

2024 General Operating Grant Application

Instructions for Completion of Application Read Carefully

- Consult the Health Sciences Centre (HSC) Foundation General Operating Grant Application Guidelines to determine eligibility and requirements.
- An electronic PDF version of your application must be submitted to the Research Grants Officer. Ensure that the PDF includes all documents in your application (including applicable approvals if they have been received). The PDF is circulated to the reviewers and must contain all relevant documents.
- **Contact Information (Section 1)**
Please provide a current departmental address of Principal Investigator(s), information about co-investigators, and a synopsis of the proposed project (50 words or less). Signatures of the Applicant, Department Head and Director of Research are required in this section. Electronic signatures are acceptable.
- **Proposal Highlights (Section 2)**
It is essential that the HSC Foundation and its donors understand the value of your research proposal. Please describe the project in lay terms; use non-scientific language.
- **Scientific Abstract (Section 3)**
A summary of the proposal including objective(s) and outline of no more than 200 words should be typed on this page. This should be the same, or very similar to what was submitted at the LOI stage.
- **Research Proposal (Section 4)**
The detailed research proposal must be in PDF format and not exceed 10 single-spaced typewritten pages (Calibri or Arial font, size 10-11, normal margins) excluding references, figures, appendix, and letters of support.
- **Roles (Section 5)**
Describe the roles of each investigator and the percentage of time each investigator is expected to contribute to the overall time required to complete the project.
Where collaborators will be included, describe their role and contribution. It is advisable to append letters from major collaborators who are not co-investigators to substantiate their willingness to participate in the project.
- **Timeline (Section 6)**
General Operating Grants will be awarded by May 2024. The terms of the awards are August 1, 2024 to July 31, 2026. Please indicate the expected timeline for approvals, account set-up, and milestones during the following periods. Please indicate how much of the Principal Investigator(s) and Co-Investigator(s) time are allocated for research and how the project will fit into their schedules.



- **Location of Project (Section 7)**

Funding is available for research or researchers at HSC. Priority will be given to proposals for research completed exclusively at HSC or its affiliated facilities and/or programs. The Applicant must clearly describe where each phase of the project will take place (subject recruitment, lab, data analysis, evaluation, etc.).

- **HSC Account Administrator (Section 8)**

Any grant provided by HSC Foundation and administered through HSC Finance must adhere to the Shared Health Research Accounts Policy (330.140.100). Name and title of the Account Administrator and Fund Signatories is required for all HSC Finance Accounts.

- **Partnership Funding (Section 9)**

Applicants are encouraged to use HSC Foundation grants to attract partnership funding from other sources. Please provide related information.

Applicants submitting the same proposal to CancerCare Manitoba (CCMB) Research Grants competition or Children's Hospital Research Institute of Manitoba (CHRIM) must declare if the same proposal has been submitted to both organizations. HSC Foundation may choose to partner with CCMB or CHRIM to co-fund the application if applicants demonstrate exceptional scientific merit and meet the funding priorities of both organizations.

- **Budget (Section 10)**

If concurrently applying for the same project for funding by another granting agency you must use the same budget for your HSC Foundation application as for your other application.

Grants are designed for the support of health research (which may include research personnel, equipment, and other normal direct costs). The Foundation does not support overhead fees through its grants, and funds received are not to be used as salary for the primary or co-investigators, post-doctoral fellows, or as a student stipend. In addition, the HSC Foundation does not support conference or seminar attendance or costs as part of operating grants funding.

- **Personal Data (Section 11)**

Section 11 is optional and can be used to explain interruptions in your education and/or research career (e.g. leaves, health, family circumstances, non-research positions, etc.).

General Operating Grant Application Form Checklist

Please complete this checklist and forward with the original version of your application only.

Number of Application Copies

☐ One (1) electronic copy sent in PDF format by email (including all attachments and signatures)

Animal Care Approval	<input type="checkbox"/> Not needed	<input type="checkbox"/> Received	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Submitted
Ethical Approval	<input type="checkbox"/> Not needed	<input type="checkbox"/> Received	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Submitted
SH Institutional Assessment	<input type="checkbox"/> Not needed	<input type="checkbox"/> Received	<input type="checkbox"/> Submitted	<input type="checkbox"/> Not Submitted

Application Cover Page ☐ Appropriate boxes checked, Section 1 completed and signed by Investigator(s), Department Head, and Departmental Director of Research or their designate (electronic signatures acceptable)

Section 2 ☐ EASY-TO-UNDERSTAND LAY DESCRIPTION provided using non-scientific language

Section 3 ☐ Scientific Abstract of Proposed Research

Section 4 ☐ Background and body of the research proposal is not more than 10 pages, excluding references

Section 5 ☐ Investigator/s' roles clearly explained

Section 6 ☐ Clear and realistic timeline

Section 7 ☐ Location of each project phase listed

Section 8 ☐ HSC Account Administrator identified (for HSC accounts)

Section 9 ☐ All funds received or applied for listed

Section 10 ☐ Budget figures checked for mathematical accuracy, budget justification provided

Section 11 ☐ The Special Circumstances Section is optional and may be used to explain periods of decreased productivity (e.g. leaves, health, family circumstances, non-research positions, etc.)

