



Children's Hospital Research Institute of Manitoba

Grants & Awards Guide

2024

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The Institute stresses the importance of having all applicants review the appropriate application requirements PRIOR to submitting an application.

Any application that is submitted late, incomplete, or otherwise not meeting the listed requirements will NOT be processed or reviewed.

Introduction / Background

The mission of the Children's Hospital Research Institute of Manitoba (CHRIM, "the Institute") is to improve the health of pregnant people, children, youth, and families, and to enhance societal health by creating an environment that attracts and retains the best scientists and clinicians in research. Research is vital to the development and application of treatments and cures, improving the health of pregnant people, children, youth, and families. Through the support of the donor community, as represented by the Children's Hospital Foundation of Manitoba (CHFM, "the Foundation"), the Institute fulfills its role of promoting excellence in research by providing funding and essential services to support researchers who are dedicated to the health of pregnant people, children, youth, and families through an annually renewable CHRIM Membership. The Institute provides space and equipment to conduct research as well as funding and support for all levels of research and research training.

For inquiries regarding funding opportunities as described in this Guide, please contact [CHRIM's Grants Administrator](#).

How to use this Guide

This Grants and Awards Guide (herein called the 'Guide') provides an overview of CHRIM's Grant and Award competitions. It outlines the competition process, timeline, requirements, and review criteria. This guide serves as an important resource for applicants in understanding the requirements and responsibilities that govern the administration of CHRIM Funding opportunities. In Part I, general requirements for funding are described. In Part II, each competition is individually expanded upon to showcase the specific requirements. It is important for Applicants and Supervisors to read the guide carefully. **Official timelines/deadlines can be found in Appendix A at the end of this guide, along with a Glossary of Terms.**

This Guide should be read in conjunction with the Grants and Awards Policy (Policy Manual 5.3) describing the operations and responsibilities regarding Grants and Awards. The Grants and Awards Policy, Guide and supporting templates and forms are available on [CHRIM's Website](#). For other competitions (i.e., partnered awards) please refer to Page 6.

PART I: GENERAL INFORMATION

1. General Requirements for ALL CHRIM Grants & Awards

This section describes the general application requirements for all CHRIM Grants and Award competitions. In addition to these general requirements, there are specific requirements for each grant or award program; therefore, we require applicants to review all information before filling out an application. Specific Grant requirements can be found in Part II of this guide.

1.1 Eligibility

Grant and Award applications and matching requests for Research Manitoba, BSc Medicine, BSc Dentistry, and ENRICH (formerly CCHCSP) funding will **ONLY** be considered from Active Members of the Institute or from Trainees who are directly supervised by an Active Member of the Institute.

Members **are required** to:

- hold a faculty appointment at a college/university within the province of Manitoba
- have a focus on health research for pregnant people, children, youth, and families
- have successfully applied or have been invited to become a CHRIM Member, and comply with membership requirements (information can be found on [CHRIM's Website](#))
- renew their CHRIM membership on an annual basis

Individuals wishing to apply for membership should review the membership policy and application process described on [CHRIM's Website](#).

Membership must be established BEFORE a Grant or Award application or request for matching of funds can be considered.

If a member or their trainee applying for Grants and Awards is part of a Research Theme within the Institute, a Letter of Support from the Theme Leader **MUST** accompany the application to confirm there is no overlap with Theme funding. Failure to include this letter will result in an ineligible application and will not be considered.

By submitting an application to the Institute, the applicant and their academic institution agree to comply with all requirements of CHRIM and CHFM and consent to any and all use and disclosure of information and materials supplied and/or to be supplied for purposes as may be required. These may include, without limitation: peer review, funding determination, administration, accounting, education, and publicity and marketing purposes.

Applications to Grants & Awards competitions that are submitted late, incomplete, or that are not directly relevant to the health of pregnant people, children, youth, and families, or otherwise not meeting the Institute's requirements, will not be processed or reviewed.

The Institute stresses the importance of having all applicants review and adhere to the appropriate requirements prior to submitting an application.

If you have any questions regarding any of the Grants & Awards mentioned in this guide, please contact [CHRIM's Grants Administrator](#).

