

These instructions provide general information and instructions regarding the New Investigator Award full application stage and does not contain all information required to complete the online application. Please follow the policies and online instructions provided on ProposalCentral.

### **SECTION 1 - Title Page**

Project Title

Have you previously applied to KRESCENT for Funding?

Select a primary theme

Select a secondary theme

Correspondence language

Period of Support requested

Is this a resubmission ?

Does the project include Lived Experience Partners?

Applicant Consent Form

Signed copy of the Applicant Consent Form is required at all application stages. Can be downloaded from **Section 2 or 14** and uploaded to **Section 14**.

### **SECTION 2 - Download Templates & Instructions**

Applicants can download the following templates and upload relevant templates/attachments in Section 14 - Application Documents.

***Note: Instructions for preparing, formatting, and uploading attachments (NIA Expectations, Summary of Research Plan, Appendices-Sum. of Res. Plan, Response to Previous Reviews, Community Engagement Section and CV), please see SECTION 14 in this document.***

Application Instructions

Best Practices

Instructions pour la présentation d'une demande

Policies

Politiques (Policies – French version)

Pratiques exemplaires

Condition of Eligibility (required)

Condition Admissibilité

Declaration (required)

Applicant Consent Form (required)

*To upload attachments, go to **Section 14 - Application Documents**.*

### **SECTION 3 - Enable Other Users to Access this Proposal**

This section allows you to give other users access to your grant application.

### **SECTION 4 - Applicant**

#### Applicant Profile Information

Verify that you are within 36 months of your first academic appointment.

### **SECTION 5 – EDI Survey**

### **SECTION 6 - Institution Paid & Contacts**

List the Institution that will administer the funds for your project.

List contacts

### **SECTION 7 - Key Personnel & Hours per week on Project**

#### Key Personnel & Hours per week on project

For each applicant indicate the hours per week to project.

### **SECTION 8 – Sponsor’s Letters of Reference**

Candidates must ask three individuals to provide letters of reference on their behalf. Additional letters will not be considered. These should include (if applicable) letters from each of your two most recent or previous research supervisors. Give the names of the individuals whose letters accompany this application.

### **SECTION 9 – Partnerships**

The partners listed have agreed to support a KRESCENT Post Doctoral Fellowship (PDF) and/or New Investigator Award (NIA) that aligns with their areas of interest. Please indicate if your research project aligns with the interests of one or more of the listed partners (select all that apply). Please note that selecting one of these programs will in no way affect the peer review of your application. Rather, all applications will continue to be ranked according to overall excellence by the peer review committee.

### **SECTION 10 - Plain Language Abstract & Research Accomplishments**

#### Plain Language Abstract and Title

Clear and concise plain language abstracts are an essential component of any research proposal or research article. Your lay abstract must clearly communicate why your research matters to a broad audience that includes patients, funders, and policy makers.

Use plain language and aim for a broad audience at Grade 8 to 10 reading level (Please verify reading level using available reading level assessment tool): Patient partners will have a wide range of scientific literacy and academic knowledge. It is essential that the lay abstract is accessible to a broad audience including patient partners, funders, policy makers. Write as

though you are explaining to one of your relatives in Grade 10 high school, or your grandmother – someone who genuinely cares about you and shares your passion about the work you are doing. Alternatively, write your lay abstract like a high school newspaper article. For required formatting, please see [2022 Best Practices for Writing Plain Language Abstract](#). **650-750 words**

This information will be used in communications to the volunteers, donors and public about research supported by the Foundation.

#### Research Accomplishments

Describe the character of the research in which you have been engaged, and the most significant results obtained. Indicate the date, institution, name of your supervisor, when applicable, and your contribution when the research was of a collaborative nature.

#### Keywords

#### Categories

### **SECTION 11 - Budget Infrastructure Support & Justification**

The KRESCENT program also offers to match up to a maximum of \$25,000 of Infrastructure Support (laboratory start-up costs and support staff) awarded during the period of the New Investigator Award from the sponsoring university or institution. The Candidate must apply for the Infrastructure Support at the same time as this award and a budget should be provided. The Candidate also must submit proof of matching institutional support. It is the intention of the KRESCENT program that the Infrastructure Support be used to the direct benefit/assistance of the awardee's research plan.

