CIHR INFO Session: Fall 2017 Project and Foundation  
Thursday August 3, 2017  2:00 pm -4:00 pm

AGENDA

2:00 Welcome & introduction  
– Dr. Jonathan Bramson, Associate Dean of Research, FHS

2:05 What’s New with Project; Q&A  
– Lori Burrows, CIHR University Delegate

3:00 Coffee Break – light snacks and refreshments

3:15 Overview of structure/changes at HRS  
– Ashley Preston, CIHR Senior Advisor, HRS

3:25 Project Fall 2017 Prep – Eligibility, CCV and RNet, HRS process  
– Lisa Hodge, Sr. Advisor (CIHR);  
  -- Ashley Preston, Sr. Advisor (CIHR)

3:55 Closing Remarks— Ashley Preston, HRS

*For detailed application instructions for Project Fall 2017 and Spring 2018:  
https://researchnet.ca/rnr16/vwOpprtntyDtls.do?prog=2719&view=currentOpps&org=CIHR&type=EXACT&resultCount=25&sort=program&next=1&all=1&masterList=true
Almost

Lori Burrows, PhD
CIHR Delegate
August 2017
burrowl@mcmaster.ca
A brief history of the Reforms

Following their 10 year international review, CIHR decided to implement a major overhaul of the peer review and grant systems

Why did they do this?

• applicant and reviewer fatigue
• homeless grant applications
• ‘old boys club’ panels
• too many boutique granting mechanisms
FOUNDATION SCHEME

Emphasis on the Program Leader (or team) plus program of research, and on training/mentorship

One competition per year with three-stage review process, two virtual and one face-to-face

Up to 7 years funding (5 for young investigators) & up to $1.5M/year

PROJECT SCHEME

Emphasis on feasible ideas with great potential, specific purpose, defined endpoints

Two competitions per year (must pick one) with two-stage review process, virtual and face-to-face

From 1 to 5 years funding & up to $750K/year
Peer review reforms

• ‘application-focused’ review
  – 5 specific reviewers, rather than 3 best-match committee members, 2 of whom write reviews

• structured review forms and explicit reviewer guidance documents

• College of Reviewers for recruitment, training, performance management and quality assurance; incentives?
How will peer reviewers score the subcriteria?

<table>
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<th>Adjudication Scale</th>
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<td><strong>A</strong></td>
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**Figure 1.** Adjudication scale and language ladder for the structured review process.
~75% of funding envelope

(Average Within-Reviewer % Rank of Individual Applications)
This was a failed experiment

- the amount of money needed to support the Foundation scheme required cancellation of multiple competitions, increasing pressure
- virtual review was a disaster (low review quality, poor reviewer assignment based on keywords, little to no discussion)
- ranking mechanism was mathematically flawed and numbers of applications per reviewer did not meet the statistical bar
Now what?

• top brass at CIHR are gone and an interim President (former Institute of Genetics Director, Rod McInnes) decided to go back to committee system, and for this round, 0-4.9 scores

• panel mandates have been updated, and are online

• some changes will remain:
  – College of Reviewers under development
  – review up front by 3 reviewers who all write reviews, weighted criteria, and some triage before the meeting
  – Foundation continues for now, although a shadow of its former self (~40 to be awarded in 2018)
# College of Reviewers

## Membership selection criteria

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<th>Review experience</th>
<th>Knowledge and experience</th>
<th>Research/Professional experience</th>
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<tbody>
<tr>
<td><strong>Indigenous Health Research</strong></td>
<td>Participated in at least two peer review roles at CIHR or other recognized organization</td>
<td>Knowledge and experience within CIHR’s mandate</td>
<td>At least one federally funded (or equivalent) peer reviewed grant as a Principal Investigator</td>
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<tr>
<td><strong>Academic</strong></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td><strong>Knowledge User</strong></td>
<td>✓</td>
<td>✓</td>
<td>As appropriate</td>
</tr>
<tr>
<td><strong>Patients and Caregivers</strong></td>
<td></td>
<td>Under development</td>
<td>Not applicable</td>
</tr>
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For Fall 2017 Project

• you must register by Aug 15 with an awesome summary; choose 2 panels (1st and 2nd choice), the mandates are online

• make sure you suggest reviewers, especially if your grant is not squarely in the panel’s wheelhouse. The Chair will appreciate it.

