



2012-13

Research Programs'
Requirements Document for:
Establishment Grants
Development/Innovative Grants

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1. GENERAL INFORMATION

1.1 Introduction

The Nova Scotia Health Research Foundation (NSHRF) is pleased to offer an array of programs collectively designed to lead to improvements in the health of Nova Scotians through health research.

This Requirements Document is intended to provide a road map for applying to the following NSHRF Research Programs funding opportunities:

Establishment Grants
Development/Innovative Grants

Applicants, and associated institutions, are responsible for ensuring that they are aware of the NSHRF application and grants management requirements. Individuals who are uncertain about any of these requirements should contact the NSHRF for clarification.

The *2012-13 NSHRF Establishment and Development/Innovative Grants Requirements Document*, registration and application forms supersede all previous program documents and forms. The NSHRF may, without notice, alter the programs or terms of grants and awards. Any major program changes will be announced immediately on the NSHRF website and/or in writing to grant applicants and recipients. The NSHRF reserves the right to interpret program requirements and conditions attached to grants and awards.

2012-13 Deadlines for Establishment and Development/Innovative Grants

Registration:

Tuesday, February 14, 2012 at 2:00 PM (AST)

Application:

Thursday, March 29, 2012 at 2:00 PM (AST)

Registrations and applications must be submitted to the NSHRF through its Electronic Grants Management System (EGMS). Refer to Section 6 of this document for instructions on applying via the online system. **Registration forms will open within the EGMS on Tuesday, January 10, 2012 at 9:00 AM (AST)**

Registrations and applications submitted to the NSHRF that do not contain all of the necessary information as described within this Requirements Document will be withdrawn from the competition process.

The NSHRF will assume no responsibility in following up with applicants who submit incomplete applications. The entire responsibility to ensure completeness of the submitted application rests with the applicant. Our systems have been designed to ensure that applicants have every opportunity to view the application information before it is submitted. Registrations and applications submitted late will not be accepted.

1.2 NSHRF Background Information

History

The NSHRF was founded in 2000 after the Health Research Foundation Act SNS 1998, c.14 (Bill 22) was proclaimed on December 31, 1999 and in force January 1, 2000. It was given Royal Assent on December 3, 1998. The goal of the NSHRF is to assist, collaborate with, and fund individuals and organizations conducting health research in the province. Fiscal year 2012-13 marks our thirteenth annual competitive grants competition.

What We Do

The NSHRF exists to improve the health of Nova Scotians through health research.

We do this by working with our stakeholders, including provincial government, health authorities, and health researchers on a number of initiatives and funding opportunities. These include but are not limited to:

- Working to support health research in Nova Scotia by nurturing careers, monitoring progress, and championing health researchers provincially, nationally and internationally
- Offering funding opportunities that reflect contemporary standards of excellence
- Providing a foundation for informed decision making with research
- Generating greater public awareness about health research

NSHRF Strategic Goals (2009 – 2012)

- Focus program support
- Enhance organizational infrastructure
- Demonstrate and communicate the impact of health research

Definitions

Health

The word "health" is defined broadly at NSHRF. We have accepted the Ottawa Charter definition of health as "a complete state of physical, mental, social and emotional well-being...a resource for living that enables people of all ages to realize their hopes and needs and to change or cope with the environments around them." The determinants of health as outlined by the World Health Organization¹ are encompassed within how we define factors which influence health.

Health Research

We define health research as a systematic investigation to establish facts, principles, or generalizable knowledge in the areas of biomedical research, health outcomes research, health policy research, and health services research.

Health Research Categories²

- 1) Medical Research - Basic scientific and biomedical study; clinical and epidemiological investigations.
- 2) Health Public Policy Research - The impact of social factors, allocation of resources, legal and ethical issues, and the administration, organization and financing of health care.
- 3) Health Outcomes Research - Changes in the health status of populations as a result of health programs or services.
- 4) Health Services Research - How efficiently and effectively health services are managed, organized and delivered.

Health Research Enterprise

We define the health research enterprise as organized health research activities that have the specific aim of improving human health which are undertaken by researchers and research institutions and those who use research to develop policy, deliver care and maintain the health system. Growth and innovation are germane to advancing the health research enterprise in Nova Scotia.

Statement of Principle

The NSHRF believes that research is a central component of the health system and the health research enterprise plays an integral role in supporting the health system. We are committed to supporting the health research enterprise in Nova Scotia.

The NSHRF supports the health research enterprise through three programs: Research Enterprise Development Initiatives (REDI), Research Programs, and Knowledge

¹ Retrieved on January 4, 2012 from <http://www.who.int/hia/evidence/doh/en/>

² These categories are referred to in the NSHRF *Legislation and Regulations*.

Programs. Program elements are either investigator or priority driven. Our priorities maximize the impact of the health research enterprise on informed decision making through the focused and efficient use of NSHRF resources.

Our **priorities** are:

Population Health

- Changing demographics
- Factors that contribute to inequities (income, education, race, culture, literacy, etc)
- Issues specific and unique to marginalized populations in Nova Scotia
- Disease prevention
- Mental health

Health Services

- Continuing care models
- Primary health care (access)
- Models of health human resources (HHR)
- Governance, sustainability and costs

Access to Information and Protection of Privacy

The NSHRF is subject to provincial legislation in regards to privacy, as outlined in Freedom of Information and Protection of Privacy Act SNS 1993, c. 5 (the *FOIPOP Act*). The NSHRF is committed to openness and transparency, while ensuring the protection of private information and intellectual property of Nova Scotia researchers.

Collection, Use, Disclosure and Retention of Personal Health information

The NSHRF is subject to provincial legislation governing collection, use, disclosure and retention of personal health information, as defined by the Personal Health Information Act, SNS 2010, c. 41 (the *PHI Act*). The NSHRF is committed to openness and transparency, while ensuring the protection of personal health information in accordance with the *PHI Act*.³

Integrity in Research and Scholarship

The NSHRF is guided by national standards and procedures related to integrity in research as described in the *Tri-Agency Framework: Responsible Conduct of Research* (2011). These guidelines are followed for promoting integrity in research and scholarship and in investigating any allegations of misconduct in research and scholarship (see <http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>).

³ The application of the requirements of the *PHI Act* are conditional on proclamation.

1.3 Peer Review

The NSHRF undertakes an initial screening of registrations and applications to determine applicants' eligibility, including the completeness of the applications. Competitive grant applications are evaluated by panels of health research experts. Experts can be from Nova Scotia, across Canada or be international experts. Competitive grant applications are reviewed by one of two Peer Review Committees (either Biomedical or Health Policy, Health Services and Health Outcomes). Reviewers follow peer review principles and procedures based on national standards and guidelines⁴.

Confidentiality

Personal information collected by the NSHRF about applicants is used to:

- Review applications
- Administer and monitor grants and awards
- Compile statistics
- Support health research in Nova Scotia

All NSHRF Peer Review Committee members are informed that the information contained in grant applications is confidential and must be protected. Reviewer comments are shared only with the Principal Investigator. All reviewers and observers involved with the review process are required to sign a confidentiality form.

Rating Scale

We are committed to research excellence and will fund only proposals that achieve an overall committee rating of 3.0 or higher (subject to budget availability). The following scale is used by peer reviewers to rate *Establishment and Development/Innovative Grants*:

<u>Range</u>	<u>Descriptors</u>
4.5 - 4.9	outstanding
4.0 - 4.4	excellent
3.5 - 3.9	very good
<u>3.0 - 3.4</u>	<u>solid/significant</u>
2.5 - 2.9	needs revision
2.0 - 2.4	needs major revision
1.0 - 1.9	seriously flawed
0	not acceptable

Grant specific peer review *Evaluation Criteria* are outlined under *Funding Opportunity Details*, Section 2.

Final funding decisions are made based on the Peer Review Committees' final ratings, NSHRF policies and funding availability.

⁴ Retrieved on January 3, 2012 from: <http://www.cihr-irsc.gc.ca/e/37790.html>

1.4 Contact Information

Mail, Courier and E-mail Addresses:

Courier: 1660 Hollis St. Suite 905 Halifax NS B3J 1V7

Mail: P.O. Box 2684 Halifax NS B3J 3P7

E-mail: info@nshrf.ca

Enquires regarding general information:

Marie Deveau

Office Administrator

Nova Scotia Health Research Foundation

Ph: (902) 424-4043

Fax: (902) 424-7753

E-mail: marie.deveau@gov.ns.ca

Web: www.nshrf.ca

Specific enquiries regarding competitive grant funding

Jennifer McNutt

Manager, Research Programs

Ph: (902) 424-3370

E-mail: jennifer.mcnutt@gov.ns.ca

Specific enquiries regarding the NSHRF Electronic Grants Management System (EGMS) or the Canadian Common CV (CCV) system:

Shawn Ward

Database and Systems Coordinator

Ph: (902) 424-2131

E-mail: shawn.ward@gov.ns.ca

2. FUNDING OPPORTUNITY DETAILS

The purpose of the *Research Programs* is to build capacity in health research across the four health research categories (biomedical, health policy, health services, and health outcomes).

Research Programs funding opportunities are available to those who are:

- Early career health researchers (i.e., new to health research or new PhD graduate)
- Researchers new to the province
- Established researchers

We do not provide funding for research already funded by another agency. If an applicant is funded through the Research Programs funding opportunities and receives a grant for a similar application from another agency, we may withdraw or adjust our funding to ensure efficient use of public funds.

We encourage researchers from outside the province, who are planning a move to Nova Scotia, to apply; however, an academic appointment with a Nova Scotia institution by the start of the grant is required in order to receive funding.

Normally, the following are considered to be academic appointments for the purpose of our Research Programs funding opportunities:

- Probationary tenure-track appointments
- Tenure-track appointments
- Tenured appointments
- Limited-term appointments

Appointments may also include clinical scientists, clinical faculty or other senior official-approved (i.e., CEO or VP Research) appointments. Adjunct and instructor appointments are not considered academic appointments for the purposes of this grant requirement.

Further funding opportunity information is provided in the following sections.

2.1 Establishment Grant

Objective

The *Establishment Grant* is intended to assist in building research capacity and to provide initial support for new health researchers in Nova Scotia over a 1 to 3 year period.

Funding

This grant provides funding for:

- Up to \$50,000/year for up to 3 years (maximum \$150,000)

Eligibility

To apply for an *Establishment Grant*, the Principal Investigator (PI) must meet one of the three conditions outlined below:

- Be a **health researcher new to Nova Scotia** (i.e., holds, or will hold⁵ a first time⁶ academic appointment at a Nova Scotia university/affiliated research institution or an appointment (with research responsibilities) at an affiliated hospital/research centre/institute on or after September 1, 2007)
- Be a **new doctorate (PhD) graduate** (i.e., graduated on or after September 1, 2007) and hold an academic appointment in a Nova Scotia university/affiliated research institution or an appointment (with research responsibilities) at an affiliated hospital/research centre/institute
- Be a **researcher new to health research** (i.e., holds an academic appointment at a Nova Scotia university or an appointment (with research responsibilities) at an affiliated hospital/research centre/institute but has undergone a career transition and is now conducting health research)⁷

⁵ A Principal Investigator who does not have an academic appointment at the time of registration must demonstrate he/she will have one by the time the grant begins (effective September 1, 2012) by providing a letter from a senior official at the institution confirming the effective date of appointment.

