OBJECTIVES

The Foundation Scheme is designed to contribute to a sustainable foundation of new and established health research leaders, by providing long-term support for the pursuit of innovative and high-impact research programs. The Foundation Scheme is expected to:

- Support a broad base of health research leaders across all career stages, areas, and health-related disciplines;
- Develop and maintain Canadian capacity in health research and other related fields;
- Provide research leaders with the flexibility to pursue novel and innovative lines of inquiry;
- Contribute to the creation and application of health-related knowledge through a wide range of research and/or knowledge translation activities, including relevant collaborations.

COMPETITION STAGES AND FOCUSES

- Stage 1 focuses on the caliber of the applicants.
- Successful Stage 1 applicants will be invited to Stage 2, with a focus on the quality of the proposed program of research.

INTERNAL REVIEW AND SUBMISSION PROCESS

Mandatory FOM Scientific Review: January 7th | 4 pm
More information on this service can be found on the Faculty Webpage (link to come).

Optional OSR Internal Review: January 22nd | 10 am
Applicant clicks “Submit to Research Office” on ResearchNet. Feedback is provided to applicant in the order that the applications are received.

Final Application Deadline: February 5th | 5 pm
The applicant clicks “Submit to Research Office” on ResearchNet. OSR will forward the application to CIHR.

IMPORTANT NOTES

- NO OSR checklist is required for the Stage 2 competition. The checklist submitted for Stage 1 will be used for Stage 2.
- During the OSR internal review you will not have access to your proposal, so keep a backup copy to work on. The OSR will return the access to the applicant within 24 hours.
- Applications are not sent directly to CIHR. Applications submitted on ResearchNet are first sent to OSR for review and approval prior to the submission to CIHR.

CIHR Reforms of Open Programs and peer review: [http://www.cihr-irsc.gc.ca/e/47379.html](http://www.cihr-irsc.gc.ca/e/47379.html)
CIHR Questions & Answers for the 2014 Foundation Scheme: [http://www.cihr-irsc.gc.ca/e/47215.html#qa2](http://www.cihr-irsc.gc.ca/e/47215.html#qa2)
Application Components

0. **Program Leader(s) CV**
   CIHR Foundation Scheme CV will be used for this competition. Remember to update any changes since the Stage 1 application.

1. **Summary**
   The applicant(s) will be asked to summarize their program of research, addressing 1) the overarching direction of the program of research; 2) the impacts of the anticipated results; 3) the nature of the core expertise; and 4) mentoring and training plan.

2. **Quality of Program (40%)**
   This section is divided into two subsections: (a) Research Concept (20%); and (b) Research Approach (20%).

3. **Quality of the Expertise, Experience and Resources (60%)**
   This section is divided into three subsections: (a) Expertise (20%); (b) Mentorship and Training (20%); and (c) Quality of the Support Environment (20%). The Foundation Scheme CV(s) will also be used as part of this assessment.

4. **Budget**
   While the amount requested will not be factored into the scientific assessment of the application, reviewers will be asked to make a recommendation on the appropriateness of the funding request.

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**Peer Review Process**

The Stage 2 adjudication process includes:
- preliminary reviews of applications;
- budget assessment;
- asynchronous online discussion; and
- submission of the final ranked list.

The Stage 3 adjudication process includes:
- pre-meeting activities; and
- a face-to-face committee meeting.

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Foundation Scheme Stage 2 Application Instructions: link to come
Requirements for the Program Leader Foundation Scheme CV: [http://www.cihr-irsc.gc.ca/e/48206.html](http://www.cihr-irsc.gc.ca/e/48206.html)
Adjudication Criteria

There are two components being considered within Stage 2 of the Foundation Scheme: 1) Quality of the Program (40%, including Research Concept and Research Approach); and 2) Quality of the Expertise, Experience and Resources (60%, including Expertise, Mentorship and Training, and Quality of Support Environment).

A) Are the goals and objectives of the proposed program well-defined and well-articulated?
B) Is there conceptual coherence within the program of research?
C) Are the potential program outputs significant?

A) Does the applicant have the appropriate expertise and relevant experience to lead and manage the proposed program of research, considering its objectives and scope?
B) Is there an appropriate complement and level of engagement and/or commitment from key Program Expert(s)?