• the peer review manual is not yet ready but should be soon – read it carefully so you understand what reviewers will score on
There have been changes to HRS’ advisor work distribution for CIHR applications and accounts. Please contact the following advisors according to faculty, department, and PI surname:

**Lisa Hodge**, Senior Advisor, CIHR, hodgel@mcmaster.ca or ext. 26367

- Medicine I-Z
- Family Medicine
- Oncology
- HEI I-Z
- Pediatrics
- Obs/Gyn
- Biochemistry
- Pathology

Please contact your appropriate faculty research office contact if you have any questions or concerns regarding the institutional signature process.
There have been changes to HRS’ advisor work distribution for CIHR applications and accounts. Please contact the following advisors according to faculty, department, and PI surname:

**Ashley Preston**, Senior Advisor, CIHR, [presta2@mcmaster.ca](mailto:presta2@mcmaster.ca) or ext. 21173

<table>
<thead>
<tr>
<th>Medicine A-H</th>
<th>Radiology</th>
<th>Psychiatry</th>
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<tr>
<td>HEI A-H</td>
<td>Rehab Sciences</td>
<td>Nursing</td>
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<td>Anesthesia</td>
<td>Surgery</td>
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</table>

Please contact your appropriate faculty research office contact if you have any questions or concerns regarding the institutional signature process.
For *all other non-FHS* applicants, please contact:

Virginia Viscardi, Senior Advisor, CIHR (ROADS), viscarvl@mcmaster.ca or ext. 24519

*Please contact your appropriate faculty research office contact if you have any questions or concerns regarding the institutional signature process.*
INTRODUCTION - Agenda

Lisa Hodge, Sr. Grants Advisor, CIHR
hodgel@mcmaster.ca, ext. 26367

Highlights of Materials to be presented:

1. Foundation grant changes
   - Eligibility (brief overview)
   - Important Dates
2. Eligibility (Project 17-09)
3. Common CV (Project Biosketch)
4. Updates (Admin, Budgets, RCT, Committees)
5. Research NET (format/consent)
6. Process – working with your research office
   - Process (paperwork); non-FHS?
   - Review – INTERNAL (online-comments by separate email)
   - Contacts (HRS/ROADS)
Early Career Investigators can no longer apply in role of Program Leader

The Foundation Grant program has no formal requirements for partnering

An individual may submit only one application per Foundation competition in the role of Program Leader

CO-PI are allowed - should only be a situation with an established joint body of research work
IMPORTANT DATES FOR FOUNDATION COMPETITION:

Tuesday, August 8, 2017
Registration deadline* – Applicant must register online using ResearchNet (RNet)

Wednesday, September 6, 4:00pm EST
INTERNAL deadline – Applicant must hit “Submit” on ResearchNet. Checklist is also due to HRS/ROADS. All Tasks on RNet must be completed. All Co-Applicants must have consented and submitted on THEIR RNet.

Tuesday, September 12, 4:00pm EST
Final deadline - Applicant to hit “Submit” on RNet by 4:00pm EST

*if you do not register, you CANNOT submit a full application
Current Foundation Grant holder cannot submit to Project competition as Principal Applicant

No additional steps required to be identified as an Early Career Investigator (ECI)

Updated Common CV — *correct* CCV version/conf #

The Project Grant program has no formal requirements for partnering

An individual *cannot* submit more than *two* Project Grants per competition as NPI

Applications will be “streamlined” — those not deemed competitive (under 3.5) won’t move onto discussion phase
Project Biosketch CV

- do not include grants under review or ones that were awarded but declined by PI
- populate each section of your CCV with information that is most relevant to your grant application.

