### CHECKLIST TOOL for CIHR Operating Grant Review

(Ver. Jun 14/11)  
Yellow highlight = attention  Green Highlight = area of opportunity to exploit

<table>
<thead>
<tr>
<th>✓ Description</th>
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<tr>
<td><strong>PAGE 1 – Application Details</strong></td>
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| • Applicant Eligibility – CIHR rules: [http://www.cihr-irsc.gc.ca/e/22630.html#1-D1-1](http://www.cihr-irsc.gc.ca/e/22630.html#1-D1-1)  
  o Faculty appointment -- Confirm Faculty member eligibility  
  o No HHS or SJH reference – identify institution as McMaster  
  o Not a trainee unless a trainee with CV appropriate designation |
| • Institution Paid is McMaster |
| • RCT? – Refer to separate instructions and required research proposal headings for RCTs |
| • Certification Requirements – ensure all appropriate boxes are checked |
| • **Equipment – will not be funded** through Open Operating Grants competition – Def’n: Any item (or interrelated collection of items comprising a system) of non-expendable tangible property having a useful life of more than 1 year and a cost of $2K or more—some equipment-like items can be included in the “other expenses” portion of the Budget Module |
| • Applicable Priority Announcements? If PA is identified, ensure Relevance Form included (justification not required for some PA’s) |
| **PAGE 2 – Other Applicants** |
| CO-PIs: Principal Applicants are no longer required to have an employment relationship or academic status with a CIHR-eligible Institution ([http://www.cihr-irsc.gc.ca/e/36374.html](http://www.cihr-irsc.gc.ca/e/36374.html)). Foreign researchers who do not have such status, but who share responsibility for the direction of the proposed activities, and who meet the eligibility requirements for Principal Applicant as outlined in the Funding Opportunity, may apply as Principal Applicant. Foreign researchers applying as Principal Applicants are not required to spend a minimum of six months per year at a Canadian institution. (Note: the requirement for "6 months per year in Canada" (Grants programs only) remains in place for Nominated Principal Applicants). |
| • Signatures – PI responsible to obtain all co-applicant signatures (signatures can be faxes or copies-not required to be original) |
| **PAGE 3 – Lay Summary and Descriptors** |
| • Review this page for completeness and suitability of abstract for press release |
| **PAGE 4 – Suggested Peer Review Committees and Referees** |
| • Ensure at least one peer review committee and one or more suggested referees are provided |
| • RCT? – PI may select the most relevant discipline-based PRC OR RCT PRC if the budget requested is < $250K in every project year. The PI must select the RCT committee if the budget requested is ≥ $250K in any year. |
| **PAGE 5 – Future Committee Members and Conflict of Interest** |
| • Completion not required |
| **PAGE 6 – Summary of Research Proposal** |
| • One page summary required – include a brief background, objectives, design, and measures |
| **ATTACHMENTS** |
| Format:  
  • Margins of ¾ inch all around, 12 point font, black ink, six lines per inch, no condensed type or spacing.  
  • PI Name, project title, total yr 1 $ amt. requested from CIHR (optional) and the section title (e.g. Research Proposal, Research Proposal Appendices) appear in page Header and page number in the page Footer. Each pdf attachment is numbered continuously as its own entity. |
| **Research Proposal** |
| • Page limits: 1 or 2 applicants = 11 page limit; 3 or more applicants = 13 page limit |
| • Text only, title pages and table of contents will count toward the page limit. |
| • Attach any references, tables, charts, figures, photographs, questionnaires and consent forms, etc. as the *Research Proposal Appendix* …the appendix is not included in the page restriction. Be sure to label figures. |
**Research Proposal** must explain:
- What you want to do (central hypothesis, research question, specific objectives)
- Why this is a reasonable thing to do (review of previous work on subject matter, rationale)
- Why this is important (new knowledge to be obtained, improvements to health)
- How you are going to do it (work plan, timelines, detailed methods, analysis and interpretation of results, pitfalls, ways around the pitfalls, alternatives)
- Why YOU should do it (relevant prior experience and skills, collaborators for technical gaps, prelim data showing feasibility)
- What you and any other PI and/or Co-A will do (description of roles)
- **Refer to separate instructions and required headings for RCT proposals**

**Criterion for Tri-Council Excellence:**
- Training, students, novel, excellent researcher, collaboration, health-related (non-FHS)

**Summary of Progress**
- For renewal applications; summarize progress under the current grant. New applicants are encouraged to summarize previous work relevant to this application. **Max. one page**