⁶ First time academic appointment may also apply to a researcher returning to Nova Scotia after an absence from the province. Such cases are assessed on a case by case basis and require approval by the NSHRF. To apply as a researcher returning to Nova Scotia, a Common CV validated for NSHRF and a cover letter outlining the specifics of the situation must be submitted at registration.

⁷ A career transition is defined by the NSHRF as a researcher who is making a major shift from another discipline into a health research discipline. Applicants are assessed on a case by case basis and require approval by the NSHRF. To apply as a researcher undergoing a career transition, a Common CV validated for NSHRF and a cover letter outlining the specifics of the situation must be submitted at registration.

To upload a letter in the registration form, please select the career transition condition on the Eligibility Requirements screen. By checking the undergoing a career transition box an upload field will become available to accept the required letter. To validate this aspect of the registration, you must finalize and submit your Common CV validated for NSHRF. Refer to Section 6.1.6 for instructions on finalizing and submitting a Common CV.

Mentorship

Given our mandate to build capacity in health research in Nova Scotia, mentorship is a required component of an *Establishment Grant* application.

The purpose of requiring mentors is to ensure that first time Principal Investigators as well as Principal Investigators new to Nova Scotia have identified resource persons who are able to provide support and help navigate the Nova Scotia research community. Only one mentor is required but multiple mentors can be identified. In addition, or alternatively to being familiar with the Nova Scotia research community, a mentor may have a background relevant to the proposed research of the Principal Investigator. For each mentor listed, applicants should highlight previous research experience (including track record, publications and history of receiving relevant grants, etc) and any other information related to the role of the mentor.

On the online forms, one team member must be identified as a mentor. If more than one mentor is involved with the grant, outline this in the description provided in the mentor section which is uploaded. It is recommended that the applicant indicate to what extent the mentor(s) contributed to the application and if the mentor(s) reviewed the application prior to submission.

***Establishment Grant* Evaluation Criteria**

The following criteria are used to evaluate *Establishment Grant* applications:

- *Academic excellence of the applicant(s)* – The proposal must demonstrate:
 - Knowledge, expertise and experience of applicant(s)
 - The applicant(s) relevant research experience including peer reviewed publications, presentations and previous research awards or grants
 - The applicant(s) past or potential contributions to, and impact on, the proposed area of research
 - The applicant(s) ability to have their findings used by other researchers and end-users (clinicians, decision makers, community)
 - Complementary expertise among team members (if applicable) and how this creates synergy
 - The mentorship relationship and how it contributes to the academic merit of the proposal

- *Merit of the Proposal* – The proposal must demonstrate:
 - Originality and innovation
 - Significance and expected contributions to research
 - Clarity and scope of objectives
 - Clarity and appropriateness of methodology including limitations
 - The extent to which the scope of the project addresses a specific health research area and its related issues including the need for varied expertise within or across disciplines

- Feasibility
- A dissemination plan that is appropriate, targeted and adequately resourced

- *Budget* –The proposal must demonstrate:
 - Appropriateness and justification of the budget
 - Availability of other sources of funding (if applicable)
 - Special needs related to the project (e.g., collaborative activities or infrastructure costs, such as user fees)

- *Relevance to Nova Scotia* – The proposal must demonstrate relevance to improving the health of Nova Scotians. Relevance may be demonstrated by addressing any of the following:
 - How the proposed research addresses health issues of relevance to Nova Scotians
 - The potential economic impact of the research in Nova Scotia (if relevant)
 - The potential impact of the research on clinical practice in Nova Scotia (if relevant)
 - The potential impact of the research on health policy in Nova Scotia (if relevant)

The following links may be of assistance in assessing the relevance of your proposed research for Nova Scotia:

Department of Health and Wellness Statement of Mandate

http://www.gov.ns.ca/health/reports/pubs/DHW_Statement_of_Mandate_2011_2012.pdf

Nova Scotia Office of Economic Development's Community Development Policy

<http://www.gov.ns.ca/econ/cdpolicy/>

Weaving the Threads – A Lasting Social Fabric, Our Framework for Social Prosperity

http://www.gov.ns.ca/coms/department/documents/Weaving_the_Threads.pdf

Additional information on the health status of Nova Scotians and the economic impact of health research in Nova Scotia can be found on the NSHRF website under INITIATIVES then Health Research Priorities (www.nshrf.ca/initiatives/initiatives/health-research-priorities).

Dissemination, Knowledge Transfer and Exchange

We value knowledge exchange and dissemination of research results and has a legislated mandate to ensure that the findings of health research it funds be shared broadly and accessible to those making health related decisions. Applicants must outline within the application a plan addressing intended knowledge exchange and dissemination activities. For the *Establishment Grant* an allocation of a minimum of five (5) per cent of the total budget for these activities is required.

The NSHRF utilizes four key concepts that guide its philosophy on the integration of evidence into decision-making processes.

1. Informed decision-making means consideration of the best information available in decision-making processes. NSHRF recognizes that research knowledge is an excellent, but not the sole, basis of decisions within the health system.
2. People who use knowledge for decision-making processes need to trust that the information is **Relevant** to the decisions being made, **Excellent** in its quality, **Accessible** in a format and language that is easily understood and **Legitimate** by having the methodological rigor and standards to ensure it is in keeping with the body of knowledge. This is **REAL** knowledge.
3. Knowledge needs to be accessible in a timely manner that is similar to a decision-makers' timelines which can vary from hours to years.
4. Focusing on knowledge users is key to supporting evidence integration. The NSHRF has moved away from using terms such as knowledge translation, knowledge utilization, and knowledge transfer/exchange which can be barriers for knowledge users. We recognize that these terms and concepts have significant utility within the academic community as they often define and guide the conceptual work to better understand these theories, models and processes.

We strongly encourage the wide dissemination of research findings and encourages researchers to consider the potential impact of their research with various audiences or stakeholders. The type of activities will depend on the category of research (medical, health policy, health outcomes, health services) and the characteristics of the intended audience(s). Knowledge transfer and exchange (KT&E) can take place at any or all stage(s) of the research cycle.

A dissemination plan should identify at least one potential audience and describe the planned activity to disseminate research findings to the audience. When appropriate the plan should also describe any proposed collaborations/exchanges as well as intended implementation plans.

Below are listed some of the activities that could be included in your plan. It is important to note that not all audiences and activities listed will be relevant to all research projects, nor is this list intended to be exhaustive. The applicant is encouraged to be innovative while remaining pragmatic.

Examples of Potential Audience(s)

- Researchers in similar fields
- Researchers in other fields
- Clinicians/Health practitioners
- Policy makers
- Government Agencies
- Non-governmental organizations (NGOs)
- Health care managers and other decision makers
- Public
- Patients/patient groups
- Community/community groups

Examples of Planned Dissemination Activities

- Peer-reviewed academic publication(s)
- Abstract in academic conference proceedings
- Presentation(s) at academic conferences
- Research summaries
- Presentation at workshop(s)
- Education sessions to decision-makers/other identified stakeholder(s)/audience(s)
- Briefs to identified stakeholders
- Participation in community events such as Café scientifique, town halls
- Web-based or other technology-based dissemination
- Plain language reporting
- Knowledge adapted to user
- Communication with media
- Communication product development
- Social marketing

Examples of Collaborations or Exchanges

- Interdisciplinary research
- Community based participatory research
- Collaboration with identified target audience
- Potential user involvement in research question development, methodology, dissemination
- Participation in communities of practice
- Networking

Examples of Implementation Activities

- Implementation of evidence-based guidelines
- Identification of barriers to implementation
- Development of strategies to address barriers
- Evaluation of implementation efforts
- Active involvement of stakeholders/ potential user in implementation plan

When grant recipients participate/organize dissemination activities, NSHRF support must be acknowledged (see Acknowledgement and Accountability, Section 5.7).

Some references and tools that might assist applicants when preparing dissemination plans include:

Jacobson, N., Butterill, D., & Goering, P. (2003). Development of a framework for knowledge translation: Understanding user context. *Journal of Health Services Research and Policy*, 8(2), 94-99.

Lavis, J.N., Robertson, D., Woodside, J.M., Mcleod, C.B., and Abelson, J. (2003) How Can Research Organizations More Effectively Transfer Research Knowledge to Decision Makers? *The Milbank Quarterly* 81 (2), 221–248.

From research to practice: a knowledge transfer planning guide

<http://www.chsrf.ca/SearchResultsNews/07-03-01/9a0dd1b2-d7b2-4eb6-ae05-47c4b966531b.aspx>

CHSRF Resources for Researcher

<http://www.chsrf.ca/PublicationsAndResources/ResourcesForResearchers.aspx>

CIHR About Knowledge Translation

<http://www.cihr-irsc.gc.ca/e/29418.html>

“You Say ‘To-may-to(e)’ and I say To-mah-to(e)’: Bridging the Communications Gap Between Researchers and Policy Makers”

http://secure.cihi.ca/cihiweb/products/CPHI_Bridging_Gap_e.pdf

For further information about knowledge transfer and exchange, please contact:

George Collier

Manager, Knowledge Programs

Ph: (902) 424-1528

E-mail: george.collier@gov.ns.ca

2.2 Development/Innovative (DI) Grants

Objective

The *Development/Innovative Grant* is intended to provide funding for Nova Scotia health research initiatives that will strengthen a grant submission to a peer reviewed provincial, national or international health research competition.

For the purposes of this grant, *development* is considered to be research in its early stages. This can include assisting researchers to develop or preliminarily test research methodologies or instruments. The intent is to improve the potential for success in acquiring health research funding. *Innovative* research is the degree to which new approaches are used for solving problems in research and/or the degree to which the research focuses on new, important, or potentially important issues and/or methodologies.

Teams must clearly indicate the health research competition(s) they will target and in their work plan indicate the steps that will be taken to develop the subsequent application. The required outcome of this grant is the submission of a proposal (to the competition identified in the application) within 12 months.

Funding

The maximum amount awarded is \$15,000 per grant.