1.2 Budget - Summary of Funds Available

Grant/Award	Funding Purpose:	Intended For:	Up to a Maximum of:	Term:	Competition Period:
Operating Grants	Critical Seed Funding	CHRIM Members	\$60,000	1 year term; may apply for an extension for 2 additional years	March – June Results: July
Small Grants	Specific Small Projects	CHRIM Members or their Trainees	\$5,000	1 year term; may apply for an extension for 1 additional year	Fall (October) Results: December
Small Grants: <i>Pediatric Residents</i>	General Pediatric Resident Support	General Pediatric Residents (PGY 1, 2, 3, 4)	\$1,500	1 year term; may apply for an extension for 1 additional year	Spring (February) Results: April and Fall (October) Results: December
Small Grants: <i>Genetic/ Metabolic</i>	Research Involving Hereditary and Metabolic Disorders	CHRIM Members or their Trainees	\$7,500	1 year term; may apply for an extension for 1 additional year	Fall (October) Results: December
Travel Grants	Travel Support for presenting research at a conference/symposium	Research Trainees supervised by CHRIM Members (i.e., Masters, PhD Students)	\$1,500	1 time payout per calendar year, per CHRIM Member	Monthly
Undergraduate Summer Studentships	Undergraduate Student's research during summer months	Undergraduate Students Supported by a CHRIM Member	\$7,000*	Maximum of 12 weeks (Full time summer employment – up to 35hrs/week)	February Results: April

*Specific Funds designated for Canadian Indigenous Students

Other funding opportunities continued on next page.

Other Funding Oppourtunities

Partners / Funding	Intended for:	More Information:
Research Manitoba <i>Post Doctoral Fellowships</i>	Post Doctoral Trainees	See guideline: www.researchmanitoba.ca
Research Manitoba <i>Graduate Students</i>	Master's and PhD Trainees	See guideline: www.researchmanitoba.ca
University of Manitoba <i>BSc Studentships</i>	2 nd and 3 rd year Medical/Dental Students research during the Summer Months	See guidelines: BSc (Dent)- http://umanitoba.ca/faculties/health_sciences/dentistry/research/bsc-dent.html BSc (Med)- https://umanitoba.ca/faculties/health_sciences/medicine/research/grad_undergrad/bsc_med.html
University of Manitoba <i>Undergraduate Research Awards</i>	Undergraduate Students	See guideline: https://umanitoba.ca/research/opportunities-support/undergraduate-research-awards
University of Manitoba <i>Clinical Research Fellowships</i>	Undergraduate (Medical) Degree Trainees as Clinician-Researcher	See guideline: Clinical Investigator Program (CIP) http://umanitoba.ca/faculties/health_sciences/medicine/education/pgme/CIP.html
ENRICH (formerly CCHCSP)	Please visit: https://enrichyourscience.ca/	

1.3 Ethics and Safety

All human, animal and basic science research funded by the Institute must comply with the ethical and safety conduct requirements expressed in the following guidelines:

- [Tri-Council Policy Statement: Ethical Conduct of Research Involving Humans](#);
- [Responsible Conduct of Research](#): a standard from the Tri-Agency Framework; [Responsible Conduct of Research](#): University of Manitoba Policy;
- [Canadian Biosafety Standards](#): Standards from the Public Health Agency of Canada
- [Stem Cell Policy Guidelines](#): Guidelines from the Canadian Institutes of Health Research (CIHR)
- [Animal Care in Science](#): Guidelines from the CCAC
- The [Environmental Health and Safety Office](#) of the University of Manitoba regulates Radiation, Biological and Chemical Safety, as well as Fire Safety, and researchers at CHRIM must comply with these regulations.

The signing of the application and the Funding Application Approval Form (FAAF) by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be adhered to.

1.4 Office of Research Services (ORS)

All Principal Investigators (PIs) and their trainees are responsible for submitting their funding application to regulatory bodies that may be involved in the funding process. This includes the Office of Research Services (ORS) at the University of Manitoba ('U of M') that authorizes the release of funds to Budget and Grants, after receiving the appropriate approval letters (e.g., from the applicable Research Ethics Board).

Funds will NOT be released until all regulatory compliances have appropriate approvals.

Within one month after the award has been announced, CHRIM and other granting agencies require letters of approval from the following regulatory bodies, as applicable:

- A University Committee on the Use of Human Subjects in Research
- The Pediatric Research Coordinating Committee or equivalent
- The Institutional Animal Care Committee
- A Biosafety Project Approval Certificate

1.5 Conflict of Interest

CHRIM makes every effort to ensure its decisions are fair and objective by identifying and addressing any conflict of interest between an applicant and reviewer. According to the Conflict of Interest Policy, a conflict of interest means there is a conflict between a person's duties and responsibilities regarding the review process and that person's private, professional, business, or public interests.

All Committee / Review Panel Members (Chair, Scientific Officer, reviewers etc.) are subject to the same conflict of interest guidelines and must agree to abide by the Conflict of Interest policy **PRIOR** to viewing any application information. CHRIM staff are responsible for resolving any areas of uncertainty.

