



2025-26

SHRF Establishment Grant

Application Package

Effective December 13, 2024

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

shrf.ca

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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 Establishment Grant is to assist early-career researchers in Saskatchewan in establishing an autonomous program of health research addressing Saskatchewan health challenges and achieving the research productivity necessary for obtaining major funding from national and other external agencies.

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, 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.

1.4 Resources

SHRF has application resources available at shrf.ca/resources, including:

- *SHRF RMS Manual*
- *SHRF RMS YouTube Tutorials*
- *SHRF Researcher and Knowledge User Profile Instructions*
- *Signature Page for Co-Applicants Unable to Access the RMS*
- *SHRF Budget Terms Definitions*

Resources for inviting and supporting individual team members in the application process, including step-by-step instructions, are found at shrf.ca/grant-team-support.

1.5 Contacts

For questions about eligibility, program guidelines or the peer review process, email Pawan questions or to set up a meeting.

Pawan Kumar, Programs and Peer Review Manager

pkumar@shrf.ca

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

Tanya Skorobohach, Programs & Peer Review Coordinator

tskorobohach@shrf.ca

For general inquiries, email 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 Details

2.1 Grant Objectives

Applicants must be within the first five years of their qualifying appointment (See [Section 3.1](#) for full eligibility details) and address how the funding will support them in embodying the purpose of the Establishment Grant (see [Section 1.2](#)).

2.2 Focus Areas

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

2.3 Funding Information

Amount

Up to **\$150,000** is available from SHRF.

The grant may be used to match funds from another agency, provided that all SHRF requirements, timelines and processes are followed.

This grant is not meant to replace or minimize start-up funding provided by the researcher's employer/institution but is intended to complement and augment such support.

Term

The grant provided by SHRF is for up to a maximum of **three (3) years**.

Extension

This funding is eligible for no-cost extensions.

Renewal

Funding is non-renewable. Previous recipients of a SHRF Establishment grant may not apply again as Principal Applicant.

2.4 Important Dates

| | |
|---------------------------------------|--|
| Competition Launch | December 13, 2024 |
| Information Webinar | December 18, 2024 – 12:00 p.m. CST – Register here |
| Eligibility Check Cut-off | January 23, 2025 – 4:30 p.m. CST |
| Eligibility Revisions Deadline | January 30, 2025 – 4:30 p.m. CST |
| Application Deadline* | March 13, 2025 – 4:30 p.m. CST |
| Funding Decisions | June 19, 2025 |
| Funding Start Date | July to October 2025 – 1 st of Month |

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

3. Eligibility to Apply

3.1 Principal Applicant Eligibility

Individuals applying to this funding opportunity must meet **the requirements of the Principal Applicant as defined by SHRF**, as well as the program-specific eligibility requirements.

Please see the **SHRF Funding Guide** for definition of an eligible Principal Applicant.

Establishment Grant Principal Applicants must also meet the following eligibility criteria:

- The qualifying **appointment must be held in Saskatchewan at, or above, the rank of Assistant Professor (or equivalent)**, with the expectation and opportunity to undertake research. Adjunct appointments alone are not sufficient for eligibility.
- The applicant must be within the **first five years of their initial research-related appointment at any academic institution, as of July 1 in the application year** (i.e., July 1, 2025).

Individual eligibility scenarios will be assessed by SHRF on a case-by-case basis. Considerations for eligibility extensions may include:

- **Concurrent completion of Ph.D. studies** during eligibility period. If a candidate is pursuing a PhD and has a qualifying appointment concurrently, the duration of their studies will be subtracted from the eligible window.
- **Career interruptions**, which refer to temporary breaks or discontinuations in the professional trajectory of an individual, often due to personal, institutional, or external factors. This interruption can encompass periods of leave, sabbaticals, or other hiatuses that may impact the continuous progression of one's research.
- **Career transitions**, defined as a researcher who is making a major shift from another discipline into a health research discipline, or a health care practitioner moving from a career primarily focused on clinical practice to one that emphasizes research activities.
- **Limited term appointments**. If, at the time of application, the Principal Applicant holds a limited term appointment that ends prior to the funding end date, they are still eligible to apply. However, if the application is successful, a condition of funding will be applied where institutional confirmation of a new appointment that extends the full length of the funding period will be needed.

