**OIRM NEW IDEAS GRANT APPLICATION**

All Investigators who intend on submitting a grant application must first complete and submit a **Notice of Intent by Friday June 29, 2018, 4:00PM EST** to oirmGRANTS@oirm.ca. **You will only be contacted if there is an issue with eligibility** (by **Friday Aug 3, 2018).** Otherwise, please proceed to the full application stage, which is due by **Friday, November 2, 2018 @ 4:00 pm EST.**

Please review the New Ideas Guidelines prior to completing the application. The full grant is **due Friday, November 2, 2018, 4:00 pm EST** **to** oirmGRANTS@oirm.ca. Late or incomplete submissions will not be accepted. The maximum size of the submission **should not exceed 10MB**. Please adhere to word and page counts where stated, any content that exceeds these counts will be deleted from the final document provided to reviewers.

New Ideas awardees previously funded through the New Ideas Grant competition may not apply for a renewal or extension of their project but are free to apply with a **new** project. The New Ideas Grants are up to **$75,000 CDN** in value for a 12-month period **(Apr 1/19 to Mar 31/20)**. Projects will need to be completed (and funds spent) within the 12-month period indicated above.

**Application Package (checklist):**

* **Document 1 – Application Form**: A single Word document (do not format into a PDF) that includes the completed application form (Sections 1 to 4 below) in single-spaced, Calibri (minimum size 11) font, with 1-inch margins. Please enter the Principal Investigator’s name in the headings of the document and in the title of the file (i.e. Joe Smith - NI.docx). You may delete the specific section instructions but do not delete section headings.
* **Document 2 – CVs:** A single PDF file with CVs of all Investigators requesting funding from OIRM. Pleases use the CIHR [Canadian Common CV](http://www.cihr-irsc.gc.ca/e/45641.html). For the publications section, only list up to 25 selected publications (relevant to the proposal), the presentation section of the CCV is not required. CVs for Collaborators (i.e. those not requesting funds) and Highly Qualified Personnel do not need to be submitted. Please also complete the tables in section 2.
* **Document 3 – Budget**: Use the Excel budget template file provided. This grant competition is based on a 12-month funding period and is up to **$75,000** in value **(Apr 1/19 to Mar 31/20)**. Projects must be completed and funds spent within this period. Budget expenditures should follow CIHR guidelines, in accordance with [Tri-Agency Financial Guidelines](http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/index_eng.asp). Projects that do not meet these requirements may be considered ineligible for this competition. In addition, budget justifications are to be included in section 4 of the application form. Indirect funds for institutional overhead are not available for this grant. PIs who are awarded funding need to address this with their institution.
* **Document 4 – Signatures:** A single PDF file of the signatures page, completed and signed by both parties.

**1. PROJECT OVERVIEW**

**Scientific Project Title** (15 words max):

**Plain Language Project Title** (15 words max) – For successful proposals, this title will be used in press releases/website content:

**Principal Investigator** – OIRM Investigator who will be responsible for managing the project, including allocation of project budgets + progress reporting to OIRM (Co-Principal Investigators are not accepted). Please include your institutional details and address.

Bottom of Form

**Technology Impact** – In one sentence, identify what impact your proposed research will have on the development of enabling or problem solving technologies within the context of a long-term translational plan:

**Project Short-term Deliverables** – Identify **three key project deliverables** to be achieved within the one year of grant funding from April 1/19 to March 31/20:

* Deliverable 1:
* Deliverable 2:
* Deliverable 3:

**Long-term Translational Plan** (1/2 page max) – Provide a brief and clear description of how your short-term deliverables link to your long-term goal for clinical or commercial activities:

**Executive Summary** (250 words max) – Provide an executive summary **in plain language** of the proposal, highlighting project objectives and deliverables. Clearly indicate what problem this technology will resolve within the context of clinical or commercial application. For successful proposals, this summary may be used in press releases/website content:

**2. Project Team**

**Team Members** - In the tables below, list all OIRM Investigators (including the PI) and Collaborators who are part of the proposal. OIRM Investigators are those requesting OIRM funding, while Collaborators are those who are not requesting OIRM funding but who will be collaborating on the project. Provide names, position, organization affiliations and contact information. As well, include a two- or three line description of the role of each member with respect to the proposed research, clearly identifying their expertise and strengths and how their inclusion will benefit the proposed research.

