SHRF
SASKATCHEWAN HEALTH RESEARCH FOUNDATION

2024 - 25

Solutions Program

Innovation + Impact Grants

Application Package

Effective June 27, 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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Alzheimer *Society*
SASKATCHEWAN

JIM PATTISON
CHILDREN'S HOSPITAL
FOUNDATION

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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 Solutions Program

The purpose of the **SHRF Solutions Program** is to support collaborative and engaged research for the development and implementation of innovations to address timely Saskatchewan health needs and create a sustainable impact in a focused area.

All applications must address one or more of the health challenges (i.e., focus areas) identified for the competition year.

Structure

Each competition year, the Solutions Program offers a selection of focus areas, including partnered investments, as well as different grant types designed to support research at different stages.

In 2024-25, two grant types are available: Innovation and Impact. Applicants must select the grant where the objective best suits the nature of the proposed research (i.e., stage of idea, project goals, etc.). At the eligibility stage, SHRF staff will review the proposed project's fit with the objectives of the grant type selected. Staff may ask the applicant for further justification and may make a recommendation to change the grant type selection. Additionally, the peer reviewers will consider if the proposed research fulfills the selected grant's objectives.

Focus areas offered in 2024-25 are described below. ***Applications may be relevant to one or more focus areas***. At the eligibility check stage, applicants are asked to identify all relevant focus area(s) and partnered opportunities. SHRF staff and funding partners will determine if the proposed research is a fit with a given focus area and may ask the applicant for more information. Following peer review, available focus area funding will be allocated in a way to maximize the number of grants funded.

New This Year

We take the time each year to update the application package and RMS application form and to provide more clarity wherever possible.

Thanks to your feedback we have made the following changes:

- **Contribution forms:** The Principal Applicant is now automatically assigned as an additional 'owner' on all contribution forms. This means that after an individual (co-applicant, personnel, or supporter) accepts the invitation to the application, the Principal Applicant, as agreed upon with the individual, can complete and submit the contribution form on their behalf.
- **Eligibility invitations:** It is no longer mandatory that the individuals required to meet minimum team requirements have accepted the RMS invitation at the eligibility stage. Invitations can be sent before or after the eligibility stage. It is important to remember that minimum team requirements must be met at the full application deadline - meaning the individuals have accepted the invitation.
- **Research Impact fields:** To address concerns of repetitiveness, we have updated the Research Impact section to provide clarity on the rationale and to simplify the responses.
- **Knowledge User time release:** We have updated the definitions and instructions for cases where a knowledge user team member's time may be reimbursed to their organization. See the Allowable Expenses for details.
- **More webinars:** We have added two more live webinars in addition to the initial recorded information webinar: one for general application support and one targeted at completing the contribution forms.

You will also notice:

- Eligibility question around fit with program is updated to provide more guidance on the information required at this stage
- The review criteria have been refreshed

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, 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.

1.5 SHRF Contacts

For questions about eligibility or program guidelines:

Karen Tilsley, Director of Programs and Partnerships

ktilsley@shrf.ca

For other questions or technical help with the SHRF RMS:

Tanya Skorobohach, Programs and Peer Review Coordinator

tskorobohach@shrf.ca

For general inquiries: fundinginfo@shrf.ca

For technical issues and support: helpdesk@shrf.ca

2. Application Guidelines

2.1 Grant Objectives

Grants offered as part of the Solutions program **_support interdisciplinary and transdisciplinary teams_** including knowledge users to address one or more of the focus areas named in the current year's competition.

Considering the stage and goals of the proposed research, applicants select the appropriate grant opportunity according to the following objectives:

Innovation Grant
Catalyzing the development of innovative solutions to address pressing health challenges.

Impact Grant
Advancing the translation of evidence-based solutions into real world and practical applications.

2.2 Focus Areas

Focus areas are selected to address timely needs and create sustainable impact. In addition to the focus areas determined by SHRF, partner funding organizations support additional focus areas. In the 2024-25 competition year, four focus areas are available and are listed below. Applications need only address one of these focus areas.

