

## Submitting a Grants-in-Aid of Research Application through Proposal Central

Since 2018, Crohn's and Colitis Canada accepts Grants-in-Aid of Research and Innovations in IBD applications via [Proposal Central](#).

### I. Using Proposal Central

1. Visit <https://proposalcentral.com/>
2. Log in, or create a new account if a first-time user.
3. Select the "Grant Opportunities" tab.
4. Filter the list by grantmaker: "Crohn's and Colitis Canada".
5. Find the appropriate program on the list and click "Apply Now".
6. The system will take you through the application steps. Clicking "next" will save the previous section's entry.
7. Please **review carefully** the application instructions in the light blue boxes on each page of the application.
8. Upload all necessary documents (templates provided).
9. Validate your application & include signatures. Once your application is complete, print the Signatures Page and have it signed by the Principal Applicant (Principal Investigator), Head of Department and Dean of Faculty (or equivalent).
10. Submit your application.

### II. Submitting a Notice of Intent to Apply

Applications to Crohn's and Colitis Canada's Grants-in-Aid of Research (GIA) competition are submitted through a two-stage application process. Applicants must submit a Notice of Intent to Apply (NOI) via the online application.

These submissions are used by Crohn's and Colitis Canada to identify suitable peer reviewers to review full applications and to triage applications that are not Crohn's and/or colitis related. Applicants who submit a Notice of Intent to Apply and meet the eligibility criteria are then invited to submit a Full Application by the deadline specified.

Here is a summary of the different sections that need to be completed to submit a Grants-in-Aid of Research (GIA) Notice of Intent to Apply.

### ***Section 1: Title Page***

Answer the following questions:

- **Title**  
Proposed title for GIA grant application.
- **Resubmission**  
Is the application a resubmission of a previously unsuccessful Crohn's and Colitis Canada application? If yes, how has previous reviewer concerns in this revised proposal been addressed?
- **Renewal**  
Is this application a renewal of a previous Crohn's and Colitis Canada grant?
- **Early Career Researcher**  
Is the Principal Applicant within their first five (5) years of faculty appointment?  
*Additionally, to account for the potential impacts of the COVID19 pandemic on research productivity, March 1, 2020 to February 28, 2021 will not be counted towards years as faculty appointment.*

### ***Section 2: Download Templates & Instructions***

In this section, download the Grant Guidelines, Application Instructions and the following templates:

- Biographical Sketch Template: To be completed by the Principal Investigator and any Co-Principal Investigators

**Please note there are no attachments to download and complete as part of the NOI.**

### ***Section 3: Enable Other Users to Access this Proposal***

In this section, you can enable other users to access your grant application. This may include co-applicants or grant administrators. Different levels of permissions can be provided to different users (view, edit, administrator).

### ***Section 4: Principal Investigator***

The individual who initially creates the application is pre-loaded as the Principal Investigator (PI). If the person creating the application is not the PI, they can manually change this information.

The Principal Investigator must provide their contact information under “Professional Profile” in Proposal Central. Please note that Contact Information is the only information required by Crohn’s and Colitis Canada under “Professional Profile”.

**Please do NOT complete fields including date of birth, passport number, and social security number.**

When completing the Full Application (NOT at the NOI stage), the Principal Investigator must complete and upload a Biographical Sketch using the template provided.

### ***Section 5: Diversity, Equity and Inclusion questionnaire***

Crohn’s and Colitis Canada is committed to ensuring that its programs and peer review processes result in the fair and impartial treatment of all participants. We have included an Equity, Diversity and Inclusion questionnaire to better understand how historically excluded populations (i.e., as identified in the [Employment Equity Act](#)) access Crohn’s and Colitis Canada’s funding. This information will be kept confidential and used only for Crohn’s and Colitis Canada’s own demographic data purposes.

### ***Section 5: Institution***

The applicant’s institution is pre-loaded as the Lead institution. You can change the institution in this section.

### ***Section 6: Co-Principal Investigators and Collaborators***

In this section, enter all Co-Principal Investigators and Collaborators involved with this project.

*A Co-Principal Investigator* is an individual who is expected to actively participate in the proposed activities but not to direct them.

*A Collaborator* is an individual whose role in the proposed activities is to provide a specific service (e.g. access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.).

**Biographical Sketches are not required to be submitted at the NOI stage.**

### ***Section 7: Project Summary & Keywords***

Answer the following questions:

- **Summary of Proposal**

Provide a 2500 character (approx. 360 words) summary of the proposal that outlines the specific aims and experimental approaches of this project. This summary will be used to assist with reviewer assignments. It can be modified in the final application.