Eligibility

To apply for a *Development/Innovative Grant*, the Principal Investigator must:

- Be a researcher with an academic appointment at a Nova Scotia university/affiliated research institution or an appointment (with research responsibilities) at an affiliated hospital/research centre/institute and reside and work in Nova Scotia during the time of the grant

In addition, the proposal must:

- Clearly demonstrate how the application is developmental and/or innovative
- Indicate how the research supported by this grant will strengthen an application for health research funding at the targeted agency
- Clearly indicate the specific funding opportunity to which the team will apply

Development/Innovative Grant Evaluation Criteria

The following criteria are used to evaluate *Development/Innovative Grant* applications:

- *Project description* – The proposal must demonstrate:
 - Clarity and scope of objectives, goals and target audience(s)
 - Clarity and appropriateness of methodology including limitations
 - The potential contribution to the field of research
 - Feasibility of the proposed work
- *Work plan and plan to apply for funding* – The proposal must demonstrate:
 - A clear and realistic plan to apply for the identified grant
 - The proposed research will strengthen a subsequent grant application
 - The timeline is reasonable and activities feasible
 - That the target funding agency/competition is appropriate
- *Team composition* - The proposal must demonstrate:
 - Knowledge, expertise and experience of the applicant(s)
 - Relevant research experience
 - How the expertise of the applicant or team members ultimately benefits the project
 - The required skills are available to complete the project
- *Developmental or innovative nature of project* - the proposal must demonstrate:
 - The extent to which the proposed research is developmental or innovative in nature
 - The importance of this work to the further development of the applicant(s) research program
 - Originality
- *Merit of the proposal* – The proposal must show:
 - Significance and expected contributions to knowledge creation
 - The potential of the research team to succeed in developing a subsequent grant application
- *Budget* - The proposal must demonstrate:
 - Appropriateness and justification of the budget
 - Availability of other sources of funding, if any
 - Special needs related to the project (i.e., meetings, teleconferences or infrastructure costs, such as user fees)

- **Relevance to Nova Scotia** – The proposal must demonstrate relevance to improving the health of Nova Scotians. Relevance may be demonstrated by addressing any of the following:
 - How the proposed research addresses health issues of relevance to Nova Scotians
 - The potential economic impact of the research in Nova Scotia (if relevant)
 - The potential impact of the research on clinical practice in Nova Scotia (if relevant)
 - The potential impact of the research on health policy in Nova Scotia (if relevant)

The following links may be of assistance in assessing the relevance of your proposed research for Nova Scotia:

Department of Health and Wellness Statement of Mandate

http://www.gov.ns.ca/health/reports/pubs/DHW_Statement_of_Mandate_2011_2012.pdf

Nova Scotia Office of Economic Development's Community Development Policy

<http://www.gov.ns.ca/econ/cdpolicy/>

Weaving the Threads – A Lasting Social Fabric, Our Framework for Social Prosperity

http://www.gov.ns.ca/coms/departement/documents/Weaving_the_Threads.pdf

Additional information on the health status of Nova Scotians and the economic impact of health research in Nova Scotia can be found on the NSHRF website under INITIATIVES then Health Research Priorities (www.nshrf.ca/initiatives/initiatives/health-research-priorities).

Suggested Resources for *Development/Innovative Grant Applicants*

Thabane, L., et al. (2010). A tutorial on pilot studies: the what, why and how. *BMC Medical Research Methodology* 10:1 Retrieved on January 4, 2012 from

<http://www.biomedcentral.com/1471-2288/10/1>

Gardner, G., et al. (2003). Reconceptualising the objectives of a pilot study for clinical research. *International Journal of Nursing Studies* Spring 40(7): 719-724 Retrieved on January 4, 2012 from

<http://www.ncbi.nlm.nih.gov/pubmed/12965163>

McDermott, E., Vincentelli, M., and Venus, J. (2005). The use of piloting in an application for funding. *Social Research Update* Spring Issue 45 Retrieved on January 4, 2012 from

<http://sru.soc.surrey.ac.uk/SRU45.html>

Van Teijlingen, E., and Hundley, V. (2001). The importance of pilot studies. *Social Research Update* Winter Issue 35 Retrieved on January 4, 2012 from <http://sru.soc.surrey.ac.uk/SRU35.html>

Van Teijlingen, E., et al. (2001). The importance of conducting and reporting pilot studies: the example of the Scottish Births Survey. *Journal of Advanced Nursing* 34(3): 289-295.

Retrieved on January 4, 2012 from <http://www.ncbi.nlm.nih.gov/pubmed/11328433>

3. REGISTRATION INSTRUCTIONS

This section provides registration instructions that must be followed when applying for the *Establishment and Development/Innovative Grants*.

Multiple Submissions

Registrations can be submitted for more than one grant, related (but not duplicate) provided the applicant clearly demonstrates that each application will be unique and can be implemented independently.

Current grant recipients may register to apply for a subsequent grant if their current project will be completed on or before the start date (*Start and End Dates*, Section 5.3) of the new competition. Researchers with NSHRF funding who do not submit a final report or any other required documentation will be ineligible for future NSHRF research funding.

NSHRF grant recipients (Principal Investigator or Co-Principal Investigator) may hold only one *Establishment Grant* at a time. However, grant recipients who hold an *Establishment Grant* may also hold a *Development/Innovative Grant*, *Scotia Support Grant*, Partnership, Research Enterprise Development Initiatives (REDI), and/or Knowledge Program funding at the same time (for more information on NSHRF Funding/Programs see www.nshrf.ca).

Applicants must identify the category appropriate for their research on registration. Biomedical Research is reviewed by one review panel (MED) while Health Policy, Health Services and Health Outcomes Research are reviewed by a different review panel (PSO).

Registration Deadline:

Establishment & Development/Innovative Grants: **Tuesday, February 14, 2012 - 2:00 PM (AST)**

3.1 Registration Process

Registration is required for all of the NSHRF competitive programs. The purpose of registration is to ensure applicants meet eligibility criteria required to apply and that NSHRF has the appropriate number of reviewers and expertise in advance of the review process.

If you have not yet done so, you will need to create an Electronic Grant Management System (EGMS) account to register for this competition. You will use this account to register and submit the full application. Any team members you plan to list on your grant must set up an EGMS account before they can be added to your registration in the system. To access the EGMS, click "Apply Online" from the NSHRF homepage, this will take you to the NSHRF EGMS site, www.nshrf-egms.ca. Refer to Section 6 of this document for specifics on the EGMS.

To create a registration within the system, the Principal Investigator (PI) must select the Research Programs competition within the EGMS and then the appropriate registration, either *Establishment or Development/Innovative (DI) Grant*. Once a registration is created the way to access it to continue working on it is to select "My Forms" which will list the available

registrations that have been created. If you have accidentally created multiple registrations for the same grant please contact the NSHRF Helpdesk to have that additional registrations removed from the system.

When working through completing the registration it is recommended that the user "Save" and "Validate" each section before moving on to the next section. This will allow the system to verify that all required information has been provided for that section. If there is required information missing when the section is validated, the system will flag any rules that need to be fulfilled for a given section so that the registration can be successfully submitted.

Once the "Institution that will administer funds" field is populated, the institution that was listed on the registration will be notified in its Institutional Portal that you have listed it. No institutional sign off is required for registration, only at application. The institution listed on the registration can change at application.

When working within an *Establishment Grant* registration form, under the Eligibility Requirements section please select the criterion which is the most recent condition (i.e., first academic appointment or received PhD within five (5) years. For example, if you received your PhD in October 2007 and your first academic appointment was in December 2007 select the criterion, "PI is within 5 years of his/her first academic appointment at a Nova Scotia university or approved research institution/centre as of September 1st of the current year". The system will only validate one response so please select the most recent condition. If the criterion, undergoing a career transition, is selected the PI's Common CV and cover letter will be required at registration.

The PI must notify all team members on the project that they are required to create an EGMS account before they can be included on a registration. Once the PI adds a team member in the registration, an e-mail is sent to the team member and that user must sign into the EGMS and indicate that they consent to participate on the project. The team member will see the registration in the "As Participant" section of his/her EGMS account. The PI can view the status of all team members (i.e., if they have provided consent) in the "Activity details" section of his/her EGMS account – select "View" link under the "Contributor Status".

In order for a registration to be successfully submitted all listed team members must give consent. Once consent has been provided the team member cannot remove it within the system, the only person who can do so is the PI, by deleting that person from the team. If a user wishes to withdraw consent please contact the PI. Team members can change (be added or deleted) between registration and application; if team members change or their role (refer to Section 3.2 *Team Member Categories*) on the team changes after the registration is submitted, the PI can modify at the time of application.

If you are the PI submitting the registration form and are waiting for consent from a team member to validate your submission you have a couple of options to ensure your submission is submitted by the deadline. You can either delete the person on the registration form and re-

add he/she on the application form (consent will still be required at application) or you can change the role assigned to this person on the registration to Collaborator and then re-assign the team member role on the application. Note that the role of Collaborator is not considered to be a member of the research team. The Common CV for team members with academic appointments is not required at registration; however, the NSHRF strongly encourages team members to have their Common CVs ready as they will be required at application.

A few final tips on interacting with the EGMS include:

- Ensure Portable Document Format (.pdf) files are not locked when you upload them, do not password protect files as the system will not be able to open the file when it compiles all sections.
- If you are pasting text into a section such as the Plain Language Summary section it is recommended that you past as unitext. Notepad will convert to unitext.
- All applicants and team members should check the version of the Common CV that is linked to their EGMS account. Select "Common CV Details" under "Activity details" section of your EGMS account. If the most recent version of your Common CV is not linked to your EGMS account follow the steps to validate and submit the Common CV for NSHRF (refer to Section 6.1.6). It is recommended that all Common CVs that are to be included with an application have been validated and submitted after the opening of the 2012-13 Competition (January 10, 2012) to ensure the most recent version is linked to the application in the EGMS. Applicants and team members may wish to customize their CV that is linked to the application. Instructions on how to do this are available on page 14 of the Common CV User Guide http://www.commoncv.net/docs/Uguide_e.pdf

3.2 Team Member Categories

The NSHRF considers the following to be roles of members of the research team on its grant applications: Principal Investigator (PI), Co-Principal Investigator (Co-PI), Co-Investigators (Co-Is), Associates and Partners. Mentors involved with *Establishment Grant* applications should be listed as team members.

The CCV validated for NSHRF is required for PIs, and any team member with an academic appointment regardless of their role on the research team (including national/international team members). Team members who do not hold an academic appointment must make a professional résumé or CV available to the PI to upload with the application.

Note as outlined under Section 4.3 *Budgets*, salaries or consulting fees to the grant recipients or team members are not eligible expenses (page 28); therefore, if an applicant plans to hire a student, fellow or assistant to work on the grant, that individual cannot be included on the application as a team member.

Principal Investigator (PI) is the researcher with overall responsibility for directing the research project and the primary responsibility for the intellectual direction of the research. The PI also assumes administrative responsibility for the grant. There may be an additional PI, referred to

as a **Co-Principal Investigator (Co-PI)**, but the PI is the designated project manager with financial responsibilities.

