



# Children's Hospital Research Institute of Manitoba

## Grants & Awards Guide

2017

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## PART I: GENERAL INFORMATION

### 1. How to use this Guide

This Grants and Awards Guide (herein called the Guide) provides an overview of the Children's Hospital Research Institute of Manitoba Grants and Awards competitions as well as a summary of available matching funding for successful University of Manitoba (U of M), Research Manitoba, and Canadian Child Health Clinical Scientist Program (CCHCSP) applications. It outlines the competition timeline, requirements, review criteria and the competition process. In Part I, general requirements for funding are described and the timeline of each competition is provided. In Part II, the separate competitions are described in detail.

This Guide should be read in conjunction with the Grants and Awards Policy (Policy Manual 5.3) describing the operations and responsibilities regarding Grants and Awards. The Grants and Awards Policy, Guide and supporting templates and forms are available at [www.chrim.ca](http://www.chrim.ca). In addition to our requirements, U of M, Research Manitoba and CCHCSP applicants should follow the competition requirements of the applicable granting agency.

Applicants must carefully read this Guide. The Institute will strictly follow the guidelines provided.

### 2. Background

The mission of the Children's Hospital Research Institute of Manitoba (CHRIM, "the Institute") is to improve the health of infants, children, and youth, and to enhance maternal and societal health by creating an environment that attracts and retains the best scientists and clinicians in research. Improvement of child health through research is attained through the development and application of treatments and cures. Through the support of the donor community, as represented by the Children's Hospital Foundation of Manitoba (CHF, "the Foundation"), the Institute fulfills its role of promoting excellence in research by providing funding and essential services to support child health researchers who are dedicated to the cause of child health through an annually renewable CHRIM Membership. The Institute provides space and equipment to conduct research as well as funding and support for all levels of research and research training.

Members of the Institute and their trainees are eligible to apply for Grants and Awards competitions funded by the Institute and its partners.

For inquiries regarding funding opportunities as described in this Guide, contact the Administrative Office at [grantsadministrator@chrim.ca](mailto:grantsadministrator@chrim.ca).

### 3. Requirements for all Grants and Awards Funding

This section describes the general application requirements for all Grants and Awards competitions, including the U of M BSc (Med and Dent) competition and matching of funding by Research Manitoba and CCHCSP. In addition to these general requirements, PART II of this Guide addresses specific requirements for each competition. Because there are differences in the application requirements for each grant or award program, we require that applicants review all information before filling out an application.



### 3.1 Eligibility

Grant and Award applications and matching requests for Research Manitoba and CCHCSP funding will only be considered from Members of the Institute or from trainees who are directly supervised by an active Member. Members are required to hold a faculty appointment at a Manitoba university and to be involved in child health research. They have successfully applied or have been invited to become a CHRIM Member, and enjoy the benefits of affiliation with the Institute. Membership is renewed on an annual basis. Individuals wishing to apply for Membership should review the membership policy and application process described at [www.chrim.ca](http://www.chrim.ca). Membership must be established before a Grant or Award application or request for matching of funds can be considered.

If a Member or their trainee applying for Grants and Awards is part of a Research Theme within the Institute, a Letter of Support from the Theme Leader must accompany the application to confirm there is no overlap with Theme funding. Applicants should be aware that the CCHCSP and Research Manitoba have other, specific requirements for Letters of Support.

By submitting an application to the Institute, the applicant and their institution agree to and shall comply with all requirements of CHRIM and the CHF, and consent to any and all use and disclosure of information and materials supplied and/or to be supplied for purposes as may be required by CHRIM and/or the CHF. These may include, without limitation: peer review, funding determination, administration, accounting, education, and publicity and marketing purposes.

### 3.2 Budget

Through CHF funding, The Institute is able to dedicate an annual budget to the Grants and Awards competitions. CHRIM is responsible for 100% of the financing of CHRIM Grants and Awards and U of M BSc Studentships, and provides 50% of the funding awarded by Research Manitoba and CCHCSP.

### Summary of Funds Available

Type of Award	Intended for	Funding	Term
<b>CHRIM</b>			
Major Operating Grant	Startup funding for Member research projects	Up to \$40,000	1 year; extension up to 3 years
Small Grants	Funding for specific projects for Members or their trainees	Up to \$5,000. (Clinical residents, up to \$2,500)	1 year, extension up to 2 years
Travel Grants	Travel support of a research trainee	Up to \$1,250 per calendar year	n/a
Undergraduate Summer Studentships and NEAHR Undergraduate Summer Studentships	College or university undergraduate's research during summer months (minimum 12 weeks)	\$6,000	1 year
<b>U of M</b>			
BSc Studentships	2 <sup>nd</sup> and 3 <sup>rd</sup> year medical/dental students' research during summer months	\$5,000	1 year

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Type of Award	Intended for	Funding	Term
<b>PARTNERS/FUNDING</b>			
Postdoctoral Fellowship	Postdoctoral trainees in child health research	See guideline: <a href="http://researchmanitoba.ca">researchmanitoba.ca</a>	2 years, ext. up to 3 years
Clinical Research Fellowships	Undergraduate (medical) degree trainees as clinician-researcher	See guideline: <a href="http://researchmanitoba.ca">researchmanitoba.ca</a>	2 years, ext. up to 3 years
Graduate Studentships	Master's and PhD trainees in child health research	See guideline: <a href="http://researchmanitoba.ca">researchmanitoba.ca</a>	2 years, ext. up to 3 (Master's) or 6 years (PhD)
<b>CCHCSP</b>			
Predocutorial Award	PhD trainees in child health research	\$50,000 annually	Up to 4 years
Postdoctoral	Fellowship in child health research	\$70,000 annually	Up to 3 years
Career Development Award	New clinician scientists in child health research	\$70,000 annually	Up to 4 years

### 3.3 Ethics and Safety

All human, animal and basic science research funded by the Institute must comply with the ethical and safety conduct requirements expressed in the following guidelines:

- [Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans](#);
- [Responsible Conduct of Research](#): a standard from the Tri-Agency Framework;
- [Canadian Biosafety Standards](#): Standards from the Public Health Agency of Canada;
- [Stem Cell Policy Guidelines](#): Guidelines from the Canadian Institutes of Health Research (CIHR);
- [Animal Care in Science](#): Guidelines from the CCAC;
- The [Environmental Health and Safety Office](#) of the University of Manitoba regulates Radiation, Biological and Chemical Safety, as well as Fire Safety, and researchers at CHRIM must comply with these regulations.