- **Reviewer Areas of Expertise**

List five areas of expertise you believe reviewers should have to provide a fair evaluation of your project (including technological/ methodological expertise).

- **Research Priorities**

Select which of the top four research priorities aligns with your research proposal: 1) Discovery research (finding the cures); 2) New therapeutics; 3) Prevention; 4) Quality of life/clinical/models of care.

- **CIHR Pillar**

What is the primary research focus of the proposed project as categorized by CIHR's Pillars:

1) Basic/biomedical; 2) Clinical/translational; 3) Health services/system; 4)

Social/cultural/environmental/population health.

### ***Section 8: Attachments***

**There are no attachments to upload at the NOI stage.**

### ***Section 9: Suggested External Reviewers***

Indicate three external reviewers who have the expertise to critically evaluate your application. You must NOT have a conflict of interest with these reviewers.

Also name any reviewers that should not be used due to a conflict of interest or collaboration, excluding those already listed in this application as Co-Principal Investigators or Collaborators. Review Crohn's and Colitis Canada's Conflict of Interest and Confidentiality Policy.

### ***Section 10: Validate***

Click the 'Validate' button on this page to check for any missing REQUIRED information. All missing required information will be listed on the screen. Please correct any missing information before submitting your application.

### ***Section 11: Submit***

To submit your NOI, click the 'Submit' button on this page.

### III. Submitting a Full Grants-in-Aid of Research Application

Applicants are eligible to submit a full application if the following two criteria are met:

1. A Notice of Intent to Apply (NOI) was submitted before the deadline to Crohn's and Colitis Canada via Proposal Central; and
2. The NOI is approved by Crohn's and Colitis Canada to advance to the Full Application stage.

**Here is a summary of the different sections that need to be completed to submit a Grants-in-Aid of Research application.**

#### ***Section 1: Title Page***

Answer the following questions:

- **Title**
- **Resubmission**  
Is the application a resubmission of a previously unsuccessful Crohn's and Colitis Canada application? If yes, how has previous reviewer concerns in this revised proposal been addressed?
- **Renewal**  
Is this application a renewal of a previous Crohn's and Colitis Canada grant?
- **Response to Previous Reviews**  
If this grant is a resubmission to Crohn's and Colitis Canada, include the Scientific Officer notes received (if applicable), previous reviewer notes, and an itemized list of how this resubmission addresses previous reviewers' critiques. No character limit.
- **Early Career Researcher**  
Is the Principal Applicant within their first five (5) years of faculty appointment?  
*Additionally, to account for the potential impacts of the COVID19 pandemic on research productivity, March 1, 2020 to February 28, 2021 will not be counted towards years as faculty appointment.*

#### ***Section 2: Download Templates & Instructions***

In this section, download the Grant Guidelines, Application Instructions and the following templates:

- Biographical Sketch Template: To be completed by the Principal Investigator and any Co-Principal Investigators;

#### ***Section 3: Enable Other Users to Access this Proposal***

In this section, you can enable other users to access your grant application. This may include co-applicants, or grant administrators. Different levels of permissions can be provided to different users (view, edit, administrator).

#### ***Section 4: Principal Investigator***

The individual who initially creates the application is pre-loaded as the Principal Investigator (PI). If the person creating the application is not the PI, they can manually change this information.

The Principal Investigator must provide their contact information under “Professional Profile” in Proposal Central. Please note that Contact Information is the only information required by Crohn’s and Colitis Canada under “Professional Profile”. **Please do NOT complete fields including date of birth, passport number, and social security number.**

The Principal Investigator must complete and upload a Biographical Sketch using the template provided. Instructions are included below.

#### ***Section 5: Diversity, Equity, and Inclusion (DEI)***

In this section, include date of birth, diversity, equity and inclusion information for the Principal Investigator. This section is confidential and used for Crohn’s and Colitis Canada’s internal demographic data purposes.

#### ***Section 6: Institution & Contacts***

In this section, include the names and contact information for the Principal Investigators’ Head of Department, Dean of Faculty, and Financial Officer.

#### ***Section 7: Co-Principal Investigators and Collaborators***

In this section, review and update the Co-Principal Investigators and Collaborators involved with this project.

A Co-Principal Investigator is an individual who is expected to actively participate in the proposed activities but not to direct them.

A Collaborator is an individual whose role in the proposed activities is to provide a specific service (e.g. access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.).

For all Co-Principal Investigators, complete and upload a Biographical Sketch.

