

## New Investigator Research Grants Application Package

**This grant competition is highly competitive.** New investigators should contact their institution's research awards or grants management office to discuss any potential internal process that may be required, and we recommend an internal peer-review before submission to the Foundation.

Please note that successfully funded projects generally have a confirmed and involved mentor on their project. This is strongly encouraged.

Please ensure all required documentation is included before submitting your application.

For competition criteria and guidelines, please refer to the New Investigator Research Grants Guidelines for Applicants document.

### Resubmissions

An applicant who did not receive funding may submit a revised application in a future competition, providing they still meet eligibility criteria. A maximum of one resubmission is permitted per project. Applicants of a resubmission should provide a letter (no longer than two pages) to the Grant Review Committee addressing itemized concerns raised by reviewers. Resubmissions will be assessed under the same criteria as first-time applications but with special attention to the responses to reviewers' comments.

### Format

1. **Grant Summary Sheet** (1 page) which must be emailed as a separate standalone document in word format to [national.grants@sickkidsfoundation.com](mailto:national.grants@sickkidsfoundation.com)
2. **Application Package** please email the complete application package **in one document (pdf is fine)** to [national.grants@sickkidsfoundation.com](mailto:national.grants@sickkidsfoundation.com)
3. **Please mail (or courier) one original and one copy of the completed application.**
  - 12-point font size must be used and the text of the proposal may be single-spaced and can be printed double sided
  - Applications must not be bound and the original copy should not be stapled.

## **Deadline**

Applications must be received by **5:00 pm EST on Monday, November 15, 2010.**

Acknowledgement of receipt of application will be emailed to all applicants within 10 working days of the deadline. If you do not receive an acknowledgement of receipt email within 10 days please contact the Foundation.

## **Contact Us**

**Email:** [national.grants@sickkidsfoundation.com](mailto:national.grants@sickkidsfoundation.com)

**Telephone:** 416.813.6166 x2354

**National Grants**

**SickKids Foundation**

**525 University Avenue, 14<sup>th</sup> Floor**

**Toronto, ON M5G 2L3**

# New Investigator Research Grants - Applicant Checklist

Please check off what has been included in this application. Please attach this checklist to the original (no copies of this document are necessary).

## Mandatory Attachments

The following **must** be submitted by the deadline of November 15, 2010:

1. **Grant Summary Sheet** (1 page), which must be emailed as a separate standalone document in word format to [national.grants@sickkidsfoundation.com](mailto:national.grants@sickkidsfoundation.com)
2. **Application Package** please email the complete application package **in one document (pdf is fine)** to [national.grants@sickkidsfoundation.com](mailto:national.grants@sickkidsfoundation.com)

- Resubmission? If yes, include your two page cover letter
- Applicant Checklist (this document)
- New Investigator Grant Application Form (maximum 20 pages)
- Suggested External Reviewers List (please do not suggest reviewers with whom you may have a conflict of interest) (1 page)
- Full Curriculum Vitae for Principal Investigator and Short Curriculum Vitae for Co-Investigators
- Letter from Department or Division Head
- Support Letters
- Letter documenting a break in research career if applicable

**Necessary Approvals** are mandatory for projects involving human or animal subjects and natural health products (these approvals may be obtained after application is successful:

	<b>ATTACHED</b>	<b>PENDING</b>	<b>NOT APPLICABLE</b>
Ethics Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animal Care Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health Canada Approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Application Appendices

### Optional Attachments

You may also attach documents relating to clinical trials; charts; photographs; diagrams and references; non-standardized measurement instruments specific to the project; or any other documents you feel necessary to your project.

# New Investigator Research Grants Grant Application Summary Sheet (one page maximum)

*This summary sheet must be submitted as a standalone document in word format from the application package.*

Short Project Title:

Applicant & Sponsoring Institution:

Co-Investigators & their institutions:

Project Dates & Duration:

Research Sectors (*please check which research sector applies to your project*)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Biomedical | <input type="checkbox"/> Health Systems and Services  |
| <input type="checkbox"/> Clinical   | <input type="checkbox"/> Population and Public health |

Research Operating Budget Summary (up to \$100,000 per year for up to 3 years):

Year 1: \$\_\_\_\_\_ Year 2: \$\_\_\_\_\_ Year 3: \$\_\_\_\_\_ Total: \$\_\_\_\_\_

Project outline in lay language, under the following headings:

Background

Specific Objectives

Hypothesis

Methods

Expected Results

# New Investigator Research Grants

## Grant Application for Project Support

**Grant Summary Sheet** (1 page), which must be emailed as a separate standalone document in word format to [national.grants@sickkidsfoundation.com](mailto:national.grants@sickkidsfoundation.com)  
**Application Package** please email the complete application package **in one document (pdf is fine)** to [national.grants@sickkidsfoundation.com](mailto:national.grants@sickkidsfoundation.com)

This form is not to be used per se, but the numbering and heading system shown herein must be replicated. The total length of the application must not exceed **20 pages**, excluding appendices and references, in 12 pt. single spaced type. A maximum of **8 pages** total in length, excluding references, will be considered for questions 10 to 14.

### Please answer all questions

1. Name of Sponsoring Institution (*i.e. the institution where the funds would be held if the grant is awarded*):
2. Revenue Canada Charitable Registration Number for the **sponsoring** institution: (*All hospitals and universities have a Charitable Registration Number, which has the form xxxxx-xxxx-RRxxxx; contact the development office at your institution if you are having difficulties identifying this number.*)
3. Full mailing address of principal applicant(s), including name, title, department, area of expertise, telephone and fax numbers, and e-mail:
4. Co-applicants(s) of the project, including name, title, department, area of expertise, telephone number and e-mail for each:
5.
  - a) Short Title of Project:
  - b) Area of Project Research:
6. Project Duration:
7.
  - a) Where will the project be carried out?
  - b) Will the participation of other institutions or agencies be required?  
If yes, please list these institutions/agencies and attach letters indicating their agreement to participate.
8. If this is a revised, resubmitted application, please provide the original SickKids Foundation file number (and don't forget the two page cover letter addressing reviewers concerns).
9. Have **any** of the investigators listed on this grant applied in the past ten years to SickKids Foundation as **principal investigators**?

