The application process for the CIHR Open Operating Grant Program is comprised of two steps: **Registration** and **Application**.

Below are the key points to keep in mind when preparing your Registration for this competition. 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 Registration.

- Registration for this competition is completed electronically through ResearchNet. You DO NOT need to send a paper copy of the Registration to CIHR. (Note: Registration does not require institutional approval. However, if you decide to proceed with an application to CIHR for the Open Operating Grant Program, you will be expected to follow UM internal processes as communicated by your unit and the Office of Research Services for the submission of your application.)

- To proceed with a Registration, you must have a ResearchNet account, a CIHR PIN and a Common CV account. Do not delay if you do not currently have these accounts in place. Start this process early!

- Note that a Registration CV is required at the time of registration for all participants, with the exception of collaborators. Applicants will enter their Common CV confirmation number in this task. This replaces the former requirement to upload a CCV.pdf file.

- Ensure you are eligible to apply to this competition. Consult the CIHR eligibility to Apply and Relevant Research Areas sections of the **Open Operating Grant Program announcement** before preparing your Registration.

- The title of your project, the name of the Nominated Principal Applicant and the peer review committee(s) you select to review your application CANNOT be changed between the Registration and Application phases. Therefore, you need to give careful thought in providing this information to CIHR in your Registration.

- If you are submitting your application through the University of Manitoba, the Institution Paid MUST BE the University of Manitoba. (Use the search feature!)

- At the Registration phase, you can suggest up to two peer review committees to review your application (i.e., primary and secondary choices). Only one committee will be selected. **CIHR will make the final decision on which peer review committee will review each application based on the Summary of Research Proposal received during the Registration phase. Applicants will only be informed of which peer review committee reviewed their application when they receive their Notice of Recommendation from CIHR (i.e., application rank, rating, and reviewer and Scientific Officer comments).**
Before selecting a peer review committee, it is essential that you consult the listing and mandates of the Open Operating Grant Program peer review committees to make the best and most appropriate selection for your application(s). Note that peer review committee mandates are subject to change, so it is important that you check the committee list and mandates each time you apply.

Take the time to also review committee previous membership and past funded grants from the various committees. (Data is readily available for the last seven years on the CIHR website. Older data can be searched by individual competitions.)

The Summary of Research Proposal is required to be submitted at the time of Registration and is a key part of both your Registration and Application to CIHR. Take time in preparing the Summary as this page is used by reviewers and other committee members to get an overview of your project. Also, as noted above, CIHR uses the Summary at the Registration phase to determine which peer review committee will review each application. Therefore, ensure that your project as described within your Summary of Research Proposal falls directly under the mandate of your preferred committee (helpful hint: use their terminology). Questions and clarification about committee mandate and research areas covered can be directed to the CIHR committee contact persons.

There is no limit on the number of applications an individual can submit as a Nominated Principal Applicant, or to the number of applications for which an individual is a Principal Applicant or a Co-Applicant in the CIHR Open Operating Grant Program as long as these applications are different. In accordance with the CIHR Grants and Awards Guide, applicants may not submit the same (or very similar) applications to one of more CIHR funding opportunity with overlapping review periods. A request for funding through CIHR’s Priority Announcements is not considered to be a duplicate application submission.

If your project is currently funded by CIHR and is continuing beyond the currently funded term, your grant should be submitted for renewal by the date shown on your CIHR Authorization for Funding to prevent an interruption in funding. The renewal date may be postponed under exceptional circumstances, but the request for postponement must be made to CIHR prior to the renewal date. If your application is submitted after the renewal deadline date, your application will be considered a new application by CIHR. Please contact the Office of Research Services if you wish to discuss the renewal application of a currently funded Regional Partnership Program grant.

CIHR and the Office of Research Services must be notified if you decide not to proceed with a Registered application for this competition.

The CIHR Registration deadline is August 15, 2013 20:00 EST. Late or incomplete Registrations will not be accepted by CIHR.