



APPLICATION INSTRUCTIONS

PLEASE NOTE:

- A total of **2 PDF documents** (see below) must be submitted per application. Incomplete applications will not be processed and additional documents will not be reviewed.
- Complete applications must be submitted online at <https://www.mcgill.ca/rcr-rcn/grants/cqi-research/submit>. Applications submitted by email in whole or in part, will not be considered.
- Candidates may submit multiple applications, however they must all be pertaining to **different** research projects.
- Applications for on-going research projects for which funding from any source has already been secured will not be considered.
- Electronic signatures are accepted.

Applications that do not comply with the instructions detailed in this checklist will NOT be considered for review.

DOCUMENT 1:

- A single PDF containing:
 - The Application Form (sections A and B),
 - The proposal
 - The budget

This document should be labelled as follows: last name of the principal investigator, year (e.g.: 'Tremblay, 2020.pdf').

1. Application form

- Please use the attached form provided. Section B confirming endorsement from your chief of Department/Service/Unit should be submitted at the same time as your application.
- Electronic signatures are accepted.

2. Proposal

- **Length:** Six pages **maximum** (excluding references, figures and tables).
- **Mandatory sections:**
 1. Background
 2. Hypothesis
 3. Objective(s)



4. Methods
5. Relevance & future outlook
6. Full project team (in a table, indicate the following: Name, hospital affiliation, role and primary email address for all co-applicants and collaborators)
7. Lay Term Abstract: An overview of the proposed project in a ***non-expert vocabulary*** aimed at a general public audience (maximum 1000 characters).
8. RCN Pillar: Select from RCN website which pillar your project will target and elaborate in a brief statement on how the proposed project contributes to the RCN mission. This section should also include details on the collaborating sites, the nature and terms of this collaboration (the contribution of each site to the execution of the proposal) and the training opportunities that will be provided (1/2-page maximum).

- Formatting instructions:
 - Font and Character Size: Arial, 11 point.
 - Page Setup: Letter Standard, 8.5 x 11 inches, single spaced
 - Margins: 1-inch, all sides
 - Header and footer: principal investigator's last name in the right header, page number in the right footer.

3. Budget

- Organized into categories of expenditures, with appropriate rationale and timeline of expenditures –
- **Length:** 2 pages maximum, can be submitted in table form.
- At least one price quote is required for items \geq \$5,000 and should be included in the budget section. Price quotes are not counted in the page limit allocated for this section.
- Details regarding the Transfer of Funds: the institution where the funds will be deposited and the name and contact information of the Financial Officer.

The budget should not exceed \$100,000. Any request exceeding that amount will not be considered for review.

DOCUMENT 2:

- A single PDF containing:
 - The appendix
 - Supporting documents

This document should be labelled as follows: last name of the principal investigator, year (e.g.: 'Tremblay, supporting documents, 2020.pdf').



1. APPENDIX

- References: maximum 50
- Figures and/or Tables: maximum three, altogether
- Formatting instructions:
 - Font and Character Size: Arial, 11 point.
 - Page Setup: Letter Standard, 8.5 x 11 inches, single spaced
 - Margins: 1-inch, all sides
 - Header and footer: principal investigator's last name in the right header, page number in the right footer.

Any additional document in this section will be excluded from review

2. SUPPORTING DOCUMENTS

- Curriculum vitae: ***maximum*** seven pages, limit publications, abstracts and oral communications to the past 5 years (2015-2020). A curriculum vitae is required only for the principal investigator and co-applicants.
- Letters of collaboration defining scientific contribution of each co-applicant and collaborator to the project (1 page maximum per letter).

Any additional documents in this section will be excluded from review