



# Kidney Health Research Grant – Letter of Intent (LOI)

## INSTRUCTIONS for Online Submission

These instructions provide general information 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

Best PracrorWritingPlainLangAbstract-French

Instructions (LOI)-English

Instructions (LOI)-French

[Instructions \(Full Proposal\)-English](#)

[Instructions \(Full Proposal\)-French](#)

[KHRG Policies-English](#)

[KHRG Policies-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).

Though applicants at all stages of their research career are eligible for funding, The Kidney Foundation wishes to give priority to early career researchers in the field of kidney research. In order to be applicable as an Early Career Researcher, the Nominated Principal Applicant may have held their first faculty position for no more than 5 years at the time of full application.

Three-year grants can only be applied for by early career researchers, i.e., within 5 years of their first faculty appointment. **To be guaranteed funding as a three-year grant the application needs to be scored in the excellent to outstanding category by the Kidney Health Scientific Committee.** A maximum of three (3) three-year grants for early career researchers within the excellent to outstanding range will be mandated to be awarded each year. Additional three-year grants may be considered on a case-by-case basis depending on the grant cycle. An applicant is only entitled to be awarded a three-year grant once.

### **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.**

**NOTE: There are NO Priority Announcements for the 2025 Competition**

#### **SECTION 7 – Priority Announcements and Partnership Opportunities**

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 opportunities 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.

For more information on Partnership Opportunities, please see the Kidney Health Research Grant policies.

#### **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**