



Research
Manitoba
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New Investigator Operating Grants Program Guide

**Last updated:
February 13, 2024**

1. Preface

Research Manitoba is a provincial funding agency, which provides funds for research and innovation in health, natural sciences and engineering, and social sciences and humanities in Manitoba. Through funding received from the Province of Manitoba, Research Manitoba facilitates a number of research grants and awards programs.

2. Purpose

The New Investigator Operating Grant program is a peer-reviewed competition designed to help launch the careers of outstanding researchers entering their first academic appointment phase. These grants support Manitoba's early-career researchers (ECRs) to achieve the research productivity and track record necessary for obtaining longer-term, more sustainable funding. This investment is integral to supporting local talent development and a strong Manitoba research ecosystem.

3. Award Amounts and Duration

Award funds are to be used to defray the direct costs of research only.

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
- Natural Sciences and Engineering - \$25,000 per year for 2 years
- Social Sciences and Humanities - \$20,000 per year for 2 years

Applicants will be notified in the GMS of the funding decision before the end of June 2024, and the start date for successful grants is September 1, 2024. All funding decisions are final.

4. Application Deadline

Application Deadline: **Friday, March 1, 2024 (4:00PM CST)**

Letters of Support Deadline: **Friday, March 15, 2024 (4:00PM CST)**

5. Eligibility

All applications must meet the following criteria to be considered for funding, and *both* the applicant and co-applicant(s) must meet all eligibility criteria.

- i. Investigators must be within the first **four years** of their initial faculty appointment at the Assistant Professor (or equivalent) level in North America, as of the application deadline. Applicants with career interruptions for health or family reasons, that have had an approved leave of absence, may extend their eligibility by the length of the leave.

- **Exception for health applicants:** Clinician Scientists who have held an academic appointment at the Assistant Professor (or equivalent) level in North America for longer than four years will be eligible if they are still within the first **four 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 the clinician scientist first applied for funding for a research project in which they were a principal investigator on a peer-reviewed grant.
- ii. Each investigator is limited to **one** (individual or joint) New Investigator 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.
 - iii. Investigators may not hold more than **one** Research Manitoba New Investigator Operating Grant (as applicant or co-applicant) within their eligibility period.
 - iv. Applicants may hold a Tri-Agency research grant (CIHR, NSERC, SSHRC) and be awarded a Research Manitoba New Investigator Operating Grant, provided 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 New Investigator Operating Grant, applicants are to clearly state how the funds will be used differently.

Note: Applicants who are on limited term, or contingency hires must ask their Deans/Department Heads to provide a signed letter 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 copy of this letter to Research Manitoba's [Helpdesk](#) before the application deadline. This letter will be included in the application package provided to reviewers.

6. Multiple Applications and Holding Multiple Awards

If concurrently applying for funding for this research project from a national research funding agency and/or other external research funding organization, applicants must provide details of the budget requested from the other funding organization. Where the application to Research Manitoba is for a specific part or specific parts of the additional application, the applicant must provide a clear explanation of the breakdown of the budget requested from the other funding source.

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 be less than the amount awarded by Research Manitoba.

7. Application Requirements

Applicants are to ensure that they apply to the category (health, natural sciences and engineering, social sciences and humanities) where reviewers will be able to adequately and accurately assess their application. Research Manitoba adheres to the Government of Canada's guidelines on [Selecting the Appropriate Federal Granting Agency](#) for health, natural sciences and engineering, and social sciences and humanities applicants. It is up to the applicant to ensure their application goes to the correct review committee.

Applications for the New Investigator Operating Grant require the following information to be included:

i. **Budget Table and Budget Justification (maximum 2 pages)**

- Stipends may be paid to research trainees (Master's students) up to a maximum of \$20,000. Stipend amounts paid to PhD and/or Postdoctoral Fellows should be in accordance with your home institution's policies.
- Funding for equipment is limited to \$10,000 for small equipment over the two-year term of the grant.
- Up to 5% of the New Investigator Operating Grant, to a maximum of \$2500, may be used for travel related to knowledge mobilization. The use of New Investigator Operating Grant funds for knowledge mobilization travel in excess of this is not permitted without the prior written approval of Research Manitoba

ii. **Abstract (maximum 200 words):** Provide a non-technical summary of your proposal, written in simple, clear, and politically-neutral language suitable for a lay audience. The summary should include:

- A brief background of the research. This should be short and fact-based, providing context for the importance of the project.
- A description of the research methods used in the project.
- The expected outcomes of the research.

In addition, the abstract should indicate how your research ultimately can impact the lives of Manitobans and people around the world.

i. **Need for Funding (maximum 1000 words):** Identify how the requested funds will help move your research to the next level and increase the likelihood of your securing national funding

ii. **Summary of the Proposal (maximum 1500 words):** A summary of the proposal include objectives

iii. **Details of the Research Proposal (Health - maximum 10 pages, includes tables, charts and figures; NSE & SSH – maximum 6 pages, includes tables, charts and figures)** This should include objectives, literature review, experimental approaches, methodology, student training plan and philosophy, and expected outcomes, impact(s) and knowledge mobilization/knowledge translation plans.

- Materials provided in the appendices must be supplementary in nature. The appendices must not be used as a means to provide essential details of methods or study rationale that would normally be included in the Research Project Description. Reviewers will be under no obligation to read more than the first 10 appendix pages.