Co-Investigators (Co-Is) make a significant contribution to the intellectual or scientific direction of the research, play a significant role in the conduct of the research, and may, at the discretion of the PI, have some responsibility for administrative aspects of the research activities. Students, fellows or research associates/assistants may not be Co-Is.

Associates are individuals who make a substantial intellectual contribution to the research project. They may include graduate students, post-doctorate fellows, research associates/assistants and colleagues.

Partners may be associated with an organization not affiliated with a post-secondary institution (this may include participation from the public, private or non-profit sector). The partner must have an interest in, and make a strong contribution to, the research project. Partners' material contributions may be financial or in-kind (e.g., monetary or providing use of facilities, access to expertise, networks or communities and staff time). All partners are expected to contribute intellectually and to participate in the research.

Collaborators are individuals who provide special services, advice, etc. to facilitate the proposed research. Their intellectual contribution to the work may be limited. They may be reimbursed from grant funds for the services, materials, etc. that they provide. Collaborators may be local, regional, national or international. *Collaborators are not considered members of the research team.*

3.3 Suggested External Reviewers (Establishment Grant Only)

Those registering for an *Establishment Grant* are required to submit names of four (4) **suggested external reviewers** at registration. Suggested persons should be content and/or methodological experts in the research area(s) proposed in the application. It is critical that applicants review NSHRF's [Conflict of Interest Policy](#) when suggesting persons as external reviewers to ensure that a conflict of interest does not exist.

NSHRF Conflict of Interest Policy

NSHRF makes every effort to ensure, not only that its decisions are fair and objective, but also they are seen to be so. Therefore, reviewers must avoid any actions that might give the appearance that a conflict of interest exists or could reasonably be viewed as affecting the reviewer's objectivity.

For example, a reviewer must not review materials submitted by:

- Individuals from his/her immediate department
- Individuals with whom the reviewer is collaborating, or has collaborated, published or has been a co-applicant within the past five years
- A former student or teacher within the last ten years

- A close personal friend
- A close relative
- A scientist with whom the reviewer has had long-standing scientific or personal differences

In addition, reviewers who are in a position to gain or lose financially from the outcome of the application or for some other reason feel that they cannot provide an objective review should not participate in the review. When the reviewer is uncertain as to whether a conflict exists, he/she should inform the NSHRF and a final decision will be made.

3.4 EGMS Signature and Submission

Applicants should be aware that submission of a NSHRF registration and application in the EGMS signifies that:

- The information provided⁸ in the application is complete, accurate and consistent with institutional policies
- They accept all terms and conditions stated in the *2012-13 NSHRF Research Programs' Requirements* and agree to adhere to the *NSHRF Legislation and Regulations*
- They authorize the NSHRF and the host institution to share any scientific, administrative or personal information pertaining to the application or to any funds rewarded as a result
- They have not been barred from applying to any other research funding organization for reasons having to do with breach of standards, ethics, or integrity
- They understand their contractual obligations to NSHRF (should their application be funded) including the obligation to provide progress, financial and final reports
- They will ensure that any research carried out with the requested funds will respect national ethics policies and guidelines and that ethics approval, from a duly constituted institutional research ethics board/committee, will be acquired
- They have read and consent to the below Freedom of Information and Protection of Privacy statement and the Personal Health Information statement

Institutional approval of the submitted application certifies the institution will:

- Administer any grant awarded as a result of the application, according to *2012-13 NSHRF Research Programs' Requirements and NSHRF Legislation and Regulations*
- Investigate, by appropriate procedures, any allegations of conduct inconsistent with the *2012-13 Research Programs' Requirements* and the *NSHRF Legislation and Regulations* in connection with the use of NSHRF funds

⁸ The provision of false or inaccurate information may result in sanctions, including the termination of funding and disentitlement from eligibility for future funding.

- Report to the NSHRF the results of any investigation when an applicant or recipient of NSHRF funds has infringed the *2012-13 NSHRF Research Programs' Requirements or NSHRF Legislation and Regulations*
- Ensure that research carried out with the requested funds will respect national ethics policies and guidelines and that ethics approval will be acquired from a duly constituted research ethics board/committee

Consent and Compliance Undertaking

Freedom of Information and Protection of Privacy Act

The *Freedom of Information and Protection of Privacy Act* (FOIPOP Act) provides for certain rights of public access to information contained records of the Government of the Province of Nova Scotia and public bodies as defined by the FOIPOP Act. The text of the FOIPOP Act may be viewed at <http://nslegislature.ca/legc/index.htm>, with regulations enacted under the FOIPOP Act at <http://www.gov.ns.ca/just/regulations/rxaa-l.htm#foi>.

The FOIPOP Act also provides rights of privacy protection with respect to the use and disclosure of personal information in the custody and control of Government of the Province of Nova Scotia and public bodies.

The NSHRF is subject to the provisions of the FOIPOP Act. This section is intended to ensure that Applicants are fully aware and consent to the intended use, including disclosure, of the information provided to the Foundation under the Research Programs, and that the Applicants will ensure that information obtained from third parties for the purpose of any work under a Grant, or submitted to the Foundation in this Application, is compliant with the FOIPOP Act.

Applicants (including team members listed on a NSHRF grant registration/application submitted via the EGMS) consent to the use and disclosure of information contained in this Application, including personal information, as may be reasonable for the purpose of:

1. Relevance review by Foundation staff, funding partners and potential funding partners of the Foundation, peer review committee members and consulting experts
2. Funding decisions by Foundation staff, funding partners and potential funding partners of the Foundation, peer review committee members and consulting experts

If a Grant is approved as a result of the submission of this Application, the Applicants undertake to the Foundation that all information, including personal information, provided to the Foundation as part of the work product of such Grant:

1. Will be obtained in compliance with the FOIPOP Act
2. May be used and disclosed by the Foundation for the purposes of the subject research in compliance with the FOIPOP Act
3. The Applicant will obtain written consents from the persons who the information is about, as may be required by the FOIPOP Act

Personal Health Information Act

The *Personal Health Information Act (PHI Act)* provides for certain obligations and restrictions with respect to the collection, use, disclosure and retention of personal health information, as defined in the *PHI Act*. The text of the *PHI Act* may be viewed at http://nslegislature.ca/legc/PDFs/annual_statutes/2010_Fall/c041.pdf.

The Foundation is subject to the provisions of the *PHI Act*. This section is intended to ensure that Applicants are fully aware of the provisions of the *PHI Act* and that the Applicants will ensure that personal health information obtained from third parties for the purpose of any work under a Grant, or submitted to the Foundation in this Application, is compliant with the *PHI Act*.

Applicants (including team members listed on a Foundation grant registration/application submitted via the EGMS) undertake that use, disclosure and retention by the Foundation of any personal health information contained in this Application will be compliant with the *PHI Act* when used or disclosed as may be reasonable for the purpose of:

1. Relevance review by Foundation staff, funding partners and potential funding partners of the Foundation, peer review committee members and consulting experts
2. Funding decisions by Foundation staff, funding partners and potential funding partners of the Foundation, peer review committee members and consulting experts

If a Grant is approved as a result of the submission of this Application, the Applicants undertake to the Foundation that all personal health information, provided to the Foundation as part of the work product of such Grant:

1. Will be obtained in compliance with the *PHI Act*
2. May be used, disclosed and retained by the Foundation for the purposes of the subject research in compliance with the *PHI Act*
3. The Applicant will obtain written consents from the persons who the personal health information is about, as may be required by the *PHI Act*

4. APPLICATION INSTRUCTIONS

This section provides general application instructions that must be followed when applying for *Establishment and Development/Innovative Grants*.

Preparation

Applicants are encouraged to carefully read the *2012-13 NSHRF Research Programs' Requirements* document, and relevant program description, well in advance of the application deadline to allow sufficient time to complete all required elements.

Collegial review of applications prior to submission is encouraged and is reported to improve the quality of research proposals. The NSHRF encourages all applicants to have their applications pre-reviewed with special consideration of:

- The feasibility and quality of the research plan/methods
- The general organization and readability of the application

The Research Administration Office at your university/institution may offer assistance in this regard.

4.1 Application Process

All applicants must register (outlined in Section 3) before they may submit an application. If a registration is deemed ineligible this will be displayed within the EGMS under Application Activity in the "Status" column; if deemed ineligible an application will not be available for that registration.

Application Deadline:

Establishment & Development/Innovative Grants: **Thursday, March 29, 2012 - 2:00 PM (AST)**

Resubmissions

Any applications that have been submitted in previous competitions which have not been funded and are being resubmitted must be marked as resubmissions. Material submitted in previous applications is not available to reviewers; therefore, the current application should contain all the information required for the evaluation of that application. Applicants resubmitting a grant application can provide 2 pages with the application outlining how previous feedback has been addressed; however, it is encouraged that the applicant incorporate this information within the sections of the application that are appropriate to highlight the changes that have been made in response to feedback from the first submission. The upload for this response will be available when the Resubmission field is marked YES.

4.2 Application Components

Completed responses to each section are to be entered and/or uploaded in the EGMS. Ensure uploaded .pdf files are not locked or password protected (refer to Section 6 for more details).

Attachments need to adhere to following format: 11pt font (minimum), 1.5 line spacing, 0.5 inch (1.27 cm) left and right margins and respect the page length requirements noted for each individual section. Ensure the PI's last name and application ID number are at the top of each page in the header and pages are numbered in the footer. **All grant specific sections must be completed for the application to be eligible.**

Establishment Grant Sections:

Plain Language Summary of Proposed Research
Project Abstract
Research Proposal Description
References
Relevance
Team Composition
Mentor
Budget Table and Justification

Development/Innovative Grant Sections:

Plain Language Summary of Proposed Research
Project Abstract
Project Description
Project Work Plan
References
Relevance
Team Composition
Developmental or Innovative Components
Budget Table and Justification

Plain Language Summary of Proposed Research

*Cannot exceed **one (1)** page*

Summarize using language suitable for a non-scientific audience why the proposed research is important to the mandate of the NSHRF (see *Background Information*, Section 1.3), the potential impact of the proposed research on the health of Nova Scotians and what results are expected. The NSHRF will use this information to highlight applicants who are funded in communications associated with the funding announcement and press conference.

Project Abstract

*Cannot exceed **one (1)** page*

Provide a clear and concise description of the proposed research project. This section should include a brief statement of the problem to be researched, objectives, hypotheses and research plan.

Research Proposal Description (*Establishment Grant Only*)

*Cannot exceed **twelve (12)** pages*

Provide a clear and concise description of the proposed research project. This section should include a brief statement of the problem to be researched, the project goal, objectives, methodology and target audience. Also include a work plan with project start and end dates, significant milestones, as well as details on activities, indicators of success and persons responsible. Include the dissemination plan in this section (see pages 10-13). All figures, diagrams, illustrations etc. required in order to describe the proposed research must be included within the twelve (12) page limit. The list of cited references section is not included in this page limit. The list of cited references is to be uploaded as a separate attachment.