Additional information on each partner and Focus Area can be found in Appendix A. Full information on all Solutions Focus Areas available is found at shrf.ca/solutions.

2024-25 Solutions Program Focus Areas

Child & Youth Health

Child & Youth Health is offered in collaboration with Jim Pattison Children's Hospital Foundation. With our combined investments, there is a minimum of $1,000,000 available.

Additional funding is available for grants in Child & Youth Health + Patient-Oriented Research. See below for details.

Rural & Remote Health

There is a minimum of $400,000 available from SHRF for applications in Rural & Remote Health.

Additional funding is available for grants in Rural & Remote Health + Patient-Oriented Research. See below for details.

Lung Health

The total available funding for applications in Lung Health is $200,000 in partnership with Lung Sask.

Alzheimer's Disease and Other Dementias

The total available funding for applications in Alzheimer's Disease and Other Dementias is $200,000 in partnership with Alzheimer Society of Saskatchewan.

Patient-Oriented Research

An additional $200,000 is available to fund patient-oriented applications in either ***Child & Youth Health or Rural & Remote Health***.

NOTE: There are additional application steps for this partnership opportunity. See Appendix B for details.

2.3 Funding Information

Value

Innovation Grant
Up to $50,000

Impact Grant
Up to $150,000

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

Duration

Innovation Grant
Up to one (1) year

Impact Grant
Up to two (2) years

Extension

This funding is eligible for no-cost extensions.

Renewal

Funding is non-renewable. Previous recipients may apply with a new project or advance their work from an Innovation Grant to an Impact Grant with a new proposal. The application form provides a field to discuss previous research progress and potential overlap.

Re-application

Previously unsuccessful applicants are encouraged to revise and resubmit their applications, taking into consideration peer reviewer feedback and current program guidelines. The application form provides space to respond to previous review comments.

Multiple Applications

The Principal Applicant can submit only one application per annual Solutions competition (one Innovation Grant OR Impact Grant application) but may be a co-principal investigator or co-investigator on other applications.

2.4 Important Dates

Application Opens	June 27, 2024
Eligibility Check Cut-off	September 26, 2024 – 4:30 p.m. CST
Eligibility Revisions Deadline	October 4, 2024
Application Deadline*	November 14, 2024, 4:30 p.m. CST
Funding Decisions	March 6, 2025
Funding Start Date	March 1, 2025

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

Information Sessions

Solutions Information Session	July 17, 2024 – 12:00 p.m. CST
	Register for the information session >
Application Q&A Session	August 21, 2024 – 12:00 p.m. CST
	Register for the Q&A session >
Contribution Form Q&A Session	October 30, 2024 – 12:00 p.m. CST
	Register for the Q&A session >

2.5 Application Requirements

All applications should clearly address the grant objectives of either the Innovation or Impact Grant.

Any specific questions about the fit of proposed activities can be directed to the Program Manager, Karen Tilsley (ktilsley@shrf.ca).

NOTE: The Solutions Program is peer reviewed by an interdisciplinary committee. Keep this in mind when developing the proposal.

Specifically, applications must:

- Meet minimum team member project role requirements outlined in [Team Requirements](#);
- Have each individual team member invited through the RMS and ensure they accept the invitation;
- Have completed contribution forms submitted by the individual team member or the Principal Applicant;
  - Contributions forms include an uploaded researcher profile, knowledge-user profile, or testimonial, depending on the project role, using the SHRF templates found at [shrf.ca/resources](#);
- Complete a lay and scientific summary, sex and gender considerations, ethics, and list geographical locations;
- Identify target audiences of the proposed Solution;
  - The target audience should be reflected in the team members (i.e. knowledge-users) and supporters;
- Have a proposal that outlines 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.
- Have a clear, visual timeline with deliverables;
- Identify the relevant areas of impact of the proposed research;
  - Provincial and national health research funders, including SHRF, have a common framework to define research impacts and measure returns on investment. The [Canadian Academy of Health Sciences (CAHS) framework for impact assessment](#) can be applied to all pillars and domains of health research.
  - 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)

- 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,
    - The contributions of applicant's time are described in their contribution form and should not be shown as in-kind.
  - 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 should be provided.
- Have some budget or in-kind resources supporting the sharing of knowledge gained with the target audiences and stakeholders outside of the academic community.

