

Knowledge Sharing Support Award 2018-2019

Application Requirements



This document outlines the application requirements for the 2018-19 NSHRF Knowledge Sharing Support Award. For more information on the award, including deadlines, eligibility, assessment criteria, and the application process, please visit the [NSHRF website](#).

Grants Management System

All applications will be submitted in the NSHRF's online [Grants Management System \(GMS\)](#).

In order to access the application in GMS, the Principal Investigator (PI) must create an account. For step by step instructions for creating an account, please [click here](#).

[All application components are submitted in GMS either as direct entries or uploaded PDF documents.](#) Each application requirement is described in detail in the following sections.

The following sections are entered directly into GMS. If you wish to cut and paste text from another document we recommend that you paste as unitext. Notepad will convert to unitext.

Project Details

Title of Proposal

This title will be used for communication purposes. It should clearly describe the project for which you are seeking support. It should not contain a company or trade name. Spell out scientific symbols and acronyms.

Category of Research

Applicants must identify the [health research category](#) that best aligns with their research.

Key Words

You will be asked to provide six key words that describe the work outlined in your proposed project.

NSHRF Priorities

Applicants must select the most applicable/ predominant [NSHRF health research priority](#) that relates to or most closely associates with your project.

Institution Administering Funds

Applicants must indicate the name of the institution that will administer the project funds. In order for an application to be submitted to the NSHRF, an individual with signing authority for this organization will be required to login to GMS to approve the application and agree to terms and conditions listed on the [NSHRF Signature and Submission webpage](#).

PI CCV/ Resume Upload

Principal Investigators (PI) who hold an academic appointment are required to attach a Canadian Common CV (CCV). Please reference the [GMS User guide](#) and follow the instructions for attaching your CCV. If the PI does not hold an academic appointment a resume must be uploaded here.

Please note: If the PI does not have an academic appointment, a letter must be provided from the PI's organization, confirming a commitment to supporting the project and providing dedicated staff time to complete the project. This letter must be uploaded in the Additional Attachments section (see below).

Principal Investigator

In this section, the PI must confirm his/her contact information as provided in their GMS user account.

Team Members

All team members (with the exception of the PI) must be listed in the Team Member section of the GMS application form, with a team member category (role) selected for each member. Team members must have a [GMS account](#) in order to be added to an application.

Team members are required to validate their participation. They will not be alerted via email that they have been added as a team member to an application. It is the Principal Investigator's responsibility to ensure team members are aware of their role and provide consent via their GMS account. For additional directions on how consent is provided please refer to the [GMS User Guide](#).

KSSA Team Member Categories

The NSHRF considers the following to be project team member roles on its applications:

Principal Investigator (PI)	<p>The researcher with overall responsibility for directing the application and proposed work and with primary responsibility for the intellectual direction of the research. The PI is the designated project manager, assuming financial and administrative responsibilities for the grant or award. The PI must reside and work in Nova Scotia during the funding period, and be one of the following:</p> <ul style="list-style-type: none">• A health professional in Nova Scotia employed by NSHA/ IWK/ provincial government department• A researcher with an academic appointment at a Nova Scotia university or affiliated research institution, or an appointment (with research responsibilities) at an affiliated hospital/ research centre/ institute• An employee of a community based organization located in Nova Scotia with a mandate related to health
Co-Principal Investigator (Co-PI)	<p>The researcher with shared responsibility (with the PI) for directing the application and proposed work and for the intellectual direction of the research. The Co-PI co-manages the project, sharing administrative responsibilities for the grant or award with the PI. The Co-PI may or may not have an academic appointment. No more than one Co-PI may be named on an application.</p>

Co-Investigator (Co-I)	Makes a significant contribution to the intellectual or scientific direction of the application and proposed work, plays a significant role in the conduct of the work and may, at the discretion of the PI, have some responsibility for administrative aspects of the activities. Students, fellows or research associates/assistants may not be a Co-I.
Associate	Individual who makes a substantial intellectual contribution to the application or proposed work. Students, post-doctoral fellows, research associates/assistants may be an Associate.
Partner	May not be affiliated with a post-secondary institution, and may include participation from the public, private or non-profit sector. A Partner must have an interest in, and make a contribution to, the proposed work. A Partner's contributions may be financial or in-kind (e.g., providing use of facilities, access to expertise, networks or communities and staff time). Partners are expected to contribute intellectually and to participate in the project.

Plain Language Summary

Maximum: 500 Words

- Applicants must provide a clear and concise description of their project, written in language suitable for a non-scientific audience.
- Please describe the objective of your project (the activities for which you are requesting funding), the potential impact of the project on sharing research knowledge in the province and any potential impact on improving the health of Nova Scotians through the research knowledge being shared.

Objectives

- Please list the main project objectives that you want to achieve over the full duration of your project.
- These objectives should be the same as those described in the *Project Description* and *Work Plan* sections of your application (see below).
- Ensure the listed objectives encompass all the main activities you plan to undertake using the project funds.
- A maximum of ten objectives can be listed in the GMS application form. Please only enter one objective per text box (click *Add Objective* to enter each subsequent objective).