Please ensure to budget both KRESCENT and institutional funds to a maximum of \$50,000 (\$25,000 KRESCENT and \$25,000 institutional).

#### Enter Personnel Costs

Research Staff (excluding Trainees) are Research Assistants, Technicians and Other Personnel (specify Other Personnel in section 6)

Research Trainees are Postdoctoral Fellows, Graduate Students, Summer Students

#### Enter Non-Personnel Costs

For equipment requests provide (by uploading to Proposal Central) a recent quotation and description of use for this project.

You can upload additional pages in **Section 14 - Application Documents**.

#### Budget Justification

Provide full justification of all budget items relative to the proposed research. Please also describe any in-kind funding that will be applied towards the proposed research.

#### Employment History (for the past 12 months of personnel to be employed on grant)

For each individual to be employed on this grant, list his/her position at the time of application, current salary rate (\$ / annum, excluding benefits) and current source of funding.

### **SECTION 12 - Ethical Requirements, EDI and Sex & Gender**

- Ethical acceptability of research involving human subjects

- Animal Care Approval Form
- Human Stem Cell
- EDI Principles
- Sex & Gender
- Biosafety Containment Certification

You will be required to submit the appropriate documents by the deadline date or if funded, before funding is released.

## **SECTION 13 - Publications**

Up to five (5) papers, relevant to the application, may be included as appendices. Please add, upload articles/publications that the applicant is author on or supervisors, collaborators, team that are mentioned in the application/relevant to the proposal.

For articles submitted but not yet printed, letters of acknowledgment of receipt or acceptance from the publishers must be attached. **Any papers that exceed the 5-paper limit will be removed.**

Any manuscript, paper, etc. included with an application, but not yet published must be accompanied by documentation from the journal verifying whether it has been submitted, accepted for publication or is in press. Letters indicating confirmation of acceptance for publication of a paper may be received 30 days after application deadline.

## **SECTION 14 - Application Documents**

Applicants can upload their documents in this section by clicking the “Attach Files” button. **The “\*” indicates that Attachment Type is required for submission.** The following attachments to be uploaded:

\*New Investigator Award Expectations – 3 pages (**required**)

- **NOT to exceed three (3) pages**
- Include the name of the **Candidate** and label **New Investigator Award Expectations** at the top of the document.
- Provide an overview of your reasons for applying to the KRESCENT program. Explain how you think the KRESCENT program will help you in establishing an independent research career (including your long-term career goals and relevance to kidney disease). Please include in your answer how your research program might lend itself to translational initiatives involving other research themes (e.g. biomedical research, clinical research, research respecting health systems and health services, and research on societal, culture and environmental influences of health and the health of populations). Describe how the training you expect to acquire will contribute to your future achievements and productivity and the formation of research teams or networks. Make sure to include a description of your research environment. If you intend to carry out your research in the institution where you obtained your PhD, please justify your choice.
- Text should be single-spaced, Arial (regular), 11 point. A minimum margin of 2 cm (3/4 inch) around the page is mandatory.
- All uploaded files must be in either PDF or Microsoft Word format.
- No additional pages may be added.

\*Summary of Research Plan – 3 pages (**required**)

- **NOT to exceed three (3) pages**

- Include the name of the **Candidate**, **Project Title** and label **Summary of Research Plan** at the top of the document.
- Provide an overview of your research plan for the next 3-5 years. Summarize the objectives, hypotheses, methodologies, and expected outcomes, and include the names of peer-review funding organizations the proposals will be submitted to.
- Necessary references, tables, figures, and other graphics can be submitted as a separate PDF document (see below for instructions).
- Please also attach copies of summary pages and budgets of research proposals submitted to peer review funding agencies (include proof of receipt) as a separate PDF document.
- Text should be single-spaced, Arial (regular), 11 point. A minimum margin of 2 cm (3/4 inch) around the page is mandatory.
- All uploaded files must be in either PDF or Microsoft Word format
- No additional pages may be added.

