



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

### **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, 3, 4, 6 and 7 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, research summary are permitted as long as the project focus is maintained. Changes to the budgetary overlap can be made at the full application stage.

#### **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. Please review section 4.5 of the policies.

## SECTION 2 - Download Templates & Instructions

- Applicants can download the following instructions.

[Instructions - Letter of Intent 2026](#)

[Directives - Lettre d'intention 2026](#)

[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 »](#)

[Applicant Consent Form](#)

[Formulaire de consentement du candidat](#)

**Note : The “Applicant Consent Form” is to be uploaded in SECTION 10**

## 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 “Nominated” Principal applicants may submit even if they currently hold another Kidney Foundation of Canada research grant**

- “Nominated” Principal Applicant’s Information
- If you assumed your first independent research appointment:
  - Early Career (In the last 5 years)
  - Mid Career (5-15 years ago)
  - Late Career (More than 15 years ago)

Please note that if you have extenuating circumstances surrounding your career stage such as leaves of absence, and are unsure how to account for them, please reach out to the Foundation.

## SECTION 4 - Enable Other Users to Access this Proposal

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

## SECTION 5 – 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 6 - Scientific, Methodological or Budgetary Overlap**

Please note this section can be edited at the time of full application.

Please read section 4.20 of policies to understand 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.)

## **SECTION 7 - Key Personnel, Collaboration & Support**

Please include additional Principal Applicant (if applicable), Co-Applicants, Collaborators Knowledge Users & lived experience partners for your project. (For more information on the roles of principal applicants, co-applicants, collaborators, knowledge users & lived experience partners, please see the Research Grant Special Call Policies).

**Note:** In cases that more than one individual will be responsible for the proposed activities, you may denote ONE additional team member as a Principal applicant. The KFOC defines a Principal Applicant as an individual who shares responsibility for the direction of the proposed activities. Please note that KFOC will only interact with a single financial institution.

Principal applicants may submit even if they currently hold another Kidney Foundation of Canada research grant.

## **SECTION 8 - 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 9 - 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 10 – Applicant Consent Form**

A signed Applicant Consent Form is required. A signed consent form is for both the “LOI” and “Full Application” stage.

The form can be downloaded from Section 2 or 10 and must be uploaded in section 10.

### **SECTION 11 – 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 12 – Submit**