



Allied Health Kidney Research Grants Policies

(Formerly called “Allied Health Research Grants”)

IMPORTANT DATES

Application Deadline: March 01, 2021

Notice of Decision: July 2021

Funding Start Date: October 01, 2021

The Allied Health Kidney Research Grant Policies 2021 Competition supersede all previous Kidney Foundation of Canada Allied Health Research Grant Policies. Applicants should always refer to the latest version. The Kidney Foundation of Canada may, without notice, alter the programs or terms of a grant. Any major changes will be announced immediately on the KFOC website at www.kidney.ca, or on the [ProposalCentral site](#). The Kidney Foundation of Canada reserves the right to interpret these guidelines and policies. Applicants should contact the National Director of Research or the Research Grants and Awards Manager as required.

HIGHLIGHTS FOR 2021

➤ **NEW!! Integrating the Kidney Foundation’s new Research Framework in competitions policies**

In 2019, a committee comprising 12 members of the kidney community including patient partners, basic and clinical scientists worked together to develop a strategic research framework to best advance the Kidney Foundation’s mission to fund and stimulate innovative research for better treatments and a cure for kidney disease.

The following research priority areas were identified:

- **Innovative research for transformational change**
- **Stakeholder-identified priorities to improve patient outcomes**
- **Population health research**

All applicants will need to fill a new section in the online application form indicating how their research aligns with this new strategic framework. In addition to the usual review criteria, grant evaluation will also assess the degree to which a proposal has the potential to address need in one of these priority areas. Detailed information is provided in section 1.2 below.

➤ **Funding Amount**

Please note that due to the COVID-19 pandemic impact on the Foundation’s revenues, the maximum amount per year was brought back to \$50,000 for this round.

➤ **Co-Applicants**

There is no limit on the number of grants that a Co-Applicant may apply for or hold.

Revised: January 31, 2021

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1. INTRODUCTION

1.1 KFOC Vision and Mission Statement

Vision:

The Kidney Foundation of Canada is committed to achieving excellent kidney health, optimal quality of life, and a cure for kidney disease.

Mission:

The Kidney Foundation of Canada is the national volunteer organization committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for better treatments and a cure;
- Providing education and support to prevent kidney disease in those at risk and empower those with kidney disease to optimize their health status;
- Advocating for improved access to high quality healthcare;
- Increasing public awareness and commitment to advancing kidney health and organ donation.

1.2 Objective

The purpose of the Allied Health Kidney Research Grant is to encourage allied health professionals to pursue research relevant to the areas of nephrology and organ donation, including clinical, health services, social, cultural, environmental and population health research. The Kidney Foundation of Canada has established a national goal of encouraging and supporting research that may further the current knowledge pertaining to the kidney or improve health in areas relevant to the Vision and Mission of The Kidney Foundation.

In 2019, the Kidney Foundation launched a new Strategic Research Framework (2019-2024), developed by a committee comprising 12 members of the kidney community including patient partners, basic and clinical scientists to advance the Kidney Foundation's mission.

One of the evaluation criteria for grant applications will be the alignment with the priorities identified in this new [Research Framework](#), outlined below. Applicants will be asked to demonstrate how their proposal addresses one or more of these priorities in the application form (Alignment with KFOC's research priorities). This section will be evaluated by the peer review committee and alignment with KFOC's priorities will be included in the assessment criteria for research grant applications.

The following research priority areas were identified:

- **Innovative research with the potential for transformational change**

The Kidney Foundation would like to support innovative research. This includes research that is new, unique and potentially unconventional. These are ideas that have the potential for high impact but may span too diverse a range of disciplines or be at a stage too early to fare well in the traditional peer review process. The funding is intended to help kidney researchers pilot a project and become competitive for larger, national level grant opportunities.

The project should be feasible but not necessarily based on a significant amount of preliminary data. The Foundation wishes to spark new ideas and encourage novel hypotheses and/or

generation of new knowledge, concepts and approaches that could ultimately lead to critical discoveries or major advancements to accelerate the field of kidney research.

