

Research Grant Checklist Template

Prepared by the Manitoba Centre for Nursing and Health Research (Diane Capanec; Nov 26/19)

Item	Description	Details	Notes
Deadline dates	Agency deadline	Agency deadline date (online, electronic, hard copy submission)	
	Notify MCNHR of intent to apply	2-6 months prior to deadline: submit using service request http://umanitoba.ca/faculties/nursing/mcnhr/	
	MCNHR for pre-review/editing/writing	Early in the process is most beneficial (may require multiple reviews)	
	UofM Internal Peer Review*	UofM offers internal peer review for CIHR operating grants and some SSHRC grants; deadline dates are normally months in advance of the agency deadline)	
	Draft to team for feedback	Team member date to receive and return feedback	
	CON/Internal deadlines for signature and administrative review)	5 working days minimum from ORS or internal agency deadline	
	ORS (Office of Research Services)	5-10 working days before agency deadline for ALL EXTERNAL GRANTS (posted on website: https://umanitoba.ca/research/ors/search_funding.html	
	<i>MCNHR Assistance with Checklist and Planning</i>	<i>In person meeting with Diane Capanec to populate this checklist and arrange support</i>	
Signatures	FAAF	Dean/ADR/UofM Co-Investigators ; https://umanitoba.ca/research/ors/faaf.html	
	Application	Signatures required yes/no; from who	
	Date for signatures to be received	Date for signature to be received from team; collecting, who is tracking and following up with team	
		<i>MCNHR Signature Assistance</i>	<i>MCNHR will assist with getting signatures from Dean/ADR (should arrange signatures 1 week prior to ORS or internal deadline)</i>
Application	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	
		<i>MCNHR Assistance with Application</i>	<i>Online support for uploading files and or complex formatting on request; upon request</i>

Budget	Maximum budget amount and term	any restrictions on yearly budget?	
	Ineligible items to note	any restrictions on travel, publishing cost etc.	
	Quotes	quotes for items above \$500	
	<i>MCNHR Assistance with budget</i>	<i>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)</i>	

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

Proposal	Page length and formatting restrictions	Pages, font, margins	
	Components	Rational, background, methods, team, KT, capacity/training); required sections	
	<i>MCNHR Assistance proposal</i>	<i>Grant writing, editing and pre-review available from the MCNHR; Recommended that researchers work with the MCNHR 2-6 months in advance</i>	

Appendices	Research appendices	data collection, timelines, theoretical models	
	Other appendices	relevant publications,	
	Any restrictions on appendices		
	<i>MCNHR Assistance Appendices</i>	<i>Complex formatting ; review etc upon request</i>	

Letters of support	Patient partners	signed letters-- tip meet with partners to write the letter & get signature	
	Leverage in-kind/cash support	special forms to complete?	
	Agency/Partner support	draft letter to agency ; avoid cookie cutter letters	
	Dean's Letter of support	To be discussed with Dean/ADR as early as possible (at least 1 month prior to submission)	
	<i>MCNHR Assistance with letters</i>	<i>Review/draft letters from the Dean; Review letters from others upon request</i>	

Submission to ORS	Submission to ORS	Single PDF complete application with a PDF of the FAAF by deadline;	
	<i>MCNHR Assistance with submission to ORS</i>	<i>MCNHR will submit to ORS on the researchers behalf upon receipt of final signatures (unless otherwise instructed)</i>	

Submission to Agency	Details on final submission	Electronic or hard copy; online or email; date/time	
	Final Review is PI responsibility	PI to verify for completeness	
	<i>MCNHR Assistance with submission</i>	<i>Compiling PDFS/merging PDFS; assistance verification of completeness; assistance with final submission *available on request (deadline is no later than noon on the agency deadline as often the MCNHR is assisting with multiple submission)</i>	



Grant support and process- College of Nursing (Updated January 7, 2021)

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 2-6 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 to apply at the MCNHR service request. 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

University of Manitoba Research Facilitators: The MCNHR also works closely with three University of Manitoba research grant facilitators to 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 businessdays prior to the ORS deadline (for external grants) or at least 5 business 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 days prior to the agency deadline for smaller grants. ORS grant deadlines are available at 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 Capanec)
 - Grant Review/Editing/Budgets (April Lussier and Diane Capanec)
 - Signatures/ complex formatting, merging PDFs/Submission to ORS (Alberta)

Submission process for Signatures and Administrative Review*

*CON Administrative Review for ALL Grants (internal and external) **5 business days prior to ORS/Internal agency deadline*

* ORS Administrative Review Required for ALL EXTERNAL Grants: **5-10 business 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 business 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 be 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 2021 have been set)

Tri-council Funding

- **CIHR Project Grant:** average grant \$130,000/year; duration varies; ***March 3rd Registration and April 1 Full proposal**
- **CIHR Planning and Dissemination Grants:** \$5,000-\$25,000; Announced July and January (**currently delayed**)
- **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 Development Grants** \$7,000-75,000 February 2
- **SSHRC Insight Grants:** stream A \$7,000-\$100,000; stream B \$100,001-\$400,000; (**new date for 2020**) **October 1**
- **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
- **New Frontiers Research Fund** (**New dates for 2021 not yet released (three types of grants Exploration Grants, Transformation and Horizon Global)**)

