



Research Grant Special Call: *The Hyatt Family Foundation / Kidney Foundation of Canada Award for Kidney Health Innovation*

Full Application

INSTRUCTIONS for Online Submission

These instructions provide general information regarding the 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

- Title of Research Project
- Lay Abstract Title
- Select a Theme Classification
Basic/Biomedical
Clinical Research
Other (if other is selected, please indicate):
- Correspondence Language
English
French
- Please provide three (3) key words to describe the work
- What discipline are you applying from? (example: biomedical science, nephrology, engineering, physics)
- The grantee and grantee institution understand the terms and conditions described in the Intellectual Property Rights and Patents, Commercialization and Virtuous Circle section. Please review section 4.5 of the policies.

SECTION 2 - Download Templates & Instructions

Applicants can download the following templates and upload the templates/documents in **Section 17 - Application Documents**.

[Instructions - Full Application 2026](#)

[Directives - Demande détaillée 2026](#)

[Grant Policies 2026](#)

[Subvention de recherche - Politiques 2026](#)

[Plain Language Abstract Guidelines](#)
[Lignes directrices - Résumé de communication en langage clair](#)
[Research Summary Guidelines](#)
[Lignes directrices - Résumé de recherche](#)
[Virtuous Circle Agreement - Template](#)
[Modèle de l'accord « Cercle vertueux »](#)

Research Proposal Instructions (10 pages)

*You can upload the Research Proposal in **Section 17** by clicking the “Attach Files” button.*

Applicants should attach a clear, concise description of their research proposal, **NOT to exceed ten (10) pages**, which includes the following:

- 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.
- The only acceptable font is Times New Roman and Times and the character size measured in points must be no smaller than 12 pt; six lines per inch, single-spaced with no condensed type or spacing.
- A minimum margin of 2 cm (3/4 inch) around the page is mandatory.
- Include the name of the Nominated Principal Applicant and primary location of the institution at the top of the document.
- All uploaded files must be in either PDF or Microsoft Word format.

NOTE: Any pages exceeding the proposal’s 10-page limit, will be removed from the application prior to peer review.

- 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 Foundation’s expert review panel requires strong evidence of the applicant's prior experience and research related to the current application.

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 Kidney Foundation of Canada.

- Overview and Significance
Please include your hypothesis and research question. Objectives must be clearly stated, attainable and they must indicate originality of research questions and relevance to The Kidney Foundation of Canada.
- Background Information
Background information must be included in the proposal and be organized, concise and relevant to subject matter. Literature review must be succinct, current and include references.
- Preliminary Data
Please summarize any pertinent preliminary data
- Research Plan and Specific Aims
Research objectives should be divided into clearly stated aims which include details on experimental design and methodology.
- Anticipated Results and Alternative Strategies
- Expertise, Experience and Resources:
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 a CV.
- Timeline and milestones
Include a proposed timeline including yearly milestones. Please note that milestones will be evaluated in yearly reporting.

CV Form

You can upload the CVs in **Section 17** by clicking the “Attach Files” button.

- CV for (Nominated)Principal Applicant (required)
(Nominated) Principal Applicant(s) must upload their CV to ProposalCentral. The KFOC accepts the CIHR Project BioSketch CV or the Tri-agency 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, Tri-agency CV or eligible international equivalent.

If Co-applicants are lived experience partners, they may submit a simple CV. In this case, they should also include a letter which details their reason for involvement.

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.

Note: To upload documents (e.g. CVs, Collaboration Letters etc.) go to Section 17 - Application Documents

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 submit even if they currently hold another Kidney Foundation of Canada research grant**

SECTION 4 – EDI Survey

SECTION 5 - Enable Other Users to Access this Proposal

This section allows you to give other users access to your grant application.

SECTION 6 - Institution Paid & Contacts

Please list the Institution that will administer the funds for your project. Consult the [Institutional Eligibility Requirements](#) in the [KFOC policies](#) for more information. The Nominated Principal Applicant's institution is pre-loaded as Lead Institution. To change, click Change Institution button and search from the database of registered institutions on ProposalCentral.

SECTION 7- Scientific, Methodological or Budgetary Overlap

Please read section 4.20 of the policies to understand the rules.

- Is this application part of a larger initiative? Yes/No
- If required, is additional support proposed confirmed? Yes/No
If yes, Additional Support must be confirmed and proven in the full application.
- Does this project include contributions from industry partners? Yes/No
- If additional support can not be confirmed at the time of full application, this proposal must stand alone within a larger body of work. (i.e. can be completed with meaningful results in the absence of other funding) please confirm. Yes/no
- Please list other sources of funding (confirmed or proposed) as applicable including industry partners (funders, values, timing, etc.)