The applicant must provide an up-to-date CV during eligibility review to assist SHRF in determining eligibility.

NOTE: Applicants with special eligibility circumstances may be required to provide supporting documentation to SHRF.

3.2 Re-Submissions

Re-submissions of unsuccessful applications to the program must reply to reviewers' feedback and indicate changes/improvements, including information if there is a complete change of the research project from the previous years' applications.

NOTE: In the application form, applicants may choose to have previous reviewer comments attached to their application for the current review committee to access.

3.3 Institutional Letter of Support

The Principal Applicant must be able provide at least one letter of support as part of the full application signed by either or both the Dean (or designate, as applicable) and Department Head (or designate, as applicable) addressing the below points:

- The **research environment** in which the Principal Applicant will be embedded, including start-up supports; access to research infrastructure (i.e., space and equipment) for their research (be clear about relevant restrictions or fees for this access); mentorship opportunities; administrative supports; other supports (e.g., teaching reduction); and supervision of trainees.
- Support for the activities proposed in the application and **confirmation of sufficient protected research time** to complete the proposed activities in the given timeframe.
- The **nature and extent (hours/day) of non-research activities** the Principal Applicant is expected to engage in (e.g., teaching, administration, clinical, etc.).
- If the Principal Applicant is in a limited-term appointment, an explanation of the circumstances, timing of the appointment and acknowledgement that a condition of funding to confirm that appropriate salary is secure for the duration of the grant from the start date:
- Additionally, describe the process in place to support the Principal Applicant to move into a permanent tenure-track position. Details of the planned process must be included: identify who is responsible for initiating the review of the Principal Applicant, the timing, criteria used for evaluation, any other relevant considerations, or circumstances; and
- If the Principal Applicant does not have an appointment at the time of application, provide confirmation that an eligible appointment will be effective by October 1 of the application year.

NOTE: More than one letter of support may be allowed to attest to the above criteria (e.g., if the Principal Applicant's employer or main research location is different than the host institution). The content of these letters is reviewed and considered by the peer review committee.

4. Project Role Considerations

4.1 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 |
|---|--|---|
| <p>Any individual who has formal research training and holds a position which supports them to pursue research.</p> <p><i>Uploads a SHRF Researcher Profile</i></p> | <p>Any individual who could receive and use new knowledge to implement improvements in health.</p> <p><i>Uploads a SHRF Knowledge User Profile</i></p> | <p>Any individual who is contributing their personal experience with a health issue or experience as an informal caregiver.</p> <p><i>Uploads a testimonial</i></p> |

Visit 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**.

4.2 Team Requirements

The Principal Applicant, who is establishing their program of health research in the province, must clearly show that they are the Principal Researcher and will be responsible for all major aspects of the project(s).

For this funding opportunity, **co-Principal Applicant is not an eligible role** and there is **no minimum team requirement** beyond the eligible Principal Applicant.

However, the Principal Applicant may apply with co-applicants who have the expertise to strengthen the proposed research by providing important intellectual contributions or valuable mentorship. Working with a more experienced researcher(s), especially an expert in the area, or with leaders in the

community, knowledge users, and/or people with lived experience may substantially improve the quality of the research by providing vital expertise and perspectives.

Co-Applicants can be from within or outside the province or country, but the Principal Applicant must **demonstrate that the vast majority of the research will be done in the province.**

5. 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.

Include **in-kind and other sources of funding** required to complete the proposed research in the budget and budget justification.