Project Description (*Development/Innovative Grant Only*)

*Cannot exceed **six (6)** pages*

Provide a clear and concise description of the proposed project. This section should include a brief statement of the problem to be researched, the project goal, objectives, methodology and target audience. All figures, diagrams, illustrations etc. required in order to describe the proposed project must be included within the six (6) page limit. The list of cited references section is not included within the six (6) page limit. The list of cited references section is not included in this page limit. The list of cited references is to be uploaded as a separate attachment.

Project Work Plan (*Development/Innovative Grant Only*)

*Cannot exceed **two (2)** pages*

The work plan should include a clear timeline indicating project start and end dates, details on activities including team members responsible, deadlines and indicators of success. Teams should anticipate challenges and include a plan to address those challenges. The work plan should also include a description of any staff required, including role and responsibilities. Applicants must indicate the targeted health research funding competition. All relevant deadlines related to the competition (registration, letter of intent or application deadlines) should be included.

Relevance

Cannot exceed one (1) page

Demonstrate the relevance of the proposed research project and its anticipated outcomes. Indicate what potential difference this research project will make to the health of Nova Scotians (see *Evaluation Criteria*, Section 3). The list of cited references must be uploaded as a separate attachment.

Team Composition

Cannot exceed two (2) pages

Describe the research team, highlight team members' roles, experience, and demonstrate the team's ability to successfully conduct the proposed research. If the applicant does not have a research team please indicate how the applicant has the capacity and expertise to complete the project.

Mentor (*Establishment Grant Only*)

Cannot exceed one (1) page

Describe the mentoring relationship to date and the mentoring role in the application process and planned project. Demonstrate how the mentor's academic excellence and experience will strengthen this application. Mentors are required to submit a Common CV validated for NSHRF if they hold an academic appointment. If a Mentor does not hold an academic appointment he/she must submit a CV or professional résumé. Details on the Mentor evaluation criteria can be found in Section 3.1.1.

Developmental or Innovative Components (*Development/Innovative Grant Only*)

Cannot exceed one (1) page

Demonstrate the extent to which this project is developmental or innovative. Applicants should indicate how their preliminary research, if funded, would strengthen a subsequent grant application. Please note, should the project findings indicate that a further grant application is not appropriate please indicate this in the final report.

4.3 Budgets

In addition to completing the budget section in the application, applicants must provide a detailed budget justification (maximum 2 pages). For *Establishment Grants*, the NSHRF requires a minimum of five (5) per cent of the total budget be allocated for dissemination activities. There is no minimum allocation required for *Development/Innovative Grants*.

Peer reviewers carefully review budgets. The budget must be directly related to the work plan. Only those expenses necessary for the proposed research will be approved. All purchases, reimbursements for services, travel costs, and personnel support must follow guidelines, rates, and standard procedures set by the applicant's host institution. Make sure to include in the budget justification details of hourly wage, work hours per week and number of weeks to be worked for each personnel position listed, use rates that are current and appropriate to the

work proposed – ensure CPP, EI and other related deductions/benefits are included if required by your institution. Flat rate student stipends are not eligible expenses.

For professional/technical services, make sure to provide details of any contracts or arrangements that have been made with these individuals/groups. An upload will be required for each professional/technical services budget item listed. This upload can consist of correspondence confirming the details of the services that will be purchased or additional justification (i.e., why a particular vendor is selected etc). Up to three (3) files can be uploaded if multiple vendors were contacted for quotes/availability. Remember, if an individual is to be remunerated from a grant (i.e., salary or consulting fees) that person cannot be listed as a team member.

Price estimates including applicable taxes, shipping costs and any other costs that are part of the purchase are required for major purchases (i.e., equipment, software etc). Equipment and Materials and Supplies budget items that exceed \$1,500 require additional justification (i.e., quotes) and should be uploaded within the EGMS and referenced in the detailed budget justification. One (1) upload per item is required and up to three (3) files can be uploaded if multiple quotes were obtained for a given budget item. Equipment purchased with grant funds becomes the property of the host institution.⁹ Provide relevant details related to any items listed as "Other". Any in-kind contributions must be indicated in the budget justification along with the total amount of funding requested from the NSHRF.

Contributions from other funding sources should be identified in the budget justification section. If any project activities are dependent on other sources of funding this contingency should clearly be identified and its impact on the project's implementation be addressed. Based on the information provided, the NSHRF will determine whether duplication or overlap exists in the project objectives and/or budget. The NSHRF, in discussion with the applicant (and if necessary with the other funding agency), will determine the appropriate means of eliminating any duplication or overlap.

Up to twenty-five (25) per cent of the grant may be expended on work undertaken in other parts of Canada or in other countries, or in collaborations with researchers from other provinces, territories or countries.

⁹ Researchers' affiliated institutions are expected to provide basic operating costs associated with facilities, the purchase and repair of office equipment, administration fees, insurance, and basic communication devices such as telephones, internet and fax machines.

Personnel-Related Expenses

Persons paid from NSHRF grants are not considered NSHRF employees, scholars or fellows and are subject to the human resource policies of the host institution.

Eligible expenses include:

- Consulting fees
- Fees paid to research subjects, such as modest incentives for participation, where ethically acceptable
- Subcontract costs
- Clerical wages directly related to dissemination activities, including manuscript preparation
- Reasonable honoraria for guest lecturers
- Student research assistants and technicians wages including CPP, EI and other required deductions/benefits¹⁰
- In exceptional circumstances, principal investigators may request funding for a partial course relief for up to one course per NSHRF grant - this must be supported and cost shared by the university/institution

Non-Eligible expenses include:

- Salaries or consulting fees to the grant recipient or team members
- Salaries or consulting fees for researchers who are eligible to apply for NSHRF grants
- Administrative (or management) charges and fees
- Discretionary severance and separation packages
- Payments through grants to practicing clinicians who wish to participate in the research on a part-time basis, or to individuals who wish to participate in the research as an investigator, and who, at the same time receive remuneration for teaching or service work
- Child care expenses

Other Expenses (including travel and equipment)

Eligible expenses include:

- Out-of-pocket expenses for fieldwork;
- Research conferences;
- Archival work and historical research for the grant recipient, research personnel, students and colleagues working with the grant recipient and visiting researchers;
- Air travel at the lowest rate available, not to exceed full economy fare, including travel cancellation insurance;
- Reasonable research partnership development including meeting expenses, subsistence costs;

¹⁰ Normally, staff members in only two categories may receive wages from grant funds: research assistants (students may be hired as research assistants) whose skills are required to conduct the research project (as described in the project proposal); and technicians (whose institutional classification and role in the research must be described in the project proposal).

- Catering related to meetings for the purpose of: research data collection, research meetings, meetings associated with dissemination
- Equipment, or equipment leases (when it is more cost effective than purchasing) required for the proposed research¹¹

Non-eligible expenses include:

- Commuting costs between the grant recipient's residence and place of employment or between two places of employment
- Passport and immigration fees
- Immunization fees
- Costs associated with external thesis examination/defense costs
- Costs of entertainment, alcoholic beverages or hospitality
- Academic fees or fringe benefits for research trainees or personnel
- Membership fees to professional associations or societies
- Office expenses normally required for someone with an academic or health care appointment (including telephone rentals, voice-mail, Internet service, long distance charges and printer cartridges unless justified as unique to the NSHRF funded research)
- Renovation or construction or to purchase laboratory furniture or permanent equipment normally supplied by the institution
- Any expenditure generally considered to be "overhead"

NSHRF funds must be applied directly to the costs associated with the research project for which the funds were awarded. The funds must be used effectively and efficiently and only for the purpose set out in the application. Pre-authorization from the NSHRF is required for any other use of the funds.¹²

The grant recipient's affiliated institution has the right and responsibility to ensure the appropriate use of public funds. The institution may withhold approval of an expenditure proposed by a grant recipient if it contravenes institutional policies or the NSHRF's *Regulations or Policies*.

¹¹ When purchasing computers, laptops, and requesting support for telephone charges or any other items normally supplied by the university/institution, please provide details about what current equipment is available and demonstrate why new or additional equipment is required.

¹² The applicant, with the agreement of her/his institution's finance office, must seek specific NSHRF approval for any exception to these regulations. NSHRF is not responsible for expenditures in excess of the funds it has provided or are contracted to provide.

4.4 Ethics

Applicants are asked to indicate on the application which type of approval applies to the proposed research and to upload any relevant current approvals to the application. If approval is not available at time of application, the applicable certificates/approvals will be required if approved for funding prior to the release of funds.

NSHRF funded research must comply with the ethical conduct requirements expressed in policy documents including, but not necessarily limited to, the following:

- “Ethical Conduct for Research Involving Humans: Tri-Council Policy Statement” - <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>
- “Laboratory Bio-safety Guidelines” - <http://www.phac-aspc.gc.ca/ols-bsl/lbg-ldmb/index.html>
- “Tri-Agency Framework: Responsible Conduct of Research” - <http://www.rcr.ethics.gc.ca/eng/policy-politique/framework-cadre/>
- “Guide to the Care and use of Experimental Animals” (Vol. 1 and Vol. 2) - http://www.ccac.ca/en/CCAC_Programs/Guidelines_Policies/GUIDES/ENGLISH/toc_v1.htm
- The NSHRF’s Board of Directors has adopted the “Stem Cell Policy Guidelines, Canadian Institutes for Health Research (Compliance with Human Pluripotent Stem Cell Research: Guidelines for CIHR-Funded Research, CIHR Governing Council.” - <http://www.cihr-irsc.gc.ca/e/42071.html>

Primary responsibility for ethical conduct falls on the researcher(s) and the institution must have boards, committees or agreements in place for monitoring and review.

4.5 Optional Attachments

Letters of Support

The application may include letters of support, including letters indicating community partner support and involvement etc. As the EGMS only requires that the institution administering the funds provide approval within the system, if an applicant’s primary affiliation is with a different institution than what was listed on the application as the institution that will administer the funds, the primary affiliation can provide a letter of support confirming its approval of the application.

Other Documents

Applicants may include **up to three** (3) additional supporting documents relevant to their application (i.e., confirmation letter confirming access to a particular data source, sample or resubmission response to reviewers).

5. GRANTS MANAGEMENT

5.1 Results and Feedback

Following approval by the NSHRF, letters are sent to all Principal Investigators (both funded and unfunded) with review documents related to their application. Principal Investigators are expected to share this information with any co-applicants. To ensure confidentiality, the names of reviewers and applicants reviewed will not be provided under any circumstances.

5.2 Notice of Award

Funded projects will receive a Notice of Award (NOA) in July, which must be signed and returned to the NSHRF by the specified date. Signed copies may be faxed, but one copy with original signatures must be forwarded to the NSHRF office to be kept on file.