Proof of Funding

Please provide proof of all other funding. It is the responsibility of the Nominated Principal Applicant to upload the required documents in Section 17 - Application documents.

SECTION 8 - Key Personnel, Collaboration & Support

For more information on the roles of nominated principal applicant, principal applicants, co-applicants, collaborators, knowledge users & lived experience partners, please see the special call Policies.

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 letters. These letters can be uploaded in Section 17 - Application Documents.

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.

SECTION 9 - Relevance

Relevance

Please describe how your proposal aligns to the goals of this Special Call. **1500 characters**

Commercialization Potential

Please describe the potential for this work to be commercialized and the current state of the work in the discovery pathway. **1500 characters**

SECTION 10 - Plain Language Abstract & Research Summary

Plain Language Abstract

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. For instructions, please see [Lay Summary Guidelines](#). **3500-4500 characters**

Research Summary

The applicant should summarize the objective(s), hypotheses and research plan. Please see [Research Summary Guidelines](#). **4500 characters**

Small changes to the summaries 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 11 - Commercialization Plan & Knowledge Translation Plan

Commercialization Plan

Include a short description of the commercialization plan. Although not all projects may be immediately preparing for commercialization, the purpose of the inclusion of a commercialization plan in the application is to encourage applicants to consider commercialization and steps to bring research results to the next phase at the outset of their research project.

This plan may include considerations for potential IP, IP protection, a brief assessment of how their work may fit within the current market, market size, or steps that might be taken to begin investigating these options.

Knowledge Translation Plan

Applicants are asked to include a short description of their Knowledge Translation (KT) plan.

Lived Experience Partners

Does the project include Live Experience Partners?

SECTION 12 - Budget Period Detail

Provide estimates for all three years. Amounts must be in Canadian funds.

Personnel Costs

For personnel directly paid from project budget, please fill in the table.

Details of Equipment Requests

You can upload additional pages in **Section 17 - Application Documents**.

SECTION 13 - Budget Overview and Justification

Budget Overview

Budget requirements and stipulations:

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 \$20,000 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.

The maximum request for travel funds **within** a research grant application is \$2,500 CAN per year.

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.**

Employment History (for the past 12 months of personnel to be employed on grant)

For each individual to be directly paid from project budget, list his/her position at the time of application, current salary rate (\$ / annum, excluding benefits) and current source of funding.

Research grants do not provide for salary support of the Nominated Principal Applicant, Principal Applicants and/or Co-Applicants (unless they are a lived-experience partner not being compensated by the research institution, in which case compensation can be included) 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.

SECTION 14 - Ethical Requirement(s), EDI and Sex & Gender

- Ethical acceptability of research involving human subjects
- Animal Care Approval Form
- Human Stem Cell
- Biosafety Certification

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

EDI and Sex & Gender

The Kidney Foundation of Canada expects that all applicants will integrate sex and gender considerations into their research designs when appropriate.

The Kidney Foundation also asks that applicants justify all other aspects of EDI considerations in their application package, including equitable recruitment of participants where applicable. *Are these concepts included in the grant and well justified?*

SECTION 15 - 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. Please note, letters indicating confirmation of acceptance for publication of a paper may be submitted up until four weeks after the application deadline.

SECTION 16 - Letters of Support

List names of individuals providing letters of reference or support that will be submitted directly by the third party. Please note that reference letters may also be uploaded by the nominated principal applicant in the application documents section if preferred.

Required Letters of Support

1. 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 is **REQUIRED**
2. If lived experience partners are named on the application, letters describing their involvement in and support for the work are **REQUIRED**
3. additional letters from collaborators and knowledge users are encouraged but not required

SECTION 17 - 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).
- *CV for (Nominated) Principal Applicant (required)
- CV for Co-Applicant (required if applicable)
- Letters of Collaboration and Support (if applicable)
- Publication Status Letters (if applicable)
- Proof of additional funding (if applicable)
- *Research Proposal – **10 pages** (required)

Electronic signatures are accepted on Signature Pages

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

SECTION 18 - Suggested Referees (Internal Use Only, required)

In order to assure the strongest possible evaluation of this application, you must 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. Please note that these experts may be Canadian or International

If necessary, please indicate the name and e-mail address for reviewers that you do not want to review your application.

SECTION 19 – 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 20 – Signature Page(s)

Please ensure that you have all required signatures (Nominated Principal Applicant, Department or Division Head responsible for research activities).

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.

SECTION 21 – Submit

It is the responsibility of the applicant to ensure that each item be completed or where allowed submitted within the appropriate time. Incomplete applications will not be considered.

CONFIRMATION OF APPLICATION SUBMISSION

By ProposalCentral

NOTE: Please notify the KFOC if you decide to withdraw your application.