



2025-26

# SHRF Align Grant

Application Package

**Effective January 27, 2025**

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

[shrf.ca](http://shrf.ca)

## Table of Contents

|   |    |
|---|----|
| 1. Introduction .....                     | 2  |
| 1.1 About SHRF .....                      | 2  |
| 1.2 About this Funding Opportunity .....  | 2  |
| 1.3 About this Application Package.....   | 2  |
| 1.4 SHRF Contacts .....                   | 3  |
| 2. Application Guidelines .....           | 3  |
| 2.1 Grant Objectives.....                 | 3  |
| 2.2 Focus Areas .....                     | 4  |
| 2.3 Funding Information .....             | 4  |
| 2.4 Important Dates .....                 | 4  |
| 2.5 Application Requirements.....         | 5  |
| 2.6 Principal Applicant Requirements..... | 7  |
| 2.7 Team Requirements .....               | 7  |
| 2.8 Allowable Expenses.....               | 9  |
| 3. Review Process.....                    | 10 |
| 3.1 Review Criteria .....                 | 10 |
| 3.2 Funding Recommendations .....         | 11 |
| 4. Reporting Requirements .....           | 11 |
| 5. Application Instructions .....         | 12 |
| 5.1 Application Details Tab.....          | 13 |
| 5.2 Proposed Project Tab .....            | 14 |
| 5.3 Budget Tab .....                      | 16 |
| 5.4 Approvals Tab.....                    | 18 |
| 5.5 Submitting your Application.....      | 18 |

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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 About this Funding Opportunity

The purpose of the **SHRF Align Grant** is to enable a diverse and connected research community in Saskatchewan that is well-positioned to receive peer-reviewed funding and conduct impactful research *aligned with Saskatchewan needs*.

### 1.3 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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## 1.4 SHRF Contacts

For questions about eligibility or program guidelines:

**Chelsea Cunningham**, Programs and Engagement Manager

[ccunningham@shrf.ca](mailto:ccunningham@shrf.ca) or [Book time with Chelsea Cunningham](#)

For technical help with the SHRF RMS, email Tanya questions.

**Tanya Skorobohach**, Programs & Peer Review Coordinator

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

For general inquiries, email [fundinginfo@shrf.ca](mailto:fundinginfo@shrf.ca)

Please keep in mind, SHRF office hours are 8:30 a.m. to 4:30 p.m. Monday to Friday, and the office is closed for all statutory holidays.

All SHRF deadlines are 4:30 p.m. on the specified day and we receive high volumes of emails on these days. Please plan ahead as much as possible to allow us to best support you in your application.

## 2. Application Guidelines

### 2.1 Grant Objectives

Proposed activities must address **all three** of the following Align Grant objectives:

1. Increase research relevance, coordination, and potential for impact by:
  - a. Enabling development and engagement of robust interdisciplinary research teams that include stakeholders\* outside academia  
AND/OR
  - b. Providing funding to complete activities that shape research to align with the Saskatchewan context and respond to Saskatchewan stakeholder needs.  
*\* Stakeholders include communities, people with lived experience, families, caregivers, decision makers, health practitioners, health care administrators, educators, policy makers, patient groups, community-based organizations, industry, health charities, etc.*
2. Increase quality and success of Saskatchewan applications to peer-reviewed research funding competitions at the regional (e.g.; western Canadian- minimum two provinces), national and international levels, or to SHRF.
3. Support the development of Saskatchewan research and health professional trainees through opportunities to gain experience in collaborative team building and engagement outside academia, co-development of research questions and approaches, and other research and professional skills related to proposed activities.

## 2.2 Focus Areas

This is an open call. Applications may address any area of human health.

## 2.3 Funding Information

### Value

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

Values requested must be reflective of a justified and fiscally responsible budget and in balance with the expected deliverables and outcomes of the proposed activities.

### Duration

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

At least one future funding application should be submitted within two years from the Align grant start date.

### Extension

This funding is eligible for no-cost extensions.

### Renewal

Funding is non-renewable.