The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

### 3.4 Submission of research funding application to other bodies

The Member and their trainee (if applicable) are responsible for submitting their funding application to regulatory bodies that may be involved in the funding process. This includes the Office of Research Services (ORS) at the U of M that authorizes the release of funds to the Department of Budget and Grants, after receiving the appropriate approval letters (e.g., from the applicable Research Ethics Board).

Within one month after the award has been announced, CHRIM and other granting agencies require letters of approval from the following regulatory bodies, as applicable:

- a University Committee on the Use of Human Subjects in Research;
- the Pediatric Research Coordinating Committee or equivalent;
- the Institutional Animal Care Committee;
- a Biosafety Project Approval Certificate;
- other institutional approvals as deemed appropriate by the granting agency.

## 3.5 Appeals

All decisions by the Institute respecting awards are final and binding and not subject to appeal.

## 4. Fund Management

### 4.1 Accounts

Awards will be administered through the home institution of the grantee. When this concerns the U of M, a Funding Application Approval Form (FAAF) has to be filled out after acceptance of the award, to inform the Office of Research Services (ORS) in order for an account to be created for the award. After receiving all required approvals, ORS releases the funds to the Budgets and Grants officer, and once Finance/Organization/Program (FOP) numbers have been assigned to the grants, grantees should ensure alternate signing authority is given and copies of all FOPs are sent to the CHRIM Administrative Office.

Funding support awarded by the Institute will not be released until the applicable pre- or co-requisite conditions, set by the granting agency, have been met (e.g., written acceptance of the award or Letters of Approval from regulatory bodies involved in a study). If the conditions are not met within 1 month from the time of notification of an award, funding may be cancelled at the sole discretion of the CEO and Scientific Director.

Grants and Awards will usually be administered by the U of M Budgets and Grants. Funds awarded in any category are not transferable to another category. Funds are not transferable or to another person or project. Exceptions to this may apply for Operating Grants where the application was submitted by more than one co-principal investigator, and one investigator retires, falls ill or leaves the Institute. The remaining co-investigators will retain the funds to complete the project.

### 4.2 Accounting and Reporting Requirements

All support must be used according to the initial application as approved by CHRIM, Research Manitoba and/or CCHCSP, and should not be otherwise proportioned, allocated, or used for any other purpose. It is the responsibility of the applicant to inform the granting agency of change(s) to any aspect of an application as presented and approved (e.g. any deviation in personnel, budget, or project scope, any revocation or non-renewal of any prior certification, approval, or consent, any additional or discontinuance of co-funding from another source, any required extension of the funding term, etc.), and to propose alternatives and/or corrective actions to the satisfaction of the granting agency.

The grantee is responsible for complying with regulations of the home institution and the requirements of granting agencies regarding eligible expenses, accounting and financial statements.

Reporting requirements are in place for all types of funding; details are outlined in the specific sections of this Guide. It is the grantee's responsibility to be aware of the requirements of other granting agencies involved. Funds may be withheld if reports are not complete or not submitted on time.

At the conclusion of the funding period, recipients of any type of award must promptly submit a one page final report to the Administration Office ([grantsadministrator@chrим.ca](mailto:grantsadministrator@chrим.ca)) detailing the achievements accomplished, challenges encountered, and summary of future plan(s) for the project and funding sources. A reminder will be sent to the grantee by the Administrative Office.

## 4.3 Expenditures

All expenditures must be consistent with policies on eligible expenses and student support of the granting agency and the home institution. 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 require approval from the granting agency for such reallocation only if the change involves 25% or more of the grant's total.

Grants and Awards may be used only for expenses incurred during the term of the award. In particular, please note the following:

- Funds must be used during the time period for which they are awarded. For Operating and Small Grants, if a grantee anticipates not spending the entire amount during the award term, they may apply for an extension in writing (see Section 4.4 below).
- Should the research program under which the grant was awarded be permanently suspended prior to all grant funds being exhausted, remaining funds must be returned to the granting agency no later than 90 days after the award was suspended.
- Funding is awarded for the support of research at the specified institution where the recipient is located. If the grantee moves from one institution to another, the grant is terminated on the last day of the appointment and the remaining funds returned to the granting agency (not including, if applicable, confirmed exceptions through Research Manitoba).
- Equipment purchased with CHRIM funding remains the property of the CHF, which may consider sale to another institution in the event that an investigator moves their research operation and there is no pressing local need for the equipment. CHF/CHRIM staff will negotiate the sale of any equipment to another institution.
- Any commitment incurred by a grantee in excess of the grant funds is not the responsibility of the granting agency and will be billed to the grantee.
- Individuals paid from funds awarded by CHRIM and CCHCSP will receive benefit plans through the U of M; costs of benefit plans for individuals paid from funds of the MCHR may be charged to the appropriate grant.

## 4.4 Leaves of Absence and Extensions

The general policies of the employer relating to ordinary vacation, extended illness, maternity, parental, family or other types of leave of absence shall be applied to holders of a salary award and be utilized in the determination of eligibility for a grant or award. The Head of the Department and the Dean or Director of Research for the College or Faculty are required to notify the Institute of any leave to be taken by an award holder, apart from ordinary vacation leave, in order for adjustments to be made to the dates of tenure of the salary award. The award is held in abeyance for the duration of all leaves taken. The term of the award will be extended by the duration of the leave, to a maximum of two years.

For Operating and Small Grants, the grantee may ask for an extension of the term of the award in writing, submitted to the Administrative Office ([grantsadministrator@chrim.ca](mailto:grantsadministrator@chrim.ca)) one month prior to the end of the original funding term. This request must include justification for funds not spent in the original time allowed, and plans made to complete the research with timelines and deliverables proposed.