**Response to Previous Reviews**
- If this is a resubmission of an unsuccessful application, PI may respond to previous reviewer’s comments. **Max. two pages**

**BUDGET**
- Fringe Benefits = 35% for staff
- No storage costs
- No equipment
- Include S’s for dissemination – CIHR Policy on Research Outputs/Open Access
- **Overhead on Private Sector contributions (i.e. partnership or RCT partnered applications)**
- **Human Resources** – estimate the # of hours/week that each applicant will be working on the project
- **Employment History** – List this person’s position at the time of application, their current salary rate ($/annum less FB) and their current source of funding (for “named” existing positions)
- **Budget Justification**
  - Use format for attachments noted above – **no page limit** for budget justification
  - Full justification for all budget items – state role of personnel and trainees, why the level (qual/salary) is required, itemize expendables and services, for travel indicate the purpose of the trip(s), people who are travelling and their destination,
  - For service contracts costing more than $10K and up to $25K, attach at least one quotation, and items > $25K, attach 2 quotes

**OTHER APPLICATION MATERIALS**
- In PDF format the following may be attached
  - Letters from Collaborators who are expected to make a significant contribution, confirming their willingness to participate in the manner indicated
  - Letters of support in the case of a pending appointment from the Dean of the Faculty indicating the date the appointment will take effect. Letters of support may be appended when specific incremental cash or in-kind contributions are being provided in support of the proposed research. Letters are included for support for the research; the researcher or the research team should not be appended and may be removed
  - Questionnaires and consent forms, if applicable
  - Up to five publications from the past five years, relevant to the proposal

**COMMON CV**
- **CV Module** – Ensure applicable fields are completed as appropriate
  - Primary affiliation is McMaster for PI
  - Page 7a – Supervisory Experience – ensure #’s of Master’s, Doctoral and Post-Doc noted at top of page coincide with names listed in the corresponding table.
- **CV Attachment – Format**
  - Name and section title (e.g. Most Significant Contributions) at the top of each page
  - Page number (e.g. Page 1 of X) at the bottom of each page
  - Upload pages in the order following order

- **Most Significant Contributions** *(one page limit)*
  - A max of five contributions that best highlight your contribution or activities in the field of research. A contribution may be a publication, literary or artistic work, conference, patent or intellectual property right, contract or creative activity, commission, etc. The description may include the organization, position or activity type and description, from and to dates, and the basis on which this contribution is significant (i.e. relevance, target community and impact—order by importance to research work).

- **Activities and Contributions** *(one page limit)*
  - Committee membership
  - For peer review committees, specify the year(s), the subject(s), and the funding organization
  - For thesis examination committees, indicate the author, title of thesis and university
  - Consulting/contract activities
  - Research development
  - Research or technical reports
  - Supervisory experience (e.g. training of students)
  - Technology transfers (specify nature of activity and target audience)
  - Involvement in public, private or non-profit sector activities
  - Policy papers
  - Presentations as guest speaker (public or invited lectures)
  - Editorships (specify if editor-in-chief or member of the editorial team)
  - Evaluation of articles for scientific, literary or artistic journals (specify title of journal and the number of articles evaluated)
  - Knowledge translation/dissemination activities

- **Interruptions and Delays** *(one page limit)*
  - Identify any admin responsibilities, family or health reasons, or any other factors that might have delayed or interrupted any of the following: academia, career, scientific research, other research, dissemination of results, training, etc. Include start and end dates, the impact areas, and the reason(s) or a brief explanation of the absence.

- **Patents and Intellectual Property** *(one page limit)*
  - Details for patents/IP rights for technology transfer, products/. Include the title, patents or IP rights number and date, country(ies) of issue, name of the inventors; state relevance/impact

- **Publication List** *(no page limit)*
  - List your most important publications and other research contributions over the past five years according to the categories below (categories may be added as needed). Use only items pertinent to the application. Each category should be a different sub-title. Use the reference format for complete bibliographical notes of each original publication and indicate the source of funding, if applicable.
    - Published refereed papers
    - Accepted or in press refereed papers
    - Submitted refereed papers
    - Published books and monographs
    - Accepted or in press books and monographs
    - Submitted books and monographs
    - Published contributions to a collective work and book chapters
    - Accepted or in press contributions to a collective work and book chapters
    - Presentations as guest speaker
    - Published abstracts/number of notes
    - Accepted or in press abstracts/number of notes
    - Submitted abstracts
    - Works including individual or collective literary or artistic works
    - Research reports or reports produced for the government
    - Articles in professional or cultural journals without review committee