Research
Manitoba

2019

PROGRAM GUIDE
for *New Investigator*
Operating Grants

New Investigator Operating Grant Guidelines

Note for all applicants:

An updated Canadian Common CV (i.e., no older than six months), will be required for submission for all applications (including co-applicants). And if you have a student(s) applying with your CCV attached to their application, be aware that <u>both the student's and your CCV</u> must have been updated within six months of your submission for their application to be accepted.

Note for all applicants:

In the pursuit of higher standards of research excellence, there is growing recognition of the importance of integrating gender and sex into health research when appropriate (e.g., when the results of the research can be applied to both males and females), the results of which have the potential to make health research more effective, more ethically sound, and overall more useful. Therefore, the incorporation of gender and sex concepts for research applications as adhered to by the Canadian Institute of Health Research's (CIHR), Social Sciences and Humanities Research Council (SSHRC), and the Natural Sciences and Engineering Research Council of Canada (NSERC), applicants to Research Manitoba New Investigator Operating Grant category will be required to answer the same four questions required by CIHR, SSHRC and NSERC, as part of their application through the Research Manitoba Grants Management System (GMS). Please note that the answers to these questions are **<u>not</u>** in reference to your research team.

The four questions are:

1. Are sex (biological) considerations taken into account in this study? (Y/N);
2. Are gender (socio-cultural) considerations taken into account in this study? (Y/N);
3. *(If the respondent answers "yes" for one or both questions #1 and/or #2)* Please describe how the sex and/or gender considerations will be considered in your research proposal. (maximum of 2,000 characters);
4. *(If the respondent answers "no" for one or both questions #1 and/or #2)* Please explain why sex and/or gender are not applicable in your research proposal. (maximum of 2,000 characters).

> **View a helpful video put out by CIHR here, to help you answer the above questions.**
>
> Also consult the CIHR Sex, Gender and Health Research Guide: A Tool for CIHR Applicants, the CIHR tool "How to integrate sex and gender into research", and the CIHR training modules for assistance on completing the above four questions.

1. Purpose

Grants-in-aid of research are designed to defray the normal direct costs of research including, among others (where applicable), personnel costs, supplies and expendable materials, experimental animals, equipment, computer costs and publication costs. These funds are also intended to help establish independent research programs within Manitoba and achieve the research productivity necessary for obtaining longer term and more substantial funding from national and other external agencies.

2. Eligibility

NEW TIME LIMITS ON ELIGIBILITY

New Investigator Operating Grants

i. ****NEW**** Investigators **must be within the first three years of their initial faculty appointment** at the Assistant Professor (or equivalent) level in North America, as of the application deadline; **Exceptions for Health applications**:

   a. **Clinician scientists** who have held an academic appointment at the Assistant Professor (or equivalent) rank in North America for longer than three years, will be eligible if they are still **within the first three years of the start of their independent research career, as of the application deadline**. The start of an independent research career is defined as the date at which s/he received funding for a research project in which s/he was a principal investigator on a peer-review grant.

ii. ****NEW**** Applicants who are on limited term, or contingency hires must ask their Deans/Department Heads to provide a letter with the application stating that the applicant's term at the institution will be extended to cover the length of the Research Manitoba award term, and that the applicant's department intends to allow the applicant to apply for a tenured position within the department by, or at the end of their term. Please email a pdf. version of this letter to Research Manitoba's helpdesk before the application deadline and we will upload the letter to your application.

iii. Both Applicant and Co-Applicant(s) must meet all eligibility criteria in their category (i.e., Health, NSE, SSH);

iv. New Investigator Operating Grants will be capped at the following maximum amounts and terms for each category:
   Health - $65,000 per year for 2 years
   a. NSE - $25,000 per year for 2 years
   b. SSH - $20,000 per year for 2 years
   c. Up to five awards in each category each year;

      d.   The amount of funds that may be used for equipment is limited to $10,000.00 (for small equipment), over the two years of the grant.

    v.   Each investigator is limited to one (individual or joint) Operating Grant application per competition. Research Manitoba will not accept concurrent applications for a Research Manitoba New Investigator Operating Grant in the Health, Social Sciences & Humanities or Natural Sciences & Engineering categories.

    vi.   Investigators may not hold more than one Research Manitoba New Investigator Operating Grant (as applicant or co-applicant) within their eligibility period;

    vii.   Applicants may hold a Tri-Council award (CIHR, NSERC, SSHRC), and be awarded a Research Manitoba Operating Grant as long as there is no overlap in the use of funds. If an applicant holds funding for the same project used to apply for a Research Manitoba Operating grant, applicants are to clearly state how the funds will be used differently.

    viii.   Applicants are to ensure that they apply to the category that will be able to adequately and accurately assess their application. Research Manitoba adheres to the Government of Canada's criteria on "Selecting the appropriate federal granting agency" guidelines and definitions for health, natural sciences and engineering, and social sciences and humanities applicants. For direction on which Research Manitoba category to apply to, reference the webpage [here](). It is up to the applicant to ensure their application goes to the correct review committee.