## 4.5 Acknowledgement

The Children's Hospital Research Institute of Manitoba (CHRIM) is the research arm of The Children's Hospital Foundation (CHF) of Manitoba Inc. All recipients of funding from the Institute must acknowledge support from both the Institute and the Foundation. Support from the Institute **of any type** (whether monetary or in-kind) must be acknowledged in presentations, publications and media contacts. The acknowledgement should specifically identify the type of support (e.g. personnel award, studentship, operating grant, equipment grant, laboratory facilities), and the Children's Hospital Foundation of Manitoba.

Poster and slide presentations and other materials should include the Institute's logo, available at [www.chrim.ca](http://www.chrim.ca). Publication or presentations of work conducted within the Institute's facilities should acknowledge the Institute's support of the research environment, even when operating funds come from other sources. Publications or presentations involving trainees supported by the Institute must acknowledge that support.

Finally, any publication of research by Members and their trainees, including but not limited to research funded by the Institute, should be sent to the Media & Communications Coordinator at [info@chrim.ca](mailto:info@chrim.ca) upon publishing.



## 5. Timetable

1. CHRIM Competitions	
Date	Milestone
<b>Major Operating Grants</b>	
Wednesday, February 15, 2017, 3:00 PM	Letter of Intent Submission Deadline
Wednesday, March 15, 2017, 3:00 PM	Application Deadline
End of May 2017	Notification and Public Announcement
<b>Spring Submission: Small Grants</b>	
Friday, February 3, 2017, 3:00 PM	Application Deadline
Mid-April 2017	Notification
Mid-May 2017	Public Announcement
<b>Fall Submission: Small Grants</b>	
Friday, October 6, 2017, 3:00 PM	Application Deadline
Mid-November 2017	Notification
Early December 2017	Public Announcement
<b>Travel Grants</b>	
1 <sup>st</sup> business day of every month, 3:00 PM	Application Deadline
Within three weeks of deadline	Notification
<b>Undergraduate Summer Studentships and NEAHR Undergraduate Summer Studentships</b>	
Friday, February 3, 2017, 3:00 PM	Application Deadline
Mid-April 2017	Notification
Mid-May 2017	Public Announcement
2. U of M Competitions	
Confirm deadlines at <a href="http://umanitoba.ca">umanitoba.ca</a>	
Date	Milestone
<b>BSc Studentships Medical and Dental School</b>	
	Application Deadline BSc (Med) Studentship
January, 2017	Notification BSc (Med) Studentship
February, 2017	Application Deadline BSc (Dent) Studentship
By mid-April, 2017	Notification BSc (Dent) Studentship

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Timetable continued...

3. RESEARCH MANITOBA Competitions	
Confirm deadlines at <a href="http://researchmanitoba.ca">researchmanitoba.ca</a>	
Date	Milestone
<b>Graduate Studentship, Postdoctoral Fellowship and Clinical Research Fellowship Awards</b>	
End of January	Competition Deadline
Mid-February	Deadline for Referee Letters and Transcript Submission
By early June	Notification of Results
By mid-June	Announcement of Results of the 2017/18 Competition

4. CCHCSP Competitions	
Date	Milestone
<b>Spring Submissions: Predoctoral, Postdoctoral and Career Development Awards</b>	
Wednesday, February 1, 2017	Deadline for intended applicant to meet with CCHCSP Center Leader and CHRIM CEO and Scientific Director
Wednesday, February 15, 2017	Deadline for issuing of Decision and Support Letter for Application CCHCSP from Center Leader and CHRIM CEO and Scientific Director
Wednesday, March 1, 2017	Deadline for applicant to send application to CCHCSP Center Leader and CHRIM CEO and Scientific Director for review
Wednesday, March 15, 2017	Feedback from internal peer-review from CCHCSP Center Leader and CHRIM CEO and Scientific Director communicated to applicant
<b>Monday April 3, 2017</b>	<b>Application Deadline with CCHCSP</b>
Beginning of July 2016	CCHCSP to inform applicant of the outcome
<b>Fall Submissions: Predoctoral, Postdoctoral and Career Development Awards</b>	
Friday, September 1, 2017	Deadline for intended applicant to meet with CCHCSP Center Leader and CHRIM CEO and Scientific Director
Friday, September 15, 2017	Deadline for issuing of Decision and Support Letter for Application CCHCSP from Center Leader and CHRIM CEO and Scientific Director
Monday, October 2, 2017	Deadline for applicant to send application to CCHCSP Center Leader and CHRIM CEO and Scientific Director for review
Monday, October 16, 2017	Feedback from internal peer-review from CCHCSP Center Leader and CHRIM CEO and Scientific Director communicated to applicant
<b>Wednesday November 1, 2017</b>	<b>Application Deadline with CCHCSP</b>
Early February 2017	CCHCSP to inform applicant of the outcome

## PART II: THE COMPETITIONS

### 6. Operating Grants

This section should be read in conjunction with Sections 1 through 5 of this Guide.

#### 6.1 Purpose

Operating Grants are intended for Member projects that will provide critical seed funding needed for preliminary data capture to enhance opportunities to obtain national peer-reviewed or industrial research support. Occasionally, extra funds become available in the form of endowment funds or other special donations, for a specific use or area of research designated by the donor. Application for these special funds will be administered as a separate category of an Operating Grant. Special funding is announced as it becomes available.

#### 6.2 Requirements

Operating Grants are not intended to provide continuous support for Members. Preference for support will be given to:

- *New Initiatives:* Members (new and established) who are undertaking research in new initiatives that align with the Institute's Child Health Research focus. Applicants in this category may apply to, and receive support from, up to two consecutive Operating Grant competitions, but thereafter must not apply to a third consecutive competition. They are eligible to apply for the fourth competition.
- *Bridge funding:* Members (new and established) who seek short-term support to obtain funding for productive, previously funded research, to enable them to reacquire such funding. For this category, applicants may not apply to and receive funding from two consecutive Operating Grant competitions at any time.