- **Stakeholder-identified priorities to improve patient outcomes**

These priorities were identified through kidney-related James Lind Alliance exercises, as well as KFOC surveys & HORIZONS 2022 workshop. They are grouped into 5 themes:

- Communication & Connectivity,
- Health System Approaches,
- Promoting Health & Quality of Life,
- Keeping your Kidneys Healthy,
- Treatment of Kidney Disease

The complete list of specific priorities identified is provided in Appendix A of the [Research Framework](#).

- **Health systems and population health research**

This priority focuses on increasing awareness of the impact of kidney disease on patients and improving their access to evidence-based treatments and optimal care.

Funds are available for research conducted in Canada related to clinical practice in nephrology or organ donation and relevant to the mission of the Foundation. The intent of the KFOC is to fund the best kidney research [across all research pillars](#) conducted at Canadian universities or other recognized Canadian academic institutions. The KFOC will, therefore, allow as many qualified researchers in Canada as possible to compete for its grants and will accept applications from Principal Applicants (see definition below, under Applicant Categories) from various communities and sectors. **To be eligible for this competition, the Principal applicant must be an allied health professional, including but not limited to, nurses, psychologists, social workers, technicians, biomedical engineers, dietitians, physiotherapists, pharmacists and occupational therapists.**

Funds are not provided for research conducted by a principal/co-investigator as part of his/her Master's Degree.

Researchers with Biomedical or Basic projects are recommended to apply to the KFOC [Kidney Health Research Grant competition](#).

Post-Doctoral Fellows are encouraged to apply to the [KRESCENT program](#).

The Kidney Foundation of Canada recognizes the importance of prospective clinical studies, including randomized controlled trials (RCTs), which are particularly helpful to establish the effectiveness of therapies and models of care for people with kidney disease. Given the difficulty of conducting RCTs, and the requirement for sizable budgets for the randomized controlled trials designed to realistically determine the clinical effectiveness of therapies, The Kidney Foundation of Canada acknowledges the importance of pilot randomized controlled trials. As such, The Kidney Foundation of Canada will consider funding for pilot trials, just as they would non-pilot studies, based on the importance of the underlying clinical questions, methodological quality of the trials, and potential that they will lead to full trials that will be competitive for funding at other agencies.

All awards become tenable October 1 following announcements of the competition results.

2. RESEARCH INTEGRITY POLICY

Institutions receiving funds must have appropriate policies in place for investigating allegations of misconduct as outlined in the “*Tri-Agency Framework: Responsible Conduct of Research*”¹ as published by the Canadian Institutes of Health Research (CIHR). Any questions concerning scientific integrity or scholarly conduct that arise during the course of the evaluation of an application will be referred back to the parent institution for that body to proceed with an enquiry. The Foundation is to be informed of the outcome of such investigations.

As a condition of funding, all KFOC grant and award recipients agree to comply with the Principles and Responsibilities set out in that policy.

3. GENERAL INFORMATION

3.1 Incomplete / Unacceptable Applications

All applicants are strongly advised to carefully read and follow the instructions and requirements outlined in the Allied Health Kidney Research Grants Policies.

In order to maintain the principle of fairness to all applicants, policies must be adhered to in the preparation of Allied Health Kidney Research Grant applications. Non-adherence to the Policies will lead to rejection (without appeal) of the application. Requiring adherence to the policies has the advantage of being unambiguous for applicants, easily enforceable by staff and/or review panels, and fair and equitable for all applicants.

3.2 Closing of Award

When research supported by an award is complete, or if for any reason the research cannot be continued, the award will be closed. Any remaining funds are frozen and cannot be reallocated to other uses. The institution will prepare the final accounting and return outstanding funds to the KFOC.

3.3 Temporary Absence

Recipients wishing to take a temporary leave, e.g. parental leave, sabbatical, must inform The Kidney Foundation. If they wish funding to continue, details on how the research will continue in their absence must be supplied. The Kidney Foundation reserves the right to discontinue funding in such instances. Transfer of the grant from one person to another in the same institution is not permitted unless written authorization is received from The Kidney Foundation.

