

Submitting a Grants-in-Aid of Research Application through Proposal Central

Since 2018, Crohn's and Colitis Canada accepts Grants-in-Aid of Research and Innovations in IBD applications via [Proposal Central](#).

I. Using Proposal Central

1. Visit <https://proposalcentral.com/>
2. Log in, or create a new account if a first-time user.
3. Select the "Grant Opportunities" tab.
4. Filter the list by grantmaker: "Crohn's and Colitis Canada".
5. Find the appropriate program on the list and click "Apply Now".
6. The system will take you through the application steps. Clicking "next" will save the previous section's entry.
7. Please **review carefully** the application instructions in the light blue boxes on each page of the application.
8. Upload all necessary documents (templates provided).
9. Validate your application & include signatures. Once your application is complete, print the Signatures Page and have it signed by the Principal Applicant (Principal Investigator), Head of Department and Dean of Faculty (or equivalent).
10. Submit your application.

II. Submitting a Notice of Intent to Apply

Applications to Crohn's and Colitis Canada's Grants-in-Aid of Research competition are submitted through a two-stage application process. Applicants must submit a Notice of Intent to Apply (NOI) via the online application.

These submissions are used by Crohn's and Colitis Canada to identify suitable peer reviewers to review full applications and to triage applications that are not Crohn's and/or colitis related. Applicants who submit a Notice of Intent to Apply and meet the eligibility criteria are then invited to submit a Full Application by the deadline specified.

Here is a summary of the different sections that need to be completed to submit a Grants-in-Aid of Research Notice of Intent to Apply.

Section 1: Title Page

Answer the following questions:

- **Title**
Proposed title for GIA grant application.
- **Resubmission**
Is the application a resubmission of a previously unsuccessful Crohn's and Colitis Canada application? If yes, how has previous reviewer concerns in this revised proposal been addressed?
- **Renewal**
Is this application a renewal of a previous Crohn's and Colitis Canada grant?
- **Early Career Researcher**
Is the Principal Applicant within their first five (5) years of faculty appointment?
Additionally, to account for the potential impacts of the COVID19 pandemic on research productivity, March 1, 2020 to February 28, 2021 will not be counted towards years as faculty appointment.

Section 2: Download Templates & Instructions

In this section, download the Grant Guidelines, Application Instructions and the following templates:

- Biographical Sketch Template: To be completed by the Principal Investigator and any Co-Principal Investigators;
- Statement of Collaboration Template: To be completed by any Co-Principal Investigators and Collaborators.

Please note there are no attachments to download and complete as part of the NOI.

Section 3: Enable Other Users to Access this Proposal

In this section, you can enable other users to access your grant application. This may include co-applicants or grant administrators. Different levels of permissions can be provided to different users (view, edit, administrator).

Section 4: Principal Investigator

The individual who initially creates the application is pre-loaded as the Principal Investigator (PI). If the person creating the application is not the PI, they can manually change this information.

The Principal Investigator must provide their contact information under “Professional Profile” in Proposal Central. Please note that Contact Information is the only information required by Crohn’s and Colitis Canada under “Professional Profile”. **Please do NOT complete fields including date of birth, passport number, and social security number.**

When completing the Full Application (NOT at the NOI stage) the Principal Investigator must complete and upload a Biographical Sketch using the template provided.

Section 5: Institution

The applicant’s institution is pre-loaded as the Lead institution. You can change the institution in this section.

Section 6: Co-Principal Investigators and Collaborators

In this section, enter all Co-Principal Investigators and Collaborators involved with this project.

A Co-Principal Investigator is an individual who is expected to actively participate in the proposed activities but not to direct them.

A Collaborator is an individual whose role in the proposed activities is to provide a specific service (e.g. access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.).

Biographical Sketches and Statements of Collaboration are not required to be submitted at the NOI stage.

Section 7: Project Summary & Keywords

Answer the following questions:

- **Summary of Proposal**
Provide a 2500 character (approx. 360 words) summary of the proposal that outlines the specific aims and experimental approaches of this project. This summary will be used to assist with reviewer assignments. It can be modified in the final application.
- **Reviewer Areas of Expertise**
List five areas of expertise you believe reviewers should have to provide a fair evaluation of your project (including technological/ methodological expertise).
- **Research Priorities**

Select which of the top four research priorities aligns with your research proposal: 1) Discovery research (finding the cures); 2) New therapeutics; 3) Prevention; 4) Quality of life/clinical/models of care.

