



# 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.

#### LOI Checklist

#### Full Application Checklist

#### KHRG Policies

#### Politiques SRSR

#### Priority Announcement Policies

#### Annonces des Priorités

### **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.

### **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 and Research Proposal Summary**

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

Please provide a summary of the project in non-scientific terms that would be understood by a general audience. Since this summary will be public information, do not include any proprietary or confidential information. Please observe the following limitations for the general audience summary: Limit the summary to 3,000 characters or less, including spaces. Information entered in this field must be text only: scientific notations, special characters, special fonts, and other rich-text formatting (e.g., bold, italics, underline) cannot be saved or displayed. Please type continuously - do NOT insert carriage returns at the end of each line. After cut and paste, check the text to make sure the lines are continuous. Carriage returns can be used for the start of a new paragraph.

**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**

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.

## **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**