SEPT. 2013 CIHR OPERATING GRANT COMPETITION
FoM GRANT SUBMISSION REQUIREMENTS & DEADLINES

Faculty of Medicine (FoM) GRANT DEVELOPMENT (GD): provides assistance with organization, writing, and presentation of grant applications.

SPARC INTERNAL REVIEW (IR): peer review by fellow investigators of the scientific content of proposals.

SPECIFIC REQUIREMENTS FOR GD AND IR
a) Must register for GD and IR by deadline.
b) Must submit well-developed versions of ALL of the required application material detailed in the August 12th, 2013 box below.
c) Must submit required documents to FoM for signatures by deadline.

If you fail to meet these requirements, you may be ineligible to receive GD and IR. The onus is on the Principal Investigator to register and submit the required documents by the deadlines outlined below.

JULY 22, 2013 – GD & IR REGISTRATION

- Register for GD (GD MANDATORY for New-new Investigators):
- Submit summary to Elizabeth Cheu: elizabeth.cheu@ubc.ca
- CIHR RE-SUBMISSIONS: Send us your CIHR Reviews (include score, rank and comments, plus SO notes if available)
- Register for IR (IR MANDATORY for New-new Investigators):
- Submit IR Form with summary to Christy McTait: christy.mctait@ubc.ca
- Follow CIHR requirements and deadlines: http://www.cihr-irsc.gc.ca/e
- Finalize 'reviewable' Summary, Research Proposal, Summary of Progress and Response to Previous Reviews (re-submissions only)

AUGUST 12, 2013 – SUBMIT APPLICATION MATERIAL

- Submit ALL of the following application material for GD and IR:
  - ➢ Summary of Research Proposal: 1 full page
  - ➢ Research Proposal: 11 or 13 pages
  - ➢ Summary of Progress: 1 full page
  - ➢ Response to Previous Reviews (re-submissions only): 2 full pages
- REMEMBER TO REGISTER WITH CIHR (Deadline: August 15, 2013)

SEPTEMBER 10, 2013 – SIGNATURES

- Review FoM requirements: http://med.ubc.ca/research/gad/grant-application-procedures/cihr/operating-grant/
- Ensure you have ALL necessary documentation (for questions, contact Bryan Wong: bryan.wong@ubc.ca); re-check agency guidelines
- Upload CIHR Routing Slip, signatures of co-applicants (if applicable) and blank institution signature page to ResearchNet
- Submit required documents to FoM for signatures (2-business days turnaround time)
- FoM will take application package to ORS
- Finalize proposal and submit application on ResearchNet