 2012 4. Board – June 20, 2012			
13. CCMF advises CCMB of Approved Applicants. In case additional income becomes available through fundraising efforts, additional applications may be funded during the year, with the same process of notification being followed. Provincial Director, Research, on behalf of President and CEO, will notify applicants regarding funding outcome.	May 31, 2012 Funding start July 1, 2012	May 31, 2012 Funding start July 1, 2012	May 31, 2012 Funding start July 1, 2012	June 8, 2012 MHRC/ CCMF Funding start July 1, 2012
14. A Progress Report is due. (Reminder to be sent in July 2 nd , 2012) Send Reports to CCMF on Aug, 11, 2012.	Aug 11, 2012	Aug 11, 2012	Aug 11, 2012	
15. The financial recording of each funded application will be through a specific account established & maintained within the CCMB financial system, specifically the clinical grants fund. Funds will be credited to the grant account on a regular monthly or annual basis.	On-going	On-going	On-going	On-going