



Applying to CIHR's Open Operating Grant Program (OOGP) at Western University

2015 OOGP WINTER COMPETITION: MARCH 2015

Research Development & Services – Western University

The objectives of the **Open Operating Grant Program** are to:

- provide operating funds to support research proposals in all areas of health research including randomized controlled trials. The OOGP is the largest program at CIHR.

The OOGP is flexible, in that there is:

- ✓ No specific requirements in relation to team size or team composition; nonetheless, the role of each applicant must be clearly identified;
- ✓ No specific requirements or restrictions on the specific research activities to be undertaken;
- ✓ No minimum dollar value, however due to budget restrictions with the large grant envelope (see below), **no individual grant application exceeding a total cost of \$12.5M will be accepted.**



Application Submission Guide

Mandatory Registration: January 9, 2015 | 8 pm EST

Registration is done directly on [ResearchNet](#). Once registered, the *title of the grant, peer review committees chosen, and Nominated Principal Applicant* cannot be changed without CIHR's approval.

Department/Faculty Internal Review/Deadline: Varies

Some departments and [faculties](#) have their own internal deadlines prior to grant submissions to RDS. Consult your department and faculty administrative offices for more information on deadlines and/or requirements.

Mandatory RDS Internal Review: February 23rd | 8 pm EST

Applicant clicks "**Submit to Research Office**" on ResearchNet. RDS will then review to ensure the grant is compliant with both CIHR and Western's relevant policies. Draft applications can be returned to you by contacting researchoffice@uwo.ca.

A ROLA entry must be submitted by the internal deadline. The CIHR OOGP can be found on the [ROLA funding opportunities](#) main page. Should you require assistance with the system, please contact the ROLA helpline (519-661-3136 or rolahelp@uwo.ca).

Full Application Deadline: March 2nd | 2 pm EST

Having finished the requirements outlined above by their stated deadline, the applicant clicks "**Submit to Research Office**" on ResearchNet. **Research Services will then forward the application to CIHR.**

Key Dates

**Mandatory Registration:
January 9, 2015
8 pm EST**

**Mandatory RDS Review/ROLA:
February 23, 2015
8 pm EST**

**Full Application Deadline:
March 2, 2015
2 pm EST**

Please Note:

Applications in the OOGP are not sent directly to CIHR. Full applications submitted on ResearchNet are first sent to RDS for review and approval prior to submission to CIHR.

RDS will not forward an application on to CIHR without a ROLA entry first having been submitted and approved.

Please Plan Ahead Accordingly!

Useful Websites:

- Registration Phase Instructions: <http://www.cihr.gc.ca/e/35672.html>
- Application Phase Instructions: <http://www.cihr-irsc.gc.ca/e/35674.html>
- ROLA Main page: <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html>

Frequently Asked Questions

Q Can a trainee who is also a co-applicant receive a stipend or salary from the grant?

A Yes, PhDs and Post-Doctoral Fellows may receive stipend/salary from a grant even while listed as a co-applicant.

Q How much should I ask for on my application?

A In the March 2013 competition the overall average amount requested by successful applicants was \$628,868 (nationally). Please ensure you create your budget based on the actual costs required by the research, as this will be evaluated by the committee.

Q Should I include indirect costs in my budget?

A No, CIHR will not fund any indirect cost expenses through their research grants.

Q Can an OOGP grant be used to fund equipment?

A Do not include equipment (anything that has a useable life of over 1 year and costs over \$2,000) in your budget. Click [here](#) for more information. Once awarded, however, you may re-budget funds to purchase equipment as needed.

Q Can I add information to my application once it has been submitted to CIHR?

A No, CIHR will not accept modifications once the application has been submitted by RD&S. The only exception to this are

'notices of final acceptance of publications,' which will be accepted until **April 13th, 2015**. Send these in *.pdf form* to the [coordinator](#) of your 'first choice' committee.

Q What signatures do I need? Do I need a signature from the "Authorized Signing Official from the Institution Paid" on the routing slip before submission?

A **No**, as this program uses the electronic approval system you do not need an institutional signature. You will need to upload the institutional signature page blank. Institutional approval is provided after final submission. The only signatures you require on the grant are those from co-primary applicants, co-applicants, and knowledge users. **Signatures are not needed from those listed as 'collaborators.'**

Q What is Western's Tax Rebate Rate?

A The university is entitled to a rebate of 73.8% on HST. To determine the cost of your purchase including both tax and tax rebates, multiply the purchase price by **1.0341**.

Q What about the Open Suite reforms? How is this competition affected?

A Those who are eligible to the foundation Pilots based on the end date of their grant may opt for early renewal in this competition without the standard early renewal penalty. Those who do this, **and are successful**, will lose their eligibility to apply to a Foundation Pilots.

CIHR Reform News

In order to be eligible for the 2015 OOGP, applicants must not have submitted an application to the 2014 Foundation Pilot Phase 2 as a Program Leader.

The combined total amount available for CIHR's 2014-15 Open Grant Programs (2014-15 Transitional OOGP and Foundation Scheme: 2014 1st Live Pilot) is approximately \$500M.

The number of grants expected to be funded for the Transitional OOGP is approximately 450-600 grants.

