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.

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	
Title of Priority Announcement 1:	Relevant Research Area
Title of Priority Announcement 2:	Relevant Research Area
Title of Priority Announcement 3:	Relevant Research Area
1 st Suggested Peer Review Committee	
2 nd Suggested Peer Review Committee	



Canadian Institutes of Health Research

Instituts de recherche en santé du Canada

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			RESE	ARCH MODULE					
Research funding program(s)	CIHR	Rx&D	SME	Salary Support	CIHR	Rx&D	SME		
Operating				New Investigator					
Randomized Controlled Trials				Investigator					
Equipment				Senior Investigator					
Maintenance				Senior Research Fellowship (Phase 2))				
Combined Equipment and Maintenance				Clinician Scientist (Phase 2)				□ New	□ Renewal
CIHR Team Grant*				Research Chair					
New ☐ Renewal ☐	Funding F (FRN)	Reference	Number						
* A letter of intent to CIHR must pr	recede subm	ission to th	ese progran	ns.					
Competition Date:				Proposed Start Date	(MM/YYYY) (Salary Pro	ograms Only	/)	/
Nominated Principal Applica	ant / Candid	date							
Surname				Given Names					
Project Title:									
Primary location where research v	vill be conduc	cted		Department		Facu	lty		
Is this a multi-center study?				☐ Yes [□No				
Institution which will administer pro	oject funds (I	nstitution P	aid)						
CERTIFICATION REQUIREM If this research will involve any of accordance with policies on ethica	the following,		box(es). If	the grant is awarded, t	he necessa	ry certificatior	ı requiremei	nts must b	e met in
☐ Human subjects	☐ Human s	tem cells	☐ Anima	als	Biohaz	ards	☐ Env	ironmenta	lassessment
A requirement for containment	☐ Level		□1	□ 2	□ 3		□ 4		
Period of support requested: (For	Grants only)			☐ Years	☐ Months	S			
Language in which proposal is wri	tten			☐ English	☐ French	ı			
Amount Requested from CII	HR in First	Full Year	(For Gran	its only)					
Operating			Equipm	nent		Total req	uested		
It is agreed that the general condition the Canadian Institutes of Healt applicant(s) and the applicant(s) of The nominating institution recommended research facilities, (2) to provide the appointment for those working in a	th Research (employing Ins nends this ca ne candidate	Guides app stitution(s). ndidate for with an ap	the salary spointment w	ant or award made pur support award and und rhich allows him/her the	ertakes (1) te time to pu	application a to provide adersue the prop	equate acco	eby accept mmodatio ch (a facu	ed by the n and lty
Signature of Preside Principal of Institut				Signature of dof Department		Signature	of Dean o of Inst		or Director
Print Name:		Print	Name:	<u> </u>		Print Name:			
Date:		Date:				Date:			

Canada

Version française disponible

Name of Nominated Principal Applicant/ Candidate and Primary location of Research Total Gra (1st year)						
rder: Nominated Principal Applicant	/ Candidate, Principal Applicant	s and Co-Applicants. Print additional pages if				
Given Names	Role	Signature				
Department	Faculty	Date				
Given Names	Role	Signature				
Department	Faculty	Date				
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Department	Faculty	Date				
Given Names	Role	Signature				
Department	Faculty	Date				
		Signature				
	der: Nominated Principal Applicant ons governing Grants and Awards, as of Health Research Guides apply to Given Names Department Given Names	rder: Nominated Principal Applicant / Candidate, Principal Applicant ons governing Grants and Awards, as well as the statement "Meaning Health Research Guides apply to any grant or award made pursus Given Names Role Department Faculty Given Names Role Department Faculty				

Canadian Institutes Instituts de recherche en santé du Canada	
ACKNOWLEDGEMENT TO THE INDUSTRIAL PARTNER (if applicable)	
This will acknowledge receipt of the application of	
Acknowledgement to be sent to the company contact person (Give name and mailing address)	Program Applied to:
	Canadian Institutes of Health Research
Canadian Institutes Instituts de recherche en santé du Canada	
ACKNOWLEDGEMENT TO THE NOMINATED PRINCIPAL APPLICANT OR	CANDIDATE
This will acknowledge receipt of your application.	Program Applied to:
Acknowledgement to be sent to: (Give name and mailing address)	Total amount requested (1st year - Grants only):

Canadian Institutes of Health Research

Please note: You are required to inform CIHR of any applications submitted, or funds received, to support this research during the review period of this application