### Multiple Applications

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

## 2.4 Important Dates

|                              | <u>Call #1</u>  | <u>Call #2</u>                  | <u>Call #3</u>                      |
|------------------------------|---|---------------------------------|-------------------------------------|
| <b>Application Opens</b>     | January 27, 2025  | April 16, 2025                  | August 14, 2025                     |
| <b>Application Deadline*</b> | March 27, 2025,<br>4:30 p.m. CST  | July 23, 2025,<br>4:30 p.m. CST | November 27, 2025,<br>4:30 p.m. CST |
| <b>Funding Decisions</b>     | apx. 15 business days after application deadline                                    |                                 |                                     |
| <b>Funding Start Date</b>    | May 1, 2025   | September 1, 2025               | January 1, 2026                     |
| <b>Information Webinar</b>   | February 19, 2025 – 12:00 p.m. CST<br><a href="#">Register for the webinar &gt;</a> |                                 |                                     |

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

One information session will be held for the 2025-26 Align Grant. The recording will be made publicly available following the session.

## 2.5 Application Requirements

All applications should clearly address the grant objectives of supporting the development of larger programs of research relevant to Saskatchewan.

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, referencing any previous work or identified relevance to Saskatchewan;
  - Specific project goals and objectives;
  - Methodology, including participant recruitment if applicable;
  - Knowledge translation plans;
  - Feasibility, including potential pitfalls and mitigation, ethical considerations, etc.;
  - Impact considerations, including relevance to Saskatchewan, team capacity and training potential; and
  - Future development and funding.
  - References should be uploaded separately in the Supplementary Materials section.
- 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 project.
- 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 section (see [Application Instructions](#)).
- Clearly demonstrate how the proposal meets all three objectives of the Align Grant throughout the application. This can be done through the following examples or other means as appropriate to the proposed project:
  - Objective 1: Clear evidence of engagement with stakeholders outside academia, including knowledge user co-applicants or letters of support outlining the extent of participation in the activities or other contributed resources; OR, clear demonstration of previous work, consultations, collaborations, etc, that include non-academic stakeholders which are informing the direction of the proposed activities in alignment with the Saskatchewan context or needs.
  - Objective 2: Identify future funding competitions and how the proposed activities contribute to success in those competitions through a logical progression of research. Consider other funding opportunities whose objectives align with those of the proposed research.

- Objective 3: Have at least one Saskatchewan-based trainee included on the application prior to submission as either a co-applicant or as personnel. Clearly outline their role and the benefits they will gain from participating in the project.

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

### Other Eligibility Considerations

- Teams may have worked together previously and be applying to this grant to determine next steps. In all cases, appropriate consideration for the involvement of potential new team members and engagement outside academia should be demonstrated.
- Planning grants, end-of-grant knowledge translation, and student funding are **not** considered eligible future funding opportunities.
- Team meetings that do not include non-academic team members are not eligible activities.
- Supporting documentation for budget amounts, such as quotes, is encouraged.

### Examples of Eligible Activities

Below are examples of eligible activities. Please note this is not an exhaustive list. Please contact the program manager if you have questions regarding eligible activities.

- Community needs assessment
- Determining scope or scale of a health issue in Saskatchewan
- Determining next steps and needs to move successfully from pilot to implementation, uptake and/or sustainability
- Identifying initiatives already underway in Saskatchewan and looking for opportunities to align, work together, and reduce duplication of efforts
- Connect with Saskatchewan stakeholders such as patient groups, community organizations, decision makers, Knowledge Keepers, etc.
- Undertake culturally appropriate engagement and relationship building
- Co-develop research questions and approaches with input from stakeholders
- Ensure research is relevant and appropriate to those directly impacted
- Identify outcomes important to stakeholders
- Answer feasibility questions related to the Saskatchewan context
- Identify and connect with target audiences, who may provide letters of support for future funding applications
- Engage with potential private sector investors
- Showcase your research's practical applications, commercial value, and market opportunities to potential investors
- Identify knowledge sharing avenues outside academia

## 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.

The Principal Applicant must meet the definition outlined in the **SHRF Funding Guide**.