A) Is the research approach appropriate to deliver on the proposed program objectives?
B) Does the approach allow for flexibility in direction as the program evolves?
C) Does the approach include a high-level description of how progress and success will be measured?
D) Does the approach include a plan for identifying potential challenges and applying appropriate mitigation strategies?

A) Does the research program include a comprehensive mentorship and training plan for building capacity and positioning students, trainees, knowledge users, emerging scholars, and/or new/early career investigators for successful research careers and/or other career paths in non-academic health-related fields?
B) Does the proposed plan demonstrate an appropriate and innovative approach for meeting its objectives in relation to the program of research and the research field?
C) Does the plan include a strategy for identifying and mitigating potential challenges?

Is the described environment appropriate to enable the conduct of the program of research, and to manage and deliver on the objectives and key components of the proposed research program through the provision of, or access to, the required infrastructure?

Budget

- The budget requested will not be factored into the scientific assessment of the application.
- A detailed item-by-item scrutiny is not expected.
- Justifications for CIHR funding to replace other on-going sources of funding (e.g., health charity, provincial funding agency) are not acceptable.
- Reviewers are asked to provide a justified recommendation as to whether the financial allocation should be:
  - Accepted as described; or
  - Adjusted to the level of $X per annum.

Foundation Scheme Stage 2 Application Requirements: http://www.cihr-irsc.gc.ca/e/47624.html
Interpretation Guidelines of Foundation Scheme Adjudication Criteria: http://www.cihr-irsc.gc.ca/e/48193.html
### Adjudication Scale

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>O++</td>
<td>For this sub-criterion, the application excels in most or all relevant aspects. Any shortcomings are minimal.</td>
</tr>
<tr>
<td>None</td>
<td>O+</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Excellent</td>
<td>E++</td>
<td>For this sub-criterion, the application excels in many relevant aspects, and reasonably addresses all others. Certain improvements are possible.</td>
</tr>
<tr>
<td>None</td>
<td>E+</td>
<td></td>
</tr>
<tr>
<td>None</td>
<td>E</td>
<td></td>
</tr>
<tr>
<td>Good</td>
<td>G</td>
<td>For this sub-criterion, the application excels in some relevant aspects, and reasonably addresses all others. Some improvements are necessary.</td>
</tr>
<tr>
<td>Fair</td>
<td>F</td>
<td>For this sub-criterion, the application broadly addresses all relevant aspects. Major revisions are required.</td>
</tr>
<tr>
<td>Poor</td>
<td>P</td>
<td>For this sub-criterion, the application fails to provide convincing information and/or has serious inherent flaws or gaps.</td>
</tr>
</tbody>
</table>

### Grants Officer’s Notes

- **High-level is the keyword**
  In general, the level of information provided by the applicant(s) is expected to be presented at a high-level, and will not include details of each specific project within the program of research. Foundation grants are meant to be flexible in order to allow Program Leader(s) an opportunity to innovate, or explore new lines of inquiry.

- **Expertise**
  In the case of complex or collaborative programs, a detailed description of the organizational structure may be appropriate.

- **Budget—New/early career investigators**
  They should not necessarily be expected to justify their request within their previous funding history (as it may not be robust enough to support their proposed program) and be given some latitude in their request as they ramp up their program.

### CONTACTS @ MCGILL

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TBD  
Grants Administrator

### CONTACTS @ CIHR

CIHR Reforms Implementation Team  
[Roadmap-Plan.Strategique@cihr-irsc.gc.ca](mailto:Roadmap-Plan.Strategique@cihr-irsc.gc.ca)

CIHR ResearchNet Support  
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1-888-603-4178  
613-954-1968

### CONTACTS @ MCGILL AFFILIATED INSTITUTES

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**Douglas Hospital Research Centre (CFAD):**  
Jocelyne Lahoud,  
(514) 761-6131 ext. 3158 or Chantal Beaulieu,  
(514) 761-6131 ext. 3140

CIHR Glossary of Funding-Related Terms: [http://www.cihr-irsc.gc.ca/e/34190.html](http://www.cihr-irsc.gc.ca/e/34190.html)  
Tri-council Financial Administration Guide: [Found on NSERC’s Website](http://www.nserc.ca/Pages/default.aspx)