In addition to policies for allowable expenses outlined in *SHRF Funding Guide, Section 2.5*, the Establishment Grant:

- Allows for equipment purchase (see definition in *SHRF Funding Guide*). However, equipment requested must:
 - be justified in relation to the availability of equivalent equipment for the proposed research, and
 - benefit the Principal Applicant's long-term research program in Saskatchewan.
- Does not provide funding for costs explicitly associated with preparing a future grant application.
- Some budget or in-kind resources should be shown to support sharing knowledge gained with stakeholders and/or target audiences outside the academic community.
- Total costs for **academic knowledge sharing** (i.e., by academics for an academic audience) should not exceed 10% of the total budget request.
- Costs associated with building external relationships (i.e., outside the institution) to benefit the proposed program of research are eligible where appropriate and clearly justified in the research proposal.

6. Application and Review Process

Applying to this program involves two steps: 1) Eligibility Check; and 2) Application. Both steps must be completed and submitted online using **SHRF's online Research Management System (SHRF RMS)** shrf.smartsimple.ca.

For a detailed overview of the eligibility and application submission requirements, please refer to the [Application Instructions](#).

6.1 Eligibility Check

The Eligibility Check is conducted by the SHRF Program Manager.

The purpose of the eligibility check is to:

- Ensure the application is submitted to the appropriate funding opportunity, having relevance to the grant objectives and available focus areas.
- Allow SHRF Partners the opportunity to confirm relevance prior to applications proceeding.
- Confirm the Principal Applicant meets eligibility requirements.
- Confirm minimum team requirements are met.
- Facilitate the creation of peer review committees.
- Record decisions and rulings in a transparent manner.

If questions arise regarding eligibility, SHRF will contact the Principal Applicant for further clarification and may require that revisions be submitted. Multiple revisions can occur until a final decision can be made or the eligibility revisions deadline has passed.

NOTE: The eligibility check is a rolling intake up until the cut-off; therefore, it is strongly suggested that the Principal Applicant complete this step at their earliest convenience for a timely review and response from SHRF. Eligibility checks submitted after the cut-off date will not be accepted.

6.2 Review Process

Applications are evaluated in a competitive, peer-review process according to the **SHRF Peer Review Guide** found at shrf.ca/peer-review. Applications are assigned to a multidisciplinary committee whose members are from both inside and outside the province.

Applicants will receive written comments from two lead reviewers on the committee along with any external reviewers assigned to the application.

For information regarding funding allocation procedures, please refer to the current **SHRF Funding Guide**.

6.3 Review Criteria

Peer reviewers use the following criteria when evaluating applications. Scores are based on the SHRF 5-point scale, which is fully described in *SHRF's Peer Review Guide*.

| Criteria | Considerations |
|---|---|
| Applicant Potential (30%) | Collaborations <ul style="list-style-type: none"> - Evidence of mentorship and complementary expertise to support the PI and research. - PI's progress in building other academic and non-academic collaborations. |
| | Career <ul style="list-style-type: none"> - PI has expertise to carry out the proposed research. - Evidence of PI's commitment to research topic /area. |
| | Productivity <ul style="list-style-type: none"> - Academic and non-academic knowledge translation activities. - Other peer-reviewed grant funding. |
| | Leadership <ul style="list-style-type: none"> - Evidence of leadership capabilities including, mentorship, patient or community engagement, supervision of trainees etc. - Other relevant training, work, or volunteer experiences |
| Quality of Proposed Research (50%) | Rationale & Originality <ul style="list-style-type: none"> - Identified gaps in existing knowledge or need for the research. - Creative and/or Innovative approaches. |
| | Approach & Methods <ul style="list-style-type: none"> - Clear goals and objectives - Appropriate methodologies - Ethical considerations, EDI, TCPS Chapter 9 and sex & gender addressed appropriately. |
| | Feasibility <ul style="list-style-type: none"> - Logical timeline - Appropriate research environment, including access to necessary space, tools, and other supports. - Potential challenges and pitfalls addressed |
| | Budget <ul style="list-style-type: none"> - Clear and reasonable justification - Evidence of in-kind or complementary supports, as appropriate |