Applicants are required to indicate in their summary whether their research will be based at the Institute's facilities on the 5<sup>th</sup> and 6<sup>th</sup> floors of the John Buhler Research Centre (JBRC), or elsewhere. The Institute has a responsibility to make its facilities sustainable by giving priority to applicants based in the facility.

As part of its New Investigators Mentorship Program, the Institute invites New Investigators (having fewer than 5 years in a Faculty Appointment) to submit their proposal to an internal review committee, six weeks before the submission deadline. If the Investigator intends to apply for both Research Manitoba and CHRIM Operating Grants with different applications, only one application will be reviewed. New Investigators are expected to contact the grants administrator at [grantsadministrator@chrim.ca](mailto:grantsadministrator@chrim.ca) to make arrangements for this review round.

The documents necessary for the review of the project or candidate must be submitted with the application (information submitted in a previous application is not available to the Grants and Awards Committee or reviewers). If the proposal was submitted previously, applicants should discuss how they incorporated past review comments in their current application.

**The Institute requires Members who wish to apply to the Operating Grant competition to submit a Letter of Intent one month prior to the application deadline.** Any application received without a prior submission of a Letter of Intent will not be processed or reviewed. Upon receipt of a Letter of Intent, the Grants and Awards Committee will review and contact the applicant to indicate whether they may submit a full application.

The applicant should make the names of three external reviewers available to the Grants and Awards Committee. Shortly after submission these reviewers will be approached by the Committee to review the application, after which their input will be considered in the internal review round. External reviewers should not have published with the applicant within the past six years nor be currently collaborating with the applicant.



Applications to CHRIM Grants and Awards competitions that are submitted late, incomplete or otherwise not meeting the requirements of the Institute will be returned to the applicant without being processed or reviewed. All applicants should review and check off the appropriate application checklist prior to submitting their application.

## 6.3 Funding

Grants will not exceed \$40,000 in value. Operating Grants are designed to provide support for direct operating costs such as salary for an assistant, supplies, and small equipment items (no more than \$5,000 in total). Operating Grants consist of a single one-year award that may be extended up to a total of three years in duration. A new application for an operating grant will not be entertained during the extension of the current award.

Operating Grant funds may not be used for any of the following:

- support for travel or accommodation unrelated to performance of project (e.g. to conferences);
- support for students, fellows, or other trainees (or any other items covered by another CHRIM competition);
- institution overhead or other surcharges;
- equipment charges (e.g. service contracts);
- support for publication or otherwise dissemination of results;
- membership or other subscription fees or charges;
- computer hardware or software;
- patient charts retrieval or reproduction (if clinical trainee is involved in Project);
- consulting and other professional fees or charges.

Members should make every effort to minimize expenses by using core technologies and resources directly available from the Institute. If this is not possible, the budget justification should explain why these technologies cannot meet the needs of the experimental program. Researchers are encouraged to consider efficiencies through linked projects.

## 6.4 Assessment Criteria

The Grants and Awards Committee will assess all applications that meet the submission requirements. Applications will be reviewed and scored by at least two internal and two external reviewers. Major criteria used for evaluation include:

- compliance with policies and guidelines as stated in Section 3 of this Guide;
- relevance to CHRIM and Child Health Research;
- merits of the project design;
- merits of the project scope of work;
- credentials of the applicant and investigators involved;
- reasonableness of resources and budget;
- future direction and impact;
- funding focus and future funding of the research.

## 6.5 Application Materials

Applications must be completed using the appropriate form and checklist, available as a Word Document on [www.chrim.ca](http://www.chrim.ca). Incomplete applications (e.g. submitted without a completed Checklist) or those that do not meet all CHRIM requirements will not be processed.



The application must be single-spaced (font size minimum 10 points), using Arial. Unless specifically required for a given competition, appendices to an application will be deleted and will not be reviewed. All documents necessary for the evaluation of the project or candidate must be submitted with the application (information submitted in a previous application is not available to the IRC or reviewers).

It is the responsibility of the applicant to provide clear and concise answers to all questions on the form, and to submit the required number of copies and supporting documents.

Applications must be made using the form available on [chrim.ca](http://chrim.ca) and must be accompanied by a copy of the applicant's current CV, using the Canadian Common CV template.

The applicant must clearly detail the exact scope of work to be done for the one-year duration of the project, together with an itemized budget that supports the funds requested. Expense for any chargeable internal resource(s) (e.g. clinical research unit resources) that may be required must be included in the budget. Any regulatory bodies the research was submitted to should be described in the application.

The Letter of Intent should include the following:

- the title and a summary of the proposed project (suitable for a multidisciplinary scientific audience);
- the total amount to be requested from the Institute;
- the name and contact information (full address, e-mail and phone number) of the principal applicant, co-investigator(s) and the head of the principal applicant's academic department;
- the names and full contact information of 3 external reviewers qualified to review the proposal.

Applicants should email **a signed and scanned PDF** of their Letter of Intent to [grantsadministrator@chrim.ca](mailto:grantsadministrator@chrim.ca).

The Application for Operating Grants should include the following:

- a completed Operating Grant Checklist and Application Form with required signatures
- a current CV, using Canadian Common CV CIHR Academic template, of each applicant;
- if applicable, any of the following supporting documents:
  - Letters of Collaboration;
  - Letters of Support; Quotes; and
  - Regulatory Approval Letters.

To submit, applicants must

1. **Print a hard copy** of the complete application, **sign in ink**, and submit along with all attachments in person or by mail to the Administrative Office:  
 Children's Hospital Research Institute of Manitoba Administrative Office  
 ATTN: Grants Administrator  
 Room 513 John Buhler Research Centre 715 McDerмот Avenue  
 Winnipeg, Manitoba R3E 3P4
2. Email a **single PDF** of the complete application, including all attachments, to [grantsadministrator@chrim.ca](mailto:grantsadministrator@chrim.ca).



## 6.6 Deadline and Notification

For CHRIM Grants and Awards competitions, all deadlines must be met by 3:00 PM CST/CDT on the deadline date or the application will not be accepted. Exact deadlines are updated annually and can be found in Section 5 of this Guide.