## **Section 8: Application Questions**

In this section, provide:

- **Lay Summary**

Provide a 2,500 character (approximately 400-word summary) of the proposed research project. Your audience are lay reviewers with lived experience. Please review the "[Guide for writing lay summaries](#)". The summary should answer the following questions specifically:

- What is your project about?
- What are you trying to achieve?
- How will you conduct this study?
- How will this project benefit people living with Crohn's disease and ulcerative colitis?
- If you achieve your desired results, what are the next steps?

- **Summary of Proposed Research**

Provide a summary of the rationale, general objectives, and specific goals of the proposed research. Maximum 3,000 characters (approx. 500 words).

- **Relevance to IBD and Crohn's and Colitis Canada's Promise**

Describe in specific terms the relevance to, and potential importance, of the proposed research to inflammatory bowel disease (IBD). If the application focuses on IBD-associated diseases and conditions (e.g. liver, intestinal cancer, arthritis, ophthalmologic) applicant(s) MUST provide a strong rationale for how their project aligns with the Crohn's and Colitis Canada Promise. This rationale should include the proportion of IBD patients affected by the associated disease/condition. Maximum 1,500 characters (approx. 250 words).

- **Impact on Patient Population**

Describe the percentage of the patient population the proposal could potentially directly impact and the time to impact. Maximum 600 characters (approx. 100 words maximum).

- **Patient Subpopulations**

Describe if and how the research proposal addresses patient subpopulations identified in the 2018 Impact of IBD Report as priority concerns. Maximum 1,500 characters (approx. 250 words).

- **Research Dissemination with Crohn's and Colitis Canada**

Describe your commitment to working with Crohn's and Colitis Canada to share your research findings with stakeholders. Maximum 1,500 characters (approx. 250 words).

- **Hours Per Week**

State how many hours per week will you need to devote to this project.

- **Intellectual Property Protection**

State whether there a possibility that any part of this work will lead to or has already led to Intellectual Property protection. If applicable, describe how.

## ***Section 9: Project Summary***

In this section, provide:

- **Project Summary**  
Provide a 1,500 character (approx. 250 words) summary of the proposal that outlines the specific aims and experimental approaches of this project.
- **Summary of Project Progress**  
If applicable, provide a 1,500 character (approx. 250 words) summary of progress from past or current Crohn's and Colitis Canada grants.
- **Keywords**  
Provide keywords best aligned with your project.

## ***Section 10: Budget***

Use the template provided to provide estimates of expenditures for a full year regardless of when the work proposed will begin.

The start and end dates must reflect the following:

- The start date for each year of funding is April 1.
- The end date for each year of funding is March 31.

Itemize by category and justify funds requested for each year of support. Include in the first year of the budget funds requested for all equipment purchases and other nonrecurring items even though these expenditures may be anticipated in other years during the tenure of the grant (travel costs are limited to \$2,500 annually). The amount requested must be quoted in Canadian dollars.

## ***Section 11: Budget Summary and Justification***

This section is populated based on the totals entered in ***Section 9: Budget***.

For each year of funding, provide a budget justification in the online application.

## ***Section 12: Current and Pending Support***

List all research projects for which the Principal Investigator has applied for other funding concurrently with this application. List projects for which you intend to apply for other funding in the next twelve months. Please state the nature of the overlap with this application.

**If the PI holds operating grants totaling \$250,000, please provide additional information as to how these operating grants do not overlap with this application.**



Within the application, **upload** the summary and budget pages for every other grant currently held by the Principal Investigator, or applied for concurrently with this application, whether perceived to be relevant or not.

In this section, also include the Co-Principal Investigators' *current or pending support that overlaps with this application*.

### **Section 13: Ethical Considerations**

In this section, indicate if the proposed project involves:

- Human subjects;
- Human pluripotent stem cells;
- Animals;
- Biological and chemical hazards.

Indicate for each of the following if ethics approval is uploaded with the application, to be sent, or not applicable:

- Human subjects;
- Human pluripotent stem cells;
- Animals;
- Biological and chemical hazards.

### **Section 14: Publications**

In this section, the Principal Investigator may add their publications from the past five years. Alternatively, publications may be added as part of the Principal Investigator Biographical Sketch, rather than be included in the online form.

### **Section 15: Upload Attachments**

In this section, upload your attachments. Required attachments are as follows:

- Biographical Sketch for Principal Investigator (noted as Biographical Sketch of Key Personnel);
- Detailed Research Proposal;
- Signatures page.

Additional attachments that are also required depending on the application:

- Biographical sketch for each Co-Principal Investigator;
- A letter from the Dean of the Faculty is required if the applicant does not hold an academic appointment at the time of the proposal submission;

- Research Ethics Board Approval, if available.