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

Name of Nominated Principal Applicant	/ Candidate and Primary location of R	esearch	Total Grant Amount Requested for (1 st year)	rom CIHR
Information Page to be complete	d by Nominated Principal Appli	cant / Candidate: FO	R ADMINISTRATIVE USE ON	NLY
Suggested Peer Review Committees:	: (not applicable for Industry-Partne	red or Group core appli	ications)	
1.				
2.				
Suggested External Referee(s) (A Names / Addresses / Telephone No's. /	All Grants and Awards) E-mails		Areas of Expertise	
1.				
2.				
3.				
4.				
5.				
6.				
Nominations for Future CIHR Co- Give name and Institution of a scientist committee.	mmittee Member(s) (All Grants a in your field you would like to see on a	and Awards) I future CIHR committee.	Include his / her areas of expertis	e and proposed
Name	Institution	Proposed Committee	Areas of Expertise	Э
1.	7			
2.				
3.				
		1		

Name of Nominated Principal Applicant / Candidate	e and Primary location of Research	Total Grant Amount Requested from CIHR (1 st year)
Information Page to be completed by Nom	inated Principal Applicant / Candidate: FC	OR ADMINISTRATIVE USE ONLY
If necessary, indicate those reviewers to whom	you would prefer that the application NOT be se	ent. (Provide addresses)
Descriptors: Provide keywords to describe the research project, addresses. No additional pages may be added.	the techniques and the methodologies to be emplo	yed, and the diseases or conditions the research
11.10.11.1.1.15		
List Collaborators. (For purposes of avoid Surname	Given Name	Institution
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Degrees / Appointment (Salary Support Pr		
		Other (specify)
As or this competition deadline, for how long will the	e Principal Applicant / Candidate have held an appo	
	Less than 24 months 60 months, but less than 10 years	24 months, but less than 60 10 years or more
	oo monans, bat less than 10 years	To years of more

Name	Name of Nominated Principal Applicant / Candidate and Primary location of		esearch		Total Grant Amount Requested from CIHR (1 st year)		
				ninated Principal Appli e evaluation of the applicati		ndidate: F0	OR ADMINISTRATIVE USE ONLY
	Strategic Initiati	/e/RFA					
	Industrial Partne	er(s)					
	Partnership Pro	gram					
	Special Program	n					
	Priority Announ	cements are listed	I on CIHR'	for funding through CIHR's s web site in June and Dec f current Priority Announce	ember ead	ch year, toget	ther with CIHR's other current funding opportunities.
					r each a _l	plication.	The relevant research areas may be
selec		or more currer itle of Priority Ani	-	y Announcements.			Relevant Research Area
1.		THE OF FRIENDS	Touriceme	111.			Nelevant Nescaron Area
2.							
3.							
le th	is application	a resubmissior	of a pro	aviously			
	ccessful new app		Yes 🗌	No □			
unsuc	ccessful renewal	application	Yes 🗆		s a Termir nt Awarde		es No FRN:
If you	are attempting to	rejoin an ongoin	g group, p	rovide name of Director:			
Areas	s of Research	Primary:					
		Secondary:					
Class	sification Codes	Primary:					
		Secondary:					
Selec	Institute should I	Institute whose re					a(s) and objective(s). A second, third and fourth s with the research mandate of additional
	Primary Choice				Third	Choice:	
-	Second Choice:				Fourth	Choice:	
only v	ate a primary ther						e a second, third and fourth theme classification umbers 2, 3 and 4 to indicate the selections in order
Biome Rese		Clinical Research		Research respecting health systems and health service			on societal, cultural and environmental s on health and the health of populations

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 <u>each</u> 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. A maximum of 13 pages may be attached if there are three or more applicants. For applicants to the CIHR Randomized Controlled Trials Program, the page limit is 13 regardless of the number of applicants.

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

Applicants to the New Investigator program should provide a clear concise description of their research proposal. If the applicant will not be holding peer reviewed operating funds as of the first potential start date of the award (and six months beyond), the New Investigator application must be submitted simultaneously with an operating grant application, and the same research proposal must be included in both applications. If the applicant will be holding peer reviewed operating funds as a Principal Investigator, a description of any ongoing (one only), funded project may be included as the research proposal in the New Investigator application. A maximum of 11 pages may be attached in the case where the funded project had one or two applicants or 13 pages in the case of three or more applicants. Signatures of any co-applicants must also be included on page 2 of the New Investigator submission.

Applicants to the Investigator, Senior Investigator and Research Chairs Programs - Industry Partnered 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 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 through the Equipment/Maintenance Program using the Equipment and Maintenance Grants Application Package. 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.

New Investigator Program of Research - attach up to one page, numbered Page 13 (for New Investigator applicants only)

Applicants to the New Investigator Program **must attach** a clear, concise description of how the project described in the Research Proposal section of the application fits within the applicant's planned program of research for the next five (5) years.