Following review of the reviewers' rankings and funding decisions, feedback will be provided to all applicants by the Grants and Awards Committee, along with the decision letter. All decisions respecting applications for support are final and binding and not subject to appeal.

Applicants will be notified of the results of the competition before **May 1<sup>st</sup>**. The start date for each award is June in the year of application. Written acknowledgement of the award must be received within 14 days.

## 6.7 Reporting Requirements

Grantees must submit an annual progress report. The report should include accomplishments, challenges encountered, and future plan(s) for the project and funding sources, as well as an overview of the budget spent. Any deviation in personnel, budget, or project scope, any revocation or non-renewal of any prior certification, approval, or consent, any additional or discontinuance of co-funding from another source, any required extension of the funding term, should be mentioned and corrective actions taken should be stated. The deadline for the first annual report is exactly 1 year after the award was granted. The report should be submitted to [grantsadministrator@chrим.ca](mailto:grantsadministrator@chrим.ca).

Concurrent with the submission of the annual report, a **one-page lay summary** should be sent to the Institute's Media & Communications Coordinator at [aalleyne@chrим.ca](mailto:aalleyne@chrим.ca). The summary should address the project's successes and challenges and its meaning to the general public, and be expressed in terms they can understand. This communication is an important part of the Institute's relationship with its stakeholders.

Requests for an extension of the funding period (as outlined in Section 4.4 of this Guide) should be submitted at least 1 month prior to the end date of the funding period, to [grantsadministrator@chrим.ca](mailto:grantsadministrator@chrим.ca).



## 7. Small Grants

This section should be read in conjunction with Section 1 through 5 of this Guide.

### 7.1 Purpose

Members, trainees and research staff may use small grants to support research. If applicable, the supervising Member must sponsor and co-sign the application. Occasionally, extra funds become available in the form of endowment funds or other special donations, for a specific use or area of research designated by the donor. Application for these special funds will be administered as a separate category of a Small Grant. Special funding is announced as it becomes available.

### 7.2 Requirements

The monetary support is available to initiate new research projects that are clearly related to child health. The application must be written by the trainee under the mentorship of the supervising Member, or, if funding is for a Member, by the CHRIM Member him or herself.

Applications to Grants and Awards competitions that are submitted late, incomplete, or that are not directly relevant to child health or otherwise not meeting the Institute's requirements, will be returned to the applicant without being processed or reviewed. The Institute stresses the importance of having all applicants review the appropriate application checklist prior to submitting their applications.

### 7.3 Funding

Small grants are a two-tiered competition; one is available for Members or their staff and trainees (maximum amount \$5,000 in value) and a separate competition is in place for clinical trainees not enrolled in graduate studies, such as pediatric residents, supervised by a Member of the Institute (maximum amount \$2,500 in value). Small grants are awarded for a period of one year. Small grants may be used to fund a short-term research assistant provided they are not a student or trainee.

Small Grant funds cannot be used for any of the following:

- support for travel or accommodation unrelated to performance of Project (e.g. to conferences);
- support for student;
- institution overhead or other surcharges;
- equipment charges (Service contracts);
- support for publication or otherwise dissemination of results;
- membership or other subscription fees or charges;
- computer hardware or software;
- patient charts retrieval or reproduction (if clinical trainee is involved in project);
- consulting and other professional fees or charges;

Members should make every effort to minimize expenses by using core technologies and resources directly funded by the Institute. If this is not possible, the budget justification should explain why these technologies cannot meet the needs of the experimental program. Researchers are encouraged to consider efficiencies through linked projects.



## 7.4 Assessment Criteria

The Grants and Awards Committee will assess all applications that answer to the submission requirements. Applications will be reviewed and scored by the Grants and Awards Committee. Major criteria used for evaluation include:

- compliance with policies and guidelines as stated in Section 3 of this Guide;
- relevance to CHRIM and child health;
- merits of the project design;
- merits of the project scope of work;
- credentials of the investigators;
- reasonableness of resources and budget;
- future direction and impact;
- funding focus and future funding of the research.

## 7.5 Application Materials

Applications must be completed using the appropriate form, available on [chrim.ca](http://chrim.ca). Incomplete applications or those that do not meet all CHRIM requirements will not be processed.

The application must be filled out in PDF form. Appendices to an application not listed in the Checklist are not permitted and will be deleted and will not be reviewed. All documents necessary for the evaluation of the project or candidate must be submitted with the application.

All documents must be submitted with the application (information submitted in a previous application is not available to the Grants and Awards Committee or reviewers). If the proposal was submitted to the Institute previously, applicants should discuss how they incorporated past review comments in their current application.

It is the responsibility of the applicant to provide clear and concise answers to all questions on the form, and to submit the required number of copies and supporting documents.

The application package should contain:

- Small Grants Checklist;
- The completed and signed application form; and
- Any applicable supporting documents as listed on the Checklist.

To submit, applicants must:

1. **Print a hard copy** of the application package (including all attachments), **sign in ink**, and submit in person or by mail) to the Administrative Office:  
 Children's Hospital Research Institute of Manitoba Administrative Office  
 ATTN: Grants Administrator for IRC  
 Room 513 John Buhler Research Centre 715 McDermot Avenue  
 Winnipeg, Manitoba R3E 3P4
2. Email a **single PDF** of the complete application, including all attachments, to [grantsadministrator@chrim.ca](mailto:grantsadministrator@chrim.ca).





## 7.6 Deadline and Notification

Applications must be submitted by 3:00 PM CST/CDT on the deadline date or the application will not be reviewed. Exact deadlines can be found in Section 5 of this Guide.

Following review of the reviewer's rankings and funding decisions, feedback will be provided to all applicants by the Grants and Awards Committee along with the decision letter. All decisions respecting applications for support are final and binding and not subject to appeal.

Applicants will be notified of the results of the competition by April 15. The start date for each award is June in the year of application. Written acknowledgement of the award must be made within 14 days.