For a detailed breakdown of the required application documents and information field by field, please see the Application Instructions.

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 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.

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

Applicants/Investigators fall into one of three descriptors:

- **Researcher:** An individual with formal research training who holds a position which supports them to pursue research and whose expertise supports the proposed research project.
- **Knowledge User:** An 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.
- **Person with Lived Experience:** An individual whose contributions to the proposed research are related to their personal experience with a health issue or experience as informal caregivers, including family and friends.

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.

Minimum Team Requirements

The Solutions Program aims to support research with the potential to make a difference in Saskatchewan for the selected focus area. Therefore, research teams should be collaborative and constituted to support the goals of the proposed research and potential impacts.

There must be ***at least three Applicants/Investigators*** who are based in Saskatchewan and fulfill the following requirements:

- One researcher who meets the eligibility requirements for a ***Principal Applicant***
- A second researcher who brings a ***different disciplinary perspective***
- A ***knowledge-user*** who brings perspectives on the practical applications of knowledge generated through the proposed research.

By the Application deadline, each team member must be invited to the Application via the RMS and accept the email invitation indicating they consent to their participation in the project.

Additionally, consider the following when forming your research team:

- Any additional team membership requirements listed in a relevant focus area or partnered focus (see Appendix A);
- Having people with lived/living experiences on the team is strongly encouraged;
- Once the minimum team member requirements are met, additional team members from within or outside Saskatchewan may be included in any role;
- There is no maximum number of team members. However, all team members should have a clear role and demonstrate how their expertise and/or experience is beneficial in addressing the research question(s) and/or potential impacts;
- To support mentorship and capacity building, teams are encouraged to have both early career and established investigators, with trainees as appropriate. Novice and early career researchers applying as the Principal Applicant are encouraged to include experienced co-lead(s);
- Having relevant supporters, including health system decision-makers, community leaders, community organizations, industry partners, etc. are strongly encouraged, as appropriate for the proposed project.

SHRF has an extensive network of researchers and organizations that work in a diverse range of fields. If you have any questions about possible collaborations in a specific topic or field, please feel free to contact us.

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 to share with team members and assist in completing required steps.

A contribution form is required for each team member, which outlines their project role (i.e. Applicant, Personnel or Supporter) and descriptor (i.e. Researcher, Knowledge User or Person with Lived Experience), organization affiliation, approximate time commitment to the project and a brief description of their role in the project in 100 words or less

Applicants must also include a SHRF Researcher Profile, SHRF Knowledge User Profile or Testimonial, templates found at shrf.ca/resources.

Contribution Forms can be completed by the individual team member or the Principal Applicant.

Questions regarding Project Role Descriptors, responsibility information, and other relevant questions regarding an individual's role on the application should be directed to the Principal Applicant. Principal Applicants should be clear with all invited team members of the application deadline, and inform members that the Contribution Forms must be submitted prior to the application deadline in order for the application to be submitted.

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 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.

In addition to policies for allowable expenses outlined in *SHRF Funding Guide* section 2.5, the Solutions Program:

- Does not fund equipment purchases. An item is considered equipment if it has a *useful life for the research team* beyond the original term of the project;
  - In cases where a minor exception may be required to complete objectives, prior to the application deadline, please consult SHRF who will review the request and provide a decision.
- Permits grant funds to be used to *reimburse a knowledge-user applicant's organization* for costs incurred in compensating an individual for time spent directly on the grant activities. Arrangements with the applicant's organization should be confirmed in correspondence uploaded in the budget documentation field;
  - This permission does not apply to 1) individuals who conduct research independently as part of the terms and conditions of their employment, 2) employees of a for-profit business having a vested interest in the results and applications of the proposed research or, 3) individuals expected to work on the funded research activities free of charge as a collaboration.
- Does not provide funding for costs explicitly associated with preparing a future grant application;
- Total costs for *academic knowledge sharing* (i.e., by academics for an academic audience) should not exceed 10% of the total budget request.