## 2.7 Team Requirements

### Project Role Definitions and Descriptors

Individuals and organizations participating in the proposed research fall into three categories: applicants/investigators, personnel (i.e., trainees and research staff) and supporters.

For practical purposes, an individual can only fulfill one of the following roles on a given application. When experience and responsibilities for an individual can fit more than one role, their role on a given application should be determined by the scope of involvement in the specific project.

All individuals on the grant must be invited in one of the three following roles and accept an email invitation. A contribution form for each individual needs to be completed by them or by the Principal Applicant.

| Co-Applicant   | Personnel  | Supporter   |
|--|--|---|
| <p>Contribute to the intellectual or scientific direction of the proposed work, or bring perspectives of lived experience or practical applications to the proposed work.</p> <p><i>There are three types of co-applicants, all complete a contribution form, but the requirements depend on their role (see below).</i></p> | <p>Are paid to carry out aspects of the research project.</p> <p><i>Complete a contribution form, but no CV or other documents required.</i></p> | <p>Provide a specific service or have an interest in the project outcomes, but are not contributing to the direction of the proposed work.</p> <p><i>Complete a contribution form by uploading a letter of support.</i></p> |



All co-applicants must select one of the following descriptors in their contribution form and upload the corresponding document.

| Researcher   | Knowledge User  | Person with Lived Experience   |
|--|---|--|
| Any individual who has formal research training and holds a position which supports them to pursue research. | Any individual who could receive and use new knowledge to implement improvements in health. | Any individual who is contributing their personal experience with a health issue or experience as an informal caregiver. |
| <i>Uploads a SHRF Researcher Profile</i>   | <i>Uploads a SHRF Knowledge User Profile</i>  | <i>Uploads a testimonial</i>   |

Visit [shrf.ca/grant-team-support](http://shrf.ca/grant-team-support) for assistance completing the needed information for each individual.

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

### Project Role Requirements

**At least one Saskatchewan-based trainee** must be explicitly named either as personnel or as a co-applicant and their roles and responsibilities adequately described.

Principal Applicants are encouraged to consider the Project Roles above to strengthen the application.

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.***

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](#).

**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.

## 2.8 Allowable Expenses

All expenses must be clearly justified and cover only direct costs. SHRF is a publicly funded, accountable and fiscally responsible organization. It is highly encouraged for applicants to look for cost-efficient options.

SHRF reserves the right to fund partial budgets or reduce budget requests. You may be awarded a conditional amount. The SHRF Authorization for Funding document is the final grant amount.

### Examples of Allowable Expenses:

- Research staff salary and benefits
- Studentships
- Research allowance for co-applicants from eligible not-for-profit organizations
- Honoraria
- Culturally appropriate ceremony, gifts, etc.
- Travel to complete proposed activities
  - SHRF supports research activities in Saskatchewan. Travel to complete proposed activities should occur within Saskatchewan.
  - Please contact the program manager listed in this guide to discuss eligible costs or exceptions.
- Nourishment for meetings involving non-academics
- Supplies

In addition to policies for allowable expenses outlined in **SHRF Funding Guide** section 2.5, the following are specific expenses NOT allowable for the Align Grant. Budgets requests that include any of the following will automatically be reduced accordingly.

- Academic dissemination (journal articles, conference presentations, etc.)
- Activities for the express purpose of preparing the future grant proposal submission
- Equipment
  - Equipment is defined by SHRF as any item (or collection of items comprising a system) of nonexpendable tangible property used for research having a useful life beyond the original term of the project, no matter the cost.
  - Please contact the program manager listed in this guide to discuss eligible costs or exceptions.

Refer to the **SHRF Funding Guide** section 2.5 for important spending policies which apply to all SHRF programs.

## 3. Review Process

### 3.1 Review Criteria

Applications to the Connections Program are reviewed by an internal committee.