| | |
|--|---|
| Potential Impact of Proposed Research (20%) | Knowledge Mobilization - Plans for academic and non-academic knowledge translation embedded in research plan |
| | Contribution of Research - Potential to advance the field and state of knowledge. - Potential to inform health practices, policies and planning, as appropriate. |
| | Relevance to Saskatchewan - Potential impact on the health of Saskatchewan residents, directly or indirectly. |
| | Research Impacts - Evidence of thoughtful consideration to the Canadian Academy of Health Sciences (CAHS) Impact Framework to describe the potential benefits of the research |

7. Application Instructions

The following section walks through the Establishment Grant application available on **SHRF's online Research Management System (SHRF RMS)** 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.

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 **SHRF Funding Guide**). To add individuals, please see the “Project Roles” instructions under the “Application Details Tab” in this section.

7.1 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.

* Faculty/College (Or equivalent)

This field is where you can insert the faculty or college where you are 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.

* Is this a resubmission of a previously unsuccessful application to a SHRF competition (or other funder in the case where SHRF is administering on behalf of that funder)

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

* Is the proposed project a renewal or a continuation of a previously funded project?

Please answer “Yes” or “No”. If you answer “Yes” a follow up question will appear. If you answer “No” you will move on to the next question.

* Please identify the previous funding source, including the funder and competition name.

You will be given a text box to identify the previous funding source.

Project Roles

In this section, Individuals can be invited to the application as either Applicants/Investigators, Personnel or Supporters (definitions found in [Section 4.1](#)). To add individuals, please see the “Project Roles” instructions under the “Application Details Tab” in this section.

Adding Individuals

Individuals can be invited to the application at both the Eligibility and Application stages as Applicants/Investigators, Personnel or Supporters (Project Roles discussed in [Section 4.1](#)). It is important to review the Team Requirements section in this Application Package so that you meet eligibility requirements.

Only those listed as Applicants/Investigators are counted towards eligibility requirements.

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.

A tutorial for individuals that need to accept applications can be found at 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.

7.2 Eligibility Tab

The Eligibility Check is reviewed internally by the Program Manager. This information is not visible to peer reviewers. Once the eligibility is submitted and a decision is made, any information in this tab **can no longer be modified**.

Principal Applicant Eligibility

* Appointment Type

Please list your current appointment title. Any further information directly related to your eligibility can be listed in exceptional circumstances. Maximum 15 words.

* Appointment Start Date

Please identify the start date (i.e., your first day) of your first qualifying academic appointment. This is a calendar field where you can input the exact date.

Exceptional Circumstances

If applicable, provide details of exceptional circumstances that may affect your eligibility to apply. Include a brief description along with the start and end dates of the interruption (month, day, year).

Please also identify if you are in a limited term appointment, along with the length of the term and the current end date. Maximum 250 words.

Principal Applicant CV

The Principal Applicant is required to submit their CV by using the upload button provided below.

Proposed Research

[Are you interested in partnership opportunities for this funding opportunity?](#)

NOTE: Please see the Application Package for any listed partnerships for this year's funding opportunity. If none are listed, then you can skip this question.

If you choose "Yes" the following field will appear:

* Please list the partner(s) you are interested in.

Maximum of 50 words.

* Research Pillars

Please select the pillar(s) of research that best reflects the proposed research. You can choose one or more of the following: Clinical Research; Biomedical Sciences; Health Systems and Policy Research; and/or Population Health including the Social, Cultural and Environmental Determinants of Health.

* Title

This is the tentative title for the project. At the application stage, it is possible to refine the title to better reflect your proposed research. Maximum of 30 words.

* Proposed Research Overview

Provide information about the proposed research that will help in identifying required peer review expertise. Identify the study topic, study population, proposed research objectives, and methodology. Maximum 300 words.