## 7.7 Reporting Requirements

After six months, submission of the first progress report is required for awarded Small Grants. Subsequent reports are required every six months until the funding period ends, potential extensions included. The report should describe accomplishments, challenges encountered, and future plan(s) for the project and funding sources, as well as an overview of the budget spent. Deviations in budget or project scope, any revocation or non-renewal of any prior certification, approval, or consent in the research project, any additional or discontinuance of co-funding from another source, any required extension of the funding term, should be mentioned and corrective actions taken should be stated.

Part of this report is a quarter page lay summary that should be attached and sent to the Children's Hospital Foundation and CHRIM's Media & Communications Coordinator. The summary should address the project's successes and challenges and its meaning to the general public, and expressed in terms they can understand.

Requests for extension of the funding period should be submitted at least 1 month prior to the end date of the funding period. The deadline for the first progress report is exactly 6 months after the award was granted. The report must be submitted to [grantsadministrator@chrим.ca](mailto:grantsadministrator@chrим.ca).



## 8. Travel Grants

This section should be read in conjunction with section 1 through 5 of this Guide.

### 8.1 Purpose

The Travel Grant is intended for travel support of research trainees of CHRIM Members, specifically: graduate students (Masters or PhD program), post-doctoral fellows, and post-graduate medical trainees (residents from any department), who are primarily supervised by a Member of the Institute and will present their research related to child health at a conference or symposium. Members, undergraduate students, research assistants, research associates and technicians are not eligible.

### 8.2 Requirements

All applications can be made to the travel grant committee at the time of abstract submission, at least one full review cycle prior to departure. For example, if departure is February 15<sup>th</sup>, applications must be submitted January 1<sup>st</sup> and NOT February 1<sup>st</sup>.

The Travel Grant will be awarded only when a trainee can provide confirmation of an oral talk or poster presentation at the conference or symposium they will attend. Applications to Grants and Awards competitions which are submitted late, incomplete, or otherwise not meeting the Institute's requirements, will be returned to the applicant without being processed or reviewed. CHRIM requires all applicants to review and complete the appropriate application checklist prior to submitting their application.

Priority will be given to applicants who do not have other sources of funding for travel. Applicants and their supervisors must indicate other sources of travel funding on the application. The applicant may not claim expenses for income tax purposes if those expenses are paid by the Institute. Receipts will not be returned. If it is necessary to split expenses with another organization, the applicant must discuss this in advance by contacting the Grants Administrator.

### 8.3 Funding

Members may receive one \$1,250 award per calendar year to use for one trainee whom they primarily supervise. The award is granted prior to travel, and expenses are claimed afterwards by submitting original receipts with a travel expense claim form.

Expenses which qualify for reimbursement include:

- return economy airfare;
- flight cancellation insurance;
- hotel accommodation;
- abstract review fee;
- meeting registration fee;
- meals (if not included in meeting registration), to a maximum of \$40 per day (with original receipts); and
- ground transportation, to a maximum of \$100 per meeting.

The Institute reserves the right to review individual expenses and adjust claims if deemed excessive. Applicants are strongly encouraged to minimize expenses by utilizing advance fares, and sharing accommodations and ground transportation. Original receipts must be provided. No per diems for meals will be given.



Expenses which will **not** be reimbursed include:

- alcoholic beverages;
- items identified as mini-bar expenses;
- telephone or FAX charges;
- personal items, gifts and entertainment;
- companion's expenses.

## 8.4 Assessment Criteria

The Travel Grant Committee reviews and arbitrates on all Travel Grant applications, taking into consideration the requirements in this section of the Grants and Awards Guide, as well as the general Sections 1 through 5.

## 8.5 Application Materials

The application must be completed on the appropriate form, available through [chrim.ca](http://chrim.ca).

It is the responsibility of the applicant to provide clear and concise answers to all questions on the form, and to submit the required supporting documents.

A complete application consists of:

- the Travel Grant Checklist and Application form including the CHRIM Member/Supervisor's signature;
- a brief paragraph (included in the application) explicitly outlining the relevance of research to child health and outlining how this conference will enhance the trainee's professional development.
- the meeting abstract; and
- the letter of acceptance for poster or oral presentation

Applicants should email an electronic version (**PDF only**) of the complete application, including all attachments, to [grantsadministrator@chrim.ca](mailto:grantsadministrator@chrim.ca). **Signature pages must be signed and scanned.**

## 8.6 Deadline and Notification

Applications, including attachments, must be submitted by 3:00 PM CST on the deadline date or the application will not be reviewed. Applications are due the first of every month and at least one full review cycle prior to departure date. If necessary to meet CHRIM submission deadlines, applications may be made prior to conference acceptance, however, any subsequent award will be conditional upon proof of acceptance prior to date of travel.

If there is difficulty in meeting the deadline, the applicant should contact [grantsadministrator@chrim.ca](mailto:grantsadministrator@chrim.ca).

Following review, feedback will be provided to all applicants by the Chair of the Travel Grant Committee, along with the decision letter. All decisions respecting applications for support are final and binding and not subject to appeal. Applicants will be notified of the results within 1 month after submission.



## **9. Undergraduate Summer Studentships and NEAHR Undergraduate Summer Studentships**

This section should be read in conjunction with Section 1 through 5 of this Guide.

### **9.1 Purpose**

Funding is available for undergraduate university or college students conducting research in Manitoba, supervised by a CHRIM member. Summer Studentship Awards are designed to provide exposure to career opportunities in child health research early in post-secondary education.

### **9.2 Requirements**

At the time of application, the applicant must be a student enrolled in a program at a postsecondary educational institution or have graduated from an undergraduate program within the last 6 months. Applicants with prior degree(s) or diploma(s) will be considered if they are enrolled in another undergraduate program at the time of application.

It is the responsibility of the student to find a supervising CHRIM Member. Students are encouraged to start their search no later than six months before the application deadline, to allow adequate time to meet potential supervisors and discuss projects. A partial list of supervisors is available at [chrим.ca](http://chrим.ca). Supervisors are encouraged to identify distinct child health related projects for the student, with clear and attainable research training objectives for the supported timeframe.

Members should give careful consideration to submissions that are to be supported with small grant or operating grant applications (Sections 6 and 7) submitted in the same season. Funding for the research to be conducted should be secured when applying for a Studentship Award. In the interest of the student, the Institute reserves the right to refuse studentship funding if evidence of adequate resources to conduct the research cannot be provided.

