



## Foundation Scheme (1st Live Pilot) Application Requirements Stage 1

This document provides a summary of the application requirements for Stage 1 of the first Foundation Scheme Live Pilot. While the application content is not expected to change, the application for this competition will be completed through ResearchNet, and may therefore look different.

### Administrative, Peer Review and Consent Information

As with other CIHR programs, applicants will be required to include specific applicant, peer review and consent information.

#### 1. Application Information

The applicant(s) will include information about the Program Leader(s) such as name, CIHR PIN, and institution.

The Program Leader(s) will attach the **Foundation Scheme CV** (completed through the Canadian Common CV (CCV) – requirements can be found in [Appendix 1](#)).

The applicant(s) will include basic information such as program title, administrative details, and descriptors.

#### 2. Peer Review Administration

The applicant(s) will include information that will be used for the purpose of peer review administration, such as suggested reviewers, and reviewers to exclude, for the submitted application.

#### 3. Preview and Consent

The applicant(s) will be able to preview the various sections of their application as they are completed, and once complete, the full Stage 1 application and CV(s) can also be previewed.

The applicant(s) will be required to consent to the conditions of funding and the sharing of information prior to submitting the application. Applications must be approved by the applicant's institution prior to submission.



## Overview – General Instructions

The Foundation Scheme is supported by a three-stage competition and review process that focuses reviewer attention on specific structured review criteria. There are two components being considered within **Stage 1** of the Foundation scheme: **Caliber of the Applicant(s)** and **Vision and Program Direction**.

- **Caliber of the Applicant(s)** focuses on the qualities deemed essential to meet the objectives of the Foundation scheme. These qualities include: (a) **leadership**, (b) ability to deliver **significant contributions**, and (c) **productivity**.
- **Vision and Program Direction** focuses on the applicant's/applicants' ability to define and articulate a clear and compelling vision for the research program.

The criteria will be assessed by peer reviewers familiar with the applicant's/applicants' field of research. Peer reviewers will be instructed to take the applicant's/applicants' career stage and field of research into consideration.

The substantive content for the application will be divided into three sections.

### Section 1 – Summary

The first section will include a summary of the application. The specific requirements are outlined below.

#### **1. Summary (3,500 characters (including spaces) / approx. 1 page)**

The applicant(s) will be asked to summarize their research experience and the vision of the research program, making sure to address the following points:

- The overarching focus of their research career, including the major questions or issues explored, and the impact their research has had;
- The nature of their expertise and experience;
- Important collaborations, within or outside of the research community, that were established to achieve the research goals; and
- The vision or direction of the program of research they plan to lead in order to advance knowledge and/or its application to health care, health systems, and/or health outcomes.

### Section 2: Caliber of the Applicant(s) (75%)

The second section will include information required to assess the Caliber of the Applicant(s). This section is divided into three subsections (a) leadership, (b) ability to deliver significant contributions, and (c) productivity. The specific requirements for each subsection are outlined below.

The Foundation Scheme CV (Appendix 1) will also be used as part of this assessment.

Through their CV(s), applicants(s) will highlight their recognitions, funding history, activities and contributions that best demonstrate their leadership, significant contributions and productivity in the context of their research field(s).



Note that while an applicant's entire career will be considered, the focus of the evaluation will be on recent experiences in order to support the notion that an applicant will likely continue to be of high caliber throughout the tenure of a Foundation grant.

In cases where multiple Program Leaders are applying together for one Foundation grant, the applicants will need to convincingly demonstrate synergy, a history of co-leading research and joint efforts on achieving tangible benefits and impact, as well as co-generation of research output.

## **2A. Leadership (25%) - (1,750 characters (including spaces) / approx. ½ page)**

The applicant(s) will be asked to highlight their leadership experience. This should include a description that supports their reputation as a leader in their respective field(s), and should also include relevant and recent examples of major projects or research programs that they have led where effective leadership was evident. The applicant(s) will be asked to point to relevant, recent examples in their CV, as appropriate.

Applicants are encouraged to reflect upon the questions being asked of reviewers when completing this subsection. These include:

- *Is the applicant(s) widely recognized in their field, demonstrating a history of holding influential roles, inspiring others, mobilizing communities and advancing the direction of a field?*
- *Has the applicant(s) demonstrated the ability to successfully establish, resource, and lead/direct programs of research, which should include: securing the required resources, ensuring effective collaboration, and/or incorporating knowledge translation strategies?*

In cases where more than one Program Leader is named on the application, the assessment will consider the joint leadership of the Program Leaders.

## **2B. Significance of Contributions (25%) - (1,750 characters (including spaces) / approx. ½ page)**

The applicant(s) will be asked to highlight their contributions and the impact of those contributions on health and health research. The applicant(s) will describe the tangible benefits or positive influences of their prior contributions on health, health care, health systems and/or health research. The applicant(s) will be asked to point to relevant, recent examples in their CV(s), as appropriate.

Applicants are encouraged to reflect upon the questions being asked of reviewers when completing this subsection. These include:

- *Has the applicant(s) significantly advanced knowledge and/or its translation into improved health care, health systems, and/or health outcomes?*
- *Has the applicant(s) engaged, trained, and/or launched the career paths of promising individuals in research and/or other health-related non-academic fields?*

In cases where more than one Program Leader is named on the application, the assessment will consider the joint contributions of the Program Leaders.



## **2C. Productivity (25%) - (1,750 characters (including spaces) / approx. ½ page)**

The applicant(s) will be asked to highlight both their lifetime and recent productivity, focusing on both the quality and quantity of research outputs. The applicant(s) will be asked to point to relevant, recent examples in their CV(s), as appropriate.

Applicants are encouraged to reflect upon the questions being asked of reviewers when completing this subsection. These include:

- *Has the applicant(s) demonstrated an outstanding level of research outputs based on prior work?*
- *Has the applicant(s)' previous work generated high quality research outputs?*

In cases where more than one Program Leader is named on the application, the assessment will consider the joint productivity of the Program Leaders.

## **Section 3 – Vision and Program Direction**

The third section will include information required to assess the vision and program direction. The specific requirements are outlined below.

### **3. Vision and Program Direction (25%) - (3,500 characters (including spaces) / approx. 1 page)**

The applicant(s) will be asked to articulate a compelling vision and direction for their research program. This will require the applicant(s) to highlight the goal, overall objective(s), expected outputs/contribution(s), and describe the significance of the proposed program if the objectives are met.

Foundation grants are meant to be flexible in order to allow the Program Leader(s) an opportunity to innovate, or explore new lines of inquiry. The information requested in this section is not intended to include details of each thematically-linked project within the program of research.

Applicants are encouraged to reflect upon the questions being asked of reviewers when completing this section. These include:

- *Are the vision, goal, overall objective(s), and potential contributions of the proposed research program well-defined and well-articulated in the context of a logical career progression for the Program Leader(s)?*
- *Is the vision forward-looking, creative, and appropriately ambitious?*
- *Does the vision aim to significantly advance knowledge and/or its translation to improved health care, health systems, and/or health outcomes?*