3.4 Non-Employee Status

The granting of an award is deemed to establish neither an employer-employee nor a partnership between the grantor and grantee.

3.5 Privacy Information

¹ See <http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>

Providing your date of birth, language and gender on the application form or CV form is optional. However, this information will ensure accurate identification of applicants and will assist the KFOC with statistical analysis. This information will NOT be transmitted to any entity external to the KFOC.

3.6 Public Information

Successful applicants need to be aware that the title of their research project and the lay summary will be used without notification and put into the public domain, e.g. web and news releases. Applicants are cautioned not to disclose information that could endanger a proprietary position in these sections.

3.7 Ethical Requirements

By signing and submitting applications to The Kidney Foundation of Canada, applicants undertake the responsibility to ensure any experimentation will be acceptable to the institution on ethical grounds and comply with the latest edition of *Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*². If funded, applicants are required to provide all appropriate documentation related to ethics approval.

3.8 Research Involving Clinical Trials

Applicants whose proposed research consists of a clinical trial must follow the latest edition of [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#). See in particular the guidance provided in Chapter 11: Clinical Trials. The KFOC has in addition, specific requirements not included in the TCPS2 for KFOC-funded trials (both clinical and non-clinical). These specify that grant recipients must:

- a. prospectively register their trial in a registry acceptable to the World Health Organization (WHO) or the International Committee of Medical Journal Editors (ICMJE). This includes providing the WHO Trial Registration Data Set;
- b. update the trial registry with any changes in the trial protocol and decisions taken to end a trial early;
- c. disclose serious adverse events at the end of the trial in subsequent publications and to the registry;
- d. deposit aggregate data in an unbiased, publicly accessible database (e.g. the registry); and
- e. if conducting a KFOC-funded randomized control trial (RCT), submit a report in the Consolidated Standards of Reporting Trials (CONSORT) format within 12 months of the end of the trial.

3.9 Indirect Costs

The Kidney Foundation of Canada supports only the direct costs of research. The definition of indirect costs of research for the purposes of this policy is costs that cannot be directly associated with a particular research program or operating grant, including but not limited to costs associated with the operation and maintenance of facilities (from laboratories to libraries); the management of the research process (from grant management to commercialization); and

² See <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/> for details.

regulation and safety compliance (including human ethics, animal care and environmental assessment).³

3.10 Assessment of Applications

Applications are reviewed by the Allied Health Kidney Scientific Committee which is composed of a Chair, an Assistant Chair (Scientific Officer) and additional members. Each committee member has demonstrated scientific expertise in kidney disease or related area. Appointment of the committee members takes into consideration the required expertise, regional distribution, gender and language to ensure a fair and balanced peer review process. Members are appointed for three years, renewable for one additional year. Additional members may be added to the committee depending on the number of applications received and the expertise required.

The Committee Chair reserves the right to allocate an application to a different committee that has the appropriate expertise.

All applications are first reviewed by the Chair and the Assistant Chair for relevance to the vision and mission of The Kidney Foundation of Canada. All relevant applications are reviewed by two committee members and, whenever deemed appropriate by one or two external reviewers when additional expertise is required. Each reviewer (internal or external) conducts a thorough written review and evaluates the application on the following criteria:

- Relevance to the Vision and Mission of The Kidney Foundation of Canada and alignment with the 2019-2024 Research Framework
- Applicant's expertise with respect to the proposed research, the synergy of the research team,
- Merit of the proposal, including originality, clarity and feasibility of the research hypotheses, background information and literature review, transparency and appropriateness of methodologies, statistical rigour, and achievability, and
- Appropriateness and justification of the budget.

Reviewers' comments will be made available to all applicants. The Kidney Foundation reserves the right to withhold any part of the reviewers' comments. Appeals of decisions taken on the basis of any such reviews will not be entertained.