3. Funding

The starting date for successful grants is September 2019.

If concurrently applying for funding for the project from a national granting agency, applicants must provide details of the budget requested by the national granting agency. Where the application to Research Manitoba is for a specific part or specific parts of the application to the national agency, the applicant must provide a clear explanation of the breakdown of the budget requested of the national granting agency.

Should the applications for funding be approved by both agencies, Research Manitoba will, subject to availability of funds, consider requests for top-up funds should the approved funding by the national granting agency be less than the amount awarded by Research Manitoba.

Stipends may be paid to research trainees (Master's students); these stipends shall be up to a maximum of $17,850.

Up to 5% of the Operating Grant to a maximum of $2500 may be used for travel related to the investigator's research program. The use of Operating Grant funds for travel in excess of the amounts noted above is NOT permitted without the prior written approval of Research Manitoba.

Research funds are to be spent according to budgets approved during the review and decision process. Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the research project have changed. Grant holders need Research Manitoba approval for such reallocation only if the change involved is 25% or more of the grant's total.

4. Assessment Criteria

Applications are evaluated in a competitive, peer-review process that considers the following criteria:

i. Importance of the research problem and the information sought;
ii. Adequacy of the research design;
iii. Feasibility and promise of the methods proposed;
iv. Novelty or originality of the application;
v. Training experience, productivity, and research competence of the investigator(s);
vi. Suitability of facilities, including the availability of any special resources required;
vii. Appropriateness of the requested budget relative to the work proposed; and
viii. Regarding the questions on gender and sex-based analysis, sufficient justification must be made as either how the sex and/or gender considerations will be considered in your research proposal, or why sex and/or gender are not applicable in your research proposal.

5. Application

i. See the **Checklist** for Operating Grant submission requirements.
ii. For support completing the Research Manitoba GMS Application and CCV see the PI User Guide (in the GMS).
iii. Publication and funding updates are accepted up until the day before the review committee meets. Please email the Manager, Programs with your publication update if your application and CCV have already been submitted.
iv. Letters from major collaborators and/or consultants (who are not co- applicants) should:
   - substantiate their willingness to participate and;
   - describe their role in the proposed research project.
v. Prepare the **PDF attachments** needed for your online application:
   - Your **Budget, and Budget Justification** (see "Budget page" instructions in your GMS application);
   - Your Detailed **Research Proposal which should include a pitfall mitigation plan describing what you will do if your project does not go as planned** (follow instructions on the "Research Proposal" page in your GMS application);

- **Supporting letters** (from collaborators or consultants) that you receive *before* your GMS application is submitted, should be combined into one .pdf for uploading;
- **Supporting letters** (from collaborators or consultants) that you receive *after* your GMS application is submitted may be forwarded in .pdf format to Research Manitoba at helpdesk@researchmb.ca by the supporting letters deadline;
- A **Signature Page**, printed from your GMS application site, signed by all required individuals and then scanned to .pdf format.

PLEASE <u>DO NOT</u> SUBMIT ANY HARD COPY MATERIALS TO RESEARCH MANITOBA

6. Deadlines

Application Deadline   **4:00 P.M. CST, Friday, March 1st, 2019**

Letters of Support Deadline   **4:00 P.M. CST, Friday, March 15th, 2019**

7. Funding Decisions

Funding decisions will be announced by the end of June 2019. All funding decisions are final.

8. Reporting Requirements (see Finance and Administration Guide)

New Investigator Operating Grant Application Checklist

☐ Go to the Research Program Page for New Investigator Operating Grants on the Research Manitoba website. Review this information and download and print all documents posted on this page.

☐ Create a GMS account. See the *GMS User Guide* for assistance.

☐ Complete or update your Canadian Common CV (CCV) – **Research Manitoba version** and attach it to your GMS account (check top of portfolio page). See the *GMS User Guide* for assistance.

☐ Carefully review your eligibility requirements (see the **Program Guidelines** section of your *New Investigator Operating Grants Program Guide*) and ensure that any information pertaining to them is correctly entered into your CCV.

☐ Complete the detailed description of your proposed research project, save it as a pdf. and have it ready to attach to your GMS application (see Details of the Research Proposal, Research Proposal page of your online GMS application).

☐ Complete the Operating Budget and prepare your Budget Detail File (budget justification). Save the Budget Detail file as a pdf. for uploading (see Budget page of your GMS application).