## Research Proposal Components

*Please respond to the following five questions (10 – 14 with a maximum of **8 pages** total in length, not including references). Refer to our assessment criteria in the Request for Applications in responding to these questions. In the references, any articles to which the applicants have contributed must include a complete authorship list.*

10. State what and how the objectives of the project are relevant to the improvement of child health in Canada. (Relevance is a funding criterion; proposals are assessed on both scientific merit and relevance).
11. Outline the present state of knowledge and provide a brief review of the literature relevant to the proposed project.
12. Indicate relevant work on related projects by the applicant(s) and others in your health sciences centre or region. (Include references to pertinent publications).
13. Provide an outline of the proposed project including the methodology and research design. Documentation should include rationale for the choice of measuring instruments/scales as well as documentation of those not in standard use.
14. What criteria will be used to measure whether the objectives have been achieved, and how (in some detail) will they be applied?
15. Provide your Knowledge Translation (KT) plan. Please see the KT guide and plan development tool provided at: [www.sickkidsfoundation.com/grants](http://www.sickkidsfoundation.com/grants) and clicking on Knowledge Translation Resources for Researchers. (*Note that up to 15% of your budget may be used to support your KT plan*).
16. Your overall project budget should include the following information: expenses in each year, total project budget, and total requested from SickKids Foundation – CIHR IHDCYH, and also show any funds being requested from other sources.

Example:

Budget Item	Year 1	Year 2	Year 3	Project total
Salary for Research Coordinator (.5 FTE) 20 hrs./wk x \$18/hr	\$18,720	\$18,720	\$18,720	\$37,440
Photocopying	\$600	\$600	\$600	\$1,800
Travel to conferences		\$2,000		\$2,000
Computer & Equipment	\$10,000			\$10,000
KT plan activities (up to 15%)	\$15,000	\$15,000	\$15,000	\$45,000
Continue to list all line items...	...	...	...	...
Total research operating <b>maximum:</b>	\$100,000	\$100,000	\$100,000	\$300,000

Ensure that expenses are clearly linked to the project activities described in the application. To ensure reviewers can properly assess your proposal, you are encouraged to attach a budget justification. Any line items that are not justified may be removed. If this grant request is for partial project support from this grants program, please provide full details of other funding sources for the project.

Itemize the following, if applicable, in the budget:

- All personnel to be engaged in project, including titles and information on hourly wage, as well as yearly salary and benefits
- Equipment required for project
- Supplies and/or office expenses
- Other expenses (*give details*).

17. Has an application been made to any other agency (agencies) for support of this project? If yes, give names and amounts requested. If a decision is still pending, include grant deadline dates for the submission. If you have received confirmation of partial funding of this project from other granting agencies, list the agency, the amount of funding confirmed and the duration of the funding.

**Note:** *If additional funding support is required from other agencies for completion of this project, you must append letters from these agencies confirming their financial support of this project.*

18. List other current research support, which you or your co-applicants have received or which is pending. Include the title of the project, the name of the recipient, the total amount awarded, the dates and duration of the award and the granting agency/source of funds. Provide an appendix if required.

19. Does the project involve human and/or animal experimentation or clinical examination of patients? If yes, append approval by an appropriate Ethics

Committee, or ensure that the Foundation receives a copy of the approval within 60 days if proposal is approved.

20. Person who will administer the funds (this should be someone in the research accounting office) on behalf of the sponsoring institution including:
  - Name, Title, Department **and Signature**
  - mailing address
  - telephone number
  - email address.
21. Name, Title, and Signature of Applicant:
22. Name, Title, and Signature of Department or Division Head:
23. Date of Application:

## Appendices

### Institutional Support

Please include a letter of support from Department or Division Head. This letter must indicate the ways in which the institution will support the applicant, in terms of resources (lab space, computer hardware, etc.), mentorship and research time for the applicant. If the principal investigator is a Medical Doctor or Health Care Clinician, the letter from the individual's Department or Division Head must also guarantee that at least 50% of the applicant's time will be protected research time for the duration of the project.

### Curriculum Vitae

Please include **FULL** CV's for each principal applicant. The CV's can be in CIHR/Common CV format. For the co-applicants please submit 2 page CV's with the following information:

- Surname and given names
- Education including Bachelors, Masters, Doctorate degrees, clinical training & license, scientific field, supervisor (if applicable), and year
- Research training, including dates, institution, department and supervisor
- Academic positions held and hospital appointments including dates, institution, and department
- Publications - include only publications from the past five years or less, depending on what will fit within the page limit.

### Suggested External Reviewers

Please provide a list of **five** potential external reviewers for this application. These should be individuals who have recognized expertise in the area of study and who are not in any way involved with the project. Individuals should not be associated with the sponsoring institution. For each of the five individuals give the following information: name, title, institution, telephone number, e-mail address and area of expertise.

**Please see the applicant checklist for instructions on what to include in the appendices.**

#### **\*\*N.B.\*\***

**Please note that you must include all essential information pertaining to the project in the body of the application and not in the appendices, which reviewers are not required to read. The application will be seriously disadvantaged if the internal and external reviewers do not find the project information complete and satisfactory.**