TVN Funded Grant Programs
Project Team Roles

Project Leader	Where there are multiple principal investigators, the project must select ONE principal investigator to act as Project Leader. All principal investigators will be listed in public communications, but the Project Leader acts as the primary contact with TVN and is responsible for required reporting.
Principal Investigator	A Principal Investigator must hold an academic or research appointment at a TVN network member institution, or other Canadian university, affiliated institution or organization eligible to administer CIHR funds. The Principal Investigator must also be eligible to receive CIHR funding. His/her appointment must be in place by the effective date of funding and must not expire before the end date of funding; must allow the individual to pursue the proposed research project, to engage in independent research activities for the entire duration of the funding, to supervise trainees, and to publish the research results; and must oblige the researcher to conform to institutional regulations concerning the conduct of research, the supervision of trainees, and the employment conditions of staff paid with Tri-council funding.
	A Principal Investigator leads and is responsible for a research project or defined portion of a research project, with primary responsibility for the intellectual direction of the research, and accountability for the reporting and achievement of related deliverables. She/he assumes administrative and financial accountability for the project or his/her component, including applicable reporting. She/he may supervise students, ensures the participation of students in TVN-funded research projects and the TVN Training Program, and assumes a leadership role with respect to collaboration and networking with other Network Investigators and with partners.
	Principal Investigators receive TVN funding and must have the funds sent directly to a research account at his/her institution, and the institution must report directly back to the Network on use of those funds (filing an SOA Form 300 report) each year as part of the NCE reporting requirements. Each Principal Investigator must also report details and costing of in-kind and cash contributions each year.
Host Institution	The Project Leader and any other primary investigators must each hold an academic or research appointment at a Canadian university, affiliated institution or organization eligible to receive and administer CIHR funds. If your institution is not currently CIHR-eligible, you may consult the Institutional Eligibility Requirements to Administer CIHR Funds and discuss with the responsible official at your institution.
	As well as being eligible to receive and administer CIHR funds, the institution must also be willing to execute a Network Agreement with TVN, through which the institution and investigator will become TVN members, and take on all of the associated rights and obligations. It is not necessary for an institution to be a party to the Network Agreement before applying. When an award decision is made, the process to execute a Network Agreement will take place.
	Where a research project has international co-investigators or collaborators, the international counterparts must support the international portions of the project. Funds can only go towards the Canadian portion of the initiative and cannot be transferred to non-Canadian institutions.

Co-Investigator	Co-Investigators cannot receive funds. Co-Investigators may be Canadian or International. Canadians must be employed at a Canadian university or at a Canadian not-for-profit institution or public institution that may or may not have a formal affiliation with a Canadian university. International co-investigators must be employed at a postsecondary institution. A Co-Investigator contributes substantively to aspects of the intellectual direction of a funded research project, and provides a leadership role in aspects of the project and in support of a Principal Investigator with respect to collaboration and networking with other Network Investigators and externally with Network Partners and funders. She/he may, at the discretion of the Principal Investigator, supervise HQP engaged in Network research. Co-investigators do not include most HQP students (undergraduate/masters/doctoral students or candidates) or research associates/assistants. Post-docs/fellows may be co-investigators so long as they meet the other criteria listed above.
Collaborator	An individual whose role in the proposed project is to provide a specific service (e.g., access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, literature searches, access to a patient population, etc.). Collaborators cannot receive funds if they are eligible to apply for and receive funding as investigators. Collaborators may be Canadian or International. International collaborators cannot receive funds.
Knowledge Users	Those likely to be able to use the knowledge generated through the research project in order to make informed decisions about health policies, programs and/or practices. Their level of engagement in the research process may vary in intensity and complexity depending on the nature of the research and their information needs. Knowledge users can be practitioners, policy makers, educators, decision makers, health care administrators, community leaders, or individuals in health charities, patient or advocacy groups, private sector organizations, media outlets, or patients, their families or caregivers. Knowledge users cannot receive funds if they are eligible to apply for and receive funding as investigators.
HQP (Highly Qualified Personnel)	All TVN-funded projects must include HQP trainees who will be <u>directly involved in a meaningful way in the research and/or KT</u> components of the project, and who will also participate in the TVN Training Program. TVN's Training Program has been designed to promote and facilitate interdisciplinary learning and experience for the next generation of HQP by providing opportunities not available within their institutions and/or educational programs. Meaningful involvement in the research components of a TVN-funded project would include such activities such as data collection, data synthesis, report writing, etc., but would exclude tasks that are more related to administration and/or coordination (see "Other Project Roles"). HQP can be part-time or full-time undergraduate/masters/doctoral students, post-docs, residents, fellows or working professionals. HQP cannot be eligible to apply for and receive funding as investigators.
Partner	Partners are organizations that contribute cash and/or in-kind resources to projects, according to terms negotiated by the applicants. There does not to be a formal relationship between TVN and partners in the TVN-funded projects. Not all contributions may be recognized by TVN and used in evaluating funding applications. Please consult your institution's Research Services Unit for more information on eligibility.
Other Project Roles	Other individuals not directly associated with the research can be included as part of a project team, but will not be considered HQP or included in the TVN Training Program. These roles would be limited to non-professional and usually time-consuming activities such as web updates, data entry, scheduling, minute taking, completion and paperwork distribution, etc. These other project team members cannot receive funds if they are eligible to apply for and receive funding as investigators.