



CIHR SEED FUNDING PROGRAM

Guidelines (Updated September 5, 2024)

Purpose: The purpose of the CIHR Seed Funding Program is to prepare College of Nursing researchers for the CIHR Project grant competition. This funding program will support pilot and/or feasibility studies for a cohort of up to four faculty members who will each be submitting CIHR Project grant applications within the next 12-18 months. The cohort will be supported by the Associate Dean Research & Graduate Studies, peer mentors (as required), and members of NURSE. The Program will run for approximately 12 months, with proposals submitted to the CIHR Project Grant competition no later than Fall 2025.

Important Dates:

Call Launched:	February 2024; 2 calls/year
Application Deadlines:	May 15, November 15
Funding Decisions:	July 1, February 1
Funding Start Dates:	July 15, February 15

Funding Details: The maximum level of support per application is \$15,000. The term of the grant is a maximum of ONE YEAR. Projects must commence within three months of the award notice. Awardees are required to attend at least 5 of the 8 planned grant development sessions, some of which are mandatory. Awardees are encouraged to invite at least one team member to attend. Awardees will also be encouraged to participate in the USask CIHR Project Grant Amplified Internal Review Program.

Grant Development Sessions: These sessions will be provided over 12 months, in alignment with the proposed project activities outlined in the awarded CIHR Seed Funding. These sessions will support development of the follow-up CIHR Project Grant application. Attendees will walk away from each session with a draft of specific application sessions completed. Applicants will identify within their application which of the sessions they will attend, if funding is awarded.

Terms of Funding:

- Applicants must have a primary academic appointment in the College of Nursing that will continue until the end of the full granting period. **Successful applicants are ineligible for funding the following year. The intent of this competition is to provide funds for as many eligible faculty as possible in order to assist them with their CIHR Project Grant applications.**
- Applicants to this funding program must be identified as the Nominated Principal Applicant (NPA) on the anticipated CIHR Project Grant application.
- Applicants can only submit one application per call.



- Applicants may list up to 2 other members of their research team (including trainees and/or research support staff) to join in program activities.
- Scientific and budgetary overlap between this application and other funds currently held by the applicant must be kept to a minimum (i.e., no more than 10%). **This funding does not cover shortfalls in external funding.**
- The College of Nursing reserves the right to fund partial budgets or reduce budget requests.
- Over-expenditure of grants is not permitted and will not be covered by the College of Nursing.
- Unspent College of Nursing funds will be returned to the College of Nursing after 1 year. With a written request and justification, the Associate Dean Research and Graduate Studies may extend the duration for an additional six months. This request must be made in an email request to the ADR-GS a minimum of 30 days before the grant end date. No additional extensions will be entertained.
- Proof of External Submission(s): Applicants must submit, as Nominated Principal Applicant, at least one application to the CIHR Project Grant competition before they are eligible to apply to this program again.
- Successful applicants must present as a Panel Speaker at the annual College of Nursing Research and Scholarship Day.

Allowable Expenses: All expenses must be clearly justified and cover only direct costs for small pilot and/or feasibility projects. All funding must stay within the College of Nursing; sub-transfers of funds to other organizations will not be allowed within this funding program.

Eligible expenses include:

- Research support personnel (salary – hour wages only)
- Materials and supplies
- Research participant payment and honorarium
- Travel for purposes of conducting research (i.e., data collection)
- Travel (ground transportation within Saskatchewan only) for purposes of meeting with team and potential partners. Teams are encouraged to use a virtual or hybrid approach to these meetings.

Ineligible expenses include:

- Student stipends
- Salary replacement for applicants or collaborators
- Teaching or discovery releases
- General communication costs
- Equipment, including computers or laptops
- Travel and other expenses to fund overseas researchers
- Travel for conference presentations and/or attendance
- Publication costs, as NURSE supports use of HARVEST for open access

Review Criteria and Process: Applications will be reviewed by the College of Nursing Research and Scholarship Committee using the below criteria. Alternate reviewers will be used as required if a conflict of interest is identified during the review process.



Criteria	Details
Strength of the Proposal (50%)	<ul style="list-style-type: none">• Clear objectives and research questions: The research problem is clearly stated. Are the objectives related to the problem under study and logically related to the research question(s)?• Strong rationale: Research is appropriately grounded in the scholarly literature, research/knowledge gaps are identified and a strong rationale for conducting the research is provided• Sound methodology: Methodological approach(es), study design, data collection, and data analysis plans are well-described, appropriate, and relevant to the research goals and objectives.
Originality & Relevance (30%)	<ul style="list-style-type: none">• Potential for innovation within nursing and health related research: Are the proposed activities likely to strengthen the application?• Strong link to CIHR Institute mandates: Does the future funding application appropriately align to the mandate of an identified CIHR Institute?• Potential for impact and/or outcomes beyond the scholarly community at a national level.
Feasibility (20%)	<ul style="list-style-type: none">• Realistic timeline: Project steps and timelines are clear and reasonable.• Clear justification of the budget: Is the proposed budget appropriate, fiscally responsible and justified within the proposed activities?

NOTE: To be considered for funding, all applications must comply with the Terms of Funding and meet the minimum required reviewer score of 70%.

Applicant Reporting Requirements: Successful applicants must submit a mid-term and end-of-grant report. The Administrative Coordinator - Research and Graduate Studies will coordinate the reporting process.

How to Apply: Completed application forms must be emailed as a single PDF to: nursing.research@usask.ca

Contact for Further Information: Direct questions to nursing.research@usask.ca.



