



2024- 25

Mobilize Grant

**Truth and Action**

Application Package

**Effective September 4, 2024**

SHRF is the provincial funding agency that funds, supports and promotes the impact of health research that matters to Saskatchewan

**shrf.ca**

## Table of Contents

1. Introduction .....	2
1.1 About SHRF .....	2
1.2 Intention of This Call .....	2
1.3 About this Funding Opportunity .....	3
1.4 About this Application Package.....	3
1.5 SHRF Contacts .....	4
2. Application Guidelines .....	4
2.1 Grant Objectives.....	4
2.2 Focus Areas .....	4
2.3 Funding Information .....	4
2.4 Important Dates .....	5
2.5 Application Requirements.....	5
2.6 Principal Applicant Requirements.....	7
2.7 Team Requirements .....	8
2.8 Allowable Expenses.....	9
3. Review Process.....	10
3.1 Review Criteria .....	10
3.2 Funding Recommendations .....	10
4. Reporting Requirements .....	11
5. Application Instructions .....	12
5.1 New User – Registering a Profile.....	12
5.2 Opening an Application.....	13
5.3 Application Details Tab.....	13
5.4 Proposed Project Tab .....	14
5.5 Budget Tab .....	16
5.6 Approvals Tab.....	17
5.7 Submitting your Application.....	17

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## 1. Introduction

### 1.1 About SHRF

Saskatchewan Health Research Foundation (SHRF) funds, supports and promotes the impact of health research that matters to Saskatchewan.

Established by an act of legislature in 2002, our mandate provided by the Government of Saskatchewan is to:

- Seek funding from government and non-governmental sources to advance health research
- Encourage and facilitate research into health-related fields
- Fund research according to provincial strategic goals
- Disseminate information about funded research to members of health-related professions and to the public

SHRF's investments in research contribute to the improved health of Saskatchewan citizens through a high-performing health ecosystem with a robust culture of health research and innovation. We adhere to our organization's core values and promote inclusiveness, equity, creativity, and breadth in health research.

### 1.2 Intention of This Call

SHRF's mandate is to encourage and fund health research with the goal of improving the health and healthcare of Saskatchewan people. We work to align research with the needs of the province and to increase investments in quality research that leads to healthier communities. We acknowledge that community health is impacted by intersecting social, economic and historical factors. Supporting the health outcomes of Indigenous communities is integral to the success of this work.

In 2015, the federal government committed to implementing the [recommendations of the Truth and Reconciliation Commission of Canada \(TRC\)](#) as a measure to redress the legacy of residential schools and advance Canadian society through reconciliation. The primary goals of the TRC are to support the healing of Indigenous Peoples and communities and to restore the relationships between Indigenous and non-Indigenous Peoples in Canada. The TRC recommendations are directed by 94 Calls to Action, including calls to guide governments, institutions, civil societies and individual Canadians.

SHRF recognizes the importance of the TRC and the role of reconciliation in improving the health of all Saskatchewan people. SHRF is supporting action towards these goals by offering *Mobilize Grant* funding for research activities that advance the reconciliation of Indigenous health and healthcare.

The *Mobilize Grant* aims to increase the sharing of knowledge in ways that are easily accessible and useful for a range of audiences to inform decisions about health practices, programs and policies. Addressing the TRC Calls to Action, and in the spirit of the commission to reconcile Indigenous and non-Indigenous Peoples and perspectives, this funding supports knowledge sharing and collaboration activities for healthy and connected communities in Saskatchewan.

This call is intended to provide funding that includes but is not limited to activities that: emphasize co-creation; share knowledge and stories; highlight Indigenous ways of knowing; offer recognition of

cultural knowledge and ethical protocols; address attitudes, behaviors, institutions, and structures; create cross-cultural and generational interactions and exchanges; and provide guidance on culturally responsive healthcare that responds to intersecting barriers to care, with the goal of improving the health of Indigenous Peoples in Saskatchewan.

