Fall 2019 CIHR Project Grant eSubmission Procedures (Institutional e-Approval)

All applications to the CIHR Project Grant competition must be electronically submitted via ResearchNet. Please follow CIHR's application procedures described in the "How to Apply" section of the funding opportunity.

As of May 15, 2018, all CIHR application participants (Nominated Principal Applicant, Principal Knowledge User, Knowledge User, Principal Applicant, Program Leader, Project Leader, Co-Applicant, Project Expert, Primary Supervisor, Program Expert, Supervisor) must complete the new Equity and Diversity Questionnaire before the e-Submission deadline. Applicants listed as "Collaborators" are not required to complete the questionnaire.

DEADLINES

- UBC Okanagan Internal Deadline: **Friday, September 6, 2019 4 pm**
- Applicant's e-Submission Deadline: Your final application must be submitted via ResearchNet no later than **Wednesday, September 11, 2019 12 pm**

Please either email or drop off a copy of your required application pages (see #4 below for full details), complete with a UBC Research Project Information Form (RPIF) and all required signatures, to UBC ORS General Mailbox (ResearchOffice.UBCO@ubc.ca) by September 6, 2019 at 4 pm. You can continue working on your online application after you have submitted your application package to ORS. Your final application must be submitted via ResearchNet by September 11, 2019 at 12pm

While ORS makes every effort to submit all applications on time and to facilitate support for our research community, applications submitted after UBC-O internal deadline will not receive a guarantee of administrative review from ORS, which includes confirmation for application completeness.

Useful resource: ResearchNet – Frequently Asked Questions

E-SUBMISSION PROCEDURES

1. Application Preparation

The application must be prepare using ResearchNet. Adhere to the acceptable application formats and attachments guidelines.

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2. ResearchNet

In the "Institution Paid" field, it is critical that you select the UBC code "CAAA" from the dropdown list to ensure your application is routed to UBC ORS for approval. Do not type a response in this field or select another institution from the dropdown list as your application will not be routed to ORS for approval. For the "Location of Project" field, select the institution where the project will take place (e.g. VCHRI).

The Nominated Principal Applicant (NPA)/Principal Applicant/Co-applicants are no longer required to sign the application. By submitting the ResearchNet application to ORS, he/she is agreeing to abide by CIHR's "Meaning of signatures" detailed in the Grants and Awards Guide.

3. Understand and comply with faculty-specific requirements and/or deadlines

Use the UBC Research Project Information Form (RPIF) and ask your Head and Dean to sign the RPIF.

For UBC co-applicants, electronic acceptance of the NPA's invitation to participate in the application meets CIHR signature requirements, hence no sign-off is required. However, the UBC co-apps will need to determine with their Head/Faculty whether or not they need to review the application and sign. For External co-applicants, electronic acceptance of NPA's invitation to participate in application meets CIHR signature requirement, hence no sign-off is required.

If you are a Principal Applicant or Co-Applicant on a Project Grant initiated by a NPA at another institution, you must still submit a copy of the application with required UBC signatures for ORS review. ORS does not need to approve the application online but must still review a copy of the application.

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4. Submit required pages to the appropriate ORS contact by the internal deadline

You can email or drop off the following pages to the appropriate ORS location. Ensure you have collected ALL required signatures prior to submitting to ORS, and that the documents submitted to ORS are identical to your ResearchNet submission.

- Page 1 and 2 of the CIHR Application Detail sections (download from ResearchNet under "Preview Application Materials")
- Complete Summary page
- Other Applicant Pages (if applicable)
- Budget modules including written justifications and quotes if applicable
- Partner budget details, if applicable
- Signed letter(s) of support from Partner's (cash or in-kind), if applicable
- A signed UBC Research Project Information Form (RPIF).

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5. Submit your on-line application by noon on the day of sponsor deadline

Submit your **full application** online using ResearchNet by September 11, 2019 at 12pm. To do this, the applicant must complete and link all forms and CV type specific for each participant as described in the CIHR instructions. "Preview" all components to ensure all application tasks are complete, including the Consent. Then click "submit" your application to ORS for online approval. Please notify ORS (Pierre.rondier@ubc.ca Kristen.Korberg@ubc.ca) when you have done so.

Note that ORS cannot view or approve your application until you have submitted it online. CIHR will not follow up with PIs who submit an incomplete application; the application is simply withdrawn from the competition. For more information, review the CIHR Policy on Complete Applications.

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6. ORS approves and submits your application

If all requirements are met, ORS will approve your application in ResearchNet by CIHR's deadline. ORS has read-only access to your application and cannot make changes. If the application is not approved, ORS will return it to you for changes. ORS is no longer required to physically sign applications submitted on ResearchNet.

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7. Useful Resources

Once ORS has approved your application, ResearchNet will automatically forward it to CIHR. No changes can be made to your application once it has been submitted to CIHR.

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