2015 Foundation Scheme Pilot Stage 1 Application

- Provide an overview of the Stage 1 application
- Provide an opportunity for participants to ask questions
Results:

- 1366 applications received.
- Reviewed by 443 reviewers.
- Each reviewer was assigned 15 applications, on average.
- Over 98% applications reviewed by 5 reviewers.

- 467 invited to Stage 2.
- 445 applications received.
- Reviewed by 222 reviewers.
- Each reviewer was assigned 10 applications, on average.
- Approx. 90% of applications reviewed by 5 reviewers.

- 189 invited to the final assessment stage.
- 150 applications were funded, 23 of which were from new/early career investigators.
The 2015 Foundation Scheme 2nd Live Pilot funding opportunity was launched March 31, 2015.

Key dates include:

<table>
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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Registration Deadline</td>
<td>July 27, 2015</td>
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<tr>
<td>Application Stage 1 Deadline</td>
<td>September 15, 2015</td>
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<tr>
<td>Anticipated Stage 1 Notice of Decision Date</td>
<td>December 1, 2015</td>
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<td>Application Stage 2 Deadline</td>
<td>February 5, 2016</td>
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<tr>
<td>Anticipated Stage 3 Notice of Decision Date</td>
<td>July 15, 2016</td>
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<td>Funding Start Date</td>
<td>July 1, 2016</td>
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Stage 1 Application: Overview
In order to successfully complete their Stage 1 application (ResearchNet), Program Leaders must:

- Complete a lay abstract (new from last year)
- Complete a research summary
- Address each of the adjudication criteria
- Complete a CIHR Foundation Scheme CV (Canadian Common CV).
The application is comprised of sections that align with the Foundation Scheme adjudication criteria.

You will address each section in a defined text box with a specific character limit, which includes spaces.

Stage 1 focuses on:
- Caliber of the Applicant(s)
  - Leadership,
  - Significance of Contributions
  - Productivity
- Vision and Program Direction

No attachments.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including when developing their application.
• When submitting an application with other Program Leaders, everyone has access and edit rights to the application but only the Administrative Coordinator can submit the application.

• No mechanism to track changes when updates to the application are made, therefore Program Leaders must coordinate their efforts to complete the application.

• Each Program Leader is responsible for including their own information, which involves completing tasks in ResearchNet:
  • Linking their CIHR Foundation Scheme CV to application;
  • Identifying their Career Contributions;
  • Providing their consent.

• When applying with other Program Leaders, it is joint career activities that are assessed and these must be the focus of application’s content.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including when developing their application.
## Overview

### Adjudication Scale

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<tr>
<th>Abbreviation</th>
<th>Descriptor</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>O++</td>
<td>Outstanding</td>
<td>For this sub-criterion, the application excels in most or all relevant aspects. Any shortcomings are minimal.</td>
</tr>
<tr>
<td>O+</td>
<td>Excellent</td>
<td>For this sub-criterion, the application excels in many relevant aspects, and reasonably addresses all others. Certain improvements are possible.</td>
</tr>
<tr>
<td>O</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E++</td>
<td>Excellent</td>
<td>For this sub-criterion, the application excels in many relevant aspects, and reasonably addresses all others. Certain improvements are possible.</td>
</tr>
<tr>
<td>E+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>Good</td>
<td>For this sub-criterion, the application excels in some relevant aspects, and reasonably addresses all others. Some improvements are necessary.</td>
</tr>
<tr>
<td>F</td>
<td>Fair</td>
<td>For this sub-criterion, the application broadly addresses all relevant aspects. Major revisions are required.</td>
</tr>
<tr>
<td>P</td>
<td>Poor</td>
<td>For this sub-criterion, the application fails to provide convincing information and/or has serious inherent flaws or gaps.</td>
</tr>
</tbody>
</table>
You must complete the Foundation Scheme CV through Canadian Common CV and link it to your application in ResearchNet by entering your CCV confirmation number.

The Quick Reference Guide for the CIHR Foundation Scheme CV is available on the CIHR website.
Stage 1 Application

Lay Abstract
Research Summary
Caliber of the Applicant(s)
Vision and Program Direction
CIHR Foundation Scheme CV
Program Leaders must complete a Lay Abstract as part of the “Enter Proposal Information” section of their Stage 1 application.

Using language accessible to a lay audience, Program Leaders will:

• Describe the proposed program of research, indicating how the proposed research can improve personal health, the health of populations and/or the health delivery system.

• This information will be used by CIHR to inform the public and Parliament about valuable research supported through public funds.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including when developing their application.
Stage 1 Application

- Lay Abstract
- Research Summary
- Caliber of the Applicant(s)
- Vision and Program Direction
- CIHR Foundation Scheme CV
Program Leaders must complete a Research Summary as part of the Stage 1 application.

