

Please read the instructions below before applying for the KT competition.

CFN funding competitions follow the Tri-Council Guidelines. All questions related to partner eligibility, budget considerations (e.g. in-kind eligibility) and HQP follow the Tri-Council Guidelines (http://www.nserc-crsng.gc.ca/NSERC-CRSNG/policies-politiques/index_eng.asp). Applicants should also direct these and similar questions to their host institution's research services office/unit for further assistance.

Please note that all information must be provided in English.

i) Intent to Apply: Information and Instructions

- **DEADLINE: The Intent to Apply must be submitted by Monday January 14, 2019 – 5 pm ET**
- The Intent to Apply will only be considered if it has been properly submitted by the deadline.
- The Intent to Apply will be adjudicated based on five criteria (see KT2019 Guidelines for details).
- Go to Forum, CFN's online application site to complete the Intent to Apply (https://forum.tvn-nce.ca/index.php/Main_Page). See KT2019 Guidelines for details about Forum registration.
- Please note that after submission of the Intent to Apply, no additional Principal Investigators or Co-Investigators may be added to the project.
- See <https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-project-team-roles-2016-07-07.pdf> for definitions of project team role.

ii) Application: Information and Instructions

- Only top-rated projects will be invited to submit a full Application. Project Leaders will be notified of successful IA review by end of January 2019.
- **DEADLINE: The Application must be submitted by Friday, March 15, 2019 – 5 pm ET.**
- Go to Forum, CFN's online application site to complete the Application (https://forum.tvn-nce.ca/index.php/Main_Page).
- Also refer to Appendix A: Application Tips
- The complete Application consists of the following:
 1. Project Team Information (completed Excel document to be uploaded onto Forum)
 2. Application Form (to be completed online)
 3. Partner Letter(s) (PDF document to be uploaded onto Forum)
 4. Principal Investigator CV(s) (CCV to be uploaded onto Forum)
 5. CV(s)/Resume(s) for Other Project Team Member(s) (CCV or PDF document to be uploaded onto Forum)
 6. Budget – for each Principal Investigator (completed Excel document to be uploaded onto Forum)

7. Required Signatures – for each Principal Investigator (PDF document to be uploaded onto Forum)

Document 1: Project Team Information

Submit a single Excel file named **KT2019-##_Surname_TeamList.xlsx**

(Note: Unless otherwise noted, when naming documents, “KT2019-##” refers to the CFN File # you will receive from CFN if your project is selected. The Surname refers to the Project Leader’s surname.)

- Complete using the Project Team template (Excel document) downloadable from Forum.
- Upload the completed Excel document onto Forum.
- DO NOT CHANGE formatting of the template.
- CFN is not a funding agency, and so our definitions of project roles may not be the same as other funding you apply for. **Please take the time to review the Project Team Roles for CFN Funded Grant Programs** to ensure that you use the correct roles for team members (See Appendix A).
- There is no limit on the number of team members each project may have.
- Please note that after submission of the Intent to Apply, no additional Principal Investigators or Co-Investigators may be added to the project.
- If you plan to hire HQP, but do not have the names, use “TBD” in the First Name and Surname fields, but complete the remaining fields regarding role on the project, educational level/year, expected duration and % of time, etc.

Document 2: Application Form

- The application can be completed online using Forum (https://forum.tvn-nce.ca/index.php/Main_Page)

Document 3: Partners’ Letters

Submit a single PDF file named **KT2019-##_Surname_Partners.pdf** (The Surname refers to the Project Leader’s surname).

- Upload the single PDF document onto Forum.
- Please order letters in sequence listed in Section 5 of Application Form
- See Section 5 of Application Form template for details regarding requiring letter format and content

Each letter should be signed by a person at the partner organization with the appropriate authority to authorize the contribution. Each letter should match the details provided in Section 5 of the Application.

Where information differs between the letter and the information provided in the Application, the information in the letter will be considered to be accurate and used for review of the application.

Document 4: Budget

Submit a separate Excel file for EACH PRINCIPAL INVESTIGATOR, each named **KT2019-**

##_Surname_Budget.xlsx (The Surname refers to the Project Leader’s or Principal Investigator’s surname as applicable).

- Complete using the Budget template (Excel document) downloadable from Forum.
- Upload the completed Excel document onto Forum.
- Submit separate budget for each Principal Investigator receiving funds directly from CFN.
- **Please note:** The Excel file contains four (4) worksheets. Refer to the first worksheet for budget instructions.

