CIHR PROJECT SCHEME 2016 LIVE PILOTS – APPLICATION REQUIREMENTS PRIMER

The application format for the Project Scheme is <u>significantly different</u> from that of the Open Operating Grant Program. The Project Scheme application format is aligned to the review criteria (**concept and feasibility**) for this funding opportunity, and each criterion will be <u>equally weighted</u>. The format has been piloted by CIHR in various competitions over the past two years so it will be familiar to some researchers already. The project description is shorter (only about the equivalent of <u>8 pages including the Summary</u>), but it is still essential to be able to clearly articulate what is being proposed in the project, team membership, challenges, timelines, and available resources/facilities, as well as the significance of the potential project outcomes and the potential impact on health-related knowledge, health research, health care, health systems and/or outcomes.

Below is a <u>brief overview</u> of the main sections of the new CIHR Project Scheme application for the 2016 Live Pilots. Note that this overview also draws from the <u>previous pilots</u> conducted by CIHR to date and is for *initial information purposes* only as applicants begin to prepare their applications to this competition. Application details may still change prior to the end of 2015; however, no significant changes are expected to be made by CIHR *after December 15, 2015*. For more information on the Project Scheme Live Pilots and updates, visit the CIHR website at <u>http://www.cihr-irsc.gc.ca/e/49051.html</u>.

- ✓ In the **Summary**, applicants are asked to summarize their research proposal including the question/problem to be addressed, relevant approaches, methodologies and techniques to be used, expertise to address the question/problem, and the impact of the expected results (contribution to advancing knowledge, health research and/or health care in the short-term and in the long-term, as appropriate).

- ✓ The **Concept** of the proposed research seeks information both on the **quality of the idea** and the **importance of the idea** being proposed.

- ✓ **Quality of the Idea** assesses <u>what</u> is being proposed. Is the idea among the best formulated ideas in its field? The overall <u>goal and objectives</u> of the project should be well-defined. The goal should state the purpose of the project and what the project is ultimately expected to achieve. The objectives should be action-oriented, highlighting important lines of inquiry and/or activities required to meet the goal. The proposed project outputs (i.e., tangible results of the project) should be clearly described and aligned to the objectives. The project <u>rationale</u> should address a valid gap or issue in health-related knowledge, health research, health care, health systems, and/or health outcomes. The rationale should be well-supported by evidence (i.e., literature review, previous findings, environmental scan, market analysis, stakeholder input).

- ✓ The **Importance of the Idea** assesses the significance of the research idea and the value of any potential gains should the gap or issue be successfully addressed by the project (<u>why</u> the research needs to be undertaken). The proposed outputs and outcomes (e.g., adding to the knowledge base in the field) of the research should be clearly described, and be appropriate and realistic given the nature and scope of the

project. The proposed impact of the research project should also be clearly identified including potential advancements in health-related knowledge, health research, health care, health systems and/or health outcomes.

✓ The **Feasibility** of the project will cover **methodology** and the **expertise, experience and resources** to accomplish the project.

✓ The **Methodology** addresses the project's design and plan, including <u>how</u> and <u>when</u> the project will be completed. The approaches/methods should be well-defined and justified in terms of being appropriate to accomplish the objectives of the project. <u>Timelines</u> should be appropriate in relation to the proposed project activities, and <u>key milestones and deliverables</u> should be feasible given the duration of the project and allow for measurement of progress and success. Critical scientific, technical or organizational <u>challenges</u> should be identified and alterative plans or strategies should be described. All projects should have a <u>knowledge translation</u> approach that is appropriate to the project outputs.

✓ The **Expertise, Experience and Resources** assembled for the project should be appropriate to deliver on the objectives of the project. The applicant(s) should demonstrate the collective expertise and experience (disciplinary, professional or methodological) needed to execute the project (i.e., deliver the proposed outputs as well as achieve the proposed outcomes of the project through collaborations, team membership, partners, knowledge-users, technical support, trainees, patients, etc.). The roles and responsibilities of each applicant should be clearly described, and linked to the objectives of the project. The <u>level of engagement</u> (e.g., time and other commitments) of each applicant should be appropriate to the roles and responsibilities described. Project applicants should have access to the appropriate infrastructure, facilities, support personnel, equipment, and/or supplies to carry out their roles.

✓ The **Budget** assessment will not be factored into the scientific assessment of an application, but reviewers will provide feedback on the budget requested. Is the requested funding appropriate to support the project? Is it realistic and justified? The total amount requested will be equally divided over the course of the grant. Equipment is an eligible expense in the Project Scheme. Based on the pilots conducted by CIHR to date, it is *most likely* that CIHR will not require a precise valuation or justification of all budget line items and will instead ask for a high level description of the requested budget with limited details. CIHR has already indicated that budget attachments and cost quotations are not required.

✓ Based on pilots conducted to date by CIHR, there will *likely* be limits on other **attachments** to the application such as response to previous reviews, publications, questionnaires, additional information on the methodology or approach, or the team members. Figures and tables supporting an application will likely still be allowed as will letters from collaborators and knowledge users.