Summary is used for:
- Matching reviewers to individual applications;
- Provided to reviewers to declare their conflicts of interest and level of expertise/ability to review.

Should be written using scientific or technical terms.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including when developing their application.
Research Summary

• Your summary should concisely address the following (as it is relevant to your research proposal):
  • The broad goal(s) of your proposed research and clear linkages indicating how they fit the objectives of the funding opportunity.
  • A brief overview of relevant background information and/or rationale for your proposed research. Information may include the focus and impact of your research career.
  • Specific research aims with a brief overview of the methodology that will be used to address these research aims.
  • The nature of the core expertise being brought together to address your proposed research. Information may include important collaborations, within or outside of the research community that will be accessed to achieve the outlined research goals.
  • Expected outcomes of your proposed research highlighting the significance of your proposed research and how it will advance knowledge and/or its application to health care, health systems and/or health outcomes.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including when developing their application.
**Stage 1 Application**

<table>
<thead>
<tr>
<th>Lay Abstract</th>
<th>Research Summary</th>
<th>Caliber of the Applicant(s)</th>
<th>Vision and Program Direction</th>
<th>CIHR Foundation Scheme CV</th>
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Part of the Stage 1 application focuses on Caliber of the Applicant(s), which accounts for 75% of overall assessment.

Represented by three equally-weighted sub-criteria within the application:

- Leadership (25%)
- Significance of Contributions (25%)
- Productivity (25%)

It is expected that individuals at different career stages will show their leadership, significance of contributions and productivity in different ways and will be assessed in the context of their career stage.

These should be notable compared to peers in similar fields and career stages and may differ depending on their field of research.

*When more than one Program Leader is named, the assessment of sub-criteria considers the Program Leaders’ joint research leadership (where joint Program Leaders have together advanced the field), significant contributions and productivity.*
This sub-criterion will assess:

- The ways in which you have influenced and inspired others in your field of research.
- Your ability to effectively direct a research program.

With maximum of 1750 characters (approx. half a page), you must highlight your leadership experience by:

- Describing how you are a reputable leader in your respective field.
- Providing relevant and recent examples of major projects or programs that you have led where effective leadership was evident.

To do so, you will:

- Demonstrate how you are recognized in your field, demonstrating influential roles, inspiring others, mobilizing communities and advancing the direction of a field.
- Demonstrate your ability to establish, resource and lead or direct research programs, which include: mentoring/training initiatives, knowledge translation strategies, infrastructure development, and/or effective collaborations.
- Securing required resources, ensuring effective collaboration, or incorporating knowledge translation strategies.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including for this sub-criterion.
Some examples of Leadership include:

- Leader of research endeavors with major impact
- Innovator in existing or emergent areas of research
- Leader of community-based research and/or knowledge translation initiatives
- Leader of provincial, national, or international collaborations, societies, associations, etc. within and outside the research community
- Advisor in interdisciplinary or inter-organizational collaborations
- Editorial experience

For more information, you can refer to the Interpretation Guidelines. Although this reference document was developed for reviewers to provide context to their evaluation, it may be useful for completing your application.
This sub-criterion will assess:

- The extent to which your contributions have had a tangible benefit, or positive influence on health care, health systems or health research.

Contributions include:

- Advancements in different research and health-related areas.
- Contributions to maintaining a sustainable foundation of health researchers.

With maximum of 1750 characters (approx. half a page), you must highlight your contributions and impact by:

- Describing the tangible benefits or positive influences of your prior contributions on health, health care, health systems and/or health research.

To do so, you will:

- Demonstrate how you have significantly advanced knowledge or its translation into improved health care, health systems, or health outcomes.
- Illustrate how you have engaged, trained or launched the career paths of promising individuals in research or other health-related non-academic fields by supporting the mentoring or training, career development, and recruitment or retention of highly qualified personnel.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including for this sub-criterion.
Sample Indicators of Significance of Contributions

Some examples of what may constitute significance of contributions include:

- Important advances in understanding (e.g. informing controversies, examining assumptions, advancing education theories, improving theoretical understanding in research)
- Development of research methods/techniques
- Implementation or broader uptake of innovative mentoring/training approaches
- Reduced burden of illness
- Efficiencies from improved resource allocations or practices (e.g. cost savings, reduced wait times)
- Changes in culture, attitudes and behaviour that improve health
- Business opportunities created

For more information, you can refer to the Interpretation Guidelines. Although this reference document was developed for reviewers to provide context to their evaluation, it may be useful for completing your application.
This sub-criterion will assess:
- The quality and quantity of your research outputs.