3.11 Publications

Research grant recipients must acknowledge the support of The Kidney Foundation of Canada in all scientific communications and press releases related to their award. To facilitate the implementation of the KFOC's program for knowledge transfer and exchange, we request that the KFOC be notified in advance of the publication date of any major publications arising from research funded by the KFOC.

It is important that The Kidney Foundation receive information on the outcomes of the research funding program. To this purpose awardees will be asked to submit an *End of Grant Report*, within 6 months after funding has ended (the forms will be sent to successful applicants) as well as electronic copies of each publication derived from the funded research and citing the support of The Kidney Foundation as these become available as well as press releases related to the

³ See [Policy on Indirect Costs of Research](#)

award. This information is used not only to evaluate the effectiveness of our research programs, but also as an important tool for the peer review process.

3.12 Notification of Award

Successful applicants will be notified by an official letter before July 1st, setting forth the amount and duration. A copy of this letter will be forwarded to the Dean or the institutional administrative officer named on the application.

The Kidney Foundation expects that all those who receive support will willingly accept invitations to discuss their research with lay members of the Foundation.

Unsuccessful applicants will be notified by an official letter. It should be recognized that the Foundation has a limited amount of funds and, although applications may have merit, there may not be sufficient funds to award all such applications.

3.13 Administration of Funds

Payment of Funds

Funds for all grants are to be administered through the business officer of the university or institution concerned, whose name and address must be submitted by all applicants.

The Foundation will make equal quarterly instalments during the months of October, January, April and July of the granting year, payable in trust to the designated financial officer of the sponsoring institution.

Disbursement of Grant Funds

Payments of accounts for the purposes set forth in the grant are made by the business officer of the institution or university concerned upon authorization from the grantee.

The total disbursements must not exceed the award. Any expenditure in excess of the award will not be assured by the Foundation nor reimbursed by it to the university or institution concerned.

Expenditures are only to be made for the purposes set forth in the terms of the grant, and any alternative use of funds requires written approval by The Kidney Foundation of Canada.

Carryover of Grant Funds

The funding year of Allied Health Kidney Research Grants is October 1 to September 30 for each year of the funding period. Up to 10% of the last year of funding may be carried over for up to 6 months after the end date of the grant. Carryover of other grant funds is not ordinarily permitted, and any unspent balance of funds must be returned to the Kidney Foundation following conclusion of the grant.

Under special circumstances and upon written request to The Kidney Foundation, authorization for an extension of time to utilize the unexpended funds in continuation of research may be allowed provided the request is received **prior to the termination date of the grant**. To request an extension the grantee should send a letter to The Kidney Foundation indicating the extension period (max. 12 months), a justification of how the funds will be used in this period as

well as an interim expense report signed by the applicant and the financial officer reflecting the estimated amount of unexpended funds.

In such a case, the Foundation must be provided with a final financial report no later than 60 days after the end of the granted extension.

Financial Report

Provision of Kidney Foundation funds to institutions is dependent upon timely and complete financial reporting from the financial administrators of the institutions at the termination of each fiscal year.

Grantees will submit an itemized account of expenditures no later than **three months** following conclusion of the grant period. The statement must be signed by the grantee and the business officer of the institution concerned.

Should The Kidney Foundation so require the grantee shall render whenever called upon, an itemized account of expenditures supported by an approved statement of accounts from the university or research institution that administers the grant.

3.14 Transfer of Award

A Grantee may seek to transfer the grant to another Institution by forwarding an updated, completed copy of the Financial Administrative Form. The grantee must send ~~in~~ a letter duly countersigned by the appropriate authorities (Dean and Head of the Department) at the new Institution and the principal applicant(s) on the grant, as well as all the appropriate approvals e.g. Ethics Approval from the new institution. The letter should also include the project title, an estimate of the remaining grant funds available, and the effective date of the transfer. Note that Co-Applicants are not required to sign the letter. Arrangements will then be made to transfer a portion of the unexpended balance of the grant. The remainder of the unexpended balance will be transferred upon receipt of a final statement of expenditures from the business office of the Institution to which the grant was originally made.

