



Fall 2021 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.

DEADLINES

Project Grant full application

- UBCO internal deadline (see procedure #3): **Wednesday, September 9, 2021 at 9:00 am PT**
- Applicant's e-submission deadline (see procedure #4): Your final application should be submitted via ResearchNet: **Tuesday, September 14, 2021 at 12:00 pm PT**
- Sponsor deadline: **Wednesday, September 15, 2021 at 5:00 pm PT**

While ORS makes every effort to submit all applications on time, applications submitted after the UBC internal deadline will not receive a guarantee of administrative review from ORS, which includes confirmation for application completeness and compliance. As ORS must forward each application to CIHR after the applicant's final submission, we cannot guarantee that applications submitted after noon on the sponsor deadline day will be forwarded.

E-Submission Procedures:

1. Application Preparation

The application must be prepared using [ResearchNet](#). Adhere to the acceptable application formats and attachments guidelines and CIHR's version of the Canadian Common CV ([CIHR Biosketch CV](#)). For more details on the CIHR Biosketch CV see [CIHR's Quick Reference Guide](#). Instructions can be found on the [CIHR's web site](#).

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. **This should be completed at the Registration Stage.** For the "Location of Project" field, select the institution where the project will take place (e.g. Okanagan).

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

2. UBC Signature requirements

Use the Research Project Information Form ([RPIF](#)) to obtain the required internal signatures, as per U'C's [Signature Policy](#):

- UBC Applicant (Principal Investigator)
- Department Head or Director of School or Institute (typically 4 days prior to ORS internal deadline)
- Dean or designate (typically 2 days prior to ORS internal deadline)



2.1 Signatures required for co-applicants

A co-applicant signature page, signed by the relevant Department /Unit Head/Dean is required when the co-applicant is from a different UBC Department/School than the applicant. Please use the UBC Internal Co-Applicant signature page, which can be found on the [UBCO ORS forms page](#).

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 co-applicant on a grant application initiated by an NPA at another institution, you must still submit a copy of the application with required UBC signatures for ORS review and approval. ORS does not need to approve the application online but must still review a copy of the application.

3. Submit required pages to the ORS for the Internal Deadline

Applicants must submit a complete and original digital copy of their application (see list of required pages below) and RPIF to the Office of Research Services for institutional approval. Digital copies can be sent to ORS administration via: ResearchOffice.UBCO@ubc.ca by the internal deadline. Applicants are encouraged to check [ORS Funding Deadlines](#) for current deadlines.

As the ORS processes a large number of applications during CIHR competition periods, the internal deadline is intended to ensure that all applications receive administrative review prior to institutional support / signature (by ORS). Please ensure you have collected ALL required signatures prior to submitting to ORS (the full UBCO signature policy can be found [here](#)), and that the documents submitted to ORS are identical to your ResearchNet submission. The following items should be included:

- A signed [UBC Research Project Information Form \(RPIF\)](#).
- A PDF export of the draft full application from ResearchNet

4. Submit your application online (per the deadlines above)

Upon receiving notice by the ORS to do so, submit your full application online using the ResearchNet and CIHR Biosketch CCV by the portal e-submission deadline. 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 (ResearchOffice.UBCO@ubc.ca and stacey.leavitt@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](#).

5. 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. Note that at this stage, ORS is unable to examine the application carefully for any problems.

Once ORS has approved your application, it can be submitted to the funding organization on your behalf. Once ORS has submitted the application, the status will change to “Submitted to the Funding Organization.” The applicant will receive an email notifying him or her that the application was approved by the research institution and received by CIHR. ORS is no longer required to physically sign applications submitted through the ResearchNet.

Submitting an application is final; this action cannot be undone. Additionally, no changes can be made to your application once it has been submitted to CIHR.

For your information, the definition of each application status on ResearchNet is below:

- Application in Progress: Application created but not yet completed.
- Completed by Applicant: Application completed and submitted by the applicant to the administrator at the university.
- Returned to Applicant: Application returned to the applicant by the administrator (research administrator, scholarship liaison officer, liaison officer) for required changes.
- Approved by the Research Institution: Once an application is approved by the Administrator, it can be submitted to the funding organization.
- Submitted to Funding Organization: Application has been submitted to CIHR by the administrator.

6. Useful Resources

For more information, see CIHR’s [ResearchNet – Frequently Asked Questions](#)

If you are experiencing technical difficulties with your ResearchNet account, or if you have any questions regarding the application process, please contact the CIHR Contact Center by telephone at 613-954-1968 or Toll Free: 1-888-603-4178 or by email at support-soutien@cihr-irsc.gc.ca. For service hours, please consult the CIHR Contact Centre’s [Contact Us](#) web page.

If you have questions regarding the submission process, please email the Office of Research Services: ResearchOffice.UBCO@ubc.ca or Stacey Leavitt (she, her) Research Development Officer, Health at stacey.leavitt@ubc.ca.