

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 ensure all required documentation is included before submitting your application.

For competition criteria and guidelines, please refer to the Request for Applications document.

Format

Please **email** a full copy of the complete application (including summary sheet and appendices) to national.grants@sickkidsfoundation.com. Please mail (or courier) **one original AND two copies** 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, February 23, 2009.**

Acknowledgement of receipt of application will be emailed to all applicants within 15 days of the deadline. If you do not receive an acknowledgement of receipt email by March 10, 2009 please contact the Foundation.

Contact Us

Email: national.grants@sickkidsfoundation.com

Telephone: 416.813.6166 x 2354

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 February 23, 2009:

1. **Grant Summary Sheet** (2 page), which must be emailed as a separate standalone document to national.grants@sickkidsfoundation.com
2. **Application Package** (please email the complete application package to national.grants@sickkidsfoundation.com)

- 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
- Mentorship Prize Letter
- Salary support award letter if applicable
- 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:

	ATTACHED	PENDING	NOT APPLICABLE
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

Mentorship Award Please check if you are applying for this award for your mentor and you have included the required letter from your mentor.

Salary Support Please check if you are applying for salary support and have included the required letter from your division/department head.

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 (two page maximum)

This summary sheet must be submitted as a standalone document from the application package.

Short Project Title:

Applicant & Sponsoring Institution:

Co-Investigators & their institutions:

Project Dates & Duration:

Research Priority (*please check which research priority your application is to be considered. Please note only one may be selected*):

- | | |
|---|---|
| <input type="checkbox"/> Environmental Influences on Health & Disease | <input type="checkbox"/> Improving Mental Health Care |
| <input type="checkbox"/> Understanding the Developing Brain | <input type="checkbox"/> Obesity Prevention & Treatment |
| <input type="checkbox"/> Improving Outcomes of Paediatric Cancer | |

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

(Please email a copy of the application to national.grants@sickkidsfoundation.com and mail one original AND two copies of the completed application.)

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 should 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 Investigator(s), including name, title, department, area of expertise, telephone and fax numbers, and e-mail:
4. Co-investigator(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, provide the original SickKids Foundation file number.
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 priority you have indicated and how are these related 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 plan. Please see the KT guide and plan development tool provided at: 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).*

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 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

Mentorship Award

To be eligible for the Mentorship Award, applications must include a letter from the Principal Investigator's Mentor explaining the mentor's relationship to the applicant and the mentorship that was provided in developing the research study and developing the application as well as the mentorship that will be provided for the duration of the research project if funded.

Salary Support

As outlined in the RFA, incremental funding of up to 40% of the amount of the research operating grant will be paid annually in support of child health research infrastructure. This funding may include Salary Support for the Principal Investigator in line with the PI's allocation of effort to the research project. if applied for,

To apply for salary support, individuals must attach to their applications a letter that makes it clear:

- the amount of salary support being requested per year for the duration of the grant
- explanation of the percentage of time and effort the applicant will have for this research project on a weekly or monthly basis for the duration of the grant
- some detail as to how the applicant's time will be protected and how the balance of research time will be paid for.
- The letter must be signed by the division/department head of the Principal Investigator

Please note that salary award recipients from another funder (i.e. career awards) and physicians who are paid through an Alternate Funding Plan from their institution are not eligible to apply for this salary support funding.

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 clinician (understood as health care practitioners such as nurses, occupational therapists, physiotherapists, naturopath etc. as well as physicians), 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 investigator. 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, full mailing address, telephone and fax number, e-mail, 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.