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Submission Instructions: Completed application forms must be **emailed as a single PDF** to nursing.research@usask.ca by **May 15** or **November 15**.

Attachment Formatting Instructions:

- ✓ All attachments must be converted to PDF prior to submission
- ✓ Font – 12 point, Times New Roman or Calibri
 - Smaller font is allowed in tables, charts, figures, and graphs; as long as it is legible when page is viewed at 100%
- ✓ Line spacing – single
- ✓ Margins – 2 cm (3/4 inch) all sides

Section 1: Application Details

1. Title of project:

2. Name of Nominated Principal Applicant (NPA):

3. Contact Information for NPA:

4. Signature of NPA:

5. Research Team: List the names of, and collect signatures from, all team members that are included on this application. Include an extra sheet of paper if necessary to collect these details.

Name	Organization	Role on Project (i.e., Co-Principal Applicant, Co-Applicant, Collaborator)	Signature



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6. Indicate in which of the College of Nursing Research Signature Areas (if applicable) your research best fits? (Please select one area only)

Community-Engaged Health and Nursing Research

Health Equity Research

Innovations in Health Systems and Education Research

7. Indicate in which of the University of Saskatchewan Research Signature Areas (if applicable) your research best fits? (Please select all areas that apply)

Food and Bioproducts for a Sustainable Future

Energy and Mineral Resources for a Sustainable Future

Indigenous Peoples

Synchrotron Sciences

One Health

Water

Communities and Sustainability

Health and Wellness

Quantum Innovation

8. Research Ethics Requirements: (Please select all that apply)

Human Ethics – Behavioural

Human Ethics - Biomedical

Saskatchewan Health Authority Operational Approval

College of Nursing Operational Approval (Use of Nursing Students as Participants only)

Biosafety (Controlled Goods)

9. Project Start & End Dates (Month/Year to Month/Year):

10. Identify the CIHR Project grant competition you plan to apply to within 18 months of award. Include competition (Fall or Spring) and anticipated competition year:



11. Identify with which CIHR Institute your project aligns: (Please select one)

Aging	Indigenous Peoples' Health
Cancer Research	Infection and Immunity
Circulatory and Respiratory Health	Musculoskeletal Health and Arthritis
Gender and Health	Neurosciences, Mental Health and
Genetics	Addiction
Health Services and Policy Research	Nutrition, Metabolism and Diabetes
Human Development, Child and Youth	Population and Public Health
Health	

Section 2: Project Details

12. Provide a CIHR Justification Statement for how your project aligns with the mandate of the selected CIHR Institute. (200 words, PDF attachment)

13: Project Description: Provide a description of your proposed project using the below section headings. Instructions for each heading are provided below. (5-page, PDF attachment)

Section: Goals and Objectives (1/2 page) – Clearly define the purpose and objectives of the proposed project.

Section: Context and Rationale (2 pages) – Situate the proposed project in the current literature; clearly identifying the knowledge gap being addressed and the innovative nature of the project within nursing and health related research.

Section: Methodology (2 pages) – Describe your study design including approach(es), population and recruitment strategy, data collection and analysis procedures, ethical considerations, and any potential limitations and how you will address these.

Section: Timeline (1/2 page) – Provide an overview of how your project will be completed in a 12-month timeframe. Clearly identify the key steps, deliverables/actions, anticipated start and end date as well as team participation for each.

14. Impact Statement: Provide a statement that describes the potential for impact and/or outcomes of the proposed project beyond academia. (500 words, PDF attachment)

15. CV: The Nominated Principal Applicant must attach an updated PDF copy of their CCV CIHR Biosketch. A CV is not required for any other team members.



Section 3: Budget Details

16. Budget Justification: Provide a clear, detailed budget justification using the below categories. Include a justification statement and calculation for each budget item listed.

(2-page, PDF attachment)

Research Support personnel (stipends are not allowed, hourly wages only)

Materials and Supplies

Travel for Data Collection Purposes

Travel for Team and Partner Engagement Purposes

Participant Incentives

17. Funding and/or Scientific Overlap: Identify below any funding and/or scientific overlap between this proposed project and already funded projects you and your team are currently undertaking. Clearly describe the overlap and the percentage of overlap in the textbox provided below.

Section 4: NURSE Administrative Details

18. Select the Grant Development Sessions you will attend, if funding is awarded. Please note that you must select at least 5 sessions (some of which are mandatory).

Session 1: CIHR Project overview

(mandatory)

Session 2: Pitch your Idea! **(mandatory)**

Session 3: Establishing your team

Session 4: Other Considerations – Sex
and Gender, Indigenous Research, EDI,
Trainee expectations

Session 5: Planning to Succeed –

Timeline and Research Environment

Session 6: Building your Budget

Session 7: Proposal Review Roundtable

(mandatory)

Session 8: Pulling it together – Finalizing
your draft application



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19. Successful applicants must participate as a Panel Speaker at an upcoming annual College of Nursing Research and Scholarship Day. Please confirm that you understand that this is a requirement of this funding opportunity.

Yes

No

20. Please provide the names of two USask researchers who could act as peer reviewers on your application:

Name	Unit	Email address:

21. Do you plan on participating in the USask Amplified Internal Review program for the CIHR Project Grant?

Yes

No

22. Application Submission Checklist:

Completed application form

CIHR Justification Statement (PDF attachment)

Project Description (PDF attachment)

Impact statement (PDF attachment)

CCV CIHR Biosketch for NPA only (PDF attachment)

Budget Justification (PDF attachment)