



Kidney Health Research Grant – Letter of Intent (LOI)

CHECKLIST for Online Submission

This checklist provides general information and instructions regarding the Kidney Health Research Grant Letter of Intent stage and does not contain all information required to complete the online submission. Please follow the policies and online instructions provided on ProposalCentral.

Please note that information provided in sections 1-5 of the LOI must be maintained at the full application (e.g. Project title, applicants and co-applicants, institution). Small changes to the plain language abstract and research summary are permitted as long as the project focus is maintained.

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

SECTION 2 - Download Templates & Instructions

Applicants can download the following instructions.

Best PracforWritingPlainLangAbstract-English

Résumédecommuniclangageclair-French

Checklist (LOI)-English

Liste de vérification (LOI)-French

Checklist (Full Proposal)-English

Liste de vérification (Demande complète)-French

KHRG Policies-English

Politiques SRSR-French

2024 Priority AnnouncementCategories-English

2024 Catégd'annonce prioritaire-French

SECTION 3 – Nominated Principal Applicant

The Principal Applicant(s) must remain unchanged between LOI and Full Application. The person who initially creates the LOI or proposal is pre-loaded as the NPA. **Please note that Principal applicants may only submit or hold ONE application to the Kidney Health Research Grant.**

Early Career Researchers

Note: If you are applying as an ECR, you cannot include another principal applicant on your application (you may include co-applicants, knowledge users and lived experience partners).

SECTION 4 – Institution Paid & Contacts

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

SECTION 5 - Key Personnel, Collaboration & Support

Please include additional Principal Applicant (if applicable), Co-Applicants, Collaborators & Knowledge Users for your project. (For more information on the roles of principal applicants, co-applicants, collaborators, knowledge users & lived experience partners, please see the KFOC Policies).

There is no limit to the number of applications on which an applicant can be a Co-applicant/Collaborator/Knowledge User.

SECTION 6 - Plain Language Abstract and Research 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**

Research Proposal Summary

The applicant should summarize the objective(s), hypotheses and research plan.

Small changes to the summary are allowed at the Full Application stage. However, the summary must remain representative of the submitted project. If the project is seen to have changed appreciably from the LOI at the full application stage in such a way that the eligibility of the application is questioned, the Kidney Foundation reserves the right to withdraw the application from the competition.

SECTION 7 – Priority Announcements/Partnerships

Priority announcements are targeted areas of funding for applications submitted to the Kidney Health research grant competition. Priority announcements align to the Kidney Foundation of Canada's Research Framework and outline specific areas of emphasis.

Please note you will be requested to fill in a Priority Announcement eligibility justification in the Full Application stage.

Partnership announcements are specific sources of funding for applications submitted to the Kidney Health research grant competition. Partnerships align to the Kidney Foundation of Canada's Research Framework and outline specific areas of emphasis from partnership organizations.

Please see [2024 Priority Announcements/Partnerships](#) for more details.

SECTION 8 - Enable Other Users to Access this Proposal

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

SECTION 9 – 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 10 – Submit