

**Carleton University Research Development Grant  
CIHR Project - Seed Grant**

Name		
Faculty/Department		
Position		
Title of Project		
Total Amount Requested	\$	
Please answer the following questions:		
1) Do you currently hold a full-time tenure or tenure-track position at Carleton?	Yes	No
2) Please confirm that you have not and do not currently hold CIHR funding as NPA (Nominated Principal Applicant) or PA (Principal Applicant).	Yes	No
3) Please confirm that you intend to submit a competitive CIHR Project Grant proposal as the NPA within the next 12-18 months.	Yes	No
4) Have you been awarded a CU Research Development Grant (SSHRC, NSERC or CIHR) <sup>1</sup> in the past 3 years?	Yes	No
5) Are you currently holding a <a href="#">CU SSHRC Exchange – Knowledge Mobilization Grant</a> ?	Yes	No
If you did hold a CU Research Development Grant (SSHRC Explore, NSERC or CIHR) 3 years ago or earlier, and you are proposing the same or a similar project, please briefly explain in the text box below how you are planning to respond to committee comments. (250 words)	Indicate year of award:	
If you held a previous CU Research Development Grant, did you submit your final report?	Yes	No

<sup>1</sup> Previously referred to as NSE and Health CU Development Grants.

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**Team Information**

<b>Co-Investigator</b> (if applicable)- Must be eligible to hold this internal grant	
Full Name	
Faculty/Department	
Position	
<b>Team Members</b> (if applicable; include up to 4 team members, partners, Carleton faculty members, external researchers, Indigenous Elders, etc.)	
#1	
Full Name	
Organization Name	
Position	
#2	
Full Name	
Organization Name	
Position	
#3	
Full Name	
Organization Name	
Position	
#4	
Full Name	
Organization Name	
Position	

**Instructions**

Please complete the following sections in the space provided, ensuring that you have followed the guidelines.

NOTE: Each text box will allow a maximum number of words.

- ✓ Incomplete applications will not be accepted
- ✓ Avoid using acronyms and abbreviations or explain them fully
- ✓ Failure to provide the required information could render your application ineligible
- ✓ Applicants must submit a cuResearch Approval Form

Note: The degree of conciseness and clarity in the description of the proposed research project or program may have a significant influence on the outcome of the application. **Please ensure to write in lay terms, for a multi-disciplinary review committee.**

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**For RESUBMISSIONS ONLY (300 words)**

Explain how you will address the committee comments and generally strengthen your CIHR proposal.

**Summary (250 words):** Provide a brief lay summary of your proposed research.

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**Description of Research (800 words) using the following headings:**

- **Background and Importance:** describe the context and needs (issues/gaps) the project will address
- **Goals and Research Aims:** Indicate the broad goal(s) and specific research aims of the proposed research, clearly linking how they fit the objectives of the funding opportunity.
- **Methods/Approaches/Expertise:** describe the research and/or knowledge translation/commercialization approaches, methods, and/or strategies and, if relevant, core expertise being brought together
- **Expected Outputs:** Describe the expected outcomes of the proposed research, highlighting its significance and how it will advance knowledge and/or its application to health care, health systems and/or health outcomes.

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**HQP Training Plan (400 words max)**

- Describe the training philosophy and research training plan, including the HQP involvement in the project, outcomes and professional development skills gained by HQP.; and
- Explain how equity, diversity and inclusion considerations are integrated into past and planned HQP training.

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**Sex, Gender, and Other Identity Factors**

Gender-based analysis plus (GBA+) is an analytical process used to assess the potential impact that identity factors, such as sex, gender, race, ethnicity, religion, age and mental or physical disability, may have on the experience of the individual. The purpose of GBA+ is to promote rigorous research that is sensitive to sex and gender, as well as many other identity factors, such as race, ethnicity, religion, age, and mental or physical disability. These considerations **must be integrated into the research design, when appropriate**. Please refer to [Women and Gender Equality Canada's information on GBA+](#) and the [Sex- and Gender-Based Analysis \(SGBA\) section of CIHR's website](#) for definitions of sex, gender, SGBA and GBA+, in addition to information on applying GBA+ and SGBA to the development and assessment of research proposals.

Please answer the following questions.

- 1) Is sex as a biological variable taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings? Yes  | No
- 2) Is gender as a socio-cultural factor considered in the research design, methods, analysis and interpretation, and/or dissemination of findings? Yes  | No
- 3) Are other identity factors (e.g., race, socioeconomic, age, other) considered in the research design, methods, analysis and interpretation, and/or dissemination of findings?  
Yes  | No

In the box below please

Describe how sex and/or gender considerations and/or other identity factors will be integrated into your research proposal.

**OR**

Explain why sex and/or gender and/or other identity factors are not applicable to your research proposal. (300 words)

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**Budget:** Please complete the table below

Stipends to postdoctoral fellows and students	\$
Salaries of technical and professional staff	\$
Materials, supplies and incidentals	\$
Research travel (i.e. fieldwork) or to academic conference(s)	\$
Other - please describe	\$
Total Amount Requested	\$

**Budget Justification (500 words max)**

The justification must:

- Explain how the costs were established for each item in the budget
- Describe and justify how budget items are needed to accomplish the objectives
- Demonstrate how the funds contribute to the direct costs of the research
- Demonstrate the economical use of funds

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### Career Interruptions (250 words max)

If you have experienced delays that have affected research productivity or outcomes, provide the timeframe and indicate the cause in general terms. Delays are adjusted at a 2:1 ratio.

### 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** (1-page max)

Save as SINGLE pdf file, using 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 completed application package
  - **Approval Form Tab**: Complete all required fields and SAVE



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“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.