3.15 Sex- and Gender-Based Analysis (SGBA) and Health Research

KFOC expects that all applicants will integrate sex and gender into their research designs when appropriate. Sex- and gender-based analysis (SGBA) is an approach that systematically examines sex-based (biological) and gender-based (socio-cultural) differences between men, women, boys, girls and gender-diverse people. The purpose of SGBA is to promote rigorous science that is sensitive to sex and gender and therefore has the potential to expand our understanding of health determinants for all people. The SGBA section of the CIHR website (<http://www.cihr-irsc.gc.ca/e/50836.html>) provides helpful resources for applicants, including CIHR's definitions for sex, gender and SGBA, as well as information on applying SGBA to the development and assessment of research proposals.”

3.16 Value of Grant

The grant application may not exceed the amount of \$ 50,000 CAN per year.

The maximal budget allowed for two-year research grants may not exceed \$ 100,000. Applications meeting this criterion but requesting an early release of year 2 funds will be considered for funding only after specific permission is obtained from the Foundation.

Such permission is granted only when fully justified by the project. Under no circumstances can any awardees receive more than the maximal allowable budget for any sequential two-year period.

These funds are allocated to assist in defraying the cost of research. This includes materials, supplies and equipment, and the payment of laboratory assistants. Salaries should conform to those of the institution in which the research is carried out and may include the employer's share of staff benefits for which such personnel may be eligible. Personnel employed under grants are employees of the institution concerned, not The Kidney Foundation.

Grant applications for equipment only will not be considered. Equipment requested as part of the grant application will be considered provided the total amount for equipment does not exceed \$10,000 CAN. In such cases, a full and adequate justification for required equipment must be provided. All apparatus, materials or supplies purchased by the grantee for use with any research funded by The Kidney Foundation becomes the property of the institution concerned.

Graduate student or postdoctoral (non-MD) support may be requested as part of the grant. The Foundation reserves the right to fund the grant with or without support to the graduate students.

Research grants do not provide for salary support of the Nominated Principal Applicant, Principal Applicant(s) and/or co-applicants (unless the co-applicant is a trainee, and the portion of the salary support will only support research pertinent to this application directly) and are not intended to cover the entire cost of the research for which they are provided, since space and certain basic facilities are prerequisites to an application for a grant.

3.17 Scientific, Methodological or Budgetary Overlap: Current Funding and Pending or Contemplated Grant Submissions

The Kidney Foundation wishes to encourage new and independent research projects directly related to all aspects of kidney function (e.g. physiology, biochemistry, etc.) and diseases of the kidney and urinary tract. **Therefore, to avoid any question of duplicate funding (which will automatically disqualify an application), applicants seeking or already receiving monies from other agencies or whom 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* on ProposalCentral.**

3.18 Duration and Tenure

One or two-year grants are available from the Foundation. The Kidney Foundation reserves the right to determine a shorter duration of award regardless of the initial request.

One-Year Grant

Funding for a one-year grant will run from October 1 to September 30 of the following year. If the grant is a continuation of work previously funded by The Kidney Foundation or by another agency, the applicant should provide a progress report on the work accomplished in the preceding grant period.

Two-Year Grant

Funding for a two-year grant will become effective October 1 and run to September 30 of the second consecutive year. The Kidney Foundation will consider further renewals providing that progress on the work initially funded by The Kidney Foundation is clearly described in the application and the reasons justifying the need for renewal are explained. All renewal applications will be submitted for review and assessment on a competitive basis with all other grant applications.

3.19 End of Grant Reports

The Kidney Foundation of Canada is a patient and volunteer-driven organization and is responsible to the community to highlight the outcomes of our research funding. The end-of-grant report will be used: (a) to highlight successes, achievements and the excellence of kidney researchers in Canada, (b) as a tool to help “de-mystify” research to the community and (c) to help increase donations. In lay language you will be asked to describe the work that was possible due to KFOC funding, to provide an overview of the outcomes and impacts of the project, and to explain why this research is important. Awardees will be asked to submit an end-of-grant report six months after the end of the term of the grant (forms will be sent to awardees).