☐ Scan and save any Support letters that you receive before the application deadline to a single pdf., to be uploaded onto the People Involved page of your application.

☐ If you have a Co-Applicant(s), you must ensure that their GMS account email is entered into the Co-Applicant section of the People Involved page

☐ Print your Application, including all attachments, your (PI's) CCV (and your Co-Applicant's CCV, if you have a Co-Applicant). Attach the Signature Page to this hardcopy package (print from the pdf. in your Portfolio page). This copy is for your records and for review by your signatories. **Do not submit this hardcopy to Research Manitoba**.

☐ Arrange for ALL required signatures on the Signature Page of your application. Once all signatures have been received, scan to pdf. and upload the signed Signature Page to your GMS application's Signature page.

☐ Submit your online application before the application deadline of 4:00 PM CST, Friday, March 1st, 2019.

☐ Any Support letters received *after* the application deadline can be emailed to Research Manitoba's helpdesk until the support letter deadline of 4:00 PM CST, Friday, March 15th, 2019.

Co -Applicants Application Checklist

☐ Create a GMS account. See the *GMS User Guide* for assistance.

☐ Submit your CCV to the GMS. See the *GMS User Guide* for assistance and check your entry for any eligibility requirements in the *Program Guide*.

☐ Your CCV must be attached to your GMS account for your PI to be able to submit their application.

2019 - Research Manitoba Investigator Applications

Frequently Asked Questions

Please note, all answers to these FAQs can be found in the:

- Program Guide (available from the Research Manitoba webpage for your program)
- Application Form on the GMS for your program
- GMS User Guide
- Application Checklist

When will I know whether I am receiving an award or grant?

All Operating Grant applicants will be notified as to the status of their application by the end of June 2019. All applicants, whether successful or otherwise, will receive a notification letter through their GMS account.

When and where will awardees be announced?

A list of awardees will be posted to our website after the Research Manitoba Board meets by the end of June 2019. All applicants, successful or otherwise, will receive an email from Research Manitoba stating that they may view a notification letter through their GMS account.

When can I see reviewer comments?

All Operating Grant applicants will be able to see comments from reviewers in their GMS account by the end of June 2019.

How is my eligibility for this grant assessed?

Your eligibility for this grant is assessed by Research Manitoba staff, after your application has been submitted. Ensure that you thoroughly review the eligibility requirements listed in the **Eligibility** section in the **Program Guidelines** part of your *Program Guide*. All aspects of your eligibility need to be shown through your online application. For example, your CCV should correctly show your faculty appointment(s) and dates of appointment. If you have questions about your eligibility, please contact Manager, Programs.

What will the reviewers be looking for in my application?

See *4. Assessment Criteria* in the **Program Guidelines** section of your *Program Guide*.

Already Submitted Common CV to Research Manitoba GMS, do I have to do it again?

As an Applicant and Co-Applicant you will need to update your CCV (Research Manitoba version) to be no older than six months before the application deadline, and re-submit it to attach it to your GMS account. Your portfolio page will indicate the most recent date you attached your CCV to your application.

How do I attach my CCV to my GMS account?

Instructions are provided in the Creating your CCV and attaching it to your GMS Account section of the *GMS User Guide*. Don't forget, the PIN/System Account that you will use for this purpose of Validating (connecting) your CCV to your GMS Account is the e-mail address you use to login to your GMS account (i.e. your GMS system account email).

What are Support letters? Do I submit them online or by email?

Supporting letters are letters from collaborators (not Co-Applicants) or consultants. Letters should substantiate the collaborators or consultant's willingness to participate and describe their role in the proposed research project.

- Any such letters that you receive before you submit your full application can be scanned to one PDF and uploaded to your application from the place provided on the Research Proposal page.
- Any supporting letters that you receive after you submit your application can be emailed to Research Manitoba at helpdesk@researchmb.ca as long as they reach Research Manitoba before the Support Letter Deadline of 4:00 PM CST, Friday March 15th, 2019.

Do we still need our Department Head and Institution signatures in addition to the above letters?

Yes. Please print off the Signature Page from your GMS application, get the required signatures, then scan the page to PDF and upload to the Signature Page.

Are hard copies of the applications required?

No, please do not submit hard copies. All parts of your application are managed through the GMS system.

Where is the University of Manitoba on the list of institutions?

When you create your CCV account, we ask you for the name of the institution with which you are affiliated. To respond, you are directed to a list where the University of Manitoba is listed under 'T' for 'The'.

I can't see or OPEN any of the PDFs attached to the GMS portfolio page.

Check your browser to make sure that your pop-up blocker is disabled.

I still have questions.

Please contact the Research Manitoba Help Desk at helpdesk@researchmb.ca.

(staffed from 8:30 am – 4:30 pm, Monday to Friday)