



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.

SECTION 1 - Title Page

Project Title

This title can be changed at the Full Application stage if required but must remain representative of the submitted project. It is encouraged to maintain the same application title.

Primary Theme

Secondary Theme

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](#)

[2023 Priority AnnouncementCategories-English](#)

[2023 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

SECTION 4 – Institution Paid & Contacts

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

SECTION 5 - Key Personnel

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, please see the KFOC Policies).

Co-Applicants, Collaborators and Knowledge Users can be added, removed, or change roles between LOI and Full Application. 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 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**

Research Proposal Summary

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

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 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 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