Please note: This section is used for administrative purposes by the NSHRF. Funded applicants will be expected to report on progress related to the listed objectives.

Application Details

The following application sections must be uploaded as PDF documents. The documents **must** adhere to the following format:

- Must be in PDF format
- Each section cannot exceed the page limits described below
- Font must be 11 pt minimum, black type. No condensed/narrow fonts, type, or spacing
- PI's last name and application ID number (available in GMS) should be at the top of each page in the header
- Pages must be numbered in the footer
- Page numbering can start at one and end with the maximum page limit for that section; applicants do not need to attempt consecutive numbering between sections

Project Description

Maximum: Three pages

Provide a clear and concise description of the knowledge sharing activities that includes:

- A description of the issue in policy/practice that you are attempting to address.
- A description of the research knowledge you will be sharing in this project.
- An outline of how the project will share research knowledge in a new and innovative ways.
- A description of how the project will engage with and/or benefit knowledge users and/or decision-makers.
- Describe how this project relates to the mandate of the NSHRF, the purpose of the REAL Knowledge Program, and the NSHRF's Health Research Priorities.

Work Plan and Timeline

Maximum: One page

Provide a detailed work plan and timeline that includes:

- Details on project activities, and a description of any staff required, including their role and responsibilities.
- Indication of project start and end dates and deadlines
- Teams should anticipate challenges and include a plan to address those challenges.

Impact

Maximum: One page

Describe the significant, broad change you hope to achieve at the community, organization, and/or population level. Please specify the impact your project will have on:

- Informing decision making, and
- Improving the health of Nova Scotians

Budget Table and Justification

Budget Table

Applicants must complete a budget table in GMS, outlining costs and a description for budget items in the following categories:

- Personnel
- Materials and Supplies
- Equipment
- Travel
- Other Expenses

In-kind contributions do not need to be listed in the Budget Table but should be outlined in the Budget Justification section (see below).

Budget Justification

Maximum: Two pages

Applicants must upload a budget justification that includes details of the expenses outlined in the budget table, as described below. The NSHRF funds must be used effectively and efficiently, and be applied directly to the costs associated with the grant/award for which the funds were approved. Peer reviewers carefully review budgets and only expenses that are eligible and deemed necessary for the proposed project will be approved.

- Applicants must ensure that costs related to human resources, procurement and travel align with the policies of the institution administering funds.
- Any confirmed and requested financial and in-kind contributions from other sources (including internal) must be outlined.
- If any proposed project activities are dependent on other sources of funding, this contingency should be clearly identified and its impact on the execution of the project addressed.
- **Be sure to refer to the eligible expenses and use of funds outlined in Appendix 1.**

Personnel	Outline details of hourly wage, work hours per week and number of weeks of work for each personnel position listed in the budget table. Ensure CPP, EI and other related deductions/benefits are included, if required.
Professional/ Technical Services	Provide details of any professional or technical contracts or arrangements. The details and cost of the services that will be purchased or any additional justification (i.e., why a particular vendor was selected) must be uploaded in the Quotes and Estimates section of this page. Up to three files can be uploaded if multiple vendors were contacted for quotes.
Equipment and Materials	Provide cost estimates, including applicable taxes, shipping costs and other costs that are part of a purchase or lease. If requesting funding for equipment normally supplied by a university/institution, detail why new or additional equipment is required. Any equipment and computer hardware and software that exceed \$2,000 requires 1- 3 quotes that must be uploaded in the Quotes and Estimates section of this page. Note: Equipment purchased with grant funds becomes the property of the institution administering funds.
Meeting Expenses Honoraria	Provide relevant details related to any costs listed under these budget items.

Travel	Enter budget information for travel, distinguishing between travel related to work on the project (i.e., travel to conduct focus groups, team meetings, partnership development etc.) and travel related to dissemination activities (i.e., conferences, community forums to present results).
Other	Provide relevant details related to any items not already covered in another budget area.

Letter of Support and Additional Attachments

- Please provide at least one letter of support from a knowledge user and/or decision-maker identified in your application for funding. (You may upload a maximum of five letters.)
- This letter should outline how the health research/ knowledge disseminated as a result of this project can potentially inform knowledge users or decision-makers.
- For additional attachments, you may upload up to five additional documents relevant to your application, including an organizational letter (if the PI does not have an academic appointment), details of professional or technical contracts, quotes for equipment, computer hardware and software that exceed \$2,000, or other documents that support your application. All documents must be in PDF format.

Signature and Submission

- Applicants must review the [Applicant Agreement](#) listed in the Signature and Submission section of the GMS application, then check the *I Accept* box to agree to the terms.
- Upon completion of the application and prior to the application deadline, the institution administering funds must provide approval. To do so, all institutions must have an institutional GMS account. They then must review and agree to the terms listed in the [Institution Agreement](#) and approve the application in their institutional GMS account. **It is the applicant's responsibility to ensure his/her institution is aware of the application and completes this approval process prior to the deadline.**
- Applications submitted to the NSHRF that do not contain all of the necessary information will be disqualified from further consideration in the competition process. Our systems have been designed to ensure that applicants have every opportunity to view the application information before it is submitted. The entire responsibility of ensuring proper submission of a complete application rests with the applicant. The NSHRF assumes no responsibility to notify applicants or follow-up with respect to particulars of incomplete or noncompliant applications. Applications submitted late will not be accepted by the NSHRF.

