CIHR Project Grant: Fall 2017 Competition - Application Submission Instructions
Faculty of Medicine and Dentistry

REGISTRATION PHASE: Institutional review and signature are NOT required during this phase.

CIHR Deadline: 6:00 pm August 15, 2017 (Edmonton time)

Instructions: http://cihr-irsc.gc.ca/e/49503.html

The Nominated Principal Applicant must remain unchanged between registration and application. Other participants can be added, removed, or change roles between registration and application. A Common CV is not required for registration.

For Partnered/Integrated Knowledge Translation (iKT) Projects, you must identify at least one Principal Applicant who is a knowledge user as a participant if your project includes a "partner and knowledge user" or "a knowledge user only".

The Budget Request may be changed between registration and application.

APPLICATION PHASE: Institutional review and signature ARE required during this phase.

1. Create New Proposal:
A New Proposal must be created via the Researcher Home Page (RHP). Please ensure all University of Alberta Co-applicants identified in the ResearchNet (CIHR’s electronic application management system) application are entered in the RHP Proposal page. Please include your UofA Co-Investigators in the “Intellectual Credit” section. For instructions on how to create a Proposal, please refer to the pdf booklet, "Guide to Researcher Home Page" and/or the Quick Reference Guide, “Request for New Application/Proposal/Project” found on our website, http://www.rso.ualberta.ca/.

2. Obtain Signatures:
Signatures must be obtained from the PI, Chair and Dean on the Proposal's Request form. All U of A co-applicants must also sign the Request form even if they are from the PI’s Home Department. If you have missed adding a co-applicant, please contact your Research Facilitator. If you receive an error/warning message when entering a co-applicant, please contact your Researcher Facilitator to confirm their eligibility.

3. Submit to RSO:
Part 1: Upload complete application to ResearchNet and “Submit” to Institution prior to the Institutional Deadline of Noon, Tuesday, September 5, 2017 (Edmonton time).
Part 2: Email a pdf of the fully signed Request form and application approved by the Faculty to rsohs@ualberta.ca prior to Noon, Tuesday, September 5, 2017 (Edmonton time). Hard copies will also be accepted if delivered to 222 Campus Tower.

4. RSO Review:
RSO will review the version of the application submitted on ResearchNet, email you an Application Review Report containing our comments and suggestions, “Return” the application to you on ResearchNet to make any necessary revisions, and set a new Institutional Deadline for submission.

5. Final Submission:
After revisions are complete and RSO has approved, the Applicant must “Submit” the application again on ResearchNet to the Institution, after which RSO will “Submit” the application to CIHR. Please note: There isn’t a signature page in the CIHR application and there is no need to upload the University’s signatures for this particular competition.

RESOURCES:
Grant Assist Program-Health Sciences is hosting workshops and provides review and editing services. Please refer to their website for additional information, http://www.cihr.ualberta.ca/

Please contact your Department-assigned Research Facilitator. Their contact information can be found on the RSO website, http://www.rso.ualberta.ca/en/ContactRSO/RFOs.aspx or phone 492-5787