For Aboriginal students, funding is available for two successful Undergraduate Summer Studentship applications. If no students of self-identified Aboriginal background apply, the Institute's Resource Manager will approach the Network Environment for Aboriginal Health Research (NEAHR), a program that seeks to expand the pool of Indigenous health researchers and contribute to the development of a sustainable and collaborative research environment for First Nations, Metis and Inuit communities in Manitoba. The Institute will partner fund successful 15-week Summer Research Internship in Aboriginal Health applications, provided that the supervisor of the applicant is a Member of the Institute. If no Aboriginal studentships can be funded, the funds will be used to award general Undergraduate Summer Studentships.

The applicant should request for university transcripts to be directly sent to the Institute by the providing office. Two Letters of Reference, unopened, should be directly sent to the Institute as well. The applicant is responsible for following up with the Administrative Office whether the documentation has been timely received. Other Letters of Support are required, at a minimum, from the supervising Member as well as the Leader of the Research Theme, if applicable.

### **9.3 Funding**

The current stipend for each award is \$6,000, for a minimum of 12 weeks of summer employment. Due to the popularity of this program, the Institute recommends that supervisors nominating more than one student per competition rank their candidates.



## 9.4 Assessment Criteria

The Grants and Awards Committee will assess all applications that answer to the submission requirements. The chief criteria used by the Committee for these awards are:

- academic achievement;
- interest and enthusiasm for child health research;
- the quality of the research training environment;
- identification of specific projects on which the trainee will be working; and
- detailing of mentoring plans.

## 9.5 Application Materials

Applications must be typed using letter-quality print, single-spaced type with font-size no smaller than 11 point, Arial. Unopened original Letters of Reference and University transcripts must be directly sent to the Institute. These will be scanned by the Administrative Office and kept with the final PDF application.

### Applications must include:

- the Summer Studentship form;
- original and unopened University Transcripts and two Letters of Reference (sent directly to CHRIM);
- a letter from the applicant's potential supervisor, identifying the student's specific project and specific training objectives along with a plan as to how these will be achieved; and other letters of support as applicable
- the Summer Studentship Checklist, signed by both the applicant and the supervisor;

### **NEW for 2017 Submit Hard Copy Only - No electronic submissions will be accepted.**

A hard copy of the application form and attachments should be sent (in person or by mail) to the Administration Office:

Children's Hospital Research Institute of Manitoba Administration Office  
 ATTN: Grants Administrator for IRC  
 Room 513 John Buhler Research Centre 715 McDermot Avenue  
 Winnipeg, Manitoba R3E 3P4

## 9.6 Deadline and Notification

Applications must be submitted by 3:00 PM CST/CDT on the deadline date or the application will not be reviewed. Exact deadlines can be found in Section 5 of this Guide.

Following review of the reviewer's rankings and funding decisions, feedback will be provided to all applicants by the Grants and Awards Committee, along with the decision letter. All decisions respecting applications for support are final and binding and not subject to appeal.

Applicants and Advisors will be notified of the results of the competition by April 15. Successful applicants will usually commence in May of the year of application.

## 9.7 Reporting Requirements

The Institute should be informed of problems arising, but does not require any reports to be submitted. Summer Students are expected to present their research at Research Rounds by the end of the season.

Requests for extension of the funding period should be submitted 1 month prior to the end date of the funding period.



## 10. U of M BSc (Med or Dent) Studentship

This section should be read in conjunction with Section 1 through 5 of this Guide.

The BSc Studentships are initiated by the U of M Colleges of Medicine and Dentistry within the Faculty of Health Sciences. CHRIM provides funding for these studentships if they meet the requirements mentioned in this section. The Institute does not play a role in the scientific review or decision making process of the colleges. For more information and to apply, visit [BSc Studentship \(Dent\) at Umanitoba.ca](http://www.umanitoba.ca/BSc_Studentship_Dent) or [BSc Studentship \(Med\) at Umanitoba.ca](http://www.umanitoba.ca/BSc_Studentship_Med).

### 10.1 Purpose

The funding is provided as a stipend to support a medical/dental student while working on a project in the summer months of their second and/or third year of undergraduate medical/dental training. Two consecutive summers (of ten weeks) are to be committed to the research project.

### 10.2 Requirements

Eligible applicants are BSc (Med or Dent) students in their second and/or third year of medical/dental school. It is the responsibility of the student to find a supervising CHRIM Member. Students are encouraged to start the process of finding a supervisor no later than six months before the application deadline, to allow adequate time to meet potential supervisors and discuss projects. A partial list of supervisors is available at [www.chrim.ca](http://www.chrim.ca).

Members should give careful consideration to submissions that are to be supported with small grant or operating grant applications (Sections 6 and 7) submitted in the same season. Funding for the research to be conducted should be secured when applying for a Studentship Award. In the interest of the student, the Institute reserves the right to refuse studentship funding if evidence of adequate resources to conduct the research cannot be provided.

### 10.3 Funding

Stipends of \$5,000 are provided to selected students pursuing BSc (Med or Dent) studies during their second and/or third years of medical/dental school.

### 10.4 Deadline

Submission for BSc Med is November in, while submission deadline for BSc Dent is in February of the following year (see Timetable, p 10). Exact deadlines will be posted on [BSc Studentship \(Dent\) at Umanitoba.ca](http://www.umanitoba.ca/BSc_Studentship_Dent) and [BSc Studentship \(Med\) at Umanitoba.ca](http://www.umanitoba.ca/BSc_Studentship_Med).

### 10.5 Assessment and Notification Process

Recipients are selected by the BSc (Med or Dent) Committees and approved by the CHRIM CEO and Scientific Director or delegate. The approval depends on the fulfillment of Membership requirements by the supervisor and whether the research proposal is child health related. Notification deadlines can be found in Section 5 of this Guide.

### 10.6 CHRIM Reporting Requirements

Progress reports are not normally required by the Institute unless significant problems arise. The grantee and their supervisor should abide by all requirements of the U of M regarding accounting and reporting.