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:** **on hold**
- **Children's Hospital Research Centre Small Grants:** **on hold**
- **Health Sciences Centre Foundation:** \$70,000 over 2 years; LOI December 14; Full Application February 5)
- **Heart and Stroke Foundation:** **new for 2020 August 27 1 year \$60,000**
- **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
- **Deer Lodge Foundation:** \$15,000 March
- **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

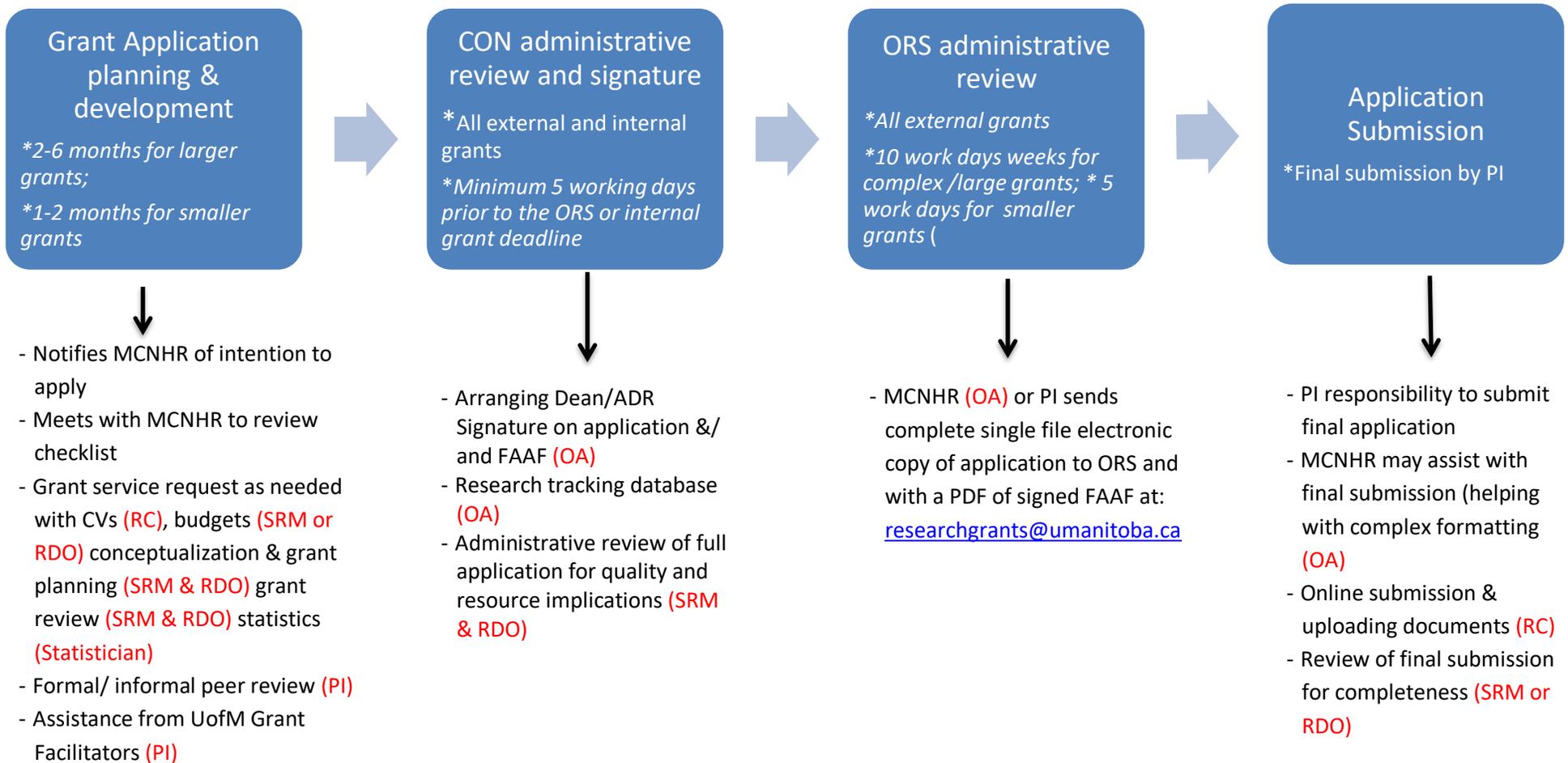
Internal Funding

- **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 (note last competition was October 2019)**
- ***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**