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

3. Application 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 an overview of the eligibility and application submission requirements, please refer to the Application Instructions.

3.1 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 is made or the eligibility revisions deadline has passed.

Detailed instructions regarding this step are found in the Application Instructions under Eligibility Tab.

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. Any revision request must be completed by the eligibility revision deadline, or it will not be accepted, and the application will not proceed.

Only teams approved at the Eligibility Check stage will have access to the full application.

4. Review Process

Full applications are evaluated in a competitive, peer-review process according to ***SHRF's Peer Review Guide***, found at shrf.ca/peer-review. Applications are assigned to a multidisciplinary committee whose members are from outside Saskatchewan, but within Canada.

Applicants will receive written comments from 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***.

4.1 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
Quality and Feasibility (50%)	**Approach** - Project goals, objectives and deliverables are clear - Methodological approach(es), study design, recruitment, and analysis plans etc. are well-described, appropriate, innovative and relevant to the research goals and objectives - Quality and feasibility of the research design including standards relevant of the field of study - Adherence to principles of ethical research; consideration of TCPS chapter 2 and sex and gender where applicable and appropriate -Potential difficulties/pitfalls are identified and strategies outlined to address them **Team** - Project brings together diverse skills and perspectives appropriate to address the health challenge and research question(s) - Each team member has a clear role - There is sufficient involvement and evidence of meaningful engagement with knowledge user(s) who bring perspectives of the practical applications of the knowledge generated through the proposed research - The research expertise and experience is present to skillfully carry out the planned research activities and achieve intended outcomes - As applicable, involvement of people with lived/living experience, community leaders, Indigenous Elders, Knowledge Keepers, or others is appropriate and meaningful engagement evident **Workplan** - Project steps and timelines are clear and reasonable - Roles, responsibilities and time commitments are clear and reasonable - Project goals and objectives are feasible - Team communication and engagement plans are in place **Resources** - The requested budget is appropriate and justified for the proposed activities - Where appropriate, necessary financial and in-kind contributions from other sources are confirmed - The research environment provides necessary resources and supports, including space, equipment, staff, etc
Relevance and Impact (40%)	**Demonstrated Need for Innovation** - The rationale for the proposed research is compelling as it relates to critical gaps in knowledge or emerging challenges relevant to one or more of the focus areas offered in the current Solutions competition - As appropriate to the stage of research, the findings has the potential to influence policy, practice, patients and/or public - For Innovation grants, the proposed solution is novel and creative - For Impact Grants, the proposed solution is evidence-based and the proposed research contributes to the translation of the solution to real world and practical applications

Anticipated Impacts
- The expected contributions are significant for Saskatchewan and the selected focus area(s)
- The planned activities will contribute to a vibrant health research community in Saskatchewan, within and beyond academia
- There is potential for the research to lead to improvements in health outcomes, patient care, or the health system, or providing other social, health or economic benefits

Knowledge Mobilization & Potential for Sustainability (10%)	**Knowledge Mobilization Strategies** - The proposed strategies for sharing research findings beyond academic audiences, such as healthcare professionals, patients, caregivers, and policymakers are clearly described and feasible - The effectiveness of the planned knowledge mobilization activities, including workshops, seminars, webinars, and community outreach events, in reaching diverse stakeholders. - The use of innovative communication methods, such as multimedia presentations, infographics, and social media campaigns, to enhance the accessibility and impact of research findings. **Potential for Sustainability** - The proposed solution is potentially scalable and sustainable - There are plans for future development of the proposed research - There are plans to seek support, or evidence of current support, from potential implementation partners and decision-makers - As appropriate to the stage of research, considerations related to implementation, scalability and sustainability are discussed - The potential adaptability of the research findings to diverse contexts and populations, including low-resource settings, rural communities, and underserved populations

5. 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.