### 1.3 About this Funding Opportunity

The purpose of the **SHRF Mobilize Grant** is to fund knowledge mobilization activities in relevant and practical settings and mediums, with the aim of improving the applicability and impact of health research in Saskatchewan.

#### Terminology

##### Knowledge Mobilization

SHRF uses the term knowledge mobilization to refer to all activities used to bring awareness to research activities and findings in a way that can be used in practice. This includes but is not limited to knowledge synthesis (i.e. compiling and interpreting information from multiple sources), dissemination (i.e. distributing information to others), transfer (i.e. sharing skills experience and ideas), exchange (i.e. consulting and collaborating learning environments), and co-creation (i.e. collaborating with other stakeholders to guide the design process). Knowledge mobilization should encourage exchanges between researchers and knowledge-users.

##### Knowledge-user

SHRF defines knowledge-users as any individual who could receive and use new knowledge to implement improvements in health – their own health, the health of others or the health system. These individuals may represent organizations that are interested in the practical application of knowledge. A knowledge-user may be a practitioner, health system manager, policymaker, educator, decision-maker, health care administrator, community leader or an individual from a health institution, patient group, government organization, etc.

### 1.4 About this Application Package

This package includes important information on grant guidelines and application instructions. It will support you through SHRF's application process in **SHRF's Research Management System (RMS)**, [shrf.smartsimple.ca](http://shrf.smartsimple.ca), and if successful, in managing your grant.

Along with the information contained in this Application Package, this grant is subject to all policies and procedures as outlined in the current **SHRF Funding Guide** unless an exception is noted. The SHRF Funding Guide is available for download at [shrf.ca/resources](http://shrf.ca/resources).

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## 1.5 SHRF Contacts

For questions about eligibility, program guidelines or the review process:

Chelsea Cunningham, Programs and Engagement Manager

[ccunningham@shrf.ca](mailto:ccunningham@shrf.ca)

For other questions or technical help with the SHRF Research Management System (RMS):

Tanya Skorobohach, Programs and Peer Review Coordinator

[helpdesk@shrf.ca](mailto:helpdesk@shrf.ca)

## 2. Application Guidelines

### 2.1 Grant Objectives

Proposed activities must fulfill the purpose of knowledge mobilization by addressing at least one of the following objectives:

1. Facilitate the use and integration of health research knowledge and evidence into practice and decision making.
2. Facilitate the use of relevant knowledge (e.g., lived experiences, traditional knowledge) to inform and guide research activities.
3. Facilitate the participation of non-academic team members in the research and knowledge sharing process.

### 2.2 Focus Areas

Applications must address the Truth and Reconciliation Commission of Canada: Calls to Action report in combination with any area of human health.

### 2.3 Funding Information

#### Value

Up to \$10,000 is available from SHRF.

Matching funding is not required. Any and all supports needed to successfully complete the application as proposed should be apparent within the application to be considered for funding from SHRF. This includes team members, access to stakeholder services, quotes for contracts, etc.

#### Duration

The grant provided is for up to one year (12 months).

#### Extension

Funding is eligible for no-cost extension.

## Renewal

Funding is non-renewable.

## Multiple Applications

The Principal Applicant can submit only one application per call, but may be a co-principal applicant or co-applicant on other applications.

## 2.4 Important Dates

<b>Application Opens</b>	September 4, 2024
<b>Application Deadline*</b>	December 19, 2024 – 4:30 p.m. CST
<b>Funding Decision</b>	January 22, 2025
<b>Funding Start</b>	February 1, 2025
<b>Information Webinar</b>	September 18, 2024 – 12:00 p.m. CST <a href="#">Register for the information webinar &gt;</a>

\*Check with your institution for internal deadlines and allow time to obtain required approvals.

## 2.5 Application Requirements

All applications should clearly address the focus area of reconciliation and the grant objectives of supporting knowledge mobilization, which can include knowledge dissemination, transfer, brokering, translation, synthesis, exchange, networking, and/or co-creation.