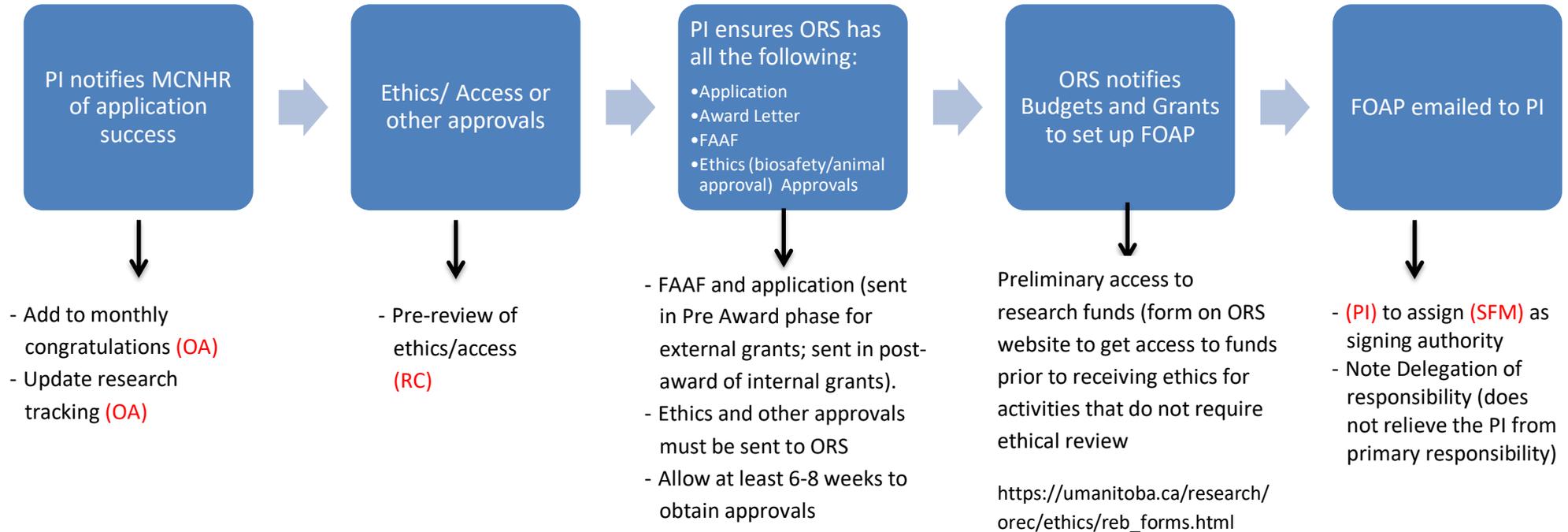
Grant Supports and Flow Chart

Pre Award Phase

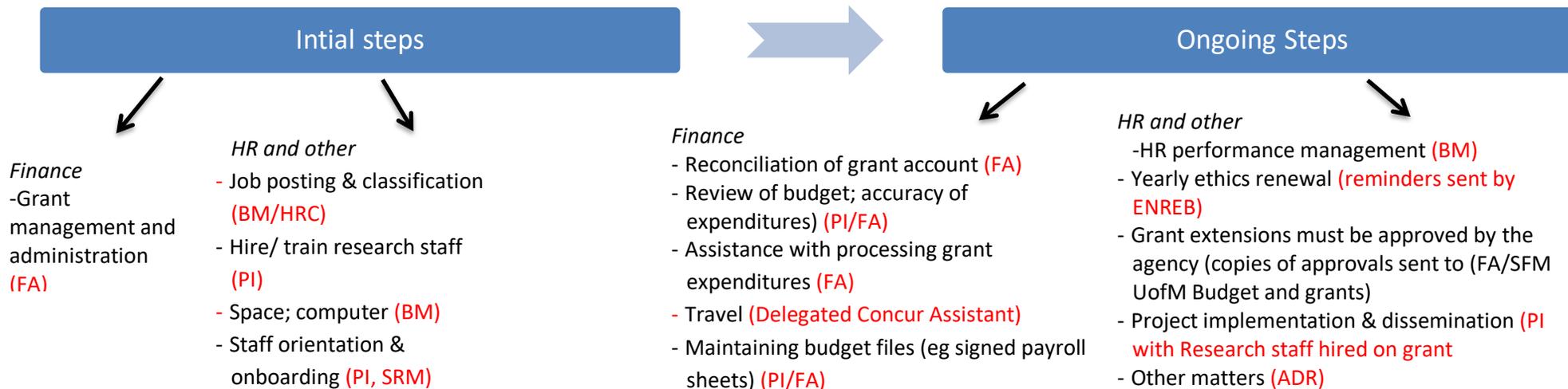


Legend HRC=Human Resources Coordinator: Shonna Pepper; BM=Business Manger: Lisa Long; ADR=Associate Dean Research: Dr. Susan McClement; FA=Financial Assistant: Usha Pammi; OA=Office Assistant: Alberta Mwangi; PI=Principal Investigator: Faculty Name; RC=Research Coordinator: James Plohman; RDO=Research Development Officer: April Lussier; SFM=Senior Finance Manager; Mark Boiteau; SRM=Senior Research Manager: Diane Capanec

Post Award Phase



Project Phase



Legend BM=Business Manager: Lisa Long; HRC=Human Resources Coordinator: Shonna Pepper; ADR=Associate Dean Research: Dr. Susan McClement; FA=Financial Assistant: Usha Pammi; 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 Capanec