Communicating the impact of research is imperative not only for accountability of public dollars but to convey the benefits and value of continued investment in health research to partners, policymakers, and the public. SHRF uses this information to tell the story of how your research will make a difference.

SHRF has resources to assist in management of grants found at 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.

6. Application Instructions

The following section walks through the Innovation and Impact Grants applications available on **SHRF's online Research Management System (SHRF RMS)** shrf.smartsimple.ca, step-by-step.

NOTE: Be sure to select the correct call for Innovation Grant or Impact Grant.

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

6.1 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 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 Project Roles.

* 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 Project Roles Overview). 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 Project Roles Overview section). It is important to review the Minimum Team Requirements section in the Program Guide section of 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 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.

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.

6.2 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.

Program Eligibility

* Focus Area(s)/Partnered Opportunity

Referring to the Focus Area section of the Application Package, enter all relevant focus areas and partnered opportunities. Applications need only address one of the focus areas. Applications may identify multiple areas if relevant. Do not elaborate the fit with focus area in this section.

* Team Requirements

Team requirements must be met at both eligibility and full application. Please refer to the Application Package for detailed requirements and Project Roles and their descriptors.

In the table below, type the full name of Applicants/Investigators that will meet the minimum team requirements, including the Principal Investigator, and select the Project Role Descriptor (Researcher, Knowledge User, Person with Lived/Living Experience).

At the eligibility stage, you are not required to invite the individuals to the application. However, they should be aware of and in agreement of their involvement in the application and must accept the invite before the full application deadline.

NOTE: Team membership may change in the full application. Team membership requirements will be confirmed again at the full application deadline.

Proposed Research

* Research Pillars

Please select the pillar(s) of research that best reflects the proposed research. Please 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.

* Fit with Program

Justify how the proposed research addresses the Focus Areas identified above. Clearly identify the following as it relates to the proposed research:

- The problem or need to be addressed;
- The proposed solution to the problem stated above and how it is novel or building on existing evidence;
- The audience who would benefit from the proposed solution or implement the proposed solution;
- How the knowledge user on the team will contribute to the above.

This is reviewed by SHRF staff to ensure the project is a good fit for the program and has been submitted to the correct grant funding opportunity prior to full application and peer review. Additional information may be requested prior to approval. Maximum 250 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 of whom should not review the application.

6.3 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.

6.4 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.

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 highlight how sex and/or gender considerations will be integrated into the research. Details should be included in the proposal.
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.

* 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.

* 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) 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 is uploaded in PDF format following SHRF formatting rules found in the current **Funding Guide**. Maximum page limits are as follows:

Innovation Grant: 6 pages

Impact Grant: 8 pages

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. 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.

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.

6.5 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 **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.

6.6 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.

6.7 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.

6.8 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.

Appendix A Focus Area and Partnership Details

A.1 Child and Youth Health, in collaboration with Jim Pattison Children's Hospital Foundation

Jim Pattison Children's Hospital Foundation (JPCHF) is dedicated to raising funds for the enhancement of maternal and children's healthcare in Saskatchewan and the Jim Pattison Children's Hospital. To learn more, visit: pattisonchildrens.ca.

Each year, JPCHF disburses research funding to our province's research and medical community to conduct vital research to discover, evaluate, and incorporate new approaches to delivery of care, maintaining health, and preventing and curing disease.

SHRF and JPCHF invite Saskatchewan researchers, knowledge-users, community organizations and individuals with lived/living experience, as appropriate, to submit research proposals working to identify and implement collaborative solutions for a healthier, vibrant and more equitable future for all children, youth and families.

Applications are welcome from all disciplines and research approaches.

A.2 Rural and Remote Health

This Focus Area addresses Saskatchewan's context and needs across all health conditions, acknowledging that a significant portion of the population live in rural, remote and northern communities. Unique solutions are needed to address the circumstances that stand to impact health and healthcare for Saskatchewan's rural and remote communities and their residents.

