# **Routing Slip of Registration/Application**

Complete and forward this sheet with the original copy of your registration/application to ensure that it is forwarded directly to the appropriate CIHR departments and staff. This sheet should not be included in the copies.

If you are using the webforms to complete your registration/application, these fields will be populated from within the application. If you are using the PDF, manually fill in these fields.

This routing slip is for CIHR's administrative use only.

Nominated Principal Applicant/Candidate	
Personal Identification Number (PIN)	
Application Number	
Competition Date	
Project Title	
Name of Research Funding Program (see page one of the Research Module)	
Name of Salary Support (see page one of the Research Module)	
Name of Strategic Initiative/RFA	
Name of Industrial Partner(s)	
Name of Partnership Program	
Name of Special Programs	
CIHR's Priority Announcements	
Sponsoring Institute(s)/Office 1:	Priority / Mandate
Sponsoring Institute(s)/Office 2:	Priority / Mandate
Sponsoring Institute(s)/Office 3:	Priority / Mandate
1 <sup>st</sup> Suggested Peer Review Committee	
2 <sup>nd</sup> Suggested Peer Review Committee	

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Instituts de recherche en santé du Canada

Application Number

PROTECTED WHEN COMPLETED

**RESEARCH MODULE Research funding** CIHR Rx&D\* SME\* Salary Support CIHR Rx&D\* SME\* program(s) Operating П New Investigator Randomized Controlled Trials  $\square$ П Investigator Equipment Senior Investigator Maintenance П Senior Research Fellowship (Phase 2) Combined Equipment and Π П **Clinician Scientist** Maintenance (Phase 2) New Renewal Funding Reference Number New 🗌 Renewal (FRN) **Research Chair** If this is part of a CIHR Group application provide name of Director: \* A letter of intent to CIHR must precede submission to these programs. Competition Date: Proposed Start Date (MM/YYYY) | (Salary Programs Only) **Nominated Principal Applicant / Candidate** Given Names Surname Project Title: Primary location where research will be conducted Department Faculty Is this a multi-center study? Yes 🗌 No Institution which will administer project funds (Institution Paid) **CERTIFICATION REQUIREMENTS** If this research will involve any of the following, check the box(es). If the grant is awarded, the necessary certification requirements must be met in accordance with policies on ethical conduct of research. Environmental assessment Human subjects Human stem cells Animals ☐ Biohazards 2 4 A requirement for containment Level 1 3 Period of support requested: (For Grants only) Years Months Language in which proposal is written English ☐ French Amount Requested from CIHR in First Full Year (For Grants only) Operating Equipment Total requested It is agreed that the general conditions governing Grants and Awards, as well as the statement "Meaning of Signatures on Application Forms" as outlined in the Canadian Institutes of Health Research Guides apply to any grant or award made pursuant to this application and are hereby accepted by the applicant(s) and the applicant(s)' employing Institution(s). The nominating institution recommends this candidate for the salary support award and undertakes (1) to provide adequate accommodation and research facilities, (2) to provide the candidate with an appointment which allows him/her the time to pursue the proposed research (a faculty appointment for those working in a University or affiliated Institution) and freedom to publish the results of the research in the public domain. Signature of President or Signature of Signature of Dean of Faculty or Director

Principal of Institution	Head of Department	of Institution
Print Name:	Print Name:	Print Name:
Date:	Date:	Date:

Version française disponible

#### Signatures

List all applicants in the following order: Nominated Principal Applicant / Candidate, Principal Applicants and Co-Applicants. Print additional pages if necessary.