* 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.

* Suggested Reviewers

Provide a minimum of three individuals outside of Saskatchewan, but within Canada, with expertise in the proposed research area (i.e. topic, methods) who are not in a conflict of interest (i.e. have not collaborated with any listed contacts on this application in the past five years). Include the following information: Name; Affiliation; Email; and Relevant Expertise.

To add reviewers, click on the “Enter Suggested Reviewers” button where a new window will open. Then click on the “+” button and complete the requested fields. Click the “Save” button, which will populate the reviewer table in the application. A minimum of three suggested reviewers is required.

The suggested reviewers may be used for choosing external peer reviewers; however, SHRF maintains the right to select external reviewers other than those suggested here.

Excluded Reviewers

Provide the name and affiliation of any reviewers whom you would prefer did not review the application.

Submitting Eligibility Check

Once all required fields have been completed, 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.

Once the eligibility check has successfully been submitted, the review and revision stage will determine if the research team proceeds to the Full Application stage.

NOTE: The remaining tabs in the RMS application form will only appear once the application has successfully met eligibility.

7.3 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.

Scientific Information

Please provide a clear and concise title and description of the project written for a scientific audience. Information should include a brief statement regarding the area of interest/problem to be researched, the general methodological approach, and the relevance and impact on Saskatchewan residents. This information may be used by SHRF to recruit potential peer review committee members and/or external reviewers. It is important that the information be written for a multidisciplinary committee.

* Scientific Title

Maximum 30 words.

* Scientific Summary

Maximum 300 words.

Sex and Gender

* Is sex as a biological variable taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Choose “Yes” or “No”.

* Is gender as a sociocultural factor taken into account in the research design, methods, analysis and interpretation, and/or dissemination of findings?

Choose “Yes” or “No”.

If you say choose “Yes” to one or both of the above question, the following question will appear:

* Please describe how sex and/or gender considerations will be integrated into the research.

Maximum 300 words.

If you say “No” to one or both of the above questions, the following question will appear:

* Please explain why sex and/or gender are not applicable to the research.

Maximum 300 words.

Research Activity Details

* 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”.

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-epc2_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 the page limit specified below for each Grant, the activity proposal should include the following:

- Project goals and objectives,
- Research questions and hypotheses,
- Current state of knowledge and rationale for proposed research, including how the project relates to previous work done in the area,
- Description of the relevance and importance of the proposed research to the target audience and health of Saskatchewan residents,
- Methodological approach, including study design, recruitment, analysis plan, etc.,
- Feasibility statement explaining how the proposed research will be completed within the allotted timeline,
- Plans to address anticipated ethical issues and potential pitfalls/difficulties,
- Plans to engage knowledge users where appropriate,
- Description of the research environment (i.e. space, equipment, staff, other supports),
- Knowledge translation plans, including target audiences, how the information will be shared with audiences within and outside of the academic community, and the expected benefits to those audiences,
- Plans for future development and funding related to the proposed research.

Please note that figures, diagrams, illustrations, etc. required to describe the proposed project must be included within the page limit.

* Research Proposal

The proposal can be a maximum of 10 pages in a PDF format following SHRF formatting rules found in the **SHRF Funding Guide**. To upload your proposal, please click the upload button. You will then be able to search for 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. To upload the Timeline, please click the upload button. You will then be able to search or drop your document into the system.

References

Upload the list of references cited using discipline appropriate formatting. The reference document should be in PDF format. There are no page limits.

* References

To upload the References, please click the upload button

Dean/Department Head Supporting Letter

Attach a PDF of the Supporting Letter from the Principal Applicant's Dean, Department Head and/or equivalent. More than one person may need to provide a letter to attest to all the criteria.

* Dean/Department Head Supporting Letter

Documents should be in PDF format. There are no page limits.

Previous Research Progress

Highlight the significant achievements of previously funded SHRF grants. Be sure to demonstrate how the work outlined in the present proposal builds upon work completed as part of the original grant, referencing data and outputs as appropriate.