Document 5: Principal Investigator CVs

Submit a single PDF file named **KT2019-##_Surname_PI_CVs.pdf** (The Surname refers to the Project Leader's or Principal Investigator's surname as applicable).

- Upload the single PDF document onto Forum.
- Single PDF must contain CVs for all Principal Investigators, in the order they appear in the Project Team List spreadsheet (Document 1 above)
- Full Canadian Common CV in the CIHR format (Academic CV Type) -- do not submit the CV online; save as a PDF

Document 6: CVs for remaining project team members

Submit single PDF file named **KT2019-##_Surname_TeamCVs.pdf** (The Surname refers to the Project Leader's surname).

- Upload the single PDF document onto Forum.
- Single file must contain summary CVs (or resumés for non-academic team members) for other team members (i.e. not a Principal Investigator), in the order they appear in the Project Team List spreadsheet (Document 1 above)
- Each summary CV or resumé must be a maximum of 5 pages and should highlight relevant KT, research, education, and work or volunteer related experience.

Document 7: Signatures

Submit a PDF for EACH Principal Investigator named **KT2019-##_Surname_Signatures.pdf** (The Surname refers to the Project Leader's or Principal Investigator's surname as applicable).

- Complete using the Signature template (PDF document) downloadable from Forum.
- Upload signed PDF documents onto Forum for each Principal Investigator.
- Signatures on each form are required from:
 - Principal Investigator
 - Vice-President of Research at host institution of Principal Investigator (or designate)

Appendix A – Application Tips

The tips that follow are based on the questions we most frequently receive from investigators. We strongly suggest that you also refer to the Program Guidelines, Tri-Council Guidelines and speak to your host institution’s research services unit before completing any part of the Application.

Document 1	Project Team Information
Role on Project Team	CFN is not a funding agency, and so our definitions of project roles may not be the same as other funding you apply for. Please take the time to review the Project Team Roles for CFN Funded Competitions to ensure that you use the correct roles for team members.
Institution/Organization employed by or representing on project team	<p>Many researchers and other team members are involved with different organizations, and have different titles at each. For this application, list the organization most closely tied to the individual’s role on the project team. This is the organization that will be shown in any public communications, and in NCE reporting.</p> <p>Principal Investigators should list the organization/institution that will receive and administer funds from CFN.</p>
Sector of Institution/Organization Primary Role that the individual plays relative to improving care of older Canadians living with frailty Discipline that most closely reflects the role cited	<p>As an NCE, CFN is required to report on various statistics concerning participation in our Network.</p> <p>Many team members play multiple roles, or may want to enter a choice not listed. The choices provided in these columns are not intended to be exhaustive, but include those most pertinent to CFN’s activities.</p> <p>Please enter the <u>one</u> choice in each column that most closely aligns with the role the individual will play on the project team.</p>
% Time individual will allocate to project during the life of the project # weeks individual will participate in project	<p>For the purpose of NCE reporting, please list the average percentage time (based on a 40-hour work week) that an individual will spend on the project, during the life of the project.</p> <p>For each CFN fiscal year during the course of the project, please include the estimated number of weeks during which the individual will participate in the project.</p>
“For HQP Only” columns	<p>Training and experience for the next generation of HQP is a key mandate for CFN as an NCE, and HQP participation is an item we must report to the NCE on.</p> <p>However, HQP must be directly involved in a meaningful way in the research and/or KT components of a project.</p> <p>All projects must also include HQP who will participate in the CFN Training Program, in varying degrees based on the length and depth of their project involvement.</p>
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 CFN and is responsible for all CFN reporting requirements.
Principal Investigator	A Principal Investigator is an investigator that will be receiving KT or research funds directly from CFN. A Principal Investigator must hold an academic or research appointment at a CFN 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

	<p>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.</p> <p>A Principal Investigator leads and is responsible for a KT or research project or defined portion of a KT or research project, with primary responsibility for the intellectual direction of the KT or 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 CFN reporting. She/he may supervise students, ensures the participation of students in CFN-funded KT or research projects and the CFN Training Program, and assumes a leadership role with respect to collaboration and networking with other Network Investigators and with partners.</p> <p>Principal Investigators receive CFN 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.</p>
<p>Host Institution</p>	<p>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.</p> <p>As well as being eligible to receive and administer CIHR funds, the institution must also be willing to execute a Network Agreement with CFN, through which the institution and investigator will become CFN 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.</p> <p>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.</p>



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