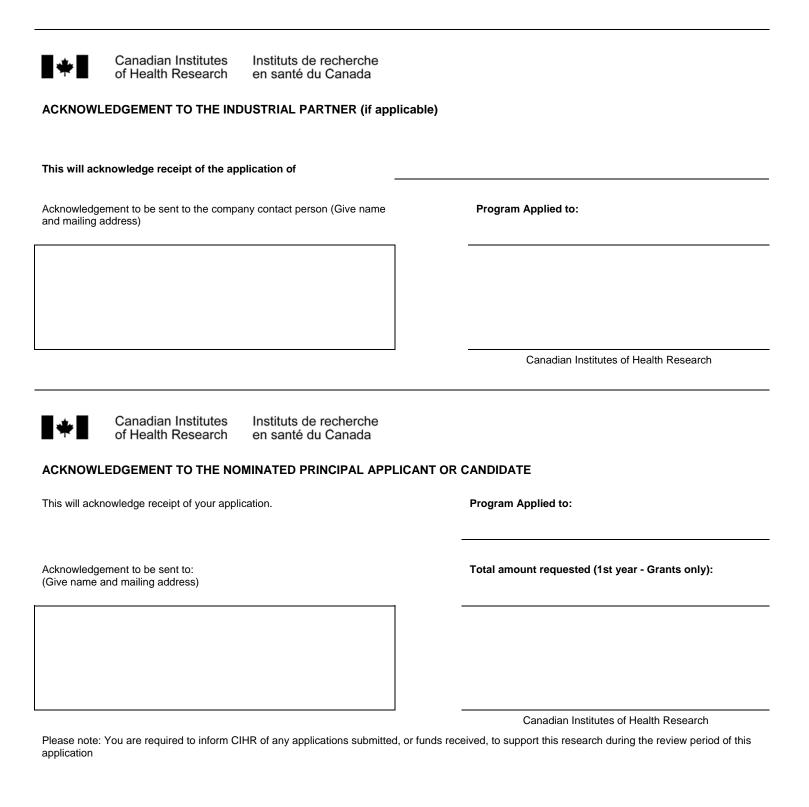
It is agreed that the general conditions governing Grants and Awards, as well as the statement "Meaning of Signatures on Application Forms" as outlined in the Canadian Institutes of Health Research Guides apply to any grant or award made pursuant to this application and are hereby accepted by the applicant(s).

Name	Given Names	Role	Signature
Institution	Department	Faculty	Date
Name	Given Names	Role	Signature
Institution	Department	Faculty	Date
Name	Given Names	Role	Signature
Institution	Department	Faculty	Date
Name	Given Names	Role	Signature
Institution	Department	Faculty	Date
Name	Given Names	Role	Signature
Institution	Department	Faculty	Date
Name	Given Names	Role	Signature
Institution	Department	Faculty	Date

## APPLICANTS' ORGANIZATIONS AND/OR SUPPORTING ORGANIZATIONS (if organization different from Page 1)

An authorized official from each institution other than the Institution Paid must sign this page. Additional Signature Pages will be accepted. It is agreed that the general conditions governing grants and awards in the Grants and Awards Guides, as well as the statement "Meaning of Signatures on Application Forms?" apply to any grant or award made pursuant to this application and are hereby accepted by the organization.

Family name and given name of signing officer, title of position, and name of organization	Signature



Name of Nominated Principal Applicant			Total Grant Amount Requested from CIHR (1 <sup>st</sup> year)
Telephone No.	Fax No.	E-mail address	
Location where research will be conduct	ed	1	

Lay title of research (two lines only)

Principal Applicant(s) and Co-Applicants

# Abstract (suitable for preparation of a press release)

Provide, in 15 lines or less, a non-technical summary of your research, written in simple and clear language suitable for a lay audience. The summary should indicate how your research, ultimately can improve personal health, the health of populations and / or the health delivery system.

Total Grant Amount Requested from CIHR
(1 <sup>st</sup> year)

# Information Page to be completed by Nominated Principal Applicant / Candidate: FOR ADMINISTRATIVE USE ONLY

Suggested Peer Review Committees: (not applicable for Industry-Partnered or Group core applications)

1.

2.

Suggested External Referee(s) (All Grants and Awards) Names / Addresses / Telephone No's. / E-mails	Areas of Expertise
1.	
2.	
3.	
4.	
5.	
6.	

# Nominations for Future CIHR Committee Member(s) (All Grants and Awards)

Give name and Institution of a scientist in your field you would like to see on a future CIHR committee. Include his / her areas of expertise and proposed committee.

Name	Institution	Proposed Committee	Areas of Expertise
1.			
2.			
3.			