The recommendations of the Truth and Reconciliation Commission of Canada (TRC) can be found at the following link:

[Truth and Reconciliation Commission of Canada: Calls to Action](#)

A general introduction to knowledge mobilization can be found at the following links:

[Canadian Institute of Health Research - Knowledge User Engagement](#)

[Research Impact Canada Resources](#)

Any specific questions about the fit of proposed activities can be directed to the Program Manager, Chelsea Cunningham ([ccunningham@shrf.ca](mailto:ccunningham@shrf.ca)).

Specifically, applications must:

- Have a proposal that outlines the:

- Background and rationale for the project, referencing the Truth and Reconciliation Commission of Canada report and evidence-based practices, research, and Indigenous ways of knowing;
  - References cited can be included in the Supplementary Materials, but do not need to be extensive.
- Specific project goals and objectives;
- A clear activity plan;
  - **Note:** The Mobilize Grant is not intended to support research activities to create or collect new data. Activities to synthesize data in a systematic way are eligible and encouraged but should be a portion of a larger knowledge mobilization initiative.
- The target knowledge users (see definition in [Terminology](#)) for the proposed activities;
  - Include the need or gap in current knowledge or practice this activity will address for the target knowledge users.
- Feasibility of the project, including any potential pitfalls and mitigation, ethical considerations, etc, as appropriate.
- Have a clear, visual timeline with deliverables.
- Have clear roles and responsibilities for each member of the team, and briefly describing relevant background and experience as it relates to the proposed activities.
- Have an evaluation plan that supports the project’s proposed outcomes and impacts.
  - Key metrics and mechanisms built into the proposed project to gather feedback in both short and long term should be included.
- Request funding only for expenses required to complete the proposed activities that are justified and not covered by other sources of funding.
  - Other sources of funding or in-kind resources complementing the requested amounts can be included in the Other Funding sheet of the budget excel.
  - Where possible, the project should use resources and provides employment and training opportunities within Saskatchewan.
    - Contracts outside of Saskatchewan should be explained within the budget justification and quotes provided.
- Clearly demonstrate how the application will engage with the target knowledge users.
  - Involvement of knowledge-users and ability to reach this target audience is critical for the success of the application. The application should demonstrate engagement or likely potential to engage knowledge-users and target audience through any of the following:
    - In-kind resources from knowledge-users or similarly invested organizations;
    - Letters of support specifically identifying how the proposed project will benefit the audience and/or knowledge-users;
    - Co-applicants who are knowledge-users and/or people with lived experience;
    - Detailed project plan describing how the knowledge-users or audience will be successfully engaged within the project timeline; and/or
    - Other relevant methods of support within the knowledge-user or audiences’ resources identified in the application.

For a detailed breakdown of the required application documents and information field by field, please see the [Application Instructions](#).

**NOTE:** If you are looking for support for an event focused on academic knowledge sharing (e.g., conferences, academic research days, poster sessions, etc.), please see [shrf.ca/sponsorship](https://shrf.ca/sponsorship) to submit a request for consideration. Questions should be directed to [info@shrf.ca](mailto:info@shrf.ca).

## 2.6 Principal Applicant Requirements

The Principal Applicant is the individual who is responsible for the overall direction of the proposed activities, assumes administrative responsibility for the grant and receives all related correspondence from SHRF. The Principal Applicant is responsible for submitting the application by the deadline.