- **CIHR Pillar**

What is the primary research focus of the proposed project as categorized by CIHR's Pillars: 1) Basic/biomedical; 2) Clinical/translational; 3) Health services/system; 4) Social/cultural/environmental/population health.

Section 8: Attachments

There are no attachments to upload at the NOI stage.

Section 9: Suggested External Reviewers

Indicate three external reviewers who have the expertise to critically evaluate your application. You must NOT have a conflict of interest with these reviewers.

Also name any reviewers that should not be used due to a conflict of interest or collaboration, excluding those already listed in this application as Co-Principal Investigators or Collaborators. Review Crohn's and Colitis Canada's [Conflict of Interest and Confidentiality Policy](#).

Section 10: Validate

Click the 'Validate' button on this page to check for any missing REQUIRED information. All missing required information will be listed on the screen. Please correct any missing information before submitting your application.

Section 11: Submit

To submit your NOI, click the 'Submit' button on this page.

III. Submitting a Full Grants-in-Aid of Research Application

Applicants are eligible to submit a full application if the following two criteria are met:

1. A Notice of Intent to Apply (NOI) was submitted before the deadline to Crohn's and Colitis Canada via Proposal Central; and
2. The NOI is approved by Crohn's and Colitis Canada to advance to the Full Application stage.

Here is a summary of the different sections that need to be completed to submit a Grants-in-Aid of Research application.

Attachment: Detailed Research Proposal

Your Detailed Research Proposal must be uploaded in *Section 14: Upload Attachments* of the online application. The detailed proposal must include:

- Current state of knowledge related to proposed work;
- Relevant work by principal investigator;
- A clear and concise outline of research proposal;
- Rationale for choice of methods and approaches; and
- The objectives and research plan clearly described; and
- A knowledge translation plan

A maximum of 13 pages may be submitted. The page limit INCLUDES tables, charts, figures and photographs which should be EMBEDDED throughout the proposal. Applicants are permitted to submit figures and/or tables describing preliminary data and relevant legends. Legends should be succinct. Bibliographic references are EXCLUDED from the 13 page limit.

Detailed descriptions of methods and discussion of results should be included in the body of the proposal, they should not be in the legends or included as an appendix. Questionnaires and consent forms may be attached as appendices, where applicable.

Detailed Research Report Formatting:

- Text must be single-spaced, 11 point Arial font size (including labels and descriptions accompanying figures, tables, charts, photographs, etc.), with $\frac{3}{4}$ inch margins on all sides.
- Header: "Grants-in-Aid Research Proposal" in the left corner with applicant's name in right corner.
- Footer: Number pages consecutively with page numbers centered.

Pages in excess of the maximum will be removed from the application.

Up to five (5) manuscripts/publications from the candidates(s) that support this grant can be uploaded with the application.

Section 1: Title Page

Answer the following questions:

- **Title**
- **Resubmission**

Is the application a resubmission of a previously unsuccessful Crohn's and Colitis Canada application? If yes, how has previous reviewer concerns in this revised proposal been addressed?

- **Renewal**

Is this application a renewal of a previous Crohn's and Colitis Canada grant?

- **Response to Previous Reviews**

If this grant is a resubmission to Crohn's and Colitis Canada, include the Scientific Officer notes received (if applicable), previous reviewer notes, and an itemized list of how this resubmission addresses previous reviewers' critiques. No character limit.

- **Early Career Researcher**

Is the Principal Applicant within their first five (5) years of faculty appointment?

Additionally, to account for the potential impacts of the COVID19 pandemic on research productivity, March 1, 2020 to February 28, 2021 will not be counted towards years as faculty appointment.

Section 2: Download Templates & Instructions

In this section, download the Grant Guidelines, Application Instructions and the following templates:

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Section 3: Enable Other Users to Access this Proposal

In this section, you can enable other users to access your grant application. This may include co-applicants, or grant administrators. Different levels of permissions can be provided to different users (view, edit, administrator).

Section 4: Principal Investigator

The individual who initially creates the application is pre-loaded as the Principal Investigator (PI). If the person creating the application is not the PI, they can manually change this information.

The Principal Investigator must provide their contact information under "Professional Profile" in Proposal Central. Please note that Contact Information is the only information required by Crohn's and Colitis Canada under "Professional Profile". **Please do NOT complete fields including date of birth, passport number, and social security number.**

The Principal Investigator must complete and upload a Biographical Sketch using the template provided. Instructions are included below.