The breadth of topics and methods in applications is broad and proposals should be written for an interdisciplinary audience. Applications are assessed by the criteria detailed below, focusing on the rationale for the proposed activities and the justification in how the proposed activities prepare the research team for the Align Grant objectives. The review process does not assess the importance of the topic or field relative to other topics or fields.

#### *Relevance, Coordination and Potential for Impact (40%)*

- Does the proposal demonstrate a clear understanding of the Saskatchewan context and stakeholder needs to identify the research question/gap?
- Is there any evidence in the application that supports that the research question/gap is relevant in practice or to future studies?
- Are the proposed objectives logical next steps in addressing the research question/gap?
- Are the proposed activities building upon previous work and not duplicating previous work?
- Does the proposal foster interdisciplinary collaboration and stakeholder engagement beyond academia?

#### *Future Directions and Capacity (40%)*

- How will the proposed outcomes impact the future of the program of research?
- Does the proposal outline a clear plan for building sustainable interdisciplinary research teams and fostering stakeholder engagement beyond the grant period?
- If the project aims to provide a foundation for future larger scale studies, are the future directions logical next steps or new directions in addressing the research question/gap that build on the proposed work but do not duplicate it?
- If the project aims to affect change in practice or policy, do the future directions clearly identify the team members or stakeholders who will be needed to implement these changes and demonstrate how connection established within the proposal will support these efforts?
- Does the proposed project demonstrate a clear and innovative plan to build the capacity and strengthen the competitiveness of the Saskatchewan research community in an area of importance identified by Saskatchewan stakeholders?
- Will the proposed project provide significant learning opportunities and build capacity for integrated knowledge translation, either with the trainees or those outside of academia?

#### *Quality of the Proposal (20%)*

- Does the background logically establish the specific project objectives and goals, rather than providing a general overview of the field?
- Is the rationale to support the choice of proposed methods evident and referenced, and the methods described in sufficient detail?
- Have potential pitfalls been identified and addressed in a way that improves confidence in the team's ability to adapt and overcome barriers to the project's completion?
- Do the methods, timeline and budget justification describe the same activities and goals?

- Does the budget include documentation such as quotes where required to improve confidence in fiscal responsibility?
- Is the background and role of the team members described sufficiently to support the expertise needed to complete the proposed activities?

Applications will be rated as “Excellent”, “Good but below the funding cut-off” or “Needs Revisions” within each intake pool.

Re-submissions will be reviewed alongside the previous submission and consider the extent feedback was addressed.

### 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 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 reviews and alignment with SHRF strategic goals.

Applicants will be notified by email of the funding outcome by the results date identified.

## 4. Reporting Requirements

SHRF requires that all 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.

Successful projects will be required to complete a final report at the end date of the grant and a follow-up report one year following the end date of the grant to confirm submission of at least one eligible follow-on funding application.

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 Align 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

### 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.

## Adding Individuals

Individuals can be invited to the application at both the Eligibility and Application stages as either Applicants/Investigators, Personnel or Supporters (role definitions can be found in the latest **SHRF Funding Guide**). To add individuals, please see the “Project Roles” instructions under the “Application Details Tab” in this section.

## 5.1 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)

This field is where you can insert the faculty or college where you affiliated in your organization. Please note that this field appears mandatory, but if you are not affiliated with a faculty or college, you can skip this field and still successfully submit your information.

### Department (Or equivalent)

If applicable, list the Department you are affiliated with.

### \* Have you had previous Align Grant Funding for this Initiative

Please answer “Yes” or “No”. No further information will be required at this time.

## Project Roles

In this section, Individuals can be invited to the application as either Applicants/Investigators, Personnel or Supporters (definitions found in Project Roles Definition [and Descriptors](#)). 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 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).***

### Grant Writer Role

Grant Writers is a role that includes a variety of individuals who may support the Project Team in preparing the application or completing internal review activities. They are not members of the Project Team and not visible to peer reviewers.

## 5.2 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.

#### \* 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”.

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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;
- Project goals and objectives;
- Methodology, including participant recruitment if applicable;
- Knowledge translation plans;
- Feasibility, including potential pitfalls and mitigation, ethical considerations, etc.;
- Impact considerations, including relevance to Saskatchewan, team capacity and training potential; and
- Future development and funding.