***Principal Applicant eligibility requirements are modified for this grant compared to what is outlined in the SHRF Funding Guide and are as follows.***

The Mobilize Grant Principal Applicant must:

- Reside and work in Saskatchewan during the funding period of the grant.
- Not be a trainee in relation to the proposed project.
- Agree to adhere to all SHRF funding policies and annual reporting requirements.
  - Successful Principal Applicants will sign a Notice of Acceptance prior to the release of funds.
  - Failure to comply with terms and conditions will prevent authorization of any future SHRF funding.
- Have a position that supports them to carry out activities that promote evidence-based health knowledge and practices on behalf of their organization for public benefit.
  - This includes:
    - Post-secondary institutions that have a Memorandum of Understanding (MOU) with SHRF (see the complete list in the [SHRF Funding Guide](#))
    - Registered charities
    - Non-profit organizations
- If the Principal Applicant's organization is not an MOU institution, they must be able to provide the following to SHRF:
  - Organization banking information to receive payment if an application is successful;
  - CRA registration number;
  - Contact information for a financial office or designated bookkeeper who is able to provide annual financial statements of account to SHRF for the duration of the grant;
  - Additional information as needed about their position and their organization regarding:
    - Their organization's charitable status and experience receiving grants,
    - Purpose and governing documents of their organization (eg. annual report, governance structure, certificate of incorporation).

We strongly encourage potential applicants to contact the Program Manager, Chelsea Cunningham ([ccunningham@shrf.ca](mailto:ccunningham@shrf.ca)) to discuss eligibility ahead of completing an application to ensure all requirements are met.



## Principal Applicant Registration

When creating an account in SHRF's online research management system, the RMS, Principal Applicants must choose one of the following categories for their affiliated organization.

**Note:** This should be the same organization as where the Mobilize grant funding will be held.

- SHRF MOU Research Organization
  - Choose this option for institutions that have a Memorandum of Understanding with SHRF. See ***SHRF Funding Guide*** for a list of current MOU institutions.
- CRA Registered Charities
  - Choose this option for organizations that are CRA qualified donees that can issue official donation receipts and have an EIN Number.
- Other Organizations
  - Choose this option if your organization does not fall under either of the other two above categories.
  - If this is your first application to SHRF, your organization will need to be added to our system directory. Please contact the Program Manager prior to registration.
  - If you already have a SHRF RMS account associated with your organization, ***please contact the Program Manager to gain access to the online application form.***

## 2.7 Team Requirements

### Project Roles Overview

Individuals and organizations that are part of the project team, (i.e., participating in the proposed project or supporting it in some way), fall into three categories: **Applicants (also called Investigators)**, **Personnel** and **Supporters**. An individual can only fulfill one of the following roles on a given application:

- **Applicants/Investigators** are individuals who contribute to the intellectual or scientific direction of the proposed work, or who bring perspectives of lived experience or practical applications to the proposed work. These contributions can include research expertise, Traditional knowledge, practical experience or lived experience. These individuals share responsibility for the direction of the proposed activities. Their designated Project Role is either Principal Applicant, Co-Principal Applicant, or Co-Applicant based on their level of leadership responsibilities and involvement. Furthermore, individuals in these Project Roles are designated as researchers, knowledge users, or people with lived experience based on their contributions to the proposed work.
- **Personnel** (Trainees and Research Staff) are individuals tasked to carry out aspects of the research project and who will be compensated from the grant funds. Personnel, while important contributors, are not considered towards fulfilling team eligibility requirements. An individual cannot be both compensated from grant funds as personnel and also acknowledged as a co-applicant.
- **Supporters** are individuals or organizations who provide a specific service in a limited and defined role in the proposed activities or have an interest in the research outcomes. Individuals invited to this Project Role are not considered towards fulfilling team eligibility requirements.

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**NOTE:** See more information on each role in the current *SHRF Funding Guide*.

### Project Role Requirements

There are no minimum requirements for applicants listed on the application to SHRF. One person must meet the eligibility requirements for Principal Applicant and the project team must reflect the scope of the proposed activities.

The Roles and Responsibilities field of the Application provides space to address the role and contributions of all team members and supporters of the proposed activity that will contribute to its success.