Additional Information

GMS User Guide

Prior to applying please review the [GMS User Guide](#) outlining how to navigate the online application process.

NSHRF Grant Holder's Guide

The NSHRF has developed a [Grant Holders' Guide](#) that details the conditions of award, including the use of NSHRF funds, use of grant and award funds, and the responsibilities of funding recipients

Contact Information

All applicants are encouraged to contact the [Manager, Research Programs](#) with questions prior to submitting an application.

Leslie Power
Manager, Research Programs
leslie.power@novascotia.ca
902.424.4193

Nova Scotia Health Research Foundation
Suite 905, 1660 Hollis Street
Halifax, NS B3J 1V7
<http://www.nshrf.ca>

Appendix 1: NSHRF Grant/Award Eligible Expenses and Use of Funds

NSHRF Grant/ Award Eligible Expenses

Personnel and Professional/ Technical Services

Expenses related to personnel and professional/technical services must align with the human resources and procurement policies of the institution administering funds.

Eligible Expenses

- Research assistant wages and mandatory benefits
- Consulting fees, technician and subcontract costs

Ineligible Expenses

- PI or team member salaries or consulting fees
- Salaries or consulting fees for researchers who are eligible to apply for NSHRF grants
- Administrative or management costs
- Discretionary severance and separation packages
- Academic fees or non-mandatory personnel benefits
- Payments to individuals participating in the project on a part-time basis who, at the same time, receive remuneration for teaching or service work
- Membership fees to professional associations or societies
- Costs associated with thesis examination or defense
- Professional training or education tuition and course fees
- Gifts

Equipment and Materials

Equipment and materials expenses must align with the procurement policies of the institution administering funds

Eligible Expenses

- Purchase (or lease, if more cost effective) of equipment, computers, hardware/software and materials required for the funded project, if not already supplied by the institution administering funds.

Ineligible Expenses

- Phones, voicemail, internet and any expenditure generally considered to be overhead, unless justified as unique to the funded research and not already supplied by the institution
- Furniture or permanent equipment normally supplied by the institution
- Extended warranties
- Moving, renovation or construction costs

Travel

Travel expenses must align with the travel policies of the institution administering funds.

Eligible Expenses

- Mileage, ground transportation and air travel
- Costs for meals and accommodation incurred while traveling

- Travel cancellation insurance
- Safety-related expenses for field work, such as protective gear, immunizations, etc.
- Foreign country entry visa fees

Ineligible Expenses

- Entertainment and alcoholic beverages
- Commuting costs between residence and workplace, or between two places of employment
- Passport, immigration fees and work permit fees
- Reimbursement for airfare purchased through personal frequent flyer programs

Meetings

Eligible Expenses

- Meeting room rental fees and catering costs for the purposes of data collection, partnership development and research dissemination

Ineligible Expenses

- Entertainment and alcoholic beverages

Miscellaneous

Ineligible Expenses

- Costs associated with ethical review, biohazard or radiation safety, environmental assessments, and bylaws
- Childcare expenses
- Costs related to intellectual property or obtaining a patent
- Sales taxes to which an exemption or rebate applies

Use of NSHRF Grant/ Award Funding

Purpose of Funds

NSHRF funds must be used effectively and efficiently, and be applied only to costs directly associated with the grant/award, as outlined in the application approved for funding. The NSHRF is not responsible for expenditures in excess of the funds it has provided or is contracted to provide.

Budget Variance

Up to 20% of the approved budget may be reallocated among budget categories. All variances between approved and actual budgets must be outlined in progress and final reports.

Funding Period

The grant/award funding period is the time between the start and end dates outlined in the recipient's payment schedule. NSHRF funds must be applied only to costs incurred during the grant/award funding period. The NSHRF is not responsible for expenditures outside the funding period.

Institutional Policies

Costs related to human resources, procurement and travel must align with the policies of the institution administering funds. When discrepancies or exceptions arise, the NSHRF will defer to the policies of the institution. The grant recipient's affiliated institution may withhold approval of an expenditure if it contravenes institutional policies or the NSHRF's program requirements.

Jurisdiction

NSHRF funds will be issued to Nova Scotia institutions and will be used for activities taking place in Nova Scotia. Up to 25% of approved funds may be used for activities taking place outside the province.

Additional Funding

The NSHRF does not provide funding for projects already funded by another agency, unless the applicant can clearly demonstrate that there is no duplication or overlap in the allocation of NSHRF and external funds.

Unused Funds

All unused funds must be returned to the NSHRF at the end of the grant/award funding period.

Exception Requests

In coordination with the institution administering funds, the applicant must submit a request to the NSHRF for any exceptions to the aforementioned policies and/or the eligible and ineligible expenses outlined below. The NSHRF will consider each request on a case-by-case basis.