Section 5: Institution & Contacts

In this section, include the names and contact information for the Principal Investigators' Head of Department, Dean of Faculty, and Financial Officer.

Section 6: Co-Principal Investigators and Collaborators

In this section, review and update the Co-Principal Investigators and Collaborators involved with this project.

A Co-Principal Investigator is an individual who is expected to actively participate in the proposed activities but not to direct them.

A Collaborator is an individual whose role in the proposed activities is to provide a specific service (e.g. access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.).

For all Co-Principal Investigators, complete and upload a Biographical Sketch and a Statement of Collaboration.

For all Collaborators, complete and upload a Statement of Collaboration.

Section 7: Application Questions

In this section, provide:

- **Lay Summary**

2500 character (approximately 360-word) summary of the proposed research summary. It is important that the summary be in lay language as it will be reviewed and evaluated by members of the Crohn's and Colitis Canada community. The summary must address the following:

- Describe specifically what the project is about;
- Type of study and stage of the research;
- How the study will be executed;
- How the project will benefit Crohn's and colitis patients;
- How research findings will be shared and who knowledge users will be.

- **Summary of Proposed Research**

Provide a summary of the rationale, general objectives, and specific goals of the proposed research. Maximum 3,000 characters (approx. 500 words).

- **Relevance to IBD and Crohn's and Colitis Canada's Promise**
Describe in specific terms the relevance to, and potential importance, of the proposed research to inflammatory bowel disease (IBD). If the application focuses on IBD-associated diseases and conditions (e.g. liver, intestinal cancer, arthritis, ophthalmologic) applicant(s) MUST provide a strong rationale for how their project aligns with the Crohn's and Colitis Canada Promise. This rationale should include the proportion of IBD patients affected by the associated disease/condition. Maximum 1,500 characters (approx. 250 words).
- **Translational Potential**
Describe how the proposed research has the potential to impact IBD prevention, treatments, cures, or health policy in order to improve the lives of children and adults living with IBD. Maximum 1,500 characters (approx. 250 words).
- **Research Dissemination with Crohn's and Colitis Canada**
Describe your commitment to working with Crohn's and Colitis Canada to share your research findings with stakeholders. Maximum 1,500 characters (approx. 250 words).
- **Impact on Patient Population**
Describe the percentage of the patient population the proposal could potentially directly impact and the time to impact. Maximum 600 characters (approx. 100 words maximum).
- **Patient Subpopulations**
Describe if and how the research proposal addresses patient subpopulations identified in the 2018 Impact of IBD Report as priority concerns. Maximum 1,500 characters (approx. 250 words).
- **Hours Per Week**
State how many hours per week will you need to devote to this project.
- **Intellectual Property Protection**
State whether there a possibility that any part of this work will lead to or has already led to Intellectual Property protection. If applicable, describe how.

Section 8: Project Summary

In this section, provide:

- **Project Summary**
Provide a 1,500 character (approx. 250 words) summary of the proposal that outlines the specific aims and experimental approaches of this project.
- **Summary of Project Progress**
If applicable, provide a 1,500 character (approx. 250 words) summary of progress from past or current Crohn's and Colitis Canada grants.
- **Keywords**

Provide keywords best aligned with your project.

Section 9: Budget

Use the template provided to provide estimates of expenditures for a full year regardless of when the work proposed will begin.

The start and end dates must reflect the following:

- The start date for each year of funding is July 1st.
- The end date for each year of funding is June 30th.

Itemize by category and justify funds requested for each year of support. Include in the first year of the budget funds requested for all equipment purchases and other nonrecurring items even though these expenditures may be anticipated in other years during the tenure of the grant (travel costs are limited to \$2,500 annually). The amount requested must be quoted in Canadian dollars.

Section 10: Budget Summary and Justification

This section is populated based on the totals entered in **Section 9: Budget**.

For each year of funding, provide a budget justification in the online application.

Section 11: Current and Pending Support

List all research projects for which the Principal Investigator has applied for other funding concurrently with this application. List projects for which you intend to apply for other funding in the next twelve months. Please state the nature of the overlap with this application. Within the application, **upload** the summary and budget pages for every other grant currently held by the Principal Investigator, or applied for concurrently with this application, whether perceived to be relevant or not.

In this section, also include the Co-Principal Investigators' *current or pending support **that overlaps with this application.***

Section 12: Ethical Considerations

In this section, indicate if the proposed project involves:

- Human subjects;
- Human pluripotent stem cells;
- Animals;
- Biological and chemical hazards.

