



Allied Health Kidney Research Grant – Full Application CHECKLIST for Online Submission

This checklist provides general information and instructions regarding the Allied Health Kidney Research Grant full application 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

Primary Theme

Secondary Theme

* Please indicate if this application is:

New

Renewal (is the project a continuation of work currently funded by KFOC)

Resubmission (was this project previously submitted and unsuccessful)

Correspondence language

English

French

Overlap

To avoid any question of duplicate funding (which will automatically disqualify an application), applicants seeking or already receiving monies from other agencies or who are submitting a renewal proposal to the KFOC should clearly and unambiguously indicate the uniqueness to The Kidney Foundation of their proposal with respect to both the science and the budget by completing the *Funding Overlap Declaration* section on ProposalCentral. Please note that the Foundation does not provide top up funds, and that projects can be evaluated only on the supplied project application. Changes made after the receipt of other funding will not be considered applicable for funding.

Applicant Consent Form

Signed copy of the Applicant Consent Form is required at all application stages.

Can be downloaded from Section 2 or 15 and uploaded to **Section 15**.

SECTION 2 - Download Templates & Instructions

Applicants can also download the following templates and upload the templates/documents in Section 15 - Application Documents.

Best PracforWritingPlainLangAbstract-English

Résumédecommuniclanguageclaire-French

Checklist-English

Liste de vérification-French

AHKRG Policies-English

Politiques SRPS-French

Applicant Consent

Response to Previous Reviews Instructions, if applicable (2 pages)

If applicable, applicants may respond to reviews on a previous KFOC 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.

Research Proposal Instructions (8 pages)

Applicants should attach a clear, concise description of their research proposal, **NOT to exceed eight (8) pages**, which includes the following:

- Page limits DO include tables, charts, figures, photographs and legends, must be included in the body of the research proposal.
- Font sizes for tables, charts, figures and legends must not be smaller than 12 point. 'Times New Roman' or 'Times' 12 point must be used.
- References, questionnaires, and consent forms may be attached as appendices, where applicable.
- 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.

NOTE: Any pages exceeding the proposal's 8-page limit, will be removed from the application prior to peer review.

- Extenuating circumstances (e.g. pregnancy, parental leave, sabbatical) should be discussed in relation to the progress of the project.
- The research proposal should stand alone (i.e., it should contain all the information required to support your research plan and should contain a complete description of your project). For the purpose of peer review, the research proposal should not depend on

information such as appendices that are not included in the page limit of the research proposal.

- The protocol for clinical trials should be included in the Research proposal application. Details of case report forms, trial governance can be submitted as appendices.
- Legends should be succinct and should not contain detailed information pertaining to methods.
- Appendices may include references, questionnaires and consent forms. Tables, charts, figures, legends and photographs must be included in the body of the research proposal. Font sizes for tables, charts, figures and legends must not be smaller than **12 point**. 'Times New Roman' or 'Times' 12 point must be used.
- If numerous abbreviations are used, please provide an explanatory table. It is preferable to avoid abbreviations.
- The Kidney Health Scientific Committee requires strong evidence of the applicant's prior experience and research related to the current application.

Research Plan

Detailed and complete information should be included to permit review of each application without reference to previous applications. The proposal should be arranged according to the headings suggested below, in the order provided.

Applicants are encouraged to have their applications reviewed prior to submission to the Foundation by a member of their faculty/department who has received funding from a granting agency such as The Kidney Foundation of Canada.

- Statement of Objectives:
Objectives must be clearly stated, attainable and they must indicate originality of research questions and relevance to The Kidney Foundation of Canada.
- Background Information and Literature Review:
Background information must be included in the proposal and be organized, concise and relevant to subject matter. Literature review must be succinct, current and include references.
- Design and Methodology:
The proposal should describe how the design will test the research hypotheses or answer the questions. Methods used must be justified and appropriate for achieving the objectives.
 - The proposal should describe how the selected method (qualitative or quantitative) would ensure that the research question(s) could be answered.
 - A description of the sample should be included.
 - Design and rationale used for this project should be explained.
 - Data collection procedures (including instruments, guiding questions, and questionnaires, as appendices if used).
 - Ethical consideration of subjects and issues, including risks and benefits must be evident.
 - A discussion of the limitations of the study should also be included.

