

GRANT DEVELOPMENT TIMELINE AND GUIDELINES FOR REACH SUPPORT

PURPOSE

The purpose of this document is to provide guidelines and resources for research teams preparing submissions for funding from CIHR. The guidelines are meant to help research teams in preparing their submission; however they also set out guidelines for receiving staff support from REACH.



TYPES OF SERVICES PROVIDED TO SUPPORT GRANT SUBMISSIONS

Coordination (C) – This refers to having a REACH Staff member coordinate the complete grant submission process, including administrative and technical processes. This may involve coordinating the establishment of the research team, coordinating team meetings, coordinating and/or actually researching and writing the submission, coordinating the review and finalization of the submission, collating and inputting the necessary documentation for ResearchNet.

Administrative (A) – This refers to assistance with completing administrative details associated with the grant submission process. This may include organizing the completion of signature pages with appropriate signatures, organizing the completion and assembly of Common and Knowledge User CVs for research team, helping to compile collaborator letters of support from collaborators and supporters, and assisting with the on-line ResearchNet process.

Writing (W) – This refers to assistance with writing sections or components of the submission. This may include writing the full detailed project description or particular sections or sub-sections within. Support can be provided for writing the background and rationale (i.e. focused literature review), the brief description and/or lay abstract, or any section or sub-section of the grant submission.

Review (R) – This refers to assistance in reviewing draft versions of the grant submission. It may involve review by a certain or limited number of REACH staff, but could also involve the coordination of an internal open review panel.

Advisory (V) – This refers to assistance and advice with regards to developing the components of the project submission. This may include, but is not limited to, identifying project collaborators and/or partners, developing clear project goals and objectives, identifying arguments for the project background and rationale, recommending and/or searching for supportive literature, advising on the project methodology and approach, advising on an outline for the structure of the submission, and identifying eligible budget items and justifications.

GENERAL RECOMMENDATIONS

- ✓ Get started AT LEAST 3 months ahead of time
- ✓ Start with a 1 page summary of your project – which is required for most CIHR submissions – to clarify and communicate the goals and objectives
- ✓ Start inviting other team members early and finalize your team AT LEAST 1 month prior to the deadline to avoid last minute complications with CVs and signatures
- ✓ Create a workflow within in your team for reviewing documents – this will help with version control
- ✓ Have a draft of the detailed project submission ready AT LEAST 3 weeks ahead of time to allow for internal refinement and revisions by your team and time for external review
- ✓ Don't leave the required attachments, appendices and budget to the last minute, work on them at the same time as you are developing the proposal
- ✓ Identify a team member or key person who will be responsible for compiling all of the documents for the submission and ensuring that everything is formatted consistently and according to CIHR guidelines.

REQUIREMENTS FOR REACH SUPPORT

BEFORE the Submission is completed

- ✓ A draft 1-page summary and/or REACH *Concept Sheet* MUST be submitted to REACH along with a completed *Request for Support* form at least **3 months** prior to the submission deadline
- ✓ The Nominated Principal Applicant MUST complete the *Project Partners Details Table* and submit it to the appointed REACH staff support person with details of the core team of principal investigators, at the very least (i.e. if not all team members, if the full team is established)
- ✓ A final draft MUST be submitted to REACH for review **1 week** prior to the deadline, this includes the detailed project description and budget justification
- ✓ While it is recommended that the research team be finalized at least one month ahead of time, we REQUIRE that the team of investigators (i.e. those who must provide CVs and signatures) MUST be finalized **2 weeks** prior to the deadline (if Coordination and/or Administrative Support is being provided by REACH staff)

AFTER the Submission has been completed

- ✓ The final Project Partner Detail Table MUST be provided
- ✓ The final Lay Abstract MUST be provided
- ✓ The total budget for each year of the project MUST be provided
- ✓ The results of the submission MUST be communicated to the staff person who supported the submission, including the funding decision and the rank and score



TIMING	MILESTONES	COMMENTS	REACH TOOLS*
12 to 13 Weeks	Decision to submit	A minimum of 3 months is recommended for a submission	CIHR Submission Grant Assistant
	Establishment of the Core Team	At 3 months the core team of principal investigators should be established to set up a timeline and structure for completing the submission.	Project Role Definitions
			Staff Support (C,A,V)
Draft project summary	It is recommended that a 1-page summary of the project be drafted at 3 months – this is required for the submission to Research Net, but can also be used to help communicate about the project to the build broader research team, invite other investigators and collaborators, and formalize the goals and objectives of the project for the proposal. It can also help in getting the writing of the full proposal started (which should be initiated at this point).	Samples Staff Support (C,W,R)	
10 to 12 Weeks	Identify and Invite additional team members	It is recommended that new team members be identified and engaged early to allow sufficient time to share the objectives of the research, identify and define roles and compile the necessary documents required of the research team. Provide a clear timeline for responding to the invitation.	Sample letters of invitation
			Staff Support (C, A, V)
4 to 5 Weeks	Finalize the team membership	It is recommended that the full team of investigators and collaborators be finalized at 1 month prior to the deadline. Provide a clear timeline for submission of CVs and signatures to be collected.	Project Partner Details Table
			Staff support (C,A)
3 Weeks	Draft proposal	It is recommended that a full draft of the proposal (detailed project description) be completed by the team AT LEAST 3 weeks prior to the submission deadline. This will allow time for internal review by the team and review and feedback from external partners.	Samples
			Staff Support (C,A,W,V)
			External Reviewers

3 Weeks	Draft of attachments	It is also recommended that all required attachments and appendices be prepared in tandem with the proposal. Having them drafted 3 weeks in advance will allow time for review, full cross-reference with the project description document, and proper formatting.	Attachment and Appendix Details List (pending)
			Samples
	Draft budget	It is recommended that a draft of the budget justification be completed by the team AT LEAST 2 weeks prior to the submission deadline – this will allow time for internal revisions and external review	Staff Support
			Samples
2 Weeks	Draft proposal for REACH review	All proposals developed with support from REACH staff MUST be submitted to REACH for review AT LEAST 2 weeks prior to the submission	Staff Support (C,A,W,V)
			Budget Task Sheet (pending)
	Draft budget for REACH review	All proposals developed with support from REACH staff MUST be submit the budget justification to REACH for review AT LEAST 2 weeks prior to the submission	External Review
			REACH Review
1 Week	CVs and attachments	All CVs and attachments should be collected by 1 week prior to the submission to allow for last minute formatting and time for uploading. Note that assistance can be provided to those who do not already have a CIHR Common CV, however priority will be given to supporting community partners (i.e. knowledge users).	REACH Review
			Detailed Common CV Instructions
	Letters of support, collaboration, budget support	All letters to accompany the submission should be received 1 week prior to the deadline	Staff Support (C,A,W,V)
			Worksheet for Knowledge User CV attachments
			Staff Support for Uploading the Submission

*REACH Tools can be requested at any time from the KTE and Grants Manager mkratzmann@centreforreach.ca