A signed NOA confirms acceptance of the grant and its requirements. It confirms that the researcher(s) agree(s) to the *NSHRF Requirements*, including reporting requirements, and agrees to acknowledge NSHRF funding in all publications and other dissemination activities and products such as posters, presentations, media releases and articles.

Formal announcement of funded projects will follow. Details are sent to the institutional administration offices responsible for administering the grants and to Principal Investigators.

5.3 Start and End Dates

The Payment Schedule issued by the NSHRF will indicate the project's start and end dates. The project start date is the date of the first release of funds. The project's end date is the final date the recipient is authorized to draw funds from the grant.

Extensions: A grant recipient may apply, in writing, to the NSHRF for an extension of the project start or end date. Extension requests may be required due to delays in receiving ethics approval, delays in completing the research, or other extenuating circumstances. Generally, the delay cannot exceed one year in total¹³ and normally no further extension will be permitted.¹⁴ Requests to extend the end date must be made at least 30 days in advance of the existing end date.

Leaves of Absence: Researchers who wish to suspend their projects during a period when they will be on leave must apply to the NSHRF for approval. They must explain the provisions that

¹³ This one year total includes any/all delays throughout the grant period including time to obtain ethical approval.

¹⁴ In exceptional circumstances the Chief Financial Officer, NSHRF may grant an exemption to this rule. Please contact NSHRF if further information is required.

will be made for the suspension or operation of the project, as the case may be, and, if applicable, for the supervision of staff. Approval for leave is considered on a case-by-case basis.

5.4 Ethics Approval

Funds will be released to funded projects (provided all other criteria are met) when the NSHRF has received either official ethics approval for the project, or a notice from the institution's Research Ethics Board indicating ethics approval is not required.¹⁵

A funded grant applicant has up to one year to obtain ethics approval from a duly constituted Research Ethics Board as outlined in the Tri-Council Policy Statement on ethical guidelines. If this is not forthcoming, the Notice of Award (NOA) will expire and funding will no longer be available for the project.

5.5 Conditions of Support/Use of Funds

Budget

Grant recipients must adhere to the budget within a twenty (20) per cent variance between categories. Requests must be made to the NSHRF for any instances of greater variance, or other budget changes. Host institutions and/or researchers are required to advise the NSHRF if they are unable, for any reason, to carry out or complete the research for which the grant was awarded.

Funding with Conditions

In some cases, the NSHRF may require the applicant address specific concerns or issues related to the application. The applicant must address these concerns in writing. Responses relating to science and/or methodology will be forwarded to the original reviewers for feedback and final recommendation. NSHRF staff will adjudicate issues relating to administrative concerns. Funding will not be provided until the specific conditions are satisfactorily addressed. In addition, grant recipients must respect any conditions specified in their NOA.

Grant Transfer

A grant is awarded for work to be undertaken at a specified institution in Nova Scotia. In some exceptional circumstances, the grant recipient may be permitted to transfer the grant to another eligible institution in Nova Scotia. The grant recipient must formally, in writing, request a grant transfer at least thirty (30) days in advance of the anticipated transfer date.¹⁶

¹⁵ NSHRF reserves the right to withdraw funding if the researcher or the institution fails to comply with the ethics requirements.

¹⁶ The recipient must indicate the reason for the transfer request and the remaining funds available for transfer. A financial statement must also be provided from the original institution. The NSHRF must receive written verification from the recipient's original application signatories and also from the institution to which the grant is being transferred.

Equipment

Unless otherwise stipulated at the time of the award, any equipment purchased with NSHRF funds becomes the property of the original host institution. It can be moved only with the permission of that institution.

Unused Funds

At the end of the grant period, all unexpended funds will be returned to the NSHRF.

Audit

The NSHRF reserves the right, at any time, to examine the financial records pertaining to the grant for audit purposes (to ensure the funds are being used for the purposes stated in the application). The NSHRF has the right to conduct on-site audits, as deemed necessary.

5.6 Reporting**Progress Reports**

For awards greater than one year, grant recipients are required to provide an annual progress report.

All progress reports must:

- Summarize the activities for the year outlining achievements and/or preliminary results, publications or dissemination activities
- Include an authorized financial statement from the administering institution's financial office
- Provide an update on the ethical approval for the research

All progress reports must be completed using the appropriate NSHRF progress report template. Templates are available online on the NSHRF website, www.nshrf.ca

NSHRF funding is contingent upon receipt of acceptable progress reports. Year two and/or year three funding will be withheld until receipt of a satisfactory progress report for the prior funded year. Any grant recipient who fails to submit a progress report will be ineligible for NSHRF funding in any program until the report is submitted.

The NSHRF will not issue a subsequent installment of funding until it receives confirmation that the account balance for the grant is below \$20,000. Once the NSHRF receives confirmation that the account balance has reached this threshold, the next budget installment will be issued.

Final Report

Grant recipients are required to complete a Final Report within thirty (30) days of the project end date.

A final report must contain the following:

- The project title, team members, partners, sponsors
- Whether original goals were accomplished
- Project summary
- Publications/submissions for publication
- Dissemination activities
- Grants/awards arising from the research
- Signed authorized financial statement from the administering institution's financial office
- Project abstract
- A summary of how the support assisted in the recipient's development as a health researcher
- A fact sheet

All final reports must be completed using the appropriate NSHRF final report template.

Templates are available online on the NSHRF website, www.nshrf.ca

Researchers and host institutions are reminded of their contractual obligations to the NSHRF, including the need for progress/final reports. If you anticipate a delay in submitting your report, please contact the NSHRF immediately. A request for an extension of the final report deadline must be made in writing at least thirty (30) days before the project completion date.

Researchers with NSHRF funding who do not submit a final report or any other required documentation will be ineligible for future NSHRF research funding.

5.7 Acknowledgement and Accountability

NSHRF support for health research is an investment by Nova Scotia taxpayers. Therefore, we are responsible for keeping the public informed about who receives support, the type of health research that is being conducted, the centres conducting the research, and how the funds are being administered.

NSHRF funded researchers are expected to proactively disseminate their findings through peer reviewed publications in quality journals, the media and other mechanisms so that their work will have maximum impact and utility. It is expected that the support of NSHRF will be acknowledged in an appropriate manner. Please notify the NSHRF Communications Officer regarding media enquiries.

The NSHRF logo must be used on all posters, signage, and other print materials. Verbal/written acknowledgement should be provided at conferences, workshops, in journal submissions and in media interviews.

The NSHRF created the Knowing About Research (KARes) Program in response to requests from our research community on how they might help in creating an enhanced understanding and awareness of the health research activities in this province. This program is intended to provide information that will be helpful for members of the health research community in creating relationships with their elected representatives. One goal of this program is to ensure that provincial politicians have an opportunity to understand, first hand, the quality, the importance and the impact of the work currently happening here in Nova Scotia. The KARes Program provides information, tools and direction to members of the health research community to help establish relationships with elected officials.

Communications material including the NSHRF electronic logo and information about registering in the KARes Program is available by contacting:

Alana (Andrews) Milner
Communications Officer
Ph: (902) 424-1509
E-mail: alana.andrews@gov.ns.ca

6. ELECTRONIC GRANT MANAGEMENT SYSTEM (EGMS)

6.1 EGMS Information

The NSHRF Electronic Grants Management System can be accessed by either navigating to www.nshrf-egms.ca or by clicking on the Electronic Grants Management System (EGMS) link on the NSHRF homepage, www.nshrf.ca under the **Apply Online** heading.

The Principal Investigator (PI) must complete the registration and application within the EGMS system. If you do not already have an EGMS user account, create one by selecting the "Create Account" once on the NSHRF EGMS main page.

Each team member listed on a registration/application will need to have an EGMS account. When a person is added as a team member on a registration/application, that person must provide consent within the EGMS system before the application can be validated and submitted. Applicants and team members with academic appointments are also required to finalize and submit a Canadian Common CV (CCV) in order for the submission in the EGMS to be validated. Within the CCV system users will need to confirm the agency PIN to have the CCV linked to the submission being made in the EGMS (see Section 6.1.6). To access the CCV visit http://www.commoncv.net/index_e.html or www.nshrf.ca. Refer to *Team Member Categories*, Section 3.2 for more information related to CV requirements, in particular for those team members who do not hold academic appointments. Non-academic team members need only submit a professional résumé or CV.

The NSHRF EGMS and the CCV system require files be uploaded as .pdf. If you do not have software to create/convert to .pdf format, there are several available at no cost such as Primo PDF, <http://www.primopdf.com>. You can also convert files directly to .pdf online at <http://www.primopdf.com/online.aspx>. Within the EGMS, file size limit per attachment is 2,048 kilobytes. Please note, when previewing a finalized CCV the Contributions-Details section that was uploaded will not display within the CCV system Print/Preview, rather this upload will be synced to the submission being created in the EGMS. If an applicant or team member wants to see the latest Common CV finalized and submitted to the EGMS they can do so by visiting the "Activity Details" section on the main page in their EGMS account.

6.1.1 EGMS User Account

To create an EGMS user account you will be asked to enter an e-mail address. This will be your system user account e-mail which you will need to enter, along with a password, to log on to the EGMS. The e-mail address that you enter when you create your user account will also be used by the system to issue auto-notifications/ acknowledgements with respect to the status of your application. We strongly recommend that you do not use a Hotmail e-mail address as the system may experience difficulty transmitting notices to Hotmail e-mail addresses.

The CCV system will also use the EGMS user account e-mail address and password as the PIN required to sync your CCV validated for NSHRF to the registration/application in the EGMS. For more information on "Confirm my agency PINs" when finalizing and submitting a CCV refer to Section 6.1.6. Although the term - PIN (Personal Identification Number) is used by the Canadian Common CV the NSHRF does not issue a PIN, rather a comparison of the first and last names, along with the EGMS user account e-mail address and password is used to sync the information between systems.

Once NSHRF is selected from the agency list in the CCV system the field labeled "PIN" changes to reference "System Account E-mail", which is the e-mail address used to log on to the NSHRF EGMS. It is important to note that in order to successfully validate a CCV, the user's first and last names must match between the EGMS and Common CV system.

6.1.2 Password

When you create your EGMS user account you will be asked to create a password to log on to the EGMS system. The password is case sensitive and must contain between 6 to 10 alphanumeric characters, including at least one number. You will also need to enter a password reminder which is a statement or question that prompts you to remember your password.

Forgot your password? Click on the link "Password Forgotten?" located on the [Sign In](#) screen. This link opens a screen for you to confirm your registration information. Your password reminder will be e-mailed to you within a minute.

6.1.3 Update Your Profile/Password (EGMS Account)

To update your profile information or change your password, sign-in to your EGMS account and select “Profile & Preferences” on the main page (top right banner). Select the fields you wish to update and then “Save” your changes.