3.20 Future Peer Review Meetings

KFOC is committed to funding excellence in kidney research. We rely on the generous volunteerism of the kidney research community to act as peer reviewers for our research grant competitions. Participation in these peer review committees is a formal condition of the award. As soon as the date of the peer review meeting is confirmed, an invitation will be sent to all successful applicants. This policy has been instituted at the suggestion of the Allied Health Kidney Scientific Committee in order to avoid conflict of interest among committee members as much as possible.

4. ELIGIBILITY & APPLICANT CATEGORIES

4.1 Applicant Categories

The KFOC defines a **Nominated Principal Applicant** as an individual who:

- will be responsible for the direction of the proposed activities; and
- will assume the administrative and financial responsibility for the grant or award; and
- will receive all related correspondence from the KFOC.
- Is an independent researcher.

Note: A Nominated Principal Applicant or Principal Applicant may not apply for or hold more than one (1) Allied Health Kidney Research Grant per year from The Kidney Foundation as an award.

The KFOC defines a **Principal Applicant** as an individual who shares responsibility for the direction of the proposed activities.

A **(Nominated) Principal Applicant** is a Canadian citizen or a permanent resident (e.g. a person who has been granted admission to Canada as an immigrant) who is an independent researcher. Exception: Applicants with the necessary educational qualifications who are neither Canadian citizens nor permanent residents may be (Nominated) Principal Applicants if they are employed or can provide evidence that they will be employed (*at the time the grant begins,*) by an eligible Canadian Institution (please see the CIHR list of eligible institutions: <http://www.cihr-irsc.gc.ca/e/36374.html>) in a position that permits them to engage in independent research activities for the duration of the grant. Note that an independent researcher is someone who is autonomous regarding their research activities (e.g. not a trainee, not a post-doctoral fellow, not a research assistant, and not under the supervision of another person, who is directing the research)

Both the Nominated Principal Applicant and Principal Applicant hold an appointment, usually an employment relationship, with an eligible institution (please see the CIHR list of eligible institutions: <http://www.cihr-irsc.gc.ca/e/36374.html>). This appointment:

- Is the major research appointment of the (Nominated) Principal Applicant;
- Allows the (Nominated) Principal Applicant to pursue the proposed research project, to supervise trainees, and to publish the results of the research; and
- Obliges the (Nominated) Principal Applicant to conform to institutional policies concerning the conduct of research, the supervision of research trainees and the employment of staff paid from the KFOC grant.

Researchers who do not qualify as (Nominated) Principal Applicant at the time of application, but who expect to be so qualified by the start of the funding period, October 1 of the year following the competition deadline, may apply. They must provide a letter, signed by the responsible official of the Institution to administer the funds, stating the Institution's commitment to confer eligible status. If the application is successful, funds will be released to the Institution only after the researcher's status is confirmed.

(Nominated) Principal Applicants may not receive a salary, a stipend or an honorarium from a KFOC research grant.

A **Co-Applicant** may be an independent researcher, a research associate, a trainee or a foreign researcher.

The KFOC defines a **research associate** as a researcher who has completed formal training in research in a discipline relevant to health research and is employed by an Institution. Although research associates may contribute substantially to the intellectual content of the research, they continue to work under the supervision of a Principal Applicant, i.e. they are not independent researchers. A research associate may also contribute to, but is not ultimately responsible for, the supervision of staff, including other research associates and trainees, at the discretion of the Principal Applicant.

The KFOC defines a **trainee** as an individual in the process of learning how to conduct research or enhancing their research skills. Training must include actual involvement in research, rather than being limited to courses in research methods. A trainee being paid from a grant would normally fall into one of the following categories:

- Undergraduate student enrolled in a course of study at an academic institution;

- Graduate student enrolled in a postgraduate course of study at an academic institution. In the case of research (e.g. to complete their thesis);
- Postdoctoral fellows (post-PhD) with some form of relationship with a research institution;
- Post-health professional degree fellow (e.g. nursing, physiotherapy, medicine, dentistry) with some form of relationship with a research institution. These fellows need not be pursuing a graduate degree.

