Kidney Health Research Grant – Full Application

CHECKLIST for Online Submission

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

Theme

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

Best PracforWritingPlainLangAbstract-English

Résumédecommuniclangageclaire-French

Checklist (Full Proposal)-English

Liste de vérification (Demande complète)-French

KHRG Policies-English

Politiques SRSR-French

2023 Priority AnnoncementCategories-English

2023 Catégd'annonce prioritaire-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.

CV's (Section 15)
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.

  Please note by submitting Co-applicant CVs, it is assumed that they agree to adhere to the Kidney Foundation's policies.

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 - Applicant

Applicant Profile Information

Early Career Researcher Status (if applicable)
If the Nominated Principal Applicant of this application is within 5 years of the start date of his/her independent research appointment, a **Departmental Chair Letter and Recent Research Supervisor Letter are required**.

KFOC's Equity & Diversity Questionnaire

SECTION 5 - Institution Paid & Contacts
List the Institution that will **administer the funds** for your project.

SECTION 6 - Key Personnel, Collaboration & Support Letters

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 letters. These letters can be uploaded in Section 15 - Application Documents.

SECTION 7 - Plain Language Abstract and Research Proposal Summary

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

Keywords

Categories

SECTION 8 – Priority Announcements/Partnerships
Priority announcements are specific sources 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 "2023 Priority Announcements/Partnerships" for more details.

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 Objectives** of the policies.

Summary of Knowledge Translation Plan
Applicants are asked to include a short description of their Knowledge Translation (KT) plan.

SECTION 10 - Budget Period Detail
Provide estimates for the FIRST FULL YEAR and SECOND YEAR. THIRD YEAR (Early Career Researchers only. **To be funded as a three-year grant, the application needs to be scored in the excellent to outstanding category by the Kidney Health Scientific Committee** (please budget accordingly). 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.

SECTION 12 - Ethical Requirement(s), EDI and Sex & Gender
- Ethical acceptability of research involving human subjects
- Animal Care Approval Form
- Human Stem Cell
- Biohazards 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. 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 must be received by **December 01**.

SECTION 14 - Letters of Support
For applicants applying as Early Career researchers, applications must include a letter of support from the applicant's most recent research supervisor describing the applicant's training and research potential, as well as a letter from the head of their division/department indication the nature of the university appointment, the facilities provided and the research potential of the applicant. Please provide information in this section.

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:
- 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)
- New Investigator – Departmental Chair Letter (if applicable)
- New Investigator – Recent Research Supervisor Letter (if applicable)
- *Research Proposal – 8 pages (required)
- Response to Previous Reviews (if applicable)
- *Signed Signature Page (required)

Electronic signatures are accepted on Signature Pages

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

SECTION 16 - Suggested Referees (Internal Use Only)
In order 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 of Faculty or Director of Nominating Institution). **Electronic signatures are accepted on Signature Pages.**

SECTION 19 – Submit