OIRM encourages collaborations with Canadian and international scientists who would participate in the project as Collaborators. Collaborators are those scientists not requesting OIRM funds; please note OIRM funds must remain within the province of Ontario.

Please attach a single PDF file with CVs of all Investigators requesting funding from OIRM using the [Canadian Common CV](http://www.cihr-irsc.gc.ca/e/45641.html) format. For the publications section, only list up to 25 selected publications (relevant to the proposal), the presentation section of the CCV is not required. CVs for Collaborators (i.e. those not requesting funds) and Highly Qualified Personnel do not need to be submitted.

**Is the PI an emerging investigator (less than seven years since academic appointment)? YES or NO**

**Table 1. OIRM Investigators** (OIRM Investigators requesting funds from OIRM)

|  |  |  |
| --- | --- | --- |
| **Name** | **Position & Institution** | **Phone & Email** |
| 1.  |  |  |
| **Role in project:** |
| 2.  |  |  |
| **Role in project:** |
| 3.  |  |  |
| **Role in project:** |

*\* Please insert rows as required.*

**Table 2. Collaborators** (Canadian and International Collaborators NOT requesting funds from OIRM funds)

|  |  |  |
| --- | --- | --- |
| Name | Position & Institution | Phone & Email |
| 1.  |  |  |
| **Role in project:** |
| 2.  |  |  |
| **Role in project:** |
| 3.  |  |  |
| **Role in project:** |

*\* Please insert rows as required.*

**Table 3. Highly Qualified Personnel** (including: Undergraduate, Graduate Student, Postdoctoral Fellow, Research/Scientific Associate, Technician)

|  |  |  |
| --- | --- | --- |
| Name | Position & Institution | Phone & Email |
| 1.  |  |  |
| **Role in project:****Will this HQP be funded fully, partially or not by this grant:** |
| 2.  |  |  |
| **Role in project:****Will this HQP be funded fully, partially or not by this grant:** |
| 3.  |  |  |
| **Role in project:****Will this HQP be funded fully, partially or not by this grant:** |

*\* Please insert rows as required.*

**3. RESEARCH PROPOSAL**

In three (3) pages maximum (including tables and figures but not references):

1. Describe the background and rationale for the proposed research including any relevant preliminary findings
2. Outline the proposed work to be undertaken over the term of the grant. Please identify limitations to the methodology, if any, and explain how you may overcome these issues.
3. Detail the anticipated key milestones for the term of the grant and the key deliverables anticipated by the end of funding period (Apr 1/19 to Mar 31/20), highlighting this within the context of a long-term translational plan
4. Provide up to 20 references maximum that are directly relevant to the project at the end of the proposal

The application format should use single spaced, Calibri (minimum size 11) font, with 1-inch margins, please include page numbers on the research proposal. Please adhere to the page count any content that exceeds 3 pages will be deleted from the final document provided to reviewers.

**4. BUDGET**

Please complete the Excel budget template and provide justification/comments to the budget below. Travel funds up to $2,500 can be used only for OIRM-based requests to attend and present at OIRM rounds, the annual OIRM symposium or other OIRM-specific activities as approved by OIRM. Travel funds cannot be used for travel to conferences or other events not organized by OIRM. Please request the OIRM travel policy guidelines from oirmGRANTS@oirm.ca, if needed. For any partner funds identified in the budget sheet, an accompanied letter of support confirming the amount stated should be submitted with the application package.

**Justification and Comments**

Provide justification/comments to your budget below (2 page limit). Identify items by noting the Excel spreadsheet row number relevant to the item. Please also include sources, details and amounts for first year of funding.