

Carleton University Research Development Grants CIHR Research Development Grant Guidelines

- Source:** Office of the Vice-President (Research and International) (OVPRI)
- Purpose:** Provide financial support for the development of a **first successful application** to the Canadian Institutes of Health Research (CIHR) Project Grant Competition as the Nominated Principal Applicant (NPA). (*See Terms and Conditions*)
- Deadline:** **June 30** and **November 15** (Bi-annual), Should either of those dates fall on a weekend or statutory holiday, the deadline will be the next business day.
- Value:** Maximum award is \$10,000
- Duration:** Grants will be tenable for a period of one (1) year. No extension will be granted.

Eligibility

Principal Investigator Eligibility:

- Hold a full-time tenured or tenure-track position at Carleton University by the application deadline.
- Does not hold or have held CIHR funding as a NPA or PA;
- May hold either NSERC or SSHRC funding or a from a national sponsor outside of Canada such as the United-States National Institutes of Health;
- Intend to submit a competitive CIHR Project Grant proposal as the NPA within the next 12-18 months.
- Have not been awarded a CU Research Development Grant (NSERC, CIHR or SSHRC Explore)¹ as a PI or co-PI within the last three (3) years
 - Previous recipients of a CU Research Development Grant (NSERC, CIHR or SSHRC Explore) proposing a similar research project must clearly explain how they are planning to respond to committee comments. Additionally, previous recipients must have submitted a final report for their previous grant prior to the application deadline.
- Does not hold a [CU SSHRC Exchange – Knowledge Mobilization Grant](#).
- A professor may only submit one application as a PI or Co-PI in a given gate to the CU Development Grants suite (SSHRC Explore, NSERC or CIHR, whether ECR or Bridge streams).

Co-Principal Investigator Eligibility

Must meet the following eligibility criteria:

- Hold a full-time tenured or tenure-track position at Carleton University by the application deadline
- Have not been awarded as a PI or Co-PI a CU Research Development Grant (NSERC, CIHR or SSHRC Explore)² in the past three (3) years.

¹ Previously referred to as NSE and Health CU Development Grants.

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Team Member Eligibility

- Anyone is eligible. No CV submission is required.

Please note that transfers of funds to other institutions are not permitted.

Budget

Expenses: Expenses must be eligible under the [Tri-Agency Guidelines for Use of Grant Funds](#).

- Eligible expenses include:
 - Stipends to students and postdoctoral fellows
 - Salaries of technical and professional staff
 - Materials, supplies and services
 - Small equipment (i.e. computers) cannot account for more than 1/3rd of the total budget
 - Research travel (e.g. field work) and travel to present papers at technical conferences
- Ineligible expenses include:
 - Professional development activities
 - Partnership building activities
 - Large equipment and renovations
 - Teaching release

Evaluation Criteria

Applications will be evaluated based on the following criteria:

- **Criterion 1: Concept (50%)**
 - Significance and Impact of the Research
 - Creativity of the idea
 - Rationale of the project idea is sound
 - Overall goals and objectives are well defined and clear
 - Anticipated project contributions are likely to advance basic health-related knowledge, health care, health systems or health outcomes
- **Criterion 2: Feasibility (30%)**
 - Approaches and Methods (80%)
 - Appropriateness of the approaches and methods
 - Timelines and related deliverables are realistic
 - Potential challenges are identified and the mitigation strategies are appropriate
 - Expertise, Experience and Resources (20%)

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- Appropriate expertise and experience to lead and deliver the project outputs and to achieve the proposed contributions
 - Appropriate level of engagement and/or commitment from the applicants
 - Appropriateness of the environment to enable the conduct and success of the project
 - Adequate demonstration of the applicant's productivity and progress of their research program
- **Consideration of Sex, Gender and other identify factors in the research design (15%)**
 - **Appropriateness of budget to support the project (realistic and well-justified) (15%)**

Application Package

- **Application Form**
- **CV(s):** PI and Co-PI (if applicable), which must include currently active and applied for research grants, publications, student supervisions and, if possible, the record of knowledge translation activities.
- **References** (one (1) page max)

Save as a SINGLE file, using the naming convention: **PIlastname.PIfirstname.CIHRSeedGrant.pdf**

Submission Steps:

- ☒ Login to the [cuResearch portal](#)
 - Choose "Apply New" from the top right menu, then under Section A: CORIS Awards, select "Approval Form"
 - Project Info Tab: Enter your project title and SAVE
 - Project Sponsor Info Tab: click on "Add New", then click on "Agency" and select: *Internal – Internal (Carleton) Grants/Awards, select appropriate Program, and SAVE
 - Attachments Tab: Upload your application package
 - Approval Form Tab: Complete all required fields and SAVE

"SUBMIT" on or before the deadline day. (Your application will be routed for electronic approval by your Department Chair/School Director and Associate Dean, Research (ADR). To view the signing authority routing for your file, consult the "Approvals" tab.)

Late or incomplete applications will not be accepted.