Reg and App stages

- sources limited to parts of the Academic CV
- most categories limited to 5 entries
- 10 Publications (most relevant)
- Supervisory experience = 10 entries

Project Grant Co-app CV

- 5 sections only
- 5 most relevant Publications

Most Significant Contributions is a separate Subtask
Note:

NPI may provide 3-page free form Collaborator CV that can be uploaded through the Identify Participants sub-task attachments. Must be done by NPI on their RNet account.
UPDATES - CIHR Administrative Specifics

- PROJECT/FOUNDATION applications are e-Approval
  - They have a *non-negotiable* online INTERNAL review deadline Set by the RGO

- Signature pages - eliminated for Project Grant
  (electronic signature is your consent)
  - *co-applicants must consent* on THEIR OWN RNet account *prior to any* submission
  (including INTERNAL review)

- INTERNAL deadline time is always 4:00 PM (or sooner) on RNet
- Any peer reviewers who have been granted an extension from CIHR should notify HRS prior to internal deadline
Project budget: eligible budget items which must be *fully justified* by the research necessity and can change from Registration to Application stages

- **Equipment** – *considered for Project. Must be over $2,000 value.*
- Requires full justification (module boxes are now twice as big)

There is no max term for Project grants – *justify* amount requested and timeline required

The following costs are NOT eligible for funding through Project:

- Salaries for Principal Applicants
- Salaries for Knowledge Users
- Release time allowances

*Equipment versus materials & supplies/non consumables*

[http://www.cihr-irsc.gc.ca/e/34190.html](http://www.cihr-irsc.gc.ca/e/34190.html)
RCTs

- budget requests of $250,000 or more in any budget year is automatically an RCT committee selection
- budget requests of $250,000 or less in every budget year can choose RCT committee or any other committee that is most appropriate

RCT headings (required) and criteria specific to the RCT committee can be found at http://www.cihr-irsc.gc.ca/e/39187.html

COMMERCIALIZATION committee

Additional requirements: http://www.cihr-irsc.gc.ca/e/50439.html
  • Research ad Technical Plan
  • Commercialization Plan

INDIGENOUS committee

Additional requirements:
  • engagement as required by TCPS 2 - Chapter 9
Registration is mandatory if planning to submit a full Application
- Registration requires a CIHR PIN; new applicants must request a PIN
- Registration signals the work flow process between institution and CIHR

Information provided to CIHR at Registration can be revised in the full Application **Except:**

- Chosen review committee — see committee mandates
- The Nominated Principal Applicant – must remain unchanged between Registration and Application. Other participants can be added, removed, or change roles between Registration and Application.

**NOTE:** Summary should be “Application ready” to make sure it affords the assignment to correct reviewers
Registration on Research NET starts the e-Approval process

Yellow highlighting indicates where action or attention is required

Once you have submitted your registration, you will receive a confirmation email from CIHR as usual.
HRS Internal Review Deadline: September 5th 4:00 pm

- Represents the *date and time ALL* applicants must submit materials online via Research NET; *both FHS and non-FHS.*
  
  *Hit ‘SUBMIT’ on Research NET to submit to the institution (HRS) for INTERNAL review AND hand in/deliver/email/fax CHECKLIST*

- *FINAL* deadline is reset after applicant hits “SUBMIT” for INTERNAL deadline; application is returned online to Research NET after internal review is completed

- Allows applicants enough time to revise and “tweak” before FINAL submission deadline

**Note:** Review on Research NET does not allow for HRS comments or corrections to be made to the application online via Research NET; separate e-mail with comments/suggestions will be sent to the applicant
INTERNAL Review: Administrative Review

- Format/Guidelines
- Budget (eligible items)
- Eligibility (Foundation holder, iKT, etc.)
- RCT Headings, review criteria
- Internal paperwork
- Missed the INTERNAL review deadline?
REQUIRED PAPERWORK: What we need you to do by the INTERNAL DEADLINE