* Does this research application build on previously funded SHRF research?

Choose "Yes" or "No". If you choose "Yes", a second question will appear. If you choose "No" you can move on to the Re-Application Question.

* Previous Research Progress

A textbox will identify and highlight the significant achievements from previously funded SHRF grants as they relate to the current proposal. Maximum 300 words.

Re-application Information

For applicants who have applied to a SHRF competition before and were not successful, there is the opportunity to re-apply and respond to previous reviewer comments. Please identify if this is a re-application and then follow the steps needed for the review committee.

* Is this a re-application?

Choose "Yes" or "No". If you choose "Yes", there will be more questions regarding re-application. If you choose "No", you will move on to "Supplementary Materials".

* Please respond to the previous reviewer comments and identify how the comments have been addressed in the proposed research.

You will have a textbox to respond. Maximum 500 words.

* Do you permit SHRF to share the previous reviewer comments with the current review committee?

Choose "Yes" or "No". If you choose "Yes" another field will appear. If you choose "No", you will move forward to "Supplementary Fields".

* Please identify the Application ID number of the previous application.

Input the four-digit Application ID number in the textbox. A field will appear for SHRF staff to upload the previous reviewer comments for this year's review committee to receive.

Supplementary Materials

Applicants may upload up to 3 additional files directly relevant to the application. This component is optional, and it is not meant to be onerous. Reviewers are not obliged to read this section; therefore, the proposal should not depend on this information. 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.

Research Impact

Considering your proposed research, highlight in point form the most important (apx. 5 to 10) anticipated short and long-term impacts in the following impact areas.

Examples:

- Capacity Building (e.g., training, mentoring and relationship building; empowering individuals, groups, communities, or other sectors; securing funding for research and infrastructure)
- Advancing Knowledge (e.g., outputs including publications and presentations; development of research tools and methods; activities to create awareness and understanding and new partnerships)
- Informing Decision Making (e.g., engagement with end-users; knowledge mobilization activities, including creative or technical products; and influences on policy, practice, patients and the public)
- Health and Socio-economic Impacts (e.g., anticipated improvements to health of Saskatchewan residents; anticipated improvements to the health system; commercialization activities; other social, health, or economic benefits)

You will have a textbox to respond. Maximum 300 words.

7.4 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 **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. 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.

7.5 Roles Tab

Each Project Role invited to the application (i.e. Applicant/Investigator, Personnel, and/or Supporter) (exception being the Grant Writer) will need to login and complete a Contribution Form on the SHRF RMS. Alternatively, if agreed upon, the Principal Applicant can complete and submit contribution forms on any individual's behalf.

Generally, this form will request the individual's Project Role Descriptor (i.e. if the individual was invited as a co-applicant, they will need to also identify what type of co-applicant - such as a knowledge user), a description of responsibilities on the proposed application, and a place to upload a SHRF Researcher Profile, a Knowledge User Profile, a testimonial (written or audio), or equivalent. Templates and instructions for applicant profiles and testimonials are found at shrf.ca/resources. Requested information will differ depending on the project role and descriptor.

To complete the Contribution Form, each individual will need to login to the RMS, go to their landing page and click on "Action Required: Contribution Forms". From there, the requested information can be entered into the Contribution Form. The Principal Applicant will see the contribution forms for every individual invited and is responsible for coordinating completion of contribution forms for their application.

NOTE: If you have been invited to more than one application, each application will request a Contribution Form to complete. Please be aware of the application related to the Contribution Form. Once the information is complete, the individual will click "Submit" on the form. This submission will upload the information, and then it will be visible within the application.

7.6 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. Click the "Approval Page" button to download the document.

* 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.

7.7 Submitting The Full Application

Once you have completed all required fields and all invited individuals have accepted their invitations and submitted their Contribution Forms, you can submit your Full 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.