A.3 Patient-Oriented Research, in partnership with Saskatchewan Centre for Patient-Oriented Research

Patient-oriented projects relevant to either the Rural and remote or Child and Youth Health Focus Areas are eligible for funding from the Saskatchewan Centre for Patient-Oriented Research (SCPOR).

Eligibility for SCPOR Partnership Funding

Projects must demonstrate a focus on patient-identified priorities to improve patient outcomes and engage patients as partners throughout the process. The knowledge generated from SCPOR partnered

projects are intended to improve health care systems and practices, leading to greater quality, accountability, and accessibility of care.

Teams must include a minimum of two Patient Partners who have personal lived experience with the health issue as Co-Applicants (or Co-Principal Applicants). These individuals could be patients, informal caregivers, family members or friends (SPOR Patient Engagement Framework).

For additional SCPOR partnership Application requirements see Appendix B.

A.4 Alzheimer's Disease and other Dementias, in partnership with Alzheimer Society of Saskatchewan

The Alzheimer Society of Saskatchewan (ASOS) is the province's leading dementia and research charity with a mission to empower all people to live well with dementia through the delivery of programs, services, advocacy, awareness and research. To learn more, visit: alzheimer.ca/sk.

To be eligible for ASOS partnered funding, applications must address research into finding treatments, causes and cures, and improving the quality of life for people living with dementia and/or one of the following interest areas identified by the ASOS Board:

- Diagnosis
- Prevention and risk reduction
- Culturally sensitive care
- Long-term care
- Palliative care
- Social inclusion

A.5 Lung Health, in partnership with Lung Sask

Lung Sask supports, collaborates with, and serves an expansive lung health community in Saskatchewan. Lung Sask is a trusted partner in lung health, an educator on lung diseases and threats to lung health, an advocate for policies that protect lung health, a source of information and support for those on a lung health journey, and an investor and participant in lung health research. Through its mission to improve lung health, one breath at a time, Lung Sask plays a role in improving the overall quality of life for those living with, and caring for, those with lung disease, and for those facing threats to lung health. To learn more visit lungsask.ca

To be eligible for Lung Sask partnered funding, applications must address one or more of the following areas related to lung health:

- Child and Youth Lung Health, especially as it relates to threats to lung health like tobacco and vaping use, and lung diseases like asthma and infectious respiratory diseases (TB and COVID-19)
- Rural and remote lung health services, especially as it relates to the lung health of Indigenous Peoples and the delivery of patient and caregiver education
- Threats to lung health like exposure to radon in one's home, school, or workplace, and tobacco and vaping
- Lung disease prevention, diagnosis, and management for diseases like asthma, COPD, infectious respiratory diseases like TB and COVID-19, interstitial lung disease, lung cancer, and sleep apnea

Appendix B SCPOR Additional Partner Requirements

Please contact SCPOR Specialist, Sylvana Tu (sylvana.tu@usask.ca) with questions about additional SCPOR partner requirements at the application and post-award phases.

Eligibility Deadline Submission

Applicants interested in SCPOR partnership funding will need to identify this in the SHRF Eligibility Form found on the RMS. Along with the relevant focus areas, please list "SCPOR – Patient-Oriented Research" in Focus Area(s)/Partnered Opportunity field. Lay summaries submitted to SHRF at eligibility will be anonymized and provided to the SCPOR Scientific Director for initial review on the fit of the project for the POR focus area.

Application Phase

Additional SCPOR specific submission

Applicants interested in SCPOR partnership funding must complete an additional submission prior to the SHRF application deadline that addresses the research's relevance to SCPOR's mandate to support patient-oriented research and how the knowledge gained could be used to improve patient care and Saskatchewan's health system. This additional requirement is done outside of the RMS and can be found by clicking here: Survey Link.

Survey answers must be written for a non-scientific audience. The SCPOR Patient Partner Review Committee will evaluate responses using the Patient-Oriented Research Level of Engagement Tool (PORLET) to determine eligibility and priority position for SCPOR partnership funding. For suggestions from Patient Partners on how to write strong patient-oriented research proposals using the PORLET, click here.