# Information Page to be completed by Nominated Principal Applicant / Candidate: FOR ADMINISTRATIVE USE ONLY

If necessary, indicate those reviewers to whom you would prefer that the application NOT be sent. (Provide addresses)

#### **Descriptors:**

Provide keywords to describe the research project, the techniques and the methodologies to be employed, and the diseases or conditions the research addresses. No additional pages may be added.

List Collaborators. (For purposes of avoiding conflict of interest during reviewer assignment)		
Surname	Given Name	Institution
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Degrees / Appointment (Salary Support P	rograms Only):	
Degrees Held: PhD	MD 🗌 MD/PhD 🗌 🗘	Dther (specify)
As of this competition deadline, for how long will the	e Principal Applicant / Candidate have held an appo	pintment as an independent investigator?
	Less than 24 months	24 months, but less than 60 $\square$
	60 months, but less than 10 years $\Box$	10 years or more

Name of Nominated F	Principal Applicant /	Candidate ar	nd Primary loca	tion of Research	Total Grant Amount Requested from CIHR (1 <sup>st</sup> year)
Information Page					Indidate: FOR ADMINISTRATIVE USE ONLY
Strategic Initiat	ive/RFA				
Industrial Partn	er(s)				
Partnership Pro	ogram				
Special Program	m				
I request that the	nis application be co	onsidered for	funding throug	h CIHR's Priority A	Announcements.
<u>competitions (h</u> announcement you may be rec	ttp://www.cihr-irsc.c s, including availabl quired to complete a	gc.ca/e/servic le open comp a 'responsiver	es/19739.shtm etitions and sp ness' form.	II#?) for details reg ecific instructions of the structions of the structure of the stru	litional opportunities for support through CIHR's open garding participating Institutes / Offices and individual on how to apply. Note that in response to some announcements tes per application. As more than one priority may be
listed within one a					
	Sponsoring Institut	te(s)/Office:			Priority/Mandate
1.					
2.					
3.					
Is this application	a resubmission	of a previo	ously		
unsuccessful new app		Yes 🗌	No 🗌		
unsuccessful renewal	application	Yes 🗌	No 🗌	Was a Termir Grant Awarde	Yesti Noti FRN:
If you are attempting t	o rejoin an ongoing	group, provi	de name of Dire	ector:	
Areas of Research	Primary:				
	Secondary:				
Classification Codes	Primary:				
	Secondary:				
	R Institute whose rea				research area(s) and objective(s). A second, third and fourth cantly overlaps with the research mandate of additional
Primary Choice	):			Third	Choice:
Second Choice	:			Fourth	h Choice:
				1	

Biomedical Clinical Research respecting health systems and health services influences on health and the health of populations	Biomedical Research
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### How to prepare and format all attachments:

Attached documents may be prepared in the word processing software package of your choice, printed and included with the application form.

Please follow these guidelines for formatting each page of an attachment. Failure to follow these guidelines may result in the administrative withdrawal of your application.

- At the top of each page, indicate your name, the project title, the amount requested in year 1 and the section title (e.g. Summary of Research Proposal).
- At the bottom of each page clearly indicate the page number (e.g., 9, 10, 11a, 11b etc).
- Type on one side of the paper only.
- A minimum margin of 2 cm (3/4 inch) around the page is mandatory.
- Observe page limitations, additional pages may NOT be added unless specified.
- Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper for all attachments.
- Supporting documents should be photo reduced if the originals are larger than (21.25 X 27.5 cm / 8.5" X 11").
- No supplementary audio or video material will be accepted.
- A font size of 12 point, black ink. Six lines per inch. No condensed type or spacing.

#### Summary of research proposal - Attach one page numbered Page 9

New Investigator, Clinician Scientist candidates and grant applicants should summarize the objective(s), hypothesis and research plan. Investigator and Senior Investigator candidates should summarize their 5 year plan.

For equipment and/or maintenance applications that are not part of an operating grant application: (a) itemize and briefly describe the equipment and/or maintenance requested, (b) briefly describe how the requested items will support your CIHR-funded research program.

#### Summary of progress - Attach one page numbered Page 10

Do not include references, tables, charts, figures or photographs.