***Each team member must be invited to the Application via email and accept the email invitation indicating they consent to their participation in the project.***

**NOTE: re: Internet access:** SHRF acknowledges that there are circumstances where an individual may have limited to no internet access or not have an email account and therefore cannot access the emailed invitation to join the application or complete the contribution form online. Please refer to the *SHRF Funding Guide* or contact [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca) to discuss options.

### Team Member Support

***Information about the Project Roles and Responsibilities for team members on SHRF Grant can be found at [shrf.ca/your-research-team](https://shrf.ca/your-research-team) to share with team members and assist in completing required steps.***

There are no Contribution Forms, CVs or additional documents that are required from anyone invited to the application. Letters of support are still strongly encouraged and can be uploaded to the Application by the Principal Application under [Letters of Support](#).

## 2.8 Allowable Expenses

All expenses must be clearly justified in relation to the proposed project activities and cover only the direct costs. It is highly encouraged for applicants to look for cost-efficient options. SHRF is publicly funded, and fiscal responsibility and accountability are required.

Equipment is not normally an eligible expense for this grant.

Refer to the *SHRF Funding Guide* for important policies which apply to all SHRF programs.

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## 3. Review Process

### 3.1 Review Criteria

The applications will be reviewed by an internal SHRF committee which will consider the following:

#### *Quality of Proposal*

- Do the proposed activities sufficiently address one or more of the Mobilize Grant objectives?
- Does the proposal address the focus and intention of reconciliation?
- Is there appropriate and convincing rationale and/or need described?
- Are the proposed project's goals, objectives and targeted audience(s) appropriate and well-defined?
- Are there concrete and feasible timelines and deliverables? Are potential pitfalls addressed?
- Is the proposed budget appropriate, fiscally responsible and justified? Are resources used within Saskatchewan?

#### *Engagement*

- Are the knowledge-users and audiences clearly identified?
- Are the proposed activities relevant and accessible to the knowledge-users and audiences?
- Are planned interactions and connections with knowledge-users appropriate and likely to result in useful input and/or meaningful engagement?
- Is there evidence that other resources required to complete the proposed project (i.e., time, human, financial) are available?

#### *Outcomes and Impact*

- Overall, does the proposed project have the potential to address one of the Calls to Action?
- Are the potential outcomes and impacts of the project described and appropriate for the scope of the project?
- Is there a clear and appropriate evaluation plan, including information on how outcomes and impacts will be measured?

### 3.2 Funding Recommendations

Funding recommendations will be given to the SHRF CEO, who will confirm that the review process was followed, funding recommendations are within the limit of the available funding, and then approves the funding for successful applications.

Should the amount of eligible funding requested exceed available funds for the program, the CEO may recommend cuts to individual grants and/or prioritize grants based on the committee ratings and alignment with SHRF strategic goals.

Applicants will be notified by email of the funding outcome within the identified timeline. Applicants will be informed if results are delayed.

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## 4. Reporting Requirements

SHRF requires that Mobilize Grants follow SHRF's compliance policies listed in the **SHRF Funding Guide**, including completion of requested progress and impact reporting, change requests, and financial statements of account.

SHRF has resources to assist in management of grants found at [shrf.ca/resources](https://shrf.ca/resources).

The **SHRF Funding Budget Terms** documents provides suggested budget lines for grant budgets and statements of account.

The **Change Request Instructions** document provides information on how and when to submit changes to SHRF for approval regarding timeline, budget or other significant changes to the grant.

**SHRF's Logo Download** is available for download to use on project materials and acknowledgement of SHRF for providing funding.

## 5. Application Instructions

The following section walks through the Mobilize application available on **SHRF's online Research Management System (SHRF RMS)** [shrf.smartsimple.ca](http://shrf.smartsimple.ca), step-by-step.

All applications must be submitted electronically through the SHRF RMS with all required fields completed.

The **SHRF RMS Manual** is also available for download at <https://www.shrf.ca/resources> and tutorials at [youtube.com/@saskhealthresearch](https://youtube.com/@saskhealthresearch).

