

## CIHR Project Grant Registration FAQ

### Q1. What is the deadline for registration?

Registration must be electronically submitted through [ResearchNet](#) by 8pm on Wednesday, August 14. The full application form will open automatically after registration submission. Refer to the registration instructions [here](#).

### Q2. Does my registration go to OSR when I submit in ResearchNet?

No, unlike with the full application, your registration will be sent directly to CIHR. Please make sure your registration is complete before submitting it to CIHR.

### Q3. What can be changed between registration and full application?

The *only* elements that cannot be changed between registration and full application are:

- the Nominated Principal Applicant (NPA), and
- the suggested peer review committees.

Everything else can be changed including the number of co-applicants and collaborators, their names and their roles, and the project budget/duration. Note that, while the 1-page summary *can* be changed, it is used by potential reviewers to determine whether they have sufficient expertise to review your grant, so the overall goals of the project should remain the same.

### Q4. Are CVs required at the registration stage?

No, CVs are not required and there is, in fact, no place to upload them so they should not be included. However, you will need the CIHR PIN for all your co-applicants at this stage. If you do not have time to get their CIHR PINs now, you can leave them off the registration and then add them at the full application stage.

### Q5. Do I need a checklist for the registration stage?

No, checklists are only required for the full application stage. The deadline to submit checklists is September 5 at 10 am and they can be sent directly to [jennifer.callaghan@mcgill.ca](mailto:jennifer.callaghan@mcgill.ca).

### Q6. Is there a limit to the number of Project Grant applications I can submit?

Yes, a Nominated Principal Applicant can submit up to **two** Project Grant applications. If a Nominated Principal Applicant submits more than two full applications, CIHR will automatically withdraw the last application submitted based on time-stamp of submission. Note that extra registrations will not be withdrawn but the limit of two full applications still applies.

### Q7. I am not sure if I will have time to prepare a full application. Should I still submit a registration?

Yes. There is no consequence to submitting a registration and then not going ahead with a full application. Please make sure to notify our office if you decide not to proceed.

## Q8. How should I choose the best peer review committee for my grant?

You can consult the committee mandates [here](#) (note that mandates may have changed from the last round). You can also consult the committee membership list for past years [here](#) to see if any of your colleagues have participated in peer review, as they might be able to provide advice. Finally, you can use the [CIHR funding database](#) to see what kinds of projects the committees have funded (select “peer review committee” in the fields next to the search button and then start typing the name of the committee of interest – reach out to OSR if you require assistance).

## Q9. I am going to be performing a Randomized Controlled Trial (RCT). Do I need to select the RCT committee?

For applications including a RCT:

- if the budget requested is less than \$250,000 per year, researchers may apply to the most relevant discipline-based peer review committee OR to the RCT peer review committee; and
- if the budget requested is greater than or equal to \$250,000 per year, researchers must apply to the RCT peer review committee.

Irrespective of the suggested peer review committee and regardless of the level of funding requested, all applications containing a RCT as a major component **must** use the [RCT headings](#) in the 10-page research proposal. Failure to comply with these requirements can negatively impact the evaluation of the application. Please read through [this link](#) for a description of what kinds of applications CIHR considers to contain RCT as a major component.

## TWO IMPORTANT UPDATES FOR THE FULL APPLICATION STAGE:

**Since Fall 2023:** To ensure that all applicants have exactly the same amount of space to present their research proposals, **it is now mandatory that all applications be written using Times New Roman font.** As in previous competitions, applications should be written in 12-point black font.

Additionally, CIHR has begun flagging applications that do not comply with all the [formatting guidelines](#). Please make sure that your application follows [all the guidelines](#) before submission.

**Since Spring 2024:** The following attachments **will no longer be accepted and if included, will be removed from the application:**

- Patient Information Sheet (for randomized controlled trial applications)
- Publications
- Questionnaires, surveys, and consent forms
- Supplementary tables, charts, figures, and photographs
- Cost quotations
- CVs
- Any other documents

Some attachments will continue to be mandatory (certificates of completion for sex- and gender-based analysis training modules, letters of community support from Indigenous partners as applicable) and others will be optional (letters of collaboration that outline a specific service that will be provided such

as access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc., additional CV information to account for any leaves, absences, illnesses, caregiving roles, etc.) Please consult the [Project Grant application instructions](#) for more information.