1.6 Appeals

All decisions by the Institute respecting awards are **final and binding**.

2. Fund Management

This section describes the Fund Management for all CHRIM Grants and Award competitions. In addition to these general funding guidelines, there are specific fund guidelines for each grant or award program, please review accordingly.

2.1 Accounts

Awards will be administered through the academic institution of the grantee. If the academic institution is the U of M, a [Funding Application Approval Form \(FAAF\)](#) must be completed at the time of the application and sent to the ORS with the proposal. A copy of the FAAF is to be sent to the CHRIM CEO and Scientific Director. Once signed by the Department Head, the PI will assemble and attach all required documents needed prior to submitting to the Associate Dean of Research.

After receiving all required approvals, ORS will review the applications for compliance before they are submitted and provide the signature thereafter. ORS releases the funds to the [Budgets and Grants](#) officer, and once Fund/Organization/Program (FOP) numbers have been assigned to the grants, grantees should ensure alternate signing authority is given and copies of all FOPs are sent to the CHRIM Finance Team.

Funding support awarded by the Institute will NOT be released until the applicable pre- or co-requisite conditions, set by the granting agency, have been met (e.g., written acceptance of the award or Letters of Approval from regulatory bodies involved in a study). Conditions should be met in a timely manner, recognizing this could take up to a year. If there are any delays resulting in the inability to achieve the timelines set out in the grant, the awardee must discuss with CHRIM's Grants Administrator (grantsadministrator@chr.ca).

Grants and Awards are administered by the U of M Budgets and Grants. **Funds awarded in any category are not transferable to another category, person, or project.** Exceptions to this may apply for Operating Grants where the application was submitted by more than one PI, and one PI retires, falls ill, or leaves the Institute. The remaining PI will retain the funds to complete the project.

2.2 Accounting and Reporting Requirements

All funds must be used according to the initial application as approved by CHRIM or its funding partner (i.e., Research Manitoba) and should not be otherwise proportioned, allocated, or used for any other purpose. It is the responsibility of the applicant to inform the granting

agency of change(s) to any aspect of an application as presented and approved (e.g. any deviation in personnel, budget, or project scope, any revocation or non-renewal of any prior certification, approval, or consent, any additional or discontinuance of co-funding from another source, any required extension of the funding term, etc.), and to propose alternatives and/or corrective actions to the satisfaction of the granting agency.

The grantee is responsible for complying with regulations of the academic institution and the requirements of granting agencies regarding eligible expenses, accounting, and financial statements.

Reporting requirements are in place for all types of funding; details are outlined in the specific sections of this guide. It is the grantee's responsibility to be aware of the requirements of other granting agencies involved. Funds may be withheld if reports are not complete or not submitted on time.

At the conclusion of the funding period, recipients of any type of award **must promptly complete the online Final Annual Report Form** detailing the achievements accomplished, challenges encountered, and summary of the plan(s) for the project and funding sources in future. For Operating and Small Grants, if a grantee has not yet used up their funds during their funding period and wishes to do so, they must submit an annual report along with their rationale for requesting to extend their funds (see Section 2.4). A reminder to complete the necessary forms will be sent to the grantee by CHRIM's Grants Administrator with one month prior to the expiration date. Annual and Final Reporting links can be found [here](#).

2.3 Expenditures

All expenditures must be consistent with policies on eligible expenses. Research funds are to be spent according to budgets approved during the review and decision process of the grant application. Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the research project have changed. Grantees require approval from the granting agency for such reallocation only if the change involves 25% or more of the grant's total.

Grants and Awards may be used only for expenses incurred during the term of the award. Please note the following:

- Funds must be used during the period for which they are awarded. For Operating and Small Grants, if a grantee anticipates not spending the entire amount during the award term, they may apply for an extension (see Section 2.4).
- Should the research program under which the grant was awarded be permanently suspended prior to all grant funds being exhausted, remaining funds must be returned to the granting agency no later than 90 days after the award was suspended.
- Funding is awarded for the support of research at the specified institution where the recipient is located. If the grantee moves from one institution to another, the grant is terminated on the last day of the appointment and the remaining funds returned to the granting agency (not including, if applicable, confirmed exceptions through Research Manitoba).
- Equipment purchased with CHRIM funding remains the property of the CHFM, which may consider sale to another institution if an investigator moves their research operation and there is no pressing local need for the equipment. CHFM and CHRIM staff will negotiate the sale of any equipment to another institution.
- Any commitment incurred by a grantee in excess of the grant funds is not the responsibility of the granting agency and will be billed to the grantee.
- CHRIM grants **CANNOT** be used for institutional overhead or other surcharges.

