

# Springboard Grants Program – Early Career Researcher Competition

## Application Instructions



Canadian  
Frailty  
Network

Réseau canadien  
des soins aux  
personnes fragilisées

- Please read the instructions below, and the Program Guidelines before applying.
- The application process requires submission of a Letter of Intent (LOI) prior to submitting a Full Application.
- All information in the LOI and Full Application must be provided in English.
- The online Full Application will be available after the LOI Deadline.

### STEP 1: Letter of Intent (LOI): Information and Instructions

- **DEADLINE:** The LOI must first be completed & submitted online by May 16, 2022 4 pm ET. A PDF of the LOI is provided for informational purposes only on CFN's website .
- LOI can be found at <https://forum.cfn-nce.ca/index.php/Special:Report?report=EarlyCareerIntent>
- For those who do not already have an online Forum account, register for one here: <https://forum.cfn-nce.ca/index.php/Special:Register>
- **You will receive a CFN File # after the LOI deadline to be used when submitting the Full Application. If you have submitted an LOI and do not receive a CFN File # please contact CFN ([research@cfn-nce.ca](mailto:research@cfn-nce.ca)).**
- Only applicants that have submitted an LOI are eligible to submit a Full Application.
- The LOI is for administrative purposes only and will not be adjudicated. Information in the LOI will be used to determine conflicts of interest when assigning reviewers.
- The title of the proposal, Project Leader, other Principal Investigators and Co-Investigators cannot be changed, and new team members cannot be added once LOI has been submitted. Visit CFN's website for project team role definitions <https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-project-team-roles-2016-07-07.pdf>.

### STEP 2: Online Full Application: Information and Instructions

- **DEADLINE:** The Full Application must be completed online by July 18, 2022 4 pm ET.
- The Full Application can be found at [https://forum.tvn-nce.ca/index.php/Main\\_Page](https://forum.tvn-nce.ca/index.php/Main_Page) after the LOI deadline.
- The complete application package consists of the following:
  1. Project Team Information (completed Excel document to be uploaded)
  2. Application Form (to be completed online)
  3. Partner List/Partner Letter(s) of Support (PDF to be uploaded)
  4. Budget – for each Principal Investigator (Excel document to be uploaded)
  5. Principal and Co-Investigators' CIHR biosketch CVs (PDF to be uploaded)
  6. CV(s) of other project team member(s) (PDF to be uploaded)
  7. Required Signatures – for each Principal Investigator (PDF to be uploaded)
  8. Proof of study submission to Research Ethics Board (REB; PDF to be uploaded) – We require all applicants demonstrate that they have submitted their study for REB approval. For

applicants whose REB will not review studies prior to funding approval, please provide a letter from your REB stating that reviews will only take place after funding is confirmed.

### **Document 1: Project Team Information**

Submit a single Excel file named **ECR2022-##\_Surname\_TeamList.xlsx**

(Note: Unless otherwise noted, when naming documents, “ECR2022-##” refers to the CFN File # you will receive from CFN after submission of the LOI. 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 to Forum.
- DO NOT CHANGE formatting of the template.
- CFN is not a typical funding agency, and so our definitions of project roles may differ from other funding agencies. Visit CFN’s website for project team role definitions <https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-project-team-roles-2016-07-07.pdf>.
- There is no limit on the number of team members each project may have.
- Please note that after submission of the LOI, no additional Principal Investigators or Co-Investigators can 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 Form must be completed online in Forum ([https://forum.tvn-nce.ca/index.php/Main\\_Page](https://forum.tvn-nce.ca/index.php/Main_Page))
- To help you prepare your application in advance, a Sample Application Form PDF will be available on the CFN website within 2 to 3 weeks of competition launch.

### **Document 3: Partners’ Letters**

Submit a single PDF file named **ECR2022-##\_Surname\_Partners.pdf** (The Surname refers to the Project Leader’s surname).

- In a single PDF document please provide letters of support for each partner, collaborator etc. Upload the single PDF document to Forum.
- Make sure that each letter of funding support is on the organization’s letterhead, detailing the partnership and specifically listing in an itemized fashion their cash and/or in-kind contribution(s) and the total partner funding amount. The letter should also specifically include reference to CFN, the proposed study, and any conditions placed on funding. Each letter should be signed by a person at the partner organization with the appropriate authority to authorize the contribution.
- Please order partner letters in sequence as listed in Application Form. Each letter should match the details provided in the Application Form. Where information differs between the letter and the information provided in the Application Form, the information in the letter will be considered to be accurate and used for review.
- Individuals from the partner organizations that will be participating as project team members must also be listed in the submitted Project Team Information document.
- All financial information provided in Application Form must also appear in the submitted Excel budget document (Document 4).
- Where an investigator has a “financial interest” (as defined by NCE Conflict of Interest Guidelines) in a partner, the potential conflict of interest should be declared in the table. This does not preclude the

partnership in any way, but provides transparency during the review process. Please see CFN Conflict of Interest Policy and Guidelines for additional guidance <https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-conflict-of-interest-guidelines.pdf>.