Trainees work under the supervision of a Principal Applicant or another Co-Applicant and are not themselves independent researchers. There are no restrictions on trainees with regard to nationality or country of residence provided that they meet the requirements of Citizenship and Immigration Canada.

Research associates and trainees may receive a salary support, stipend or honorarium from KFOC research grants on which they are Co-Applicant. In cases where it is proposed to pay Co-Applicants who are research associates or trainees from the KFOC grant, the Budget of the application must provide full details of the other proposed salary sources (if applicable) for the named Co-applicant and the time commitment to the project.

Co-Applicants who are not research associates or trainees may not receive a salary, stipend or honorarium from KFOC grants on which they are Co-applicant.

The KFOC defines a **Collaborator** as an individual whose role in the proposed research is to provide a special service (such as access to equipment, provision of special reagents, training in specialized technique, statistical analyses, access to patient population, etc.) but who is not involved in the overall intellectual direction of the research. Collaborators need not be included as signatories on the application form and may be added to the research team during the course of the research, as requirements for additional services may emerge. However, all those appointed as Collaborator in the application must provide a letter, addressed to the Nominated Principal Applicant, indicating the agreement to provide the service as described in the application.

At the discretion of the Nominated Principal Applicant, Principal Applicants and Co-Applicants who have an appointment at an eligible Canadian institution to administer KFOC funds in trust may receive KFOC funds from the “institution paid” to support the **direct costs** of their research activities relating to the work described in the application.

All individuals whose signatures appear on the signature page of the Allied Health Kidney Research Grant Application Form as (Nominated) Principal Applicant or Co-Applicant assume responsibilities for the legal and ethical conduct of the research, for the integrity of the research activities and reported data, and for communicating the results of the research recognizing the contributions of the other applicants.

5. E-SUBMISSION OF APPLICATION

New and Renewal Application Submission Deadline

The mandatory deadline date for full application for both a new and renewal application is **March 01 by 11:59 pm EST**. Full applications (including all addenda and signatures) must be submitted by applicants using ProposalCentral.

If the deadline falls during a weekend or on holiday, the deadline will be the next working day.

6. APPLICATION DETAILED CHECKLIST FOR ONLINE SUBMISSION

Prior to submission, all applicants should check their application for the following Proposal Sections:

Section 1 - Title Page

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.

Overlap

Section 2 - Download Templates & Instructions

Applicants can download the following templates.

Best Practices

Checklist

Financial Administrative Information

Policies

Applicant Consent-Use and Disclosure of Personal Information

Response to Previous Reviews (if applicable) **One additional page may be added.**

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 **A maximum of 7 pages may be added.** 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 Allied Health Kidney Scientific Committee requires strong evidence of the applicant's prior experience and research related to the current application.

CV Form

You can download the KFOC's CV form.

- CV for Principal Applicant (required)
Principle Applicant's CVs must be uploaded to ProposalCentral by the (Nominated) Principal Applicant. You can submit the KFOC CV or the CIHR Project BioSketch CV. Either one is accepted. Co-applicants are asked to sign and date their CVs, and by doing so they agree to adhere to KFOC research grant policies.
- CV for Co-applicant(s) (required if applicable)
Co-applicants' CVs must be uploaded to ProposalCentral by the (Nominated) Principal Applicant. You can submit the KFOC CV or the CIHR Project BioSketch CV. Either one is accepted. Co-applicants are asked to sign and date their CVs, and by doing so they agree to adhere to KFOC research grant policies.

Section 3 - Enable Other Users to Access this Proposal

Section 4 - Applicant

Applicant Information

Section 5 - Institution & Contacts

Section 6 - Key Personnel and Hours per week on project

Section 7 - 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.

Section 8 - 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 9 - Plain Language and Research Proposal Summary

Plain Language Title and 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

Themes

Section 10 - Research Framework

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.