2.4 Leaves of Absence and Extensions

The general policies of the employer relating to ordinary vacation, extended illness, maternity, parental, family, or other types of leave of absence shall be applied to holders of a salary award and be utilized in the determination of eligibility for a grant or award. CHRIM Member's with an active CHRIM award are **required to notify the Institute of any leave to be taken**, apart from ordinary vacation leave, for adjustments to be made to the dates of tenure of the salary award. The award will be **held in abeyance for the duration of all leaves taken**. The term of the **award will be extended by the duration of the leave**, to a maximum of two years.

For Operating Grants and Small Grants, the grantee may request an extension of the term of the award. This can be done directly in the online Annual Report Form found on [CHRIM's Website](#). The request must include justification for funds not spent in the original time allowed, goals met/problems encountered, and plans made to complete the research (with timelines and deliverables proposed). This Annual Report form **MUST** be completed at least one month prior to the expiration of the grant (whether that is original expiry date or in some cases, extended expiry date). **Failure to submit an Annual Form/Extension request will result in any unused funds at the end of the term returning to CHRIM.**

2.5 Acknowledgement

CHRIM is the research arm of the foundation. All recipients of funding from the Institute **must acknowledge support from both the Institute and the Foundation**. Support from the Institute **of any type** (whether monetary or in-kind) must be acknowledged in presentations, publications, and media contacts. The acknowledgement should specifically identify the type of support (e.g., personnel award, studentship, operating grant, equipment grant, laboratory facilities), and the Children's Hospital Foundation of Manitoba.

Presentations (e.g., Posters, slides) should include the Institute's logo (available on [CHRIM's Website](#)). Publication or presentations of work conducted within the Institute's facilities should acknowledge the Institute's support of the research environment, even when operating funds come from other sources. Publications or presentations involving trainees supported by the Institute **MUST** acknowledge that support.

Any publication of research by Members and their trainees, including but not limited to research funded by the Institute, should be sent to the Director of Marketing and Communications at communications@chrим.ca upon publishing.

3. Administrative Management of CHRIM Grants & Awards

An application may **NOT** be recommended for funding if CHRIM determines the subject matter of the research proposal does not align with CHRIM's mission to improve the health of pregnant people, children, youth, and families.

Any application that is submitted late, incomplete, or otherwise not meeting the Institute's requirements will not be processed or reviewed. CHRIM requires all applicants to review and complete the appropriate requirements **PRIOR** to submitting an application.

CHRIM expects applications to contain all required information and documentation as described here in the guide. The applicants are responsible for ensuring their **application is complete prior to submission**. Requests to amend an application after the submission deadline has passed will only be considered under exceptional circumstances or when explicitly permitted by the Grants & Awards Committee.

PART II: THE COMPETITIONS

4. Operating Grants

This section describes the overall process for the CHRIM Operating Grant Competition.

4.1 Purpose

Operating Grants are intended for CHRIM Member projects that will **provide critical funding for new study objectives** that will help enhance opportunities to obtain national peer-reviewed or industry research support. Occasionally, extra funds become available in the form of endowment funds or other special donations, for a specific use or area of research designated by the donor. Monies not awarded under Operating Grants are put into a miscellaneous discretionary fund to be used at the discretion of the CEO and Scientific Director. Application for these special funds will be administered as a separate category of an Operating Grant. Special funding is announced as it becomes available.

4.2 Requirements

CHRIM Members **may only apply once every two years** (as long as the applicant does not hold an ACTIVE CHRIM Operating Grant at the time of application). This rule also applies to Co-Applicants, those who have equal overall responsibilities for the project. For example, if successful in 2024 the applicant (or co-applicant) cannot apply again until 2026.

A new application for an Operating Grant will not be accepted during the extension of a current award. A Member is prohibited from obtaining more than one Operating Grant at one time.

The Institute requires Members who wish to apply to the Operating Grant competition to submit a Letter of Intent prior to the full application deadline (see Appendix A for official deadlines).

Letter of Intent Requirements:

- Cannot exceed 3,500 characters (including spaces)
- Letter should make sure to include the following sections:
 1. **Background and Importance:** Provide a brief overview of relevant background information, relevance to the health of pregnant people, children, youth and families, and rationale for the proposed research.
 2. **Goal(s)/Research Aims:** Indicate the broad goal(s) and specific research aims of the proposed research
 3. **Methods:** Provide a brief overview of the methodology