Appendices (Sum. of Res. Plan) – References, tables, figures and other graphics

- Include the name of the **Candidate** and label **APPENDICES** at the top of the document.
- Necessary references, tables, figures, and other graphics can be submitted as a separate PDF document. Please also attach copies of summary pages and budgets of research proposals submitted to peer review funding agencies (include proof of receipt) as a separate PDF document.

Community Engagement Section – 2 pages (this section is optional)

Please provide insight on any research components, approaches and perspectives that are relevant to your project or program that may not have been included within other aspects of the application package. This may include things such as community affiliation, community partnerships, current relationships that are pertinent to your proposed work or experience and plans for expanding relationships or opportunities through your research.

*For example:*

- how you plan to offer innovative approaches while respecting community principles and/or community ethics (such as alignment with OCAP <https://fnigc.ca/ocap-training/> or EGAP frameworks ([https://blackhealthequity.ca/wp-content/uploads/2021/03/Report\\_EGAP\\_framework.pdf](https://blackhealthequity.ca/wp-content/uploads/2021/03/Report_EGAP_framework.pdf)))
- how your work will support and value Indigenous Ways of Being
- how you are uniquely positioned to excel within the proposed work as is related to relationships or training in community.

Response to Previous Reviews - 2 pages (this section is optional)

If applicable, applicants may respond to reviews on a previous KRESCENT application, **NOT to exceed two (2) pages**, which includes the following:

- The response should stand-alone, i.e. not require reference to any other documents, as the reviewers do not have access to previous application information.
- The only acceptable font is Times New Roman and Times and the character size measured in points must be no smaller than 12 pt; six lines per inch, single-spaced with no condensed type or spacing.
- A minimum margin of 2 cm (3/4 inch) around the page is mandatory.
- Include the name of the Nominated Principal Applicant and primary location of the institution at the top of the document.
- All uploaded files must be in either PDF or Microsoft Word format

Appendices – Financial Assistance for Equipment Requests

\*Proof of Institution's Infrastructure Support Letter (**required**)

\*Condition of Eligibility (**required**)

**Note:** if protected time is less than 80% (minimum 70%) include a document with the Condition of Eligibility form providing justification.

\*Declaration (**required**)

\*Institution's Acceptance & Proof of Permanent Position Letter (**required**)

\*Applicant Consent Form (**required**)

Support Letters (e.g. knowledge users, lived experience, collaborators etc.)

\*CV for Principal Applicant (**required**)

Principal Applicant must upload their CV to ProposalCentral. The KRESCENT Program accepts the CIHR Narrative Tri-agency CV.

#### ***Electronic signatures are accepted on CVs***

Templates and instructions can be downloaded from this section as well.

### **SECTION 15 – Validate**

Click the 'Validate' button to check for any missing REQUIRED information or files. All missing required information will be listed on the screen.

### **SECTION 16 – Signature Page(s)**

It is agreed that the general conditions governing grants and awards as outlined in the policies apply to any grant or award made pursuant to this application and are hereby accepted by the applicant(s) and the applicants' employing institution. The nominating Institution recommends this candidate for the operating grant and undertakes (1) to provide adequate accommodation and research facilities, (2) to provide the candidate with a faculty appointment, or to maintain the faculty position of the candidate.

*To sign, enter your first and last name, then click 'Sign' below.* SECTION 3: Applicants only need to add people in this section who are not signatories and who should be able to access the application.

Signatories for the signature page are added in SECTION 6. However, when a signatory is added in SECTION 6, they are automatically added to SECTION 3 and access is automatically given so that they can e-sign the application. An applicant should not delete anyone who is signing from SECTION 3 of the application. Please note an applicant does not manually enter the signatories for the signature page in SECTION 3.

### **SECTION 17 – Submit**