The methodology includes a clear description of how the investigator intends to conduct the study. This section describes the method (qualitative or quantitative); the setting; the type and number of subjects; the inclusion/exclusion criteria and the rationale for sample size; the variables (dependent and independent) and how each variable will be measured. Copies of any instruments or data collection tools should be included.

The investigator needs to explain how the selected study design and procedures will accomplish the aims of the study. The feasibility of conducting and completing the study in the time proposed must be addressed. All risks and benefits to participants should be identified and appropriate ethics committee approval must be included along with consent forms.

- **Description of Roles & Duties:**

A description of roles and duties and professional qualifications of all applicants and any additional research personnel to be hired must also be included. If the principal applicant does not have a demonstrated research background, it must be shown how this individual will be mentored in the research process. Principal applicants and all co-applicants must submit a CV.

CV Form

You can upload the CVs in **Section 15**.

- **CV for (Nominated)Principal Applicant (required)**
(Nominated) Principal Applicant(s) must upload their CV to ProposalCentral. The KFOC accepts the CIHR Project BioSketch CV.
- **CV for Co-applicant(s) - (required if applicable)**
Co-applicants' CVs must be uploaded to ProposalCentral by the (Nominated) Principal Applicant. The KFOC accepts the CIHR Project BioSketch CV or eligible international equivalent.

If Co-applicants are lived experience partners, they may submit a simple CV. In this case, they should also include a letter which details their reason for involvement.

All Co-applicants must sign and date their CVs. By doing so they agree to all KFOC granting policies.

Electronic signatures are accepted on CVs and Signature Pages.

Note: To upload documents (e.g. CVs, Collaboration Letters etc.) go to Section 15 - 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 – Nominated Principal Applicant

Applicant Profile Information

SECTION 5 – EDI Survey

SECTION 6 - Institution Paid & Contacts

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

SECTION 7 - Key Personnel, Collaboration & Support

For more information on the roles of nominated principal applicant, principal applicants, co-applicants, collaborators, knowledge users & lived experience partners, please see the KFOC Policies.

Key Personnel & Hours per week on project

For each applicant indicate the hours per week to project.

Letters of Collaboration and/or Support

Grant applications must include letters of intent to participate from collaborators who have a role in the research project. Additional documentation may be requested from the applicant when deemed necessary.

Letter(s) of collaboration

If significant scientific contributions from collaborators not listed as applicants are expected, a signed statement from each collaborator must be appended.

Letter(s) of support

If an applicant's academic appointment is pending, a letter from the Dean of the Faculty should be appended, indicating when the appointment is expected to take effect.

Note: It's the responsibility of the Nominated Principal Applicant to upload the collaboration and/or support letter. These letters can be uploaded in Section 15 - Application Documents.

All Co-applicants must sign and date their CVs. By doing so they agree to all KFOC granting policies.

Electronic signatures are accepted on CVs and Signature Pages.

SECTION 8 - Plain Language and Research Proposal Summary

Plain Language Abstract and Title

Clear and concise plain language titles and 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 instructions, 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.

Summary of Research Proposal

Must include a synopsis of: Statement of Objectives, Hypotheses, Design and Analysis.

Keywords

Categories

Does this work have a patient-oriented research focus?

SECTION 9 - Research Framework and Knowledge Translation Plan

Research Framework

Please describe how your research aligns with one of the priorities identified in the new KFOC's Research Framework. For more information, please see section **1.2 Objective** of the policies.

Summary of Knowledge Translation Plan

The Allied Health Kidney Research grant includes a section asking each applicant to include a short description of their Knowledge Translation (KT) plan. The purpose for the inclusion of a KT plan in the application is to encourage applicants to begin considering KT at the outset of their research project, to ensure that research findings are broadly disseminated and there is uptake where applicable.

SECTION 10 - Budget Period Detail

Provide estimates for the first FULL YEAR and SECOND YEAR. Amounts must be in Canadian funds.

Personnel Costs

For personnel directly paid from project budget, please fill in the table.

Details of Equipment Requests

You can upload additional pages in **Section 15 - Application Documents**.