- Hit “SUBMIT” online on Research NET (RNet) for INTERNAL review (on or before the INTERNAL review deadline)

AND

- Submit paperwork required:
  - Checklist
    - HRS Checklist - Faculty of Health Sciences
      http://fhs.mcmaster.ca/healthresearch/forms_and_templates.html
    - MILO Checklist - Faculties of Engineering & Science
      http://ip.mcmaster.ca/forms/checklist-eng
    - GAAP Form – Faculties of Business, Humanities, and Social Science
      https://roads.mcmaster.ca/forms
  - Signed by appropriate Departmental and Faculty signatories
  - Biohazard or any other ethics clearances ready at time of application
Planning is required!
- Research NET Registration stage starts the process
- NPI cannot change from Reg to App stages
- ALL applicants are subject to INTERNAL review

INTERNAL Review is online via ResearchNET (RNet)
- HRS does online review - cannot alter your application
- submissions via Research NET are to McMaster (via HRS/ROADS)
- new deadlines are set/re-set by HRS with e-Approval finalized by HRS via ResearchNET (RNet) online tool

NOTE: ALL Faculty must hit “SUBMIT” online for the INTERNAL review deadline on or before September 5, 4:00 PM EST on ResearchNET (RNet)
Pay special attention to your Proposal Summary. The content can change from Registration to Application, however, **Reviewer allocation is tied to the Summary at Registration stage so reviewers will not be happy to see a significantly different Summary at Application stage.**

Remember that there is a maximum of 2 applications per NPI, and while you might choose to submit multiple registrations, **only two** will be permitted in the final application phase. A good Summary will require time, so allocate effort on multiple Registrations accordingly.

**Task 3: Complete Summary:** [http://www.cihr-irsc.gc.ca/e/49503.html](http://www.cihr-irsc.gc.ca/e/49503.html)

a) Background and Importance  
b) Goals/Research Aims  
c) Methods/Approaches/Expertise  
d) Expected Outcomes

**Project Grant Program:** [http://www.cihr-irsc.gc.ca/e/49051.html](http://www.cihr-irsc.gc.ca/e/49051.html)  
**Project Grant Registration Instructions:** [http://www.cihr-irsc.gc.ca/e/49503.html](http://www.cihr-irsc.gc.ca/e/49503.html)  
**Project Grant Application Instructions:** [http://www.cihr-irsc.gc.ca/e/49560.html](http://www.cihr-irsc.gc.ca/e/49560.html)  
**Peer Review Committee Mandates:** [http://www.cihr-irsc.gc.ca/e/50438.html](http://www.cihr-irsc.gc.ca/e/50438.html)

For a list of upcoming Project 2017 webinars, visit: [http://www.cihr-irsc.gc.ca/e/45096.html#2](http://www.cihr-irsc.gc.ca/e/45096.html#2)
IMPORTANT DATES FOR PROJECT COMPETITION:

Tuesday, August 15, 2017
Registration deadline* – Applicant must register online using ResearchNet (RNet)

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Friday, September 15, 4:00pm EST
Final deadline - Applicant to hit “Submit” on RNet by 4:00pm EST

*if you do not register, you CANNOT submit a full application
Visit us often at http://www.cihr-irsc.gc.ca/

Current funding opportunities
https://www.researchnet-recherchenet.ca/rnr16/srch.do?all=1&search=true&org=CIHR&sort=program&masterList=true&view=currentOpps

Grants and Awards Guide
http://www.cihr-irsc.gc.ca/e/805.html

For further assistance in FHS, contact Lisa Hodge (hodgel@mcmaster.ca, ext. 26367) or Ashley Preston (presta2@mcmaster.ca, ext. 21173). For non-FHS inquiries, contact Virginia Viscardi (viscarvl@mcmaster.ca, ext. 24519).

These materials are available at:
https://fhs.mcmaster.ca/healthresearch/research_fundingsource_cihr.html

Slides from this presentation will be available on the HRS website within the next 48 hours.