- CFN competitions follow the Tri-Council Guidelines. Please consult [http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Politiques-Politiques/orgpartners-orgpartenaires\\_eng.asp](http://www.nserc-crsng.gc.ca/NSERC-CRSNG/Politiques-Politiques/orgpartners-orgpartenaires_eng.asp) for all questions related to partner eligibility, budget considerations (e.g. in-kind eligibility), etc. Applicants should also direct these and similar questions to their host institutions' research services office/unit for further assistance.

#### **Document 4: Budget**

Please download the template Excel budget document. If there are more than one Principal Investigators receiving funds, please upload a single ZIP file containing all completed Excel budget documents.

**Update: For AGE-WELL/CFN co-funding stream only** - AGE-WELL and CFN will separately administer \$25,000 each for the AGE-WELL-CFN ECR Award. Applicants are asked to minimally submit two \$25,000 budget excel documents.

- Name the file **ECR2022-##\_Surname\_Budget**. (The Surname refers to the Project Leader's surname).
- Complete using the Budget template (Excel document) downloadable from Forum.
- For budget purposes use April 1, 2022 as the fiscal start date.
- All Principal Investigators receiving funds directly from CFN must submit an Excel budget document.
- For instructions on how to create a zip file please visit <http://www.wikihow.com/Make-a-Zip-File>
- **Please note:** The Excel file contains four (4) worksheets. Refer to the first worksheet for budget instructions.

#### **Document 5: Principal & Co-Investigator Biosketch CVs**

Submit a single PDF file named **ECR2022-##\_Surname\_PI\_CVs.pdf** (The Surname refers to the Project Leader's or Principal Investigator's surname as applicable).

- Upload the single PDF document to Forum.
- Single PDF must contain all Biosketch Canadian Common CVs for all Principal & Co-Investigators, in the order they appear in the Project Team List spreadsheet (see Document 1 above)

#### **Document 6: CV(s)/Resume(s) for Other Project Team Member(s)**

Submit single PDF file named **ECR2022-##\_Surname\_TeamCVs.pdf** (The Surname refers to the Project Leader's surname).

- Upload the single PDF document to Forum.
- Single file must contain summary CVs (or resumés for non-academic team members) for other team members, in the order they appear in the Project Team List spreadsheet (see Document 1 above)
- Each summary CV or resumé cannot be more than 5 pages and should highlight relevant KT, research, education, and work or volunteer related experience relevant to the proposal.

#### **Document 7: Required Signatures**

Submit a single PDF containing signature documents for each Principal Investigator. Name the PDF document **ECR2022-##\_Surname\_Signatures.pdf**. (The Surname refers to the Project Leader's surname).

- Complete using the Signature template (PDF document) downloadable from Forum.
- Upload onto Forum a single PDF document containing all signed documents 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)

### **Document 8: Proof of Study Submission to Research Ethics Board**

Submit a single PDF containing proof of ethics submission for each investigator. Name the PDF document **ECR2022-##\_Surname\_REB.pdf**. (The Surname refers to the Project Leader's surname).

- Submit separate documents for each investigator (Principal Investigator or Co-Investigator) where approval from a Research Ethics Board is required for any component of the project.
- If ethics submission is not permitted prior to funding approval or final funder review, please provide a letter from your REB stating that reviews will only take place after funding is confirmed.

## 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, and the Tri-Council Guidelines, and speak to your host institution’s research services unit before completing any part of the complete application package.

Role on Project Team	CFN is not a typical funding organization, and so our definitions of project roles may differ from other funding agencies. 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. <a href="https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-project-team-roles-2016-07-07.pdf">https://www.cfn-nce.ca/wp-content/uploads/2018/09/cfn-project-team-roles-2016-07-07.pdf</a>
Institution/Organization employed by or representing on project team	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.  Principal Investigators should list the organization/institution that will receive and administer funds from CFN.
Sector of Institution/Organization  Primary Role that the individual plays relative to improving care of older Canadians living with frailty  Discipline which most closely reflects the role cited	As an NCE, CFN is required to report on various statistics concerning participation in our Network.  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.  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.
% Time individual will allocate to project during the life of the project  # weeks individual will participate in project	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.  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.
“For HQP Only” columns	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.  However, HQP must be directly involved in a meaningful way in the research and/or KT components of a project.  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.



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