SECTION 11 - Budget Overview and Justification

Budget Overview

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 directly paid from project budget, list his/her position at the time of application, current salary rate (\$ / annum, excluding benefits) and current source of funding.

Funds are awarded to assist in defraying the operating cost of research. This includes a line-by-line description of:

- purchase of necessary materials, supplies and equipment (grant applications for equipment only will not be considered);
- payment of research and support staff. Salaries should conform to those of the institution in which the investigator is carrying out the research and may include the employer's share of staff benefits for which such personnel may be eligible (please

supply a standard rate of pay). Personnel employed under grants are employees of the institution, not The Kidney Foundation;

- the maximum request for travel funds **within** an operating research grant application is \$1,500 CAN per year.

These grants do not provide for 1) salary support of any principal applicant(s) or co-applicant(s), and 2) are not intended to cover the entire cost of the research project since space; certain basic facilities and equipment (i.e., computers) are prerequisites to an application for a grant.

The Kidney Foundation of Canada supports only the direct costs of research. No funding is to be used for indirect costs of research (e.g., library, heat and light, office furniture, overhead, administrative charges and fees).

Grant applications for equipment only will not be considered. Equipment requested, as part of the grant application will be considered provided the total amount for equipment does not exceed \$10,000 CAN. In such cases, a full and adequate justification for required equipment must be provided. All apparatus, materials or supplies purchased by the grantee for use with any research funded by The Kidney Foundation of Canada becomes the property of the institution concerned.

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 Requirement(s), EDI and Sex & Gender

- Ethical acceptability of research involving human subjects

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

EDI and Sex & Gender

The Kidney Foundation of Canada expects that all applicants will integrate sex and gender considerations into their research designs when appropriate.

The Kidney Foundation also asks that applicants justify all other aspects of EDI considerations in their application package, including equitable recruitment of participants where applicable.

Are these concepts included in the grant and well justified?

SECTION 13 - Publications

Up to five (5) papers, relevant to the application, may be included as appendices. 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. Please note, letters indicating confirmation of acceptance for publication of a paper may be submitted up until four weeks after the application deadline.

SECTION 14 - Letters of Support

List names of individuals providing letters of reference or support that will be submitted directly by the third party. Please note that reference letters may also be uploaded by the applicant in the application documents section if preferred.

Required letters of support

- 1-If an applicant's academic appointment is pending, a letter from the Dean of the Faculty indicating when the appointment is expected to take effect is REQUIRED
- 2-If lived experience partners are named on the application, letters describing their involvement in and support for the work are REQUIRED
- 3- additional letters from collaborators and knowledge users are encouraged but not required

Letters of Support

If an applicant's academic appointment is pending, a letter from the Dean of the Faculty should be appended, indicating when the appointment is expected to take effect.

SECTION 15 - 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.**

Following documents to be uploaded (attachment type):

- Appendices – Financial Assistance for Equipment Requests
- Appendices – References, Questionnaires and Consent Forms (the Appendix is limited to references, questionnaires and consent forms).
- *Applicant Consent (required)
- *CV for (Nominated) Principal Applicant (required)
- CV for Co-Applicant (if applicable)
- Letters of Collaboration and Support (if applicable)
- *Research Proposal – 8 pages (required)
- Response to Previous Reviews – 2 pages (if applicable)

Electronic signatures are accepted on CVs and Signature Pages.

Templates and instructions files can be downloaded in this section as well.

SECTION 16 - Suggested Referees (Internal Use Only)

To assure the strongest possible evaluation of this application, you may list suggested scientific peers who would be able to provide a fair and equitable review of this proposal. Please list the name and e-mail address of at least two experts in the area of study.

If necessary, please indicate the name and e-mail address for reviewers that you do not want to review your application.

SECTION 17 – 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 18 – Signature Page(s)

Please ensure that you have all required signatures (Nominated Principal Applicant, Department Head, Dean or Dean Representative).

All Co-applicants must sign and date their CVs. By doing so they agree to all KFOC granting policies.

Electronic signatures are accepted on CVs and Signature Pages.

SECTION 19 – Submit

It is the responsibility of the applicant to ensure that each item be completed or where allowed submitted within the appropriate time. Incomplete applications will not be considered.

CONFIRMATION OF APPLICATION SUBMISSION

By ProposalCentral