Should you wish to update the following profile information: last name, first name, salutation, middle initials, or e-mail address, please contact the Helpdesk at (902) 424-8833 or e-mail helpdesk@nshrf.ca

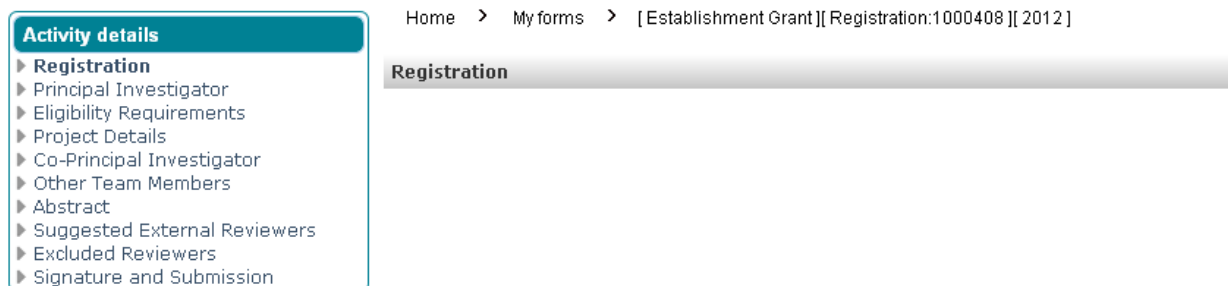
6.1.4 System Navigation, Validation and Submission

When you sign into your EGMS account you will see a box on the left side of the page with the heading, “Activity details”. Within this box you will see three (3) subheadings – As Principal Investigator, As Participant and Common CV Details. If you are creating a registration and application as the Principal Investigator (PI) select the subheading that says “As Principal Investigator” which will result in two additional headings appearing – Available Competitions and My Forms. The first time you start/create a registration or application form you will need to select the “Available Competitions” heading. This will display all the Research Programs funding opportunities that are available. Select Research Programs and then select the appropriate registration for the grant type (i.e., *Development/Innovative* or *Establishment*) for which you wish to apply. After creating the initial form you can access it from the “My Forms” heading on the left hand side of the page. Note that “My Forms” will also display past registration and application forms you have created. If you have previously submitted a form you will notice that the NSHRF has renamed its *Health Research Project Grant* as *Establishment Grant*; 2010 forms are now also referred to as *Establishment Grant* within the online system. Once the list of forms you have created is displayed, select the form you wish to work on. This will populate the sections of the current form under the “Activity Details” box on the left side of the page.



Team members will need to select the subheading, “As Participant” when signing into their EGMS accounts – this will display all registration and application forms for which their consent is required for submissions to be validated.

As a Principal Investigator, when working on a registration or application that is listed under the “Activity details” section of the system, you will need to click on the headings located on the left sided banner to move through the sections of the registration/application.



* **Mandatory field.**

When you are in a particular section the heading/link for that section will be bold. Avoid using navigation tools provided within your web browser, such as Back/Forward or Refresh/Reload. Using these tools may cause information to be lost. **Fifteen (15) minutes after your last interaction in the system (e.g. Save, Validate, Preview), your session will be terminated and you will have to sign in again.** We recommend you save your work periodically (i.e., every 5-10 minutes).

It is important that you save the information you input in a given section before moving on to another section. In each section you will find “**Save**” and “**Validate**” buttons. Ensure that you choose “Save” after completing entries in a given section. If you only select “Validate” this will not save the information, rather it will scan the data to determine if you have populated all required fields. If you attempt to validate and required information is missing, you will get an error message which will outline the fields that prevented the section from validating. In the last section, Signature and Submission you will find “**Validate Submission**” and “**Submit**” buttons. The “Validate Submission” button will scan information from all sections to ensure all required data, including team member consent has been populated/provided and that all team members with academic appointments have finalized and submitted a validated NSHRF CCV. Once the submission is validated, you can then submit. Please note, that submission is final and cannot be undone.

After successfully validating and submitting, you will be presented with a confirmation screen and an e-mail will be automatically sent to your user account e-mail address. **You must print this screen and save the e-mail as it contains all the information verifying that you have successfully submitted a registration/application.** The e-mail or printed screen shot will serve as your receipt of submission. Please note that when submitting an application, this stage of confirmation of submission only refers to submission by the applicant. Institutional approval is still needed for a submission to be complete or successfully submitted to NSHRF. The institution cannot provide approval on a submission until the applicant has submitted and received the confirmation e-mail as noted above. When the applicant receives the confirmation of submission, the institution will also be notified by e-mail that the application is ready for review

by the institution. Although the EGMS sends an e-mail to the institution administering the funds that an application is ready for review, **it is the applicant's responsibility to ensure the institution reviews and provides approval for the submission by the NSHRF deadline.** When the institution logs on to review a submission, they have the choice to accept or reject the submission as presented to them. If the institution accepts the application it is automatically submitted to NSHRF and the PI will receive another e-mail confirming the final submission to NSHRF. If the institution rejects the submission as presented to them they can send it back to the applicant (PI) with comments. If this happens, the application will be available for modification but will require that the steps of validating and submitting the application be repeated. The PI will also be able to see the status of the submission under the "My Forms" section. If the submission is awaiting institutional approval the status will be displayed as "Submitted-Institution". Once the institution has approved the submission the status will display as "Submitted-NSHRF". This is the final status which confirms that application has been successfully submitted. **If these steps are not completed by the deadline the submission will not be eligible for review.**

Refer to the [Status Glossary](#) outlined below for terms used by the EGMS to reflect the various stages of submission.

6.1.5 NSHRF EGMS Screen Overviews

The screenshot displays the NSHRF EGMS interface. At the top left is the Nova Scotia Health Research Foundation logo. The main title is 'Electronic Grant Management System'. A teal navigation bar contains the user's name 'McNutt, Jennifer (jennifer.mcnutt@gov.ns.ca)' and links for 'Profile & Preferences', 'Contact Us', 'Help', 'Terms of use', and 'Sign Out'. On the left, a sidebar menu titled 'Activity details' includes 'As Principal Investigator', 'As Participant', and 'Common CV Details'. The main content area features a 'Home' link and a session timeout warning: 'Your session will be disconnected after 15 minutes of inactivity. Click here to access available competitions.' At the bottom, a teal bar contains 'eAwards by eVision' and 'Important notices'.

Profile & Preferences – Choosing this link will allow you to change your personal information (last and first names, middle initial, salutation, affiliation, contact information and password).
Contact Us – Provides contact information for the NSHRF Helpdesk and a link to the NSHRF Staff Directory.

Help – Provides contact information for the NSHRF Helpdesk, as well as EGMS information.

Terms of use – This link will take the user to the original consent statement agreed to when creating the account.

Sign Out – Clicking this link will log you out of the EGMS.

Important notices – Provides information about session timeout and safe logout practices.

Home – Clicking this link returns you to the main screen of the Applicant Portal.

Click here to access available competitions – Any active NSHRF competitions will be listed under the respective program name. Clicking the program name link will open the registration and/or application links for that program.

Home > As Principal Investigator > My forms

Activity details

- As Principal Investigator
- Available Competitions
- My forms**
- As Participant
- Common CV Details

My forms

Program	Application & Id	Deadline	Status	Contributor Status	Last Update	Print Preview
Competition year 2011/12						
Development/Innovative Grant	Registration - #1000405	2011-01-17 16:00	In progress	View	2010-11-16 09:49	
Establishment Grant	Registration - #1000408	2011-01-17 16:00	In progress	View	2010-11-29 14:52	
Establishment Grant	Registration - #1000423	2011-01-17 16:00	In progress	View	2010-12-17 10:20	
Competition year 2010/11						
Establishment Grant	Application - #1000370	Competition Closed	Submitted	View	2010-02-23 17:37	
Establishment Grant	Registration - #1000370	Competition Closed	Eligible	View	2010-01-06 17:12	
Collaborative Health Research Project	Application - #1000371	Competition Closed	Submitted	View	2010-02-24 17:14	
Collaborative Health Research Project	Registration - #1000371	Competition Closed	Eligible	View	2010-01-26 14:59	
Establishment Grant	Registration - #1000381	Competition closed	Eligible	View	2010-02-03 11:54	

Status

Section	Name	Organization	CCV Status	Consent
Associate			Not submitted	Yes
Second Principal Investigator			Not submitted	Yes

Activity details > As Principal Investigator > My Forms

This section will list any registrations/applications that a user has initiated.

Program - Program name that you have chosen to register/apply to.

Application & Id – This will list whether it is a registration or application, as well as the ID number generated by the system.

Deadline – Deadline date for the registration or application you are completing.

Status – This will indicate the current stage/state of the registration or application, refer to **Status Glossary** below.

Contributor Status – Clicking the ‘View’ link will open a window which lists all team members the applicant has added to the application. In this window, the applicant can view the team member’s assigned role, name, and organization as well as view the status of that team member’s CCV and if he/she has provided consent yet.

Last Update – This lists the last time the user has updated and saved any changes to the registration/application.

Print/Preview – This will open a .pdf file previewing the full registration or application. Please note, the CCVs will not be previewed in this .pdf format. To view your CCV select the “Common CV Details” under the Activity details box on the left side of the webpage. As the PI on an application you will not be able to view other team members CCVs but you will be able to verify they have been submitted when you view Contributor Status. You will not be able to validate your submission if team members have not validated

and submitted their CCVs. Refer to Section 6.1.6 for instructions on how to connect CCVs to the registration and/or application within EGMS.

Status Glossary

Registration

Pre-Submission

In Progress: The user has started the process, but has not completed all the required information.

Not Submitted: The user has attempted to validate the application and a validation error has occurred. The user must complete the required fields to validate and be able to successfully submit.

Submitted: The user has submitted the registration. This status does not mean the submission is eligible.

Post-Submission

Eligible: NSHRF has reviewed the registration and deemed the Principal Investigator eligible to apply.

Not Eligible: NSHRF has reviewed the registration and deemed the Principal Investigator not eligible to move on to full application.

Withdrawn: The user has chosen to withdraw the registration/application from the competition.

Application

Pre-Submission

In Progress: The user has started the process, but has not completed all the required information.

Not Submitted: The user has attempted to validate the application and a validation error has occurred. The user must complete the required fields to validate and be able to successfully submit.

Submitted - Institution: The user has submitted the application allowing the institution listed as administering the funds access to review and approve the submission. In order for the submission to be complete by the deadline, institutional approval must be provided. This status does not mean the submission is eligible.

Submitted - NSHRF: The institution has approved the application and it has been submitted to NSHRF. This status does not mean the submission is eligible.

Post-Submission

Eligible: NSHRF has reviewed the application and deemed it eligible for review.

Not Eligible: NSHRF has reviewed the application and deemed it not eligible for review

Withdrawn: The user has chosen to withdraw the application from the competition.

Activity details > As Participant

This section will list any registrations/applications that a user has been listed on as a team member.
Consent – Select the checkbox to indicate agreement to be listed as a team member on the registration/ application.