### *Formatting for Attachments*

All application attachments must adhere to the following formatting rules per the **SHRF Funding Guide**:

Margins: minimum one inch (1") all around

Page size: 8.5 x 11

Font: Calibri, Ariel or Times New Roman ONLY, black type, 11 point minimum

Line Spacing: 1.0 single-spaced minimum

### 5.1 New User – Registering a Profile

When on the SHRF login page, you will click the “Register” button found under the “New to the System”.

This will take you to the “Registration Organization Options” page where you will choose which organization type is your primary organization.

**NOTE:** If you register as an “Other Organization”, you may not see the Application after completing the step. **You may still be eligible to apply.** Please [contact the Program Manager to confirm eligibility](#) and gain access to the application.

#### Completing Your Personal Profile

Going forward, the Personal Profile in the SHRF RMS must be completed by the Principal Applicant prior to submitting the full application. It is strongly encouraged that all project role individuals, especially co-principal and co-applicants, complete their SHRF RMS profiles, but it is not a requirement at this time. The information collected in the Personal Profile will better help SHRF understand the demographics of our applicants and guide us in ensuring that we are upholding our values and strategic direction.

To access your Personal Profile, you will need to be on the home page, where you will then see a person icon titled “Personal Profile”. Click on that icon and complete all required fields, then click “Save Draft” and “Save” to confirm the Personal Profile is complete. You can change your information at any time, just make sure that after changes are made to follow the saving process.

#### Choosing the Association/Organization where Funding will be Held

With the updated SHRF RMS, you can have multiple Associations/Organizations tied to one single profile. This function gives the Principal Investigator the chance to choose which Association/Organization funding should be held at, if successful in the competition. The Principal Investigator will need to confirm that the Association/Organization they wish to apply under is eligible to hold SHRF funds.

The Association/Organization must be chosen prior to opening the application. To change from one Association/Organization to another, you will need to be on your home page. In the top right corner of your screen, you will see a building icon. When you click on the icon, a drop down of your Associations/Organizations will appear, where you can then choose the one you would like to be displayed in the application you are applying for. Once you have chosen the correct Association/Organization, the page will reload, and you can click on the Funding Opportunities to then begin the steps to start an application.

## 5.2 Opening an Application

The **Funding Opportunities** page gives you a list view of current funding opportunities that are open and you may be eligible for. Please remember that what you see for funding opportunities depends on the primary Organization you are affiliated with (i.e. SHRF MOU vs. Canadian Non-Profit).

To see a full list of current funding opportunities, both open and closed, you can visit our Current Opportunities page at [shrf.ca/opportunities](http://shrf.ca/opportunities).

***If you do not see the application you require, please contact the [Program Manager](#) to gain access to the online application form.***

The following sections reflect the information asked in the SHRF RMS. It identifies each tab, field and how the information will be requested. Fields that are mandatory will be marked with an asterisk (\*).

## 5.3 Application Details Tab

**NOTE:** The majority of information under this tab is automatically filled in based on information from the Principal Investigator Personal Profile. It is important to keep your Personal Profile information up to date so that it is properly reflected in the application. Listed below is the information that you will need to complete.

### Principal Investigator

Pulled from the Principal Investigator Personal Profile.

### Organization Information

The Organization is auto-populated from your profile. The Organization listed in this application is where funding will be held, if successful.

**NOTE: *If the named Organization auto-populated is incorrect***, please stop working on your application and contact SHRF at [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca).

### Faculty/College (Or equivalent)

If applicable, list the Faculty or College you are affiliated with.

### Department (Or equivalent)

If applicable, list the Department you are affiliated with.

## Project Roles

In this section, Individuals can be invited to the application as either Applicants/Investigators, Personnel or Supporters (definitions found in [Project Roles Overview](#)). To add individuals, please see the “Project Roles” instructions under the “Application Details Tab” in this section.