For reference, submissions will include the following:

1. Patient-Oriented research projects must describe how they meet a minimum score of "3" in each criterion of the Patient-Oriented Research Level of Engagement Tool (PORLET). The five equally weighted criteria used for evaluation by the Patient Partner reviewers are: patients are partners; patient-identified priorities; outcomes important to patients; integration of knowledge into practice; and team is multi-disciplinary. The patient reviewers will evaluate the degree to which a given project meets POR criteria as defined by Strategy for Patient-Oriented Research (SPOR) using the PORLET and PORLET Companion Document as a guide.

2. If applicable, Indigenous POR projects which engage with an Indigenous Community as a partner (Per the Tri-Council Policy Statement: Chapter 9. Article 9.1, research that is likely to affect the welfare of an Indigenous community, or the community to which prospective participants belong, should meaningfully engage the relevant community in research) must describe how they meet a minimum score of "3" in each criterion of the IRLET. Indigenous communities are meaningfully engaged in research. To ensure equity in the application process for proposed projects with Indigenous communities, five equally weighted criteria are used for evaluation, including: partnership with Indigenous stakeholders; knowledge into practice; strengths-based approach; Indigenous knowledges and ways of knowing; and patient-oriented research. SCPOR

Patient Partner reviewers will evaluate the degree to which a given project meets criteria as defined by Strategy for Patient-Oriented Research (SPOR) using the PORLET, or IRLET and IRLET Companion Document as a guide.

Data and Data Support

There is an opportunity for those applying to the Impact Grant opportunity (2-years) to receive support from data and data services through SCPOR in partnership with the Health Research Data Platform-Saskatchewan (HRDP-SK). If the project requires data and data services support, the Principal Investigator must follow the process outlined below ***prior to submitting their application*** to ensure support is available.

Teams who are interested in access to data in the Health Research Data Platform-Saskatchewan (HRDP-SK) to address their research question should complete the Stage 1 – Feasibility & Resource Check Form. If assistance is needed, a consultation may be scheduled by contacting hrdp-sk@hqc.sk.ca. The team will be provided with a Confirmation of Feasibility and Resources Letter if their request is approved. This document must be uploaded to Supplementary materials and included your application submission to SHRF.

For more information about the HRDP-SK please visit the HRDP-SK website or contact hrdp-sk@hqc.sk.ca.

SHRF Application Form – Specific SCPOR requirements

In relation to the SHRF Solutions – Impact Grant and Solutions – Innovation Grant application forms in the SHRF RMS, please make note of the following additional requirements and reference documents:

- **Budget:** Honoraria for Patient Partners participating on the research team should follow guidelines set by SCPOR. For more information, please click here.
- **Contribution Forms:** Following SHRF's application instructions, the required (minimum two) Patient Partners must provide a testimonial with their application contribution form.

Partnership Grant Selection Process

Only applications that receive passing scores (i.e., minimum score of 3 on each PORLET category) through patient review conducted by SCPOR are eligible for SCPOR partnership. SCPOR will inform SHRF of applications that meet the POR requirements prior to peer review.

Following peer review conducted by SHRF as part of the larger competition, the grant(s) with the highest score received through the SCPOR Patient Partner review process, which also receive a final score of 3.8 or higher through SHRF's peer review process will be selected as the SCPOR partnered grant(s). Should there be no grant scoring over 3.8 through SHRF's peer review process, then the highest scoring grant that also passed SCPOR patient review will be selected.

Post Award Phase

1. The Principal Investigator must complete the CIHR SPOR Modules (online) and the Building Research Relationships with Indigenous Communities (BRRIC) training within three months of grant start date. All other team members are encouraged to attend. Trainings are available to all team members at no cost.

2. In addition to SHRF reporting requirements, SCPOR partnership grant recipients are required to submit annual progress reports and/or an end-of-grant final report to SCPOR. To demonstrate the outcomes and impacts of funding, SCPOR will require additional follow-up reporting.