Name of Nominated Principal Applicant / Candidate and Primary location of Research	Total Grant Amount Requested from CIHR (1st year)

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.

	ials providing letters as desc	•		•
ame	Position Held	Institution	Support	Collaborator

Nam	ne of N	lominated Principal Applicant / Candidate and Primary location of Research	Total Grant Amount Requested from CIHR (1st year)
APF	PEND	IX 2 – FOR SALARY SUPPORT PROGRAMS ONLY	
For t	the pro	MENTS REQUIRED ogram to which you are applying, append the following documents: consor's letters must be provided in an envelope, sealed at the source and preferably in	ncluded with the application.
New	Inves	stigators	
	1.	Three sponsors' letters	<u> </u>
	2.	Letter from Dean of Faculty or Director of Research	
	3.	Appendix 2(A)	
Inve	stigat	ors	
	1.	Three sponsors' letters *	
	2.	Letter from Dean of Faculty or Director of Research	
	3.	Appendix 2(A) - Parts 1 and 2	
		nese letters must be from an individual outside the candidates' current department and nould be from an individual with whom the candidate has never collaborated or from an	
Sen	ior Inv	vestigators 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	
	I three ide Ca	of these letters must be from international experts in the candidates' field of research. Inada.	At least two of these should be from individuals
Clin	ician	Scientists (Phase 2)	
	1.	Three sponsors' letters	
	2.	Sponsor letter from research mentor***	
	3.	Letter from Dean of Faculty	

*** 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

4. Appendix 2(A)

Total Grant Amount Requested from CIHR (1st year)

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 requiring consent (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) are:

- 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 \square do not \square consent to the sharing of the information specified above in section (1) with the observers described.

- (2) **RELEVANCE REVIEW:** For use in determining an application's relevance in accordance with the Institute's / Partner's / Branch's mandate, or the application's relevance to the research areas as identified within a priority announcement, the **Project Title, Project Summary and / or Relevance 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 **Rating, Rank, Committee Recommendations on Budget and Term** will be made available, upon your consent to:
 - Institute Staff 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 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.

Randomized Controlled Trials Outline (RCTs):

There is a different checklist and different requirements for RCTs. Please refer to the Website for the Randomized Controlled Trials Outline module.

Randomized Controlled Trials Registration (RCTs):

There is a different checklist and different registration requirements for RCTs. Please refer to the Website for the Randomized Controlled Trials 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 o	f١	Nominate	ed F	rinci	ipal	Appl	icant
--------	----	----------	------	-------	------	------	-------

A:	A: Contents required for Registration Package					
	Research Module:					
	Routing Slip	Mandatory for all programs that require registration.				
	Page 1	No signatures required.				
	Page 2a	Signatures Page: Nominated Principal Applicant signature and names only of the Principal Applicants and Co-Applicants.				
	Page 3	Acknowledgement Page.				
	Page 5	Suggested Peer Review Committees and Suggested External Referee(s).				
	Page 6	Descriptors and List of Collaborators.				
	Page 7	Information Page.				
	Page 9	Summary of research proposal. (Attachment)				
	Applicant Consent Form	Completion and signature required.				
	Common CV	(Registration CV Validated for CIHR)				
	Page 1	Cover page: For the Nominated Principal Applicant, and each Principal Applicant and Co-Applicant. Only the Nominated Principal Applicant's signature is required.				
	Page 2	Expertise: For the Nominated Principal Applicant, and each Principal Applicant and Co-Applicant.				
Cou	Courier address:					
The registration/application must be courier stamped no later than the deadline date and sent to the following address:						
Canadian Institutes of Health Research 160 Elgin Street, 9th Floor Address Locator: 4809A Ottawa, ON K1A 0W9						

B:	B: Contents required for complete Application Package				
	Research Module:				
	Routing Slip	Mandatory for all programs.			
	Page 1	All signatures required.			
	Page 2a	Signatures Page: All signatures required. An authorized official from each institution other than the Institution Paid must sign this page. Additional Signature Pages will be accepted.			
	Page 3	Acknowledgement Page.			
	Page 4	Abstract.			
	Page 5	Suggested Peer Review Committees and Suggested External Referee(s).			
	Page 6	Descriptors and List of Collaborators.			
	Page 7	Information Page.			
	Page 9	Summary of research proposal. (Attachment)			
	Page 10	Summary of progress. (Attachment)			
	Page 11 (a,b)	Response to previous reviews. (Attachment)			
	Page 12 (a,b,c)	Research proposal. (Attachment)			
	Appendix 1	Attachments for Research Funding Programs Only.			
	Appendix 2	For Salary Support Programs Only.			
	Appendix 2A	Attachments required for Salary Support Programs Only.			
	Applicant Consent Form	Completion and signature required.			
Operating Budget Module (Research Funding Programs					
	All pages of the Applicant, Pri signatures will	Common CV (Application CV Validated for CIHR): All pages of the CV are required for the Nominated Principal Applicant, Principal Applicant and Co-Applicants. Faxed signatures will be accepted from applicants and co-applicants who are not at the same institution as the Nominated Principal			
	Relevance Form: As required in application to a Priority Announcement				

Date