### Adding Individuals

To add someone to your grant, find the appropriate Project Role that they will be holding (i.e. Applicants/Investigators) and click the Envelope icon button. This will open a new window, where you will click the “+” button and fill in the requested information. Once you have added all members of your application for that role, first click the “Save” button and then the “Invite” button to send the invitation(s).

Invitations will be sent by email and each individual should accept or decline the invitation. It is important that all members respond to their invitation so that you can submit either your application. If you need to resend invitations, click on the Envelope icon to open the window and you will see beside the name on the left-hand side a Paper Airplane icon which you can click to resend.

**NOTE:** The save button will not send the invitations. You will need to do these steps for each Project Role. Please contact the Programs Team if you have any questions at [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca).

***A tutorial for individuals that need to accept applications can be found at [youtube.com/@saskhealthresearch](https://youtube.com/@saskhealthresearch).***

## 5.4 Proposed Project Tab

### Lay Information

In lay terms, please provide a clear and concise title and description of the proposed research. The summary should briefly explain the area of interest/problem to be solved, its relevance to Saskatchewan and the potential impact it will have. Do not include references and avoid acronyms. Both the title and/or the summary may be shared with potential funding partners, for non-scientific reviewers and/or for communications purposes.

#### \* Lay Title

Maximum 20 words.

#### \* Lay Summary

Maximum 150 words.

### Research Activity Details

#### \* Application Keywords

Provide five keywords relevant to the proposed research that may assist in reviewer selection. To add keywords, click the “Enter Application Keywords”. A new window will open. Click the “+” to add each five keywords. Once that is complete, click “Save”, which will populate the table. Five keywords are required.

#### \* Please identify all ethics and safety approvals necessary to carry out the proposed research.

The list you can choose from includes: Human Ethics (Behavioural); Human Ethics (Biomedical); Animal Care; Biosafety; Radiation Safety; Health Authority (Operational); and/or None.

\* From the drop down, please choose one of the following:

The dropdown you can choose from includes: Necessary ethical and safety approvals have been received (this choice will trigger a second question); Ethics has been submitted for review; Ethics will be submitted for review; or Ethics and approvals not required.

\* Please upload the ethics certificates/approvals acquired for the proposed research.

You will be able to upload the documents by clicking the Upload button. This question will only appear if you choose the first response in the “From the drop down, please choose one of the following” question directly above.

\* Does your proposal address the TCPS 2- Chapter 9 Research Involving the First Nations, Inuit and Metis Peoples of Canada and Indigenous partnering community/organizational ethical guidelines?

Choose “Yes” or “No”.

*If you say choose “Yes” to the above question, the following question will appear:*

\* Please highlight the ways that you have incorporated TCPS 2 – Chapter 9 and OCAP principles. Details should be included in the proposal.

Maximum 300 words.

*If you say “No” to the above questions, the following question will appear:*

\* Please address why TCPS 2 – Chapter 9 and OCAP principles are not applicable to the research. Refer to TCPS-2 Article 9.1 and 9.2 ([https://ethics.gc.ca/eng/policy-politique\\_tcps2-eptc2\\_2022.html](https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2022.html)) in your response.

Maximum 300 words.

\* Geographical Locations

Please list all geographical locations below (i.e. cities, communities, regions, etc.) where the research activities will take place and/or where anticipated research participants reside. Be as specific as possible for your proposed research. Please add each location individually by clicking the "+" button. You may have up to 10 locations.

\* Target Audience

Please indicate up to five potential target audiences for the proposed project. Please add each target audience individually by clicking the "+" button.

## Proposal

In a maximum of 3 pages, the activity proposal should include the following:

- Background and rationale for the project;
- Specific project goals and objectives;
- A clear activity plan;
- The target knowledge users (see definition in Terminology) for the proposed activities;
- Feasibility of the project, including any potential pitfalls and mitigation, ethical considerations, etc.