Section 11 - Budget Period Detail

Provide estimates for the first FULL YEAR. Amounts must be in Canadian funds. If the operating base changes significantly for the subsequent year(s), provide estimates for the subsequent year(s) accordingly.

Personnel Costs

For each applicant (Nominated Principal Applicant 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 - Application Documents](#).

Section 12 - Budget Overview and Justification

Provide full justification of all budget items relative to the proposed research.

Section 13 - Ethical Requirement(s)

- Ethical acceptability of research involving human subjects

You will be required to submit the appropriate documents by the deadline date or if funded, before funding is released.

Section 14 - Publications

Up to five (5) papers from the past five years, 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 April 30.

Section 15 - Application Documents

Applicants can upload a file in this section by clicking the “Attach Files” button.

Templates and instructions can be downloaded in this section.

Section 16 - Suggested Referees (Internal Use Only)

Section 17 – Applicant Data Sheet

Section 18 – Validate

Section 19 – 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 20 – Submit

For more information on how to write a research plan, please consult Appendix 1.

7. CONTACT INFORMATION

For further information on application submissions, please contact:

Christine Marquis

Research Grants and Awards Manager

Telephone: 438-812-5098

E-mail: christine.marquis@kidney.ca

APPENDIX 1

RESEARCH PLAN

Detailed and complete information should be included to permit review of each application without reference to previous applications. The proposal should be arranged according to the headings suggested below, in the order provided.

Applicants are encouraged to have their applications reviewed prior to submission to the Foundation by a member of their faculty/department who has received funding from a granting agency such as the Foundation.

Objective(s)

Clearly state the overall objective(s) of the proposed research, and any specific and testable hypotheses/ research questions which are relevant to the goals of The Kidney Foundation of Canada.

Background Information and Literature Review

Review the most significant previous work and describe the current status of research in this field. Ensure that the information is relevant, current (including references), complete, well organized and presented clearly. Describe any preliminary work completed to date, which led to this proposal.

Method

The proposal should describe how the selected method (qualitative or quantitative) would ensure that the research question(s) could be answered.

- A description of the sample should be included.
- Design and rationale used for this project should be explained.
- Data collection procedures (including instruments, guiding questions, and questionnaires, as appendices if used).
- Ethical consideration of subjects and issues, including risks and benefits must be evident.
- A discussion of the limitations of the study should also be included.

Analysis

Details of appropriate statistical methods for analysis of both qualitative and quantitative data must be provided.

Description of Roles & Duties

A description of roles and duties and professional qualifications of all applicants and any additional research personnel to be hired must also be included. If the principal applicant does not have a demonstrated research background, it must be shown how this individual will be mentored in the research process. Principal applicants and all co-applicants must submit the KFOC CV Form or the CIHR Project BioSketch CV.

Budget

Funds are awarded to assist in defraying the operating cost of research. This includes a line by line description of:

- purchase of necessary materials, supplies and equipment (grant applications for equipment only will not be considered);
- payment of research and support staff. Salaries should conform to those of the institution in which the investigator is carrying out the research and may include the employer's share of staff benefits for which such personnel may be eligible (please supply a standard rate of pay). Personnel employed under grants are employees of the institution, not The Kidney Foundation;
- the maximum request for travel funds **within** an operating research grant application is \$1,500 CAN per year.

These grants do not provide for 1) salary support of any principal applicant(s) or co-applicant(s), and 2) are not intended to cover the entire cost of the research project since space; certain basic facilities and equipment (i.e. computers) are prerequisites to an application for a grant.

The Kidney Foundation of Canada supports only the direct costs of research. No funding is to be used for indirect costs of research (e.g. library, heat and light, office furniture, overhead, administrative charges and fees).

Grant applications for equipment only will not be considered. Equipment requested, as part of the grant application will be considered provided the total amount for equipment does not exceed \$10,000 CAN. In such cases, a full and adequate justification for required equipment must be provided. All apparatus, materials or supplies purchased by the grantee for use with any research funded by The Kidney Foundation of Canada becomes the property of the institution concerned.