Electronic Grant Management System


McNutt, Jennifer (jennifer.mcnutt@gov.ns.ca) Profile & Preferences | Contact Us | Help | Terms of use | Sign Out

Home > As Participant

As Participant


Activity details

- As Principal Investigator
 - Available Competitions
 - My forms
- As Participant**
 - Common CV Details

Program	Application & Id	Deadline	Status	Last Update	Consent	Print review
Competition year 2011/12						
Development/Innovative Grant	Fitzgerald Reese #1000402 Registration	2011-01-17 16:00	In progress	2010-12-06 10:57	<input checked="" type="checkbox"/>	
Development/Innovative Grant	Fitzgerald Reese #1000404 Registration	2011-01-17 16:00	In progress	2010-11-16 08:53	<input type="checkbox"/>	
Establishment Grant	Fitzgerald Reese #1000406 Registration	2011-01-17 16:00	In progress	2010-11-16 10:03	<input type="checkbox"/>	

Activity details > Common CV Details

This section will list any the last version of the CCV that was validated and submitted to NSHRF.



Electronic Grant Management System

McNutt, Jennifer (jennifer.mcnutt@gov.ns.ca) Profile & Preferences | Contact Us | Help | Terms of use | Sign Out

Home > Common CV Details

Common CV Details

Activity details

- As Principal Investigator
 - Available Competitions
 - My forms
- As Participant
 - Common CV Details**

No submitted CV found

6.1.6 Validating Common CV Pin for NSHRF

The Common CV requires users validate a PIN for NSHRF to link the Common CV data to NSHRF's online electronic grants management system (EGMS).

In order to validate, please follow the steps below:

1. If you don't already have an account, navigate to www.nshrf-egms.ca and create an account in the EGMS system.

2. Log into your Common CV account:
<https://www.ccv-cvc.ca/pls/c3/c3.startup?pLANGUAGE=1>

Note: Please ensure you disable any pop up blockers you may have turned on

3. Under the "Functionalities" section on your Home – My CV page, choose 'Confirm my agency PINs'.

The screenshot shows the 'Home - My CV' page for user Ms Jennifer McNutt. The page has a green header with navigation links: Français, Links, Contact us, Help, Logoff. Below the header is a 'Section help' link. The main content area is divided into several sections:

- Welcome Ms Jennifer McNutt** (Today 05-01-2011 09:56 AM)
- Access my CV** (with a key icon)
- by type** section with links: Full CV, Expert CV (assessors only) (with a green checkmark), Knowledge User CV (with a green checkmark).
- Transfer CV data** button.
- Functionalities** section (circled in red) with links: Confirm my agency PINs, Preview / Print my CV, Validate my CV, Finalize and submit my CV, Provide Feedback.
- My file** section (with a folder icon) with links: My logon information, My CV activity log, My consent, Synapse/Youth Connection.
- Help** section with links: Getting started, User guide, FAQ, Effective use of the CV.
- System information** section with a welcome message and a note: 'The CCV offers one interface for all requirements and allows users to enter data only once.'
- The common CV project** section with links: General information, Member agencies.
- Data changes** section.
- by section (Full CV)** table with columns for section name and last update date.

by section (Full CV)	Last update
Identification	18-02-2010 10:56 AM
Contact information	
Language skills	
Academic background	09-12-2009 14:39 PM
Distinctions/Awards/Credentials	
Work experience	26-03-2009 11:08 AM
Expertise	18-02-2010 10:55 AM
Funding	14-10-2008 16:27 PM
Supervisory experience	
Contributions - summary	
Contributions - details	

- On the 'Agency PINs' page, choose **Nova Scotia Health Research Foundation** in the 'Agency' drop down list.

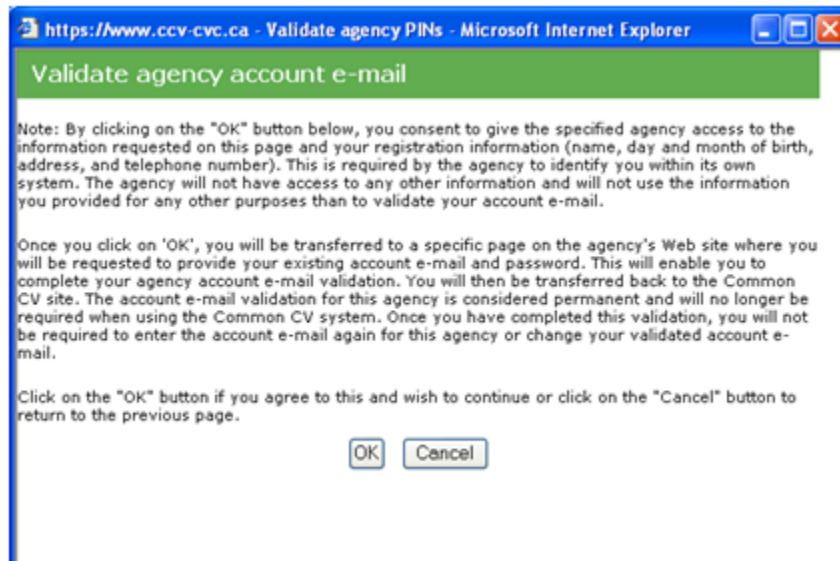
New entry

- Once you choose the NSHRF, the page will refresh and the PIN entry area will read 'System Account'. In this field, you enter the **email address used to register with the EGMS**. Then choose 'Validate'.

1 of 1

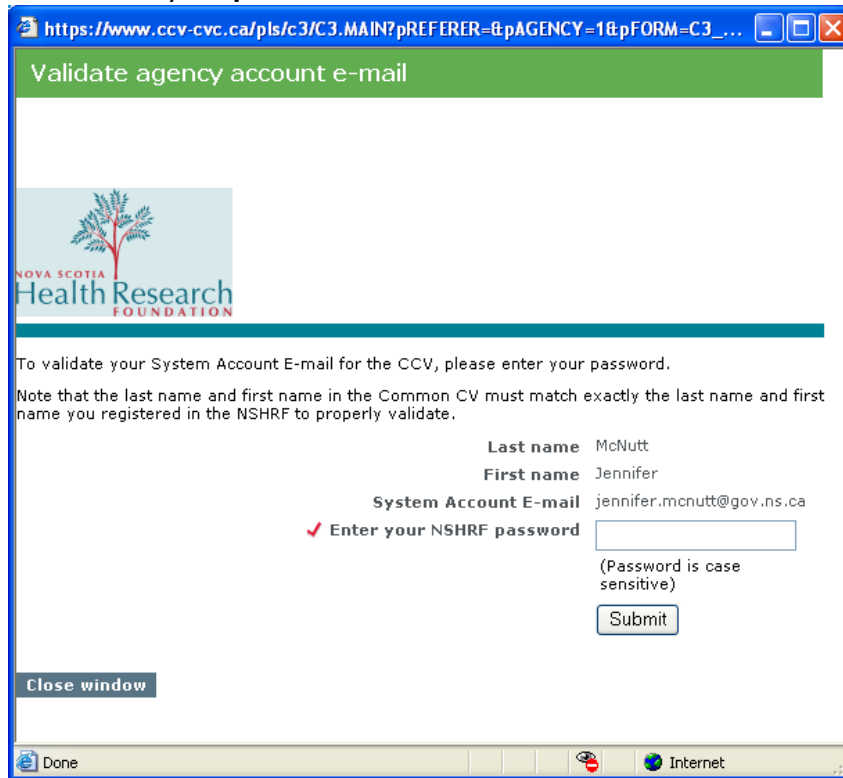
Delete

- A consent pop up will appear. Must select 'OK' to continue.



**** Again, please ensure you disable any pop up blockers you may have turned on****

- After selecting 'OK', you will be presented with a screen prompting you to input your EGMS password. Enter your **password** then click 'Submit'.



**** Please note: The first and last name of your Common CV and EGMS account must match in order to successfully validate****

- Once your accounts are validated, you will be asked if you wish to connect your Common CV account to your NSHRF EGMS account. Choose 'Yes' and close the confirmation window.







- Once complete, you will be transferred back to the Agency PIN page, where you will see that the account was successfully validated.



1 of 1
Delete

Validated

✓ Agency  Nova Scotia Health Research Foundation 
System Account  jennifer.mcnutt@gov.ns.ca 

6.2 System Specific Technical Information

6.2.1 Compatibility

The NSHRF Electronic Grants Management System (EGMS) has been optimized and tested to work with the following browsers:

PC Users - Internet Explorer Version 7.0 and Mozilla Firefox Version 3.

Macintosh Users - EGMS does not support Macintosh Safari web browsers. Please use Mozilla Firefox when using Mac operating systems. If you do not have Firefox for Mac, http://www.apple.com/downloads/macosx/internet_utilities/mozillafirefox.html the free software.

6.2.2 Maintenance

Maintenance and upgrades are scheduled to take place Monday to Friday between 5:00 AM to 8:00 AM (AST), if necessary. Unless otherwise specified, the EGMS service remains available during regular maintenance and upgrades.

6.2.3 Support

For Technical Issues

If you have questions regarding the NSHRF EGMS or the CCV, please contact the Helpdesk Monday to Friday, 8:00 AM to 4:00 PM (AST) by telephone at (902) 424-8833 or by e-mail at helpdesk@nshrf.ca. Leaving a detailed message with your name, area code, telephone number, your question, and the program related to your enquiry will enable the Helpdesk to answer your questions promptly.

For Non-technical (Program Specific)

Applicants are expected to have reviewed the Competition Requirements document associated with the program they are applying to. Requirements Documents can be found on the NSHRF website. If you have content questions, please contact the NSHRF staff member who manages the Program to which you are applying.

6.2.4 Frequently Asked Questions

- Q. When I am working through my CCV, it tells me to click a link, but when I do nothing happens.
- A. It is likely that you have your pop blocker enabled. Please be aware that pop up blockers must be disabled for the CCV site to work optimally.
- Q. I have validated and submitted my CCV successfully, but I want to see the Official Copy .pdf and am unable to do so – Why?
- A. It is possible that your pop up blocker is enabled, but as well, there is a final screen that pops up and has a Finish Submission link on the bottom left portion of the screen. This is the window that the .pdf file generates in. If you click the **Finish Submission** link before the .pdf file appears, it will not have a chance to generate. This process can last a few minutes, so it is best to leave that window open until the .pdf file generates. If that still doesn't work, contact the NSHRF Helpdesk.
- Q. When I Print/Preview my CCV, I don't see the attachment I uploaded in the Contribution-Details section.
- A. The uploaded Contributions-Details attachment does not get appended to the Print/Preview copy that is generated in the CCV site. When the CCV is finalized and submitted to NSHRF electronically the attachment will be available for viewing under the "Activity details" section of the user's EGMS main page.