Attention: Roberts Researchers

When filling out your application on ResearchNet:

- The University of Western Ontario (CEEA) must be listed as the Institution paid.
- List the Schulich School of Medicine and Dentistry (264) as your Faculty.
- **List Roberts (17X) as your Department.**

Useful Websites:

March 2015 Competition Priority Announcements: [Found on ResearchNet](#)
 Canadian Common CV System: <https://ccv-cvc.ca/indexresearcher-eng.frn>
 CIHR Grants and Awards Guide: <http://www.cihr-irsc.gc.ca/e/805.html>

Application Tips

- CIHR committees often expect applicants to **have preliminary data to show that their methods or aims are feasible**. Some can expect as much as 20% to 30% of the research done before submission!
- Due to the reform of the open suite, the prospective success rate for this competition is unknown.
- Engage your audience and write with the reviewer in mind. **Don't make your grant difficult to read by using too many acronyms, jargon, or employing odd formatting**.
- The **summary of progress** and **general summary** are extremely important during the review process. Take time to write these carefully.
- Address the [evaluation criteria](#) in the funding call and [peer review manual](#).
- Pre-empt any concern over funding overlap by explaining how your current proposed research is **independent from that of your other grants** in the budget justification section.
- If your research is eligible for consideration in a priority announcement be sure to apply as this will increase your chances of receiving (some) funds!
- **Don't wait until the last minute to begin working on the proposal**.
- Ensure your grant follows CIHR's [regulations on attachments and formatting](#). **If your application violates these guidelines, CIHR may withdrawal the proposal from the competition**.
- If you are resubmitting, provide a 2 page response to previous reviewers. **Don't assume the members of the committee will remember their comments from your previous submission**, so be sure to quote each comment you are responding to. If you received a high ranking in the last submission, remind the committee by quoting the score.
- In addition to having valid scientific aims and arguments, ensure that your grant does not suffer from some of the more mundane/common application issues (seen below).

Some Common Application Critiques	Frequency
The research/researcher is not health-based The summary is not satisfactory/does not provide a good overview There is an issue with the publications or references There is a potential issue with funding overlap from other grants	Low
There are issues with, or an absence of, letters from collaborators There is an absence of the discussion of expected results The team roles are not well defined There is a technical/display issue with the figures and/or tables There is an issue with the hypothesis or synthesis of aims The lay summary or lay title is too technical for the general public A budget item is not justified	Medium
The applicant has low productivity in the field of research The grant suffers from poor writing There is an issue with, or absence of, preliminary data for a method/aim	High

Useful Websites:

CIHR Peer Review Manual: <http://www.cihr-irsc.gc.ca/e/4656.html>

CIHR Guidebook for New Principal Investigators: http://www.cihr-irsc.gc.ca/e/documents/ig_guide_for_new_pis_e.pdf

CIHR Open Operating Grant Program Competitions FAQ: <http://www.cihr-irsc.gc.ca/e/46341.html>

Budget Regulations

What remuneration rates are applicable to Western University?

Type	Salary Rate
Full-Time Staff	*Salary +27.5% mandatory employers contributions
Part-Time Staff	*Salary +13% mandatory employers contributions
Post-Doctoral Associates	*Salary +13% mandatory employers contributions

* Please consult your department's administration for applicable/appropriate salary rates.

Type	Stipend Level
Graduate Students	Consult Department or Faculty (averages around ~\$20,000)
Post-Doctoral Fellows	Consult Department or Faculty (averages around ~\$40,000)

Please note, CIHR allows graduate students to be paid as Research Assistants (salary and benefits) or Research Trainees (stipend only). Consult with your department or faculty for the correct internal guidelines for each, and explain your choice in the budget justification module. Click [here for more information](#).

[Post-Doctoral Scholars](#) at UWO may be paid as Associates (salary and benefits) or Fellows (stipend only). If requesting funds for a new Post-Doctoral Scholar, budget these individuals as Associates and include benefits to account for this potential expense.



What is the difference between stipend and salary?

What is a student stipend?

A stipend is money, paid to a graduate student, for work done on their thesis research which is also part of the research project of the professor's grant. This source of money is treated as a scholarship for income tax purposes.

Contract your Department or Faculty administrative office for more information on the appropriate form of pay for your project.

What is a student salary?

A salary is an hourly wage for work undertaken by a student on a professor's research, not necessarily related to the topic of the student's thesis. Salaries are taxable, and in contrast to stipend are provided as payment for services rendered.

Questions? Contact Us

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(519) 661-2111 (x86098)

Research Office
General Inquiries
researchoffice@uwo.ca
(519) 661-2161

Instructions for preparing and formatting attachment documents. The following apply to all attachments (including those for the Common CV).

- Use a font size of 12 point, black type. Maximum of six lines per inch. No condensed/narrow fonts, type, or spacing.
- Insert a margin of 2 cm (3/4 inch) - minimum - around the page.
- Indicate your name, the project title and the section title (e.g., Summary of Research Proposal) at the top of each page. Indicate the page number clearly at the bottom of each page. *For CV attachments, only your name (i.e., does not have to be nominated principal applicant name) and the section title (e.g., Patents and Intellectual Property Rights) are required in the header.*
- Observe page limitations, additional pages may NOT be added unless specified.
- Use only letter size (21.25 X 27.5 cm / 8.5" X 11") white paper/background for all attachments.
- Photo-reduce the supporting documents if the originals are larger than (21.25 X 27.5 cm / 8.5" X 11").
- Attachments must be uploaded in PDF format.
- The size of the attached document(s) cannot exceed 30 MB per document.

Note that if the rules regarding font size, line spacing and margins are not followed, your application may be withdrawn!

For clarification on acceptable uses of CIHR grant funds see the "Use of Funds" section of the [Tri-Council Financial Administration Guide](#).