## 11. Research Manitoba Postdoctoral Fellowship, Clinical Research Fellowship and Graduate Studentship

This section should be read in conjunction with Section 1 through 5 of this Guide.

Research Manitoba awards are jointly funded by Research Manitoba and CHRIM. The Institute provides matching of funds for these grants if they answer to the requirements mentioned in this section and when funds are available. The Institute's support is incorporated in the funding amounts mentioned below.

For more information and to apply, visit [www.ResearchManitoba.ca](http://www.ResearchManitoba.ca)

### 11.1 Purpose

- Graduate Studentships support highly qualified Master's and PhD trainees to prepare for careers as independent child health researchers.
- Postdoctoral Fellowships support highly qualified post-doctoral trainees to prepare for careers as independent child health researchers.
- Clinical Fellowships are intended to help remedy the shortage of clinician-scientists in Manitoba. It provides financial support, on a matching basis, for a period of research training for high-quality candidates with undergraduate medical degrees, or equivalent, who intend to pursue careers as clinician-researchers.

### 11.2 Requirements

Note that the applicant must apply to CHRIM separately for the matching funding component of the Clinical Fellowship Program. For the other two competitions, it needs only to be indicated to Research Manitoba that the supervisor is a CHRIM Member; no separate application is necessary.

To apply for the matching funding of the Clinical Research Fellowship Program, the applicant must submit a written request to the CEO and Scientific Director requesting support, 1 month prior to the deadline for submission to Research Manitoba.

### 11.3 Funding

- Graduate Studentships awards currently consist of an annual stipend of \$17,850, Masters students will be eligible to receive funding only for up to a **maximum of two years** in total and only during the **first twenty-four months** of their Masters program. PhD studentship will only be eligible to receive funding for up to a **maximum of four years** in total and only during the **first forty-eight months** of their PhD program.
- Postdoctoral Fellowship awards currently consist of an annual stipend of \$36,750 (plus benefits) plus a \$1,500 travel allowance. These are granted for two years and can be extended up to three years.
- Clinical Research Fellowships consist of an annual stipend of \$30,000 or \$35,000 (depending on experience) plus an annual travel allowance of \$1,500. The maximum support is two year, but extension is possible up to three years. The applicant must apply to CHRIM separately for the matching funding component of this program.

### 11.4 Deadline

Competition deadlines are usually the end of January and can be found at [www.ResearchManitoba.ca](http://www.ResearchManitoba.ca)



## 11.5 Assessment and Notification Process

The CEO and Scientific Director will provide a Letter of Support to accepted applicants for the Clinical Research Fellowship Program, 2 weeks prior to Research Manitoba submission deadlines.

For all competitions, the CEO and Scientific Director will negotiate an agreement with Research Manitoba, based on the ranking of Research Manitoba and available funding from the Institute, about which applicants will be awarded. CHRIM does not play a role in the scientific review or ranking process.

Research Manitoba will inform the applicants of the granting decision. The grantee must accept the award in writing within one month.

## 11.6 Reporting Requirements

The Institute does not require reports from the grantee or their supervisor, unless problems arise. The grantee should abide by all accounting and reporting requirements of Research Manitoba, as well as requirements of the home academic institution.





## **12. CCHCSP Predoctoral Award, Postdoctoral Award, and Career Development Award**

This section should be read in conjunction with Section 1 through 5 of this Guide.

The CCHCSP awards are jointly funded by the Canadian Child Health Clinician Scientist Program (CCHCSP) and CHRIM. The Institute provides matching of funds for these grants if they answer to the requirements mentioned in this section and when funds are available. The Institute's support is incorporated in the funding amounts mentioned below.

For more information and to apply, visit [www.cchcsp.ca](http://www.cchcsp.ca).

### **12.1 Purpose**

The Canadian Child Health Clinician Scientist Program (CCHCSP) is a trans-disciplinary training program for the next generation of clinician scientists in child and youth health research. It provides support for highly qualified child health clinician candidates to develop their requisite knowledge and skills for a career as an independent scientist in child health research. Trainees engage in research training and a core curriculum in one of the participating Child Health Research Training Centers of the CCHCSP. Research training is supervised by a research mentor and an advisory committee and is structured to facilitate excellence in research with an interdisciplinary focus.

- Predoctoral Awards support health professional degree trainees who wish to engage in or enhance their research training in child health research.
- The Postdoctoral Award supports health professional PhD's who wish to engage in a fellowship in child health research.
- The Career Development Award is intended for clinician scientist striving to build their career in child health research within a mentored research program.

### **12.2 Requirements**

Prior to submission to the CCHCSP, the following steps must have been completed:

- the applicant should meet with the Manitoba CCHCSP Centre Leader at the Institute and the CEO/Scientific Director to indicate intentions to apply, two months before the CCHCSP deadline; and
- the applicant must submit the full application to the Manitoba CCHCSP Centre Leader and the CEO and Scientific Director, one month before the CCHCSP deadline.

### **12.3 Funding**

- The Predoctoral award consists of an annual stipend of \$50,000 for up to four years.
- Postdoctoral awards and Career Development Awards consist of an annual stipend of \$70,000 for up to three and four years, respectively.

### **12.4 Deadline**

CCHSCP accepts applications twice each year (see Timetable, p10). One month prior to the deadline, the application should be submitted for internal review at CHRIM. This Application, including attachments and other correspondence and reports, must be submitted by 3:00 PM CST/CDT on the deadline date or the application will not be reviewed.



## 12.5 Assessment and Notification Process

The CEO and Scientific Director of the Institute and the CCHCSP Center Leader come to a consensus decision about the intended submission of the applicant. A Letter of Support will then be offered to the applicant two weeks after the meeting. The submitted application will be reviewed and returned within two weeks, with feedback and a decision.

The notification processes of the CCHCSP can be found on [www.cchcsp.ca](http://www.cchcsp.ca).

## 12.6 Reporting Requirements

The Institute does not require reports from the grantee or their supervisor, unless problems arise. The applicant must abide by all requirements of the CCHCSP regarding accounting and reporting, as well as requirements of the home academic institution.