The CIHR Completeness Policy has been in effect since September 1, 2008 and stipulates that applications that do not contain all of the necessary information as described within the Funding Opportunity description and corresponding application forms will be withdrawn from the competition process. Note that CIHR staff verify that all applications submitted to CIHR competitions are complete prior to relevance, merit or peer review. This process also includes ensuring that applicants have followed all relevant CIHR policies and procedures in completing their applications.

Below are some key points to keep in mind when preparing your application to ensure that you are correctly following CIHR instructions for this competition as well as other relevant CIHR policies and procedures. Whether you are a new researcher or an established researcher who has been funded by CIHR in the past, it is important that you take a few minutes to review all of these considerations before finalizing your application.

- Review the eligibility criteria for this competition and ensure all participants on your application are eligible to participate in their identified roles (i.e., as Nominated Principal Applicants, Principal Applicants or Co-Applicants). Before signing any application, the Office of Research Services will request clarification about any team members whose research or academic appointments may not be clear.

- The CIHR Open Operating Grant program is open to applications in all areas of health research that are aligned with the CIHR mandate. Applications submitted to CIHR that do not have a health research focus, as determined by validation from a peer review representative, will be withdrawn from the competition. For more information, visit the Selecting the Appropriate Federal Granting Agency webpage on the Government of Canada website. If you have any questions about the eligibility of your project, contact the Office of Research Services or CIHR directly as soon as possible.

- As per CIHR policy, foreign researchers can be Principal Applicants or Co-Applicants on CIHR Open Operating Grant applications as long as they meet the eligibility requirements for such roles. (Note: Nominated Principal Applicants holding a position outside of Canada or living abroad must spend a minimum of six months per year at an eligible Canadian institution.)

- All applicants must prepare either an Academic CV or a Knowledge User CV, depending on their roles identified within the application on ResearchNet. It is essential that the CV template used matches the role of the respective team member. If an Academic CV is required, ensure that the current version of the CCV is used.

- Be sure to declare if your application contains a randomized controlled trial (RCT) irrespective of the budget. Applications submitted to the RCT peer review committee must be structured according to the RCT headings provided by CIHR. An entry is required under every heading. Failure to use the headings in an application submitted to the RCT committee will result in the administrative withdrawal of the application. Applications submitted to the discipline-based CIHR OPEN OPERATING GRANT PROGRAM – COMPLETENESS & COMPLIANCE PRIMER
committees are encouraged to use the headings but are not required to do so. However, be mindful that use of the RCT headings can help to better organize the information required for RCT review by reviewers.

- Ensure all signed application signature pages including the routing slip are scanned and uploaded in ResearchNet. This includes signed signature pages from all Principal Applicants, Co-Applicants and the authorized institution, as well as funding partners (if applicable). Note that the Nominated Principal Application only “submits” the application; they do not also sign it. Original signatures can be obtained from all required parties and scanned and uploaded in ResearchNet. Copied signatures (i.e., faxed, stamped, electronically inserted) are also allowable.

- Of primary importance, it is essential that all application attachments (e.g., Research Proposal) follow the CIHR Acceptable Application Formats and Attachments guidelines. Specifically, attached pages must use a font size of 12 point, black type, max. six lines per inch and observe a margin of 2 cm minimum around the page. Pages must also include a header with your name, the project title and the section title, as well as a footer with the page number. All attachments must be uploaded in a PDF format.

- Observe page limitations for the Research Proposal. A maximum of 11 pages may be attached in the case of one or two applicants. A maximum of 13 pages may be attached only if there are three or more applicants. If figures or tables are embedded in the Research Proposal, these will count towards the page limit. (Page limits do not include materials attached in the Appendix.)

- Equipment is not an eligible expense in this competition at this time. To be considered as equipment by CIHR, all three of the following conditions must be met: 1) nonexpendable tangible property; 2) having a useful life of more than one year; and 3) a cost of $2,000 or more. If at least one of these conditions is not met, the expense is considered to be Materials or Supplies. A laptop computer that costs less than $2,000, for example, is considered as Materials or Supplies even though it is a nonexpendable tangible item with a useful life of more than one year.

- Priority Announcements represent important bridge funding opportunities for applications that fall just short of the funding cut-off in the regular competition. If you select a Priority Announcement in this competition that requires the completion of a relevance form, be sure to review the specific research priority area(s) of the Priority Announcement and explain how your project is relevant to these areas as appropriate. (Note: your lay summary may not adequately demonstrate relevance)

Be sure to preview your application using the “Preview Application Materials” task before you consent and submit your application on ResearchNet. Pay specific attention to the order of your attachments as this is how your application will look to reviewers when submitted to CIHR electronically. But remember that ResearchNet only verifies that certain information is provided prior to marking a task complete. It does not verify whether all information and documentation is complete. Consult the Office of Research Services or CIHR directly if you have any questions.

This CIHR APPLICATION COMPLETENESS & COMPLIANCE PRIMER was prepared by the Office of Research Services for your information and reference. Please feel free to contact Nancy Klos, Associate Director (Research Grants) at 789-3672 or by email (Nancy.Klos@ad.umanitoba.ca) if you wish to discuss any of the above further or require further clarification.