### \* Activity Proposal

The proposal can be a maximum of 3 pages in a PDF format following [SHRF formatting rules](#). To upload your proposal, please click the upload button. You will then be able to search or drop your proposal into the system.

### Timeline

Provide a clear, visual timeline indicating project start and end dates, various steps and stages, details on activities including team members responsible, and identify milestones/indicators of success. Timeline must be within funding year parameters (see related Application Package for grant terms).

### \* Timeline

The timeline is a maximum 1-page PDF following [SHRF formatting rules](#). To upload the Timeline, please click the upload button. You will then be able to search or drop your document into the system.

### Roles & Responsibilities

#### \* Roles & Responsibilities

For each applicant and personnel named, please outline their roles and responsibilities in relation to the proposal and timeline. The Roles & Responsibilities is a maximum 2-page PDF following [SHRF formatting rules](#). To upload the Roles & Responsibilities, please click the upload button. You will then be able to search or drop your document into the system.

For Align and Mobilize applications that do not require CVs, a brief (one sentence) description of the team members qualifications or experience should be included alongside their roles and responsibilities to assist reviewers in assessing if the responsibilities are appropriate.

### Letters of Support

#### \* Letters of Support

Supporters named in the project roles must provide a letter of support addressing their contributions and/or interest in the project. To upload the Letters of Support, please click the upload button. You will then be able to search or drop your documents into the system.

### Supplementary Materials

Applicants may upload up to 3 additional files directly relevant to the application. The file upload is sorting by file name-ascending. To upload your supplementary documents, please click the upload button. You will then be able to search or drop your document(s) into the system.

## 5.5 Budget Tab

### \* Amount requested from SHRF

Please insert the amount that you will be requesting from SHRF.

### \* Detailed Activity Budget

Please attach a detailed budget (max. 2 pages, PDF format) showing expenses and funding source (SHRF request or matching contributions). Identify what line items would be allocated to SHRF funds. Budget lines should be reflected and justified in the Activity Proposal. To upload the Detailed Activity Budget, please click the upload button. You will then be able to search or drop your document into the system.

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## Other Contributions

### Cash Contributions

In the below table, identify the matching contribution, amount and status if present. To add cash contributions, click on the “Enter Cash Contribution(s)” button where a new window will open. Then click on the “+” button and complete the requested fields. Click the “Save” button which will then populate the table on the application.

### In-Kind Contributions

SHRF encourages in-kind contributions, as appropriate. In the table below identify the source, the estimated value of the in-kind contribution and the status of it. To add in-kind contributions, click on the “In-Kind Contributions” button where a new window will open. Then click on the “+” button and complete the requested fields. Click the “Save” button which will then populate the table on the application.

### Budget Documentation

Please attach any correspondence confirming important details related to the budget (i.e. Other funding support, contract arrangements, quotes, etc.). To upload the Budget Documentation, please click the upload button. You will then be able to search or drop your document(s) into the system.

## 5.6 Approvals Tab

### Organizational Approvals

#### Institutional Approval Page Download

Please download the Organizational Approval page and acquire the appropriate signatures (i.e. Principal Investigator, Research Office Representative). NOTE: For Mobilize Grants, if you are from a non-profit, or other organization that does not have a research office (or equivalent), use the Non-Profit Approval Page Download.

#### Non-Profit Approval Page Download

Please download the Organizational Approval page and acquire the appropriate signatures (i.e. Principal Investigator, Finance Representative). NOTE: This approval page is only for Principal Investigators from a non-profit or other organization that does not have a research office (or equivalent).

#### \* Approval Page Upload

Please upload the signed document in PDF format. To upload your approval page, please click the upload button. You will then be able to search or drop your document into the system.

## 5.7 Submitting your Application

Once you have completed all the required fields and all invited individuals have accepted their invitations (where appropriate), you can submit your application. To do this click the “Save Draft” button and then click the “Submit” button. If fields are not complete, the system will inform you of what requires attention.