- vi. **Impact of COVID-19 (maximum 1 page):** To take into account the impact of COVID-19 on the reduced ability to conduct research as of March 2020, an additional one (1) page can be added to the end of your *Research Proposal* outlining how your research program has been affected.
- vii. **Integration of Gender and Sex Based Analysis (if applicable to your research program):** Please explain if/how gender and sex-based analysis have been involved in your research design. Please note this explanation is not in reference to your research team. See [Appendix A](#) for more information on this.
- viii. **Letters of Support:** Include a single PDF of all signed letters of support received by the application deadline. Letters of support can also be sent directly to Research Manitoba's [Helpdesk](#) up to two weeks past the application deadline. Please see the [Application Deadline](#) section above for specific dates.
 - Letters of support should be from collaborators and/or consultants (who are not co- applicants) and should substantiate their willingness to participate in the proposed research project, and describe their role in the proposed research project
- ix. **Previous Reviewer Comments:** If this is a resubmission from a previously unsuccessful application you will be required to upload a PDF of the Primary and Secondary Reviewer comments from your last application.
- x. **Response to Previous Reviewer Comments (optional, maximum 2000 words):** This section provides you the opportunity to respond to the comments of your reviewers and note changes you have made to the current application.
- xi. **Suggested Reviewers:** Suggest the names of three (3) independent experts competent to assess the technical aspects of the proposal. This list can include experts from the academic community and/or non-academic community (i.e., public/private sector). If possible, please include at least one expert from Manitoba. **Suggested external reviewers should not be in a conflict of interest ([Appendix B](#)) with the applicant or any member of the research team.**
- xii. **Signature Page:** Once you have received the required signature(s), please upload the completed form.

Canadian Common CV (CCV): An updated Research Manitoba Canadian Common CV (no older than six months) is required from *both* the applicant and co-applicant(s) for submission. Publication and funding updates are accepted via email up to the day before the review committee meets. Please email the Program Officer with relevant updates after the application deadline.

For support completing the [Research Manitoba GMS Application](#) and [CCV](#) please see the **PI GMS User Guide**.

8. 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
- viii. 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.

9. Reporting, policies and other information

Research Manitoba reserves the right to determine the eligibility of applications, based on the information therein. Research Manitoba also reserves the right to interpret the regulations and policies governing its funding opportunities.

All applicants and grant holders must comply with the regulations set out in the Research Manitoba [Finance and Administration Guide](#).

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.

Grant recipients are to report the outputs and outcomes of their funded research project. Grant recipients will be informed by Research Manitoba when the reports are to be completed.

10. Contact Information

For questions regarding the application and submission process, please contact:

For support with GMS, please contact:

Research Manitoba Helpdesk

helpdesk@researchmb.ca

Monday – Friday – 8:30AM – 4:30PM

Appendix A – Gender and Sex-Based Analysis

The inclusion of sex (biological), gender (socio-cultural) and diversity considerations in research design makes research more ethically sound, rigorous and useful. Although the inclusion of sex, gender and diversity considerations are not applicable to all research fields, Research Manitoba strongly encourages applicants to consider these areas in their research design.

Where these considerations are applicable, applicants to the New Investigator Operating Grant are required to answer four questions related to gender and sex concept for research, similar to those required by the Tri-Agencies. Please note that the answers to these questions are **not** 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).

Here are some helpful resources to help you answer the above questions:

CIHR

[How to integrate sex and gender into research](#)

[CIHR training modules](#) for assistance on completing the above four questions

CIHR [video](#) on Assessing Sex and Gender Integration in Peer Review

NSERC

[Guide for Applicants: Considering equity, diversity and inclusion in your application](#)

Appendix B – Conflict of Interest

A conflict of interest is a conflict between a person's duties and responsibilities with regard to the review process, and that person's private, professional, business or public interests. There may be a real, perceived, or potential conflict of interest when the review committee member, external reviewer, or observer:

- would receive professional or personal benefit resulting from the funding opportunity or application being reviewed; or
- has a direct or indirect financial interest in a funding opportunity or application being reviewed.

A conflict of interest may be deemed to exist or perceived as such when review committee members, external reviewers or observers:

- are a relative or close friend, or have a personal relationship with an applicant;
- are in a position to gain or lose financially/materially from the funding of the application;
- have had long-standing scientific or personal differences with an applicant;
- are closely professionally affiliated with an applicant, as a result of having):
 - been a supervisor or a trainee of an applicant within the last six (6) years;
 - collaborated, published or shared funding with an applicant within the last five (5) years, or have plans to do so in the immediate future (within the next year);
 - or,
 - feel for any reason unable to provide an impartial review of the application.

New Investigator Operating Grant Application Checklist

Please see the **PI GMS User Guide** for additional support on the GMS and the CCV.

- Carefully review the eligibility requirements to ensure you, and co-applicant(s) if applicable, are eligible to apply
- Open a GMS account with Research Manitoba. Both applicants and co-applicants(s) will need GMS account.
- If you have any co-applicant(s), you must ensure that their GMS account email is entered into the co-applicant section of the application form
- Complete the Operating Budget and Budget Detail. Upload the Budget Detail as a PDF to the GMS
- Complete the detailed description of your proposed research project and upload it as a PDF to the GMS
- Combine any Letters of Support that you receive before the application deadline to a single PDF and upload it to the GMS
- Upload Primary and Secondary Reviewer comments from your previous application to the GMS, if applicable
- Arrange for all required signatures on the Signature Page of your application. Once all signatures have been received, upload a PDF copy to the GMS
- Complete or update your Research Manitoba CCV and attach it to your GMS account. Both applicants and co-applicant(s) will need to attach an updated Research Manitoba CCV (no older than six months) to the GMS
- Submit your application on or before **4:00 PM CST, Friday, March 1, 2024**. **Research Manitoba only accepts online applications – hard copy applications will not be accepted.**
- Any Letters of Support received after the application deadline can be emailed to Research Manitoba's [Helpdesk](#) until **4:00 PM CST, Friday, March 15, 2024**.