### ***Section 16: Suggested External Reviewers***

This section is optional. If you would like to indicate any suggested reviewers you did not previously indicate in your Notice of Intent to Apply, please do so. Indicate at most three reviewers *who have the expertise to review your application and who are not in conflict of interest*.

### ***Section 17: Validate***

Click the 'Validate' button on this page to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

### ***Section 17: Signatures***

After you have completed all the proposal sections, click one of the Print button to open and print the cover/signature pages and application files.

You will need the signatures of:

- The Principal Applicant (Principal Investigator);
- The Head of Department;
- The Dean of Faculty (or equivalent).

While the Head of Department and Dean of Faculty should review the application in its entirety before signing, Crohn's and Colitis Canada only requires the completed Signature Page (first page of application) to be uploaded as an attachment.

### ***Section 18: Submit***

To submit your Proposal, please click the 'Submit' button on this page. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

### ***Attachment: Detailed Research Proposal***

Your Detailed Research Proposal must be uploaded in *Section 14: Upload Attachments* of the online application. The detailed proposal must include:

- Current state of knowledge related to proposed work;
- Relevant work by principal investigator;
- A clear and concise outline of research proposal;
- Rationale for choice of methods and approaches; and
- The objectives and research plan clearly described; and
- A knowledge translation plan

**A maximum of 13 pages may be submitted.** The page limit INCLUDES tables, charts, figures and photographs which should be EMBEDDED throughout the proposal. Applicants are permitted to submit figures and/or tables describing preliminary data and relevant legends. Legends should be succinct. Bibliographic references are EXCLUDED from the 13 page limit.

Detailed descriptions of methods and discussion of results should be included in the body of the proposal, they should not be in the legends or included as an appendix. Questionnaires and consent forms may be attached as appendices, where applicable.

Detailed Research Report Formatting:

- Text must be single-spaced, 11 point Arial font size (including labels and descriptions accompanying figures, tables, charts, photographs, etc.), with  $\frac{3}{4}$  inch margins on all sides.
- Header: "Grants-in-Aid Research Proposal" in the left corner with applicant's name in right corner.
- Footer: Number pages consecutively with page numbers centered.

**Pages in excess of the maximum will be removed from the application.**

### ***Attachment: Instructions for Biographical Sketch***

The Principal Investigator and Co-Principal Investigators must each complete and upload a Biographical Sketch using the template provided. The template and guidelines have been adapted from the National Institutes of Health (NIH) template and guidelines. **DO NOT EXCEED FIVE PAGES.**

#### **A. Personal Statement**

Describe how you are well-suited for the role(s) outlined in the project. Relevant factors may include: training, previous work on this topic or related topics, technical expertise, collaborators or the scientific environment, and/or past performance in this or related fields.

**B. Research Interests and Expertise (Keywords)**

Provide keywords that summarize your research interests and areas of expertise.

**C. Positions and Honours**

List in chronological order the positions you've held that are *relevant* to this application, concluding with your present position. List any relevant academic and professional achievements and honors.

**D. Contributions to Science**

Briefly describe your most significant contributions to science.

For each contribution, include:

- The historical background that frames the scientific problem;
- The central finding(s);
- The influence of the finding(s) on the progress of science or the application of these finding(s) to health;
- Your specific role in the described work.

**E. Research Funding – Current and Past 5 years**

List current and completed research projects from the past five years that you would like reviewers to be aware of. Include briefly the overall goals of the projects and your responsibilities.

**For projects or outstanding proposals where there is overlap with this current application, details must be provided in Section 11: Current and Pending Support.**

**Additionally, for the Principal Investigator only, summary and budget pages for grants currently held must also be uploaded to Section 11: Current and Pending Support.**

**F. Relevant Peer-Reviewed Publications – Past 5 years**

List relevant peer-reviewed publications from the past 5 years. The Principal Investigator may alternatively add their publications to the “Section 13: Publications” section of their Proposal Central application.

### **G. Number of Publications**

Complete the table with the number of each publication type you hold.

### **IV. For Assistance with your Application**

**For technical support with the online application, contact Proposal Central:**

[pccsupport@altum.com](mailto:pccsupport@altum.com)

1-800-875-2562 (Toll-free)

Weekdays, 8:00 a.m. to 5:00 p.m. (EST)

**For program information or application content requirements, contact Crohn's and Colitis Canada:**

Crohn's and Colitis Canada

439 University Ave, Suite 2110

Toronto, ON M5G 1Y8

Attn: Research Grants Coordinator

416-920-5035 x 251

[research@crohnsandcolitis.ca](mailto:research@crohnsandcolitis.ca)