

# SEPT. 2013 CIHR NEW INVESTIGATOR SALARY AWARD COMPETITION

## FoM GRANT SUBMISSION REQUIREMENTS & DEADLINES

Please confirm your eligibility as per: <http://med.ubc.ca/research/gad/grant-application-procedures/salary-awards/>

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\*

- Must register for GD and IR by deadline.
- Must submit well-developed versions of ALL of the required application material detailed in the August 12<sup>th</sup>, 2013 box below.
- 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 SALARY AWARDS):
- Submit summary to Elizabeth Cheu: [elizabeth.cheu@ubc.ca](mailto:elizabeth.cheu@ubc.ca)
- CIHR RE-SUBMISSIONS: Send us your CIHR Reviews - pending CIHR announcement
- Register for IR (IR MANDATORY for SALARY AWARDS):  
<http://www.research.ubc.ca/sparc/internal-review>
- Submit IR Form with summary to Christy McTait: [christy.mctait@ubc.ca](mailto:christy.mctait@ubc.ca)
- Follow CIHR requirements and deadlines: <http://www.cihr-irsc.gc.ca/e>
- Finalize 'reviewable' Summary, Research Proposal, Summary of Progress, 5-Year Research Plan, 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
  - 5-Year Research Plan: 5 full pages
  - 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/new-investigator/>
- Ensure you have ALL necessary documentation (for questions, contact Bryan Wong: [bryan.wong@ubc.ca](mailto:bryan.wong@ubc.ca)); re-check agency guidelines
- Submit required documents to FoM for signatures (3-business days turnaround time)
- FoM will take application package to ORS (1-business day turnaround time)
- Pick up approved CIHR institution signature page and signed Dean's letter from ORS and upload to ResearchNet