With maximum of 1750 characters (or approx. half a page), you must highlight both your lifetime and recent productivity by:
- Focusing on the quality and quantity of your research outputs.

To do so, you will:
- Demonstrate an outstanding level of research outputs in your field based on prior work;
- Illustrate previous work that has generated high-quality research outputs.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including for this sub-criterion.
Some examples of Productivity include:

- Publications, peer-reviewed or other (e.g., thesis, journal articles, books, chapters, workshop reports, synthesis reports, dissemination reports, conference proceedings)
- Collaborations or networks
- Consultations
- Intellectual property claims
- Patents
- License agreements
- Invention disclosures

For more information, you can refer to the Interpretation Guidelines. Although this reference document was developed for reviewers to provide context to their evaluation, it may be useful for completing your application.
• To capture references cited within application
• Standard reference style is required – APA or similar format
• Cannot exceed 3,500 characters including spaces
• Indexing system can be used (e.g. P1, P2) at end of each citation to save on characters when referencing publications throughout application
Stage 1 Application

Lay Abstract
Research Summary
Caliber of the Applicant(s)
Vision and Program Direction
CIHR Foundation Scheme CV
Part of the Stage 1 application also focuses on Vision and Program Direction, which accounts for 25% of the overall assessment.

This criterion will assess:
- Your ability to define and articulate a clear and compelling summary of the vision for your research program.

With maximum of 3500 characters (approx. 1 page), you must:
- Highlight the goal, overall objectives and expected outputs or contributions of your research program;
- Describe how your program is significant if the objectives are met.

To do so, you will:
- Define your proposed research program (vision, goal, overall objective(s) and expected outputs) in the context of a logical career progression for Program Leaders;
- Articulate a vision for your research program that is forward-looking, creative and appropriately ambitious.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including for this criterion.
Vision and Program Direction

- Forward-looking vision is:
  - Future-oriented
  - Describes proposed contributions of your research program.

- Creative vision:
  - Describes the applicants’ program potential to foster innovative approaches, outputs, outcomes, and impacts.

- Appropriately ambitious vision:
  - Believable and realistic
  - Considers key elements for the success of the program and sets the direction for program planning through a clearly articulated research program goal and supporting objectives.

The Stage 1 Application Instructions document is available on the CIHR website. It provides a detailed breakdown of what applicants should consider including for this sub-criterion.
All Program Leaders identified at registration must complete a CIHR Foundation Scheme CV template through the Canadian Common CV (CCV).

CIHR has included the following new sections and subsections:
- Assessment and Review Activities
- Memberships (Committee and Other Memberships)

CIHR has increased the following section limits for the CIHR Foundation Scheme CV:
- Up to 5 entries each for Credentials
- Up to 10 entries each for Recognitions, Knowledge and Technology Translation Activities and Intellectual Property
- Up to 25 entries for Presentations; and,
- All relevant entries over the past 7 years for Publications, Funding History and Supervisory Activities.

For example:
- For publications, you should update and include all relevant publications over the past 7 years (journal articles, books, book chapters, etc.).
- For Supervisory Activities, update and identify all supervisory activities over the past 7 years in your CV that best illustrate your mentorship or training abilities.

*The Quick Reference Guide for the CIHR Foundation Scheme CV is available on the CIHR website.*
Because a bulk import function is now being used in the CCV and that your career contributions are directly captured in ResearchNet under the Identify Participant task, attachments are no longer allowed.

The Quick Reference Guide for the CIHR Foundation Scheme CV is available on the CIHR website.
When completing your CIHR Foundation Scheme CV, you may notice that some of the sections will show errors. These are caused by either fields that have been made mandatory, or by the introduction of limits that are imposed in certain sections of the CIHR Foundation Scheme.

The Quick Reference Guide for the CIHR Foundation Scheme CV is available on the CIHR website.
Because reviewers will look at the relevant sections and subsections of your CV for evidence supporting the stage 1 sub-criteria in your application, your CV should be customized at Stage 1 to reflect the focus and requirements of this stage.

This will allow you to point to relevant examples in your CV, as appropriate, to demonstrate:

- Leadership
- Significance of Contributions
- Productivity

If applying with other Program Leaders, you must only include relevant examples of joint activities in your CV (e.g., authorships, grants and publications) to illustrate synergy, co-leading history and joint efforts.

The Quick Reference Guide for the CIHR Foundation Scheme CV is available on the CIHR website.
CIHR is developing a suite of supporting materials

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Questions regarding the Foundation Scheme Competition can be directed to: Roadmap-Plan.Strategique@cihr-irsc.gc.ca