Name of Principal Investigator

Signature

Date

Section 1

1. Surname, given names of Principal Investigator(s). If your CV has been updated since submitted as part of the Letter of Intent, please attach a full updated CV for each Principal Investigator.

1. a. Surname, given names of Co-Investigator(s).

2. Current mailing address of Principal Investigator(s):

Telephone Number: _____ Email Address: _____

3. Position/Rank, Institution, Faculty, Department:

3.a. Primary Affiliation:

4. Title of Research Project: _____

New Project: ☐Yes ☐No

5. Synopsis (50 words or less) of proposed research:

ACCEPTANCE of a grant or award indicates agreement by the applicant and the institution which employs them to the general conditions as outlined in the Grant Application Guidelines. We, the undersigned, guarantee that, where applicable, the guidelines of the Canadian Council on Animal Care ("Care of Experimental Animals - A Guide for Canada" 315-350 Albert Street, Ottawa, K1R 1B1, www.ccac.ca) will be followed; the CIHR guidelines for handling recombinant DNA molecules and animal viruses and cells will be adhered to and, if the project involves human and/or animal experimentation and/or tissues, it will not proceed unless approved by the appropriate University of Manitoba human and/or animal ethics committee/s.

	Applicant	Department Head	Director of Research/Designate
Name	_____	_____	_____
Signature	_____	_____	_____
Date	_____	_____	_____

Electronic signatures are acceptable

Has previous funding from HSCF has been granted: ☐ YES ☐ NO

If yes, please provide the following:

• Project Title:
• Amount Funded:
• Year Granted:
• Outcomes (append no more than one page):

DO NOT APPEND MORE THAN ONE ADDITIONAL PAGE

Section 2

Provide a brief description of the project in lay terms. The Lay Summary should not exceed 150 words.

Section 3

Include a scientific abstract of the proposal including objective(s) and outline of no more than 200 words.

DO NOT APPEND ADDITIONAL PAGES

Section 4

Please attach the Research Proposal in PDF format ensuring it does not exceed 10 pages, excluding references and appendices. The recommended proposal narrative headings include: Background, Objectives and hypotheses (if applicable), Methodology, Expected Outcomes and Potential Impact. Be sure to justify the choice of your particular methods and materials (e.g. choice of sample size).

Section 5

Describe the roles of each investigator and the percentage of time each investigator is expected to contribute to the overall time required to complete the project. In addition, please indicate how much of the Principal Investigator and Co-Investigator's time is allocated for research and how the project will fit into schedules.

If the Principal Investigator(s) currently holds an HSC Foundation grant, provide justification for available research time to complete both projects within their given timelines.

Where collaborators will be included, describe their role and contribution.

Section 6

General Operating Grants will be awarded in May 2024. The terms of the awards are the years: August 1, 2024 to July 31, 2026. Please indicate the expected timeline for approvals, account set-up, and milestones during the following periods.

Time Period	Anticipated Progress
Current to July 31, 2024	
August 1, 2024 to February 28, 2025	
March 1, 2025 to July 31, 2025	
August 1, 2025 to February 29, 2026	
March 1, 2026 to July 31, 2026	

Section 7

NAME & ADDRESS of the Institution(s) where each phase of the project will be carried out:

Institution	Address

Section 8

Any grant provided by HSC Foundation and administered through HSC Finance must adhere to the HSC Specific Account Policy and Procedure. Name and title of the Account Administrator and Fund

Signatories*

* Required Field for HSC Finance Accounts

Section 9

ALL FUNDING RECEIVED OR APPLIED FOR MUST BE DECLARED

Indicate any funds you (a) presently hold; and (b) have requested or are intending to request for the support of your proposed research project. Show all sources: granting agencies, university funds, private foundations, etc.

In the case of grants shared with other investigators, indicate the total sum, and, if possible, the portion available for your use in the present project. Indicate % overlap with current application. Where overlap exists, provide an explanation of the extent of overlap on a separate page.

(a) Funds received / To be received:

Agency	Amount (per annum)	Period of Support	% of Time	% of Overlap

(b) Funds applied for / To be applied for:

Agency	Amount (per annum)	Period of Support	% of Time	% of Overlap

Append copies of SUMMARY and BUDGET for all funds received or applied for that overlap with the proposed research project.

Section 10

OPERATING GRANT BUDGET

A. PERSONNEL	#	% TIME	BUDGET
Technicians			
Other Personnel (specify). <i>Operating grants are not primarily designed as personnel support.</i>			
Benefits & Payroll Tax			
B. EQUIPMENT			
C. SUPPLIES and SERVICES			
TOTAL			

Please indicate the source of the budgeted costs (i.e. labour agreements, quotes etc.). Where labour agreements are in place or where formal quotes have been provided, please attach copies of the documentation.

DETAILS of budget requested above:



Section 11

PERSONAL INFORMATION (OPTIONAL)

SPECIAL CIRCUMSTANCES AFFECTING RESEARCH PRODUCTIVITY

You may wish to explain interruptions in education and/or periods of decreased productivity.