Indicate for each of the following if ethics approval is uploaded with the application, to be sent, or not applicable:

- Human subjects;
- Human pluripotent stem cells;
- Animals;
- Biological and chemical hazards.

Section 13: Publications

In this section, the Principal Investigator may add their publications from the past five years. Alternatively, publications may be added as part of the Principal Investigator Biographical Sketch, rather than be included in the online form.

Section 14: Upload Attachments

In this section, upload your attachments. Required attachments are as follows:

- Biographical Sketch for Principal Investigator (noted as Biographical Sketch of Key Personnel);
- Detailed Research Proposal;
- Signatures page.

Additional attachments that are also required depending on the application:

- Biographical sketch for each Co-Principal Investigator;
- Statement of Collaboration for each Co-Principal Investigator and Collaborator;
- Research Ethics Board Approval if available;
- Up to five (5) manuscripts/publications from the candidates(s) that support this application.

Section 15: Suggested External Reviewers

This section is optional. If you would like to indicate any suggested reviewers you did not previously indicate in your Notice of Intent to Apply, please do so. Indicate at most three reviewers *who have the expertise to review your application and who are not in conflict of interest*.

Section 16: Validate

Click the 'Validate' button on this page to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Section 17: Signatures

After you have completed all the proposal sections, click one of the Print button to open and print the cover/signature pages and application files.

You will need the signatures of:

- The Principal Applicant (Principal Investigator);
- The Head of Department;
- The Dean of Faculty (or equivalent).

While the Head of Department and Dean of Faculty should review the application in its entirety before signing, Crohn's and Colitis Canada only requires the completed Signature Page (first page of application) to be uploaded as an attachment.

Section 18: Submit

To submit your Proposal, please click the 'Submit' button on this page. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Attachment: Instructions for Biographical Sketch

The Principal Investigator and Co-Principal Investigators must each complete and upload a Biographical Sketch using the template provided. The template and guidelines have been adapted from the National Institutes of Health (NIH) template and guidelines. DO NOT EXCEED FIVE PAGES.

A. Personal Statement

Describe how you are well-suited for the role(s) outlined in the project. Relevant factors may include: training, previous work on this topic or related topics, technical expertise, collaborators or the scientific environment, and/or past performance in this or related fields.

B. Positions and Honours

List in chronological order the positions you've held that are *relevant* to this application, concluding with your present position. List any relevant academic and professional achievements and honors.

C. Contributions to Science

Briefly describe your most significant contributions to science.

For each contribution, include:

- The historical background that frames the scientific problem;
- The central finding(s);
- The influence of the finding(s) on the progress of science or the application of these finding(s) to health;
- Your specific role in the described work.

D. Expertise Keywords

Provide keywords that summarize your expertise.

E. Research Funding – Current and Past 5 years

List current and completed research projects from the past five years that you would like reviewers to be aware of. Include briefly the overall goals of the projects and your responsibilities.

For projects or outstanding proposals where there is overlap with this current application, details must be provided in Section 11: Current and Pending Support.

Additionally, for the Principal Investigator only, summary and budget pages for grants currently held must also be uploaded to Section 11: Current and Pending Support.

F. Relevant Peer-Reviewed Publications – Past 5 years

List relevant peer-reviewed publications from the past 5 years. The Principal Investigator may alternatively add their publications to the “Section 13: Publications” section of their Proposal Central application.

G. Number of Publications

Complete the table with the number of each publication type you hold.

Attachment: Instructions for Statement of Collaboration

Use this form to detail the relationship between the Principal Investigator and each Co-Principal Investigator or Collaborator. Ensure each Co-Principal Investigator and Collaborator completes, signs and uploads a copy of this form.

Include a statement detailing the interactions between the Principal Investigator and the Co-Principal Investigator or Collaborator. Please limit your statement to maximum 1,500 characters (approx. 250 words).



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IV. For Assistance with your Application

For technical support with the online application, contact Proposal Central:

pcsupport@altum.com

1-800-875-2562 (Toll-free)

Weekdays, 8:00 a.m. to 5:00 p.m. (EST)

For program information or application content requirements, contact Crohn's and Colitis Canada:

Crohn's and Colitis Canada
600 - 60 St. Clair Avenue East
Toronto, Ontario M4T 1N5
Attn: Research Grants Coordinator
416-920-5035 x 251
research@crohnsandcolitis.ca