



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

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 the templates/documents in **Section 14 - Application Documents**.*

Best Practices

Checklist

KHRG Policies

Politiques SRSR

Priority Announcement Policies

Annonces des Priorités

Applicant Consent

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

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

Research Proposal (8 pages)

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

Applicants should provide a clear, concise description of their research proposal. 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.

- 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 14)

You can upload the CVs in Section 14.

- 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. Co-applicants are asked to sign and date their CVs, and by doing so they agree to adhere to KFOC research grant policies.

Electronic signatures are accepted on CVs and Signature Pages.

Note: To upload documents (e.g. CVs, Collaboration Letters etc.) 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

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.**

SECTION 5 - Institution Paid & Contacts

Please list the Institution that will administer the funds for your project.

SECTION 6 - Key Personnel & Employment History

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 14 - Application Documents.

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 7 - Plain Language and Research Proposal Summary

Plain Language Summary (suitable for preparation of a press release or KFOC website.)

A complete structured plain language summary with a clear explanation of how the research proposal is relevant to the mission of The Kidney Foundation of Canada. The plain language summary should indicate how your research, ultimately can improve personal health, the health of population and/or the health delivery system. It must be written in everyday language at a level no greater than “Grade 10”. Use analogies, simplifications, and generalizations rather than scientific and technical terms. Please see [“Best Practices for Writing a Plain Language Summary”](#) for additional suggestions.

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

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.

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). Amounts must be in Canadian funds.

Personnel Costs

For each applicant, (Nominated) Principal Applicant(s) and Co-Applicant(s) indicate the hours per week to be spent on the proposed project.

Details of Equipment Requests

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

SECTION 12 - Ethical Requirement(s)

- 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 **Dec 01**.

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.**

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)

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

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

SECTION 15 - 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 16 – Applicant Data Sheet

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)

SECTION 19 – Submit