#### \* Activity Proposal

The proposal can be a maximum of 3 pages in a PDF format following SHRF formatting rules found in the current **SHRF Funding Guide**. 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 found in the most recent **SHRF Funding Guide**. 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 found in the most recent **SHRF Funding Guide**. 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.

## 5.3 Budget Tab

Budget information should clearly reflect the plans outlined in the project description and only list the direct costs within the funding year parameters. In the following fields and tables, clearly identify the information requested. Please see the Application Package for grant terms and maximum requested amounts. Contributions from other funding sources and in-kind contributions required to complete the work described in the application should be listed in the "In-Kind/Other Contributions Budget" excel and outlined in the Budget Justification attachment. If any proposed research activities are dependent on other sources of funding not yet secured, a contingency plan should be clearly identified and its impact on the execution of the research addressed.

#### \* Budget Justification

The Budget Justification can be a maximum of 2 pages in a PDF format following SHRF formatting rules found in the current **SHRF Funding Guide**. To upload your budget justification, please click the upload button. You will then be able to search or drop your document into the system.

### \* Budget Excel Template

To complete the Budget Table, you will need to complete the Budget Excel Template, which can be downloaded from the application in the SHRF RMS. In this Excel you will see there are three sheets: Budget Table; Other Contributions; and Declaration of Overlap. The amounts entered will round to the nearest dollar. Upon completion of this Template and uploading it back into the system, click "Save Draft" and you will see that it will fill in the appropriate fields for each table. If at any time, you wish to make changes to one of these tables, fill in your working Excel document, upload the edited file to the SHRF RMS, click "Save Draft" and the new information should appear in the appropriate table. If you have any questions regarding this step, please email the Programs Team at [helpdesk@shrf.ca](mailto:helpdesk@shrf.ca). To upload your Budget Excel Template, please click the upload button. You will then be able to search or drop your document into the system.

### \* Proposed Work Budget Table

After you have uploaded the Budget Excel Template, click "Save Draft" to update the information in the Proposed Work Budget Table. The budget will then be auto-populated into the table on the application. The budget Excel and budget table will have the following categories and fields:

1. Personnel Costs (Salaries & benefits allocated to project)
  - a. Research Staff (excluding trainees)
    - i. Research Assistants
    - ii. Technicians
    - iii. Other personnel (specify in Budget Justification)
  - b. Research Trainees
    - i. Postdoctoral Research Fellows
    - ii. Graduate Students
    - iii. Undergraduate Students
    - iv. Clinical Students, Residents & Fellows
  - c. Research Time Release
    - i. Time release (please specify in Budget Justification)
2. Research Costs
  - a. Professional & Technical Services/Contracts
  - b. Consumables
  - c. Non-Consumables
  - d. Honoraria & Gifts
  - e. Travel
  - f. Other (specify in Budget Justification)
3. Knowledge Sharing Costs
  - a. Academic
    - i. Conferences (i.e., registration, printing costs, etc.)
    - ii. Publications
    - iii. Travel
    - iv. Other
  - b. Non-Academic
    - i. Events (i.e., relationship building, knowledge sharing, etc.)

- ii. Publications
- iii. Travel
- iv. Other

### Budget Documentation

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

### Future Funding Applications

#### \* Future Funding Applications

In the table, please provide the details of the funding you will apply for to build on the work completed through this grant. At least one eligible opportunity with a deadline within 2 years must be identified and referenced within the proposal. Please add each future funding individually by clicking the "+" button.

## 5.4 Approvals Tab

### Organizational Approvals

#### Approval Page Download

Please download the Organizational Approval page and acquire the appropriate signatures (i.e., Principal Investigator, Research Office Representative). NOTE: For Mobilize applicants, if you are from a non-profit, or other organization that does not have a research office (or equivalent), we will only require the Principal Investigator signature.

#### \* Approval Page Upload

Please upload the signed document in a 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.

## 5.5 Submitting your Application

Once you have completed all 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.