For renewal applicants, summarize progress under the current grant and, if applicable, identify the term of your current MRC/CIHR grant. New applicants are encouraged to summarize previous work relevant to this application.

New Investigator, Senior Research Fellowship and Clinician Scientist candidates should describe the research undertaken as a trainee, and, if applicable, as an independent investigator. In addition, these candidates should address their research relationship with previous supervisor(s). For Investigator and Senior Investigator and Industry-partnered Research Chair candidates, describe the research you have been engaged in over the last five years and the results obtained.

#### Response to previous reviews - Attach up to two pages numbered Page 11a and 11b

If applicable, applicants may respond to previous reviewers comments if this is a resubmission of an unsuccessful application. The response should stand alone, and should not require reference to any other document because the reviewers do not have access to previous application information.

#### Research proposal numbered Page 12a, 12b, 12c etc

Applicants for all Research Funding Programs, should provide a clear, concise description of their research proposal. A maximum of 11 pages may be attached in the case of one or two applicants, or 13 pages in the case of three or more applicants.

Applicants to the New Investigator and Clinician Scientist (Phase 2) programs should provide a clear concise description of their research proposal. Maximum of 11 pages may be used.

Applicants to the Investigator and Senior Investigator and Industry-partnered Research Chair programs should describe their program of research for the next five years. A maximum of six pages may be attached.

# Applicants to Operating Grants who require equipment/maintenance for their research project should apply for funds using the Operating Grants Budget Module within their Operating Grants application.

Applicants who require equipment/maintenance for a research project other than the one described in their Operating Grant application should apply for funds using the Equipment/Maintenance Grants modules and must follow the *special instructions* for the Research proposal in the Guidelines for completion of the Research Module. A maximum of 5 pages in the case of one applicant or 7 pages in the case of two applicants may be attached.

Page limits do not include references, tables, charts, figures and photographs. Legends should be succinct. Detailed descriptions of methods and discussion of results should be included in the body of the proposal. They should not be in the legends nor included as an appendix. Questionnaires and consent forms may be attached as appendices, where applicable.

#### **APPENDIX 1 – Attachments for Research Funding Programs only**

- 1. Letters of collaboration and support.
- a) Letters of collaboration:
  - Collaborators who are expected to make a significant scientific contribution and who are not listed as applicants must provide a signed statement.
  - b) Letter(s) of support: In the case of a pending appointment, the Dean of the Faculty should send a letter indicating the date the appointment is expected to take effect. Do NOT append letters in general support of the research.
- 2. Questionnaires and consent forms may be attached as appendices when applicable.
- 3. Up to five publications from the past five years, relevant to this proposal, may be appended.

#### List the names of the individuals providing letters as described in Appendix 1 – Letters of collaboration and support.

Name	Position Held	Institution	Support	Collaborator

#### APPENDIX 2 - FOR SALARY SUPPORT PROGRAMS ONLY

#### ATTACHMENTS REQUIRED

For the program to which you are applying, append the following documents:

NOTE: Sponsor's letters must be provided in an envelope, sealed at the source and preferably included with the application.

#### **New Investigators**

- 1. Three sponsors' letters
- 2. Letter from Dean of Faculty or Director of Research
- 3. Appendix 2(A)

#### Investigators

- 1. Three sponsors' letters \*
- 2. Letter from Dean of Faculty or Director of Research
- 3. Appendix 2(A) Parts 1 and 2

\* One of these letters must be from an individual outside the candidates' current department and outside the department where the award will be held. Another should be from an individual with whom the candidate has never collaborated or from an individual outside of Canada.

#### Senior Investigators and Industry-partnered Research Chairs

- □ 1. Three sponsors' letters \*\*
- 2. Letter from Dean of Faculty or Director of Research
- 3. Appendix 2(A) Parts 1 and 2

\*\* All three of these letters must be from international experts in the candidates' field of research. At least two of these should be from individuals outside Canada.

#### **Clinician Scientists (Phase 2)**

- □ 1. Three sponsors' letters
- 2. Sponsor letter from research mentor\*\*\*
- 3. Letter from Dean of Faculty
- 4. Appendix 2(A)

\*\*\* If a research mentor has been identified, he or she should provide a letter of support describing his or her knowledge of the candidate and any plans to help the candidate establish a career as an independent investigator.

List the names of individuals providing letters

# APPENDIX 2(A) ATTACHMENTS REQUIRED FOR SALARY SUPPORT PROGRAMS ONLY TO BE COMPLETED BY THE HEAD OF THE DEPARTMENT

#### Part 1. OTHER RESPONSIBILITIES OF THE CANDIDATE (Attach one page)

Indicate the nature and the extent (hours per year and percentage of time) of non-research activities in which the candidate would be required to engage as follows:

- a) Teaching (excluding graduate student supervision)
- b) Clinical work
- c) Administrative duties
- d) Corporate involvement (involvement on boards or advisory committees

Part 2. RESEARCH INTERACTIONS (Attach one page) On a separate page, indicate the colleagues and research programs the candidate would be associated with and the nature of this association emphasizing the potential contributions of the candidate. For Clinician Scientist (Phase 2) candidates, indicate the measures to be taken to enhance the candidate's clinical and research activities and the manner in which the candidate will fit into the ongoing research effort at the institution.

# Part 3. COMMITMENT (Attach one page)

Required for New Investigators, Clinician Scientist (Phase 2) and Senior Research Fellowships (Phase 2) candidates only. CIHR expects that the nominating institution will offer successful candidates a full-time faculty, or equivalent position. Indicate clearly the research buildings and facilities available to the candidate, as well as any start up funds to be given. In addition, describe the institution's commitment to protect the candidate's research time.

Head of Department (please print name)	Signature from Head of Department	Date

# APPLICANT CONSENT FORM FOR USE AND DISCLOSURE OF PERSONAL INFORMATION PROVIDED TO CIHR FOR PEER REVIEW

The Access to Information Act (ATI) gives Canadian citizens and Permanent Residents of Canada a limited right of access to information in federal government records. The Privacy Act gives Canadian citizens and permanent residents of Canada access to information about themselves and specifies the uses to which personal information can be put. The Privacy Act sets out the rules and conditions governing the collection, retention and disposal of personal information. It also provides a use and disclosure code for the protection of this information. This code stipulates the criteria under which information can be disclosed, including for what purposes and to whom it may be disclosed. All information collected by CIHR is subject to these laws.

CIHR seeks your certification that you have been informed that all the information supplied in the application will be made available to CIHR personnel responsible for managing the peer review process to review applications, to administer and monitor grants and awards, to compile statistics and to promote health research in Canada.

Information supplied in the application **except the pages labelled** "for Administrative use only" will be made available to Peer Review Committees composed of experts recruited from the academic, public and private sectors. Applications may also be transmitted to external reviewers.

## CONSENT

(1) **OBSERVERS**: Information supplied in the application **except the pages labelled** "for Administrative use only" will be made available, with your consent to:

Observers of peer review committees. Observers are divided into two categories (not including CIHR staff responsible for the administration and evaluation of funding programs and members of the Standing Committee responsible for overseeing the peer review process):

- a) Funding Partner and / or Potential Funding Partner representatives who have no funding decision authority;
- b) Institute Staff who are not in conflict of interest and who have no funding decision authority.

I do a not a consent to the sharing of the information specified above in section (1) with the observers described.

(2) **RELEVANCY/RESPONSIVENESS:** For use in determining an application's relevancy in accordance with the Institute's / Partner's / Branch's mandate, or the application's responsiveness to an Institute's priorities, the **Project Title**, **Project Summary and / or Responsiveness Form** already available to CIHR staff responsible for the administration of funding programs may also be provided to:

- Institute Staff managing research envelopes and Institute Advisory Board Members;
- Funding Partners and / or Potential Funding Partners;
- CIHR Senior Managers who manage research envelopes and sponsor Strategic Initiatives.

(3) **FUNDING DECISIONS:** For use in making funding decisions after Peer Review, the **Merit Score, Rank, Project Title and Committee Recommendations on Budget and Term** will be made available, upon your consent to:

- Institute Staff managing research envelopes and Institute Advisory Board Members;
- Funding Partners and /or Potential Funding Partners;
- CIHR Senior Managers who manage research envelopes and sponsor Strategic Initiatives.

I do 🗌 do not 🗌 consent to the sharing of the information specified above in sections (2) and (3) with the groups described.

I, the undersigned, do hereby give CONSENT to the use and disclosure of the information contained in my application for the purposes as herein described. This consent extends only to those specific areas where I have indicated this consent. I also understand that I may withdraw my consent at any time and that it will become effective upon its receipt by CIHR.

Name	Signature	Date

1) Keep a copy for yourself

2) Send the original, signed form with your application

## RESEARCH FUNDING/SALARY SUPPORT PROGRAMS REGISTRATION/APPLICATION CHECKLIST

#### Complete and forward this sheet with your registration/application.

 NOTE:
 Both registration and the complete application packages must be assembled in the order listed.

 ALSO NOTE:
 Contents and numbers of copies required for Strategic Initiatives/RFAs may be different from those listed below. Please consult the How to Apply section of specific RFAs.

#### **Registration for Randomized Controlled Trials (RCTs):**

There is a different checklist and different registration requirements for RCTs. Please refer to website for RCT registration module.

#### **Registration for Research Funding/Salary Support programs:**

The original registration package and one (1) copy should be assembled and submitted to the address indicated below. Confirmation of registration will include an application number and will be sent to each applicant approximately 2 weeks after receipt of the registration.

#### **Complete Applications:**

- The original application and required number of copies should be assembled and submitted to the address indicated below.
- Research Funding Programs 1 original and 8 copies
- Salary Support Programs 1 original and 5 copies

#### Name of Nominated Principal Applicant

Date

A: Contents required for Registration Package		B: Contents required for complete Application Package			
Research Module:			Research Module:		
	Routing Slip	Mandatory for all programs that require registration.		Routing Slip	Mandatory for all programs.
	Page 1	No signatures required.		Page 1	All signatures required.
	Page 2a Signatures Page: Nominated Principal Applicant signature and names only of the Principal Applicants and Co-Applicants.			Page 2a	Signatures Page: All signatures required. An authorized official from each institution other than the Institution Paid must sign this page. Additional
	Page 3	3 Acknowledgement Page.		Dana 0	Signature Pages will be accepted.
	Page 5	Suggested Peer Review Committees and Suggested External Referee(s).		Page 3 Page 4	Acknowledgement Page. Abstract.
	Page 6	Descriptors and List of Collaborators.		Page 5	Suggested Peer Review Committees and
	Page 7	Page 7 Information Page.			Suggested External Referee(s).
	Page 9	Summary of research proposal. (Attachment)		Page 6	Descriptors and List of Collaborators.
Applicant Consent	Completion and signature required.		Page 7	Information Page.	
			Page 9	Summary of research proposal. (Attachment)	
Form				Page 10	Summary of progress. (Attachment)
		Cover page: For the Nominated Principal Applicant, and each Principal Applicant and Co-Applicant. Only the Nominated Principal Applicant's signature is required.		Page 11 (a,b)	Response to previous reviews. (Attachment)
			Page 12 (a,b,c)	Research proposal. (Attachment)	
Page 2	Expertise: For the Nominated Principal Applicant,		Appendix 1	Attachments for Research Funding Programs Only.	
_ 0		and each Principal Applicant and Co-Applicant.		Appendix 2	For Salary Support Programs Only.
Courier address:			Appendix 2A	Attachments required for Salary Support Programs Only.	
The registration/application must be courier stamped no later than the deadline date and sent to the following address: Canadian Institutes of Health Research			Applicant Consent Form	Completion and signature required.	
Room 97, 160 Elgin Street Address locator: 4809A Ottawa, Ontario K1A 0W9			Operating Budget Module (Research Funding Programs only)		
			<b>CV Module:</b> All pages of the CV are required for the Nominated Principal Applicant, Principal Applicant and Co-Applicants. Faxed signature will be accepted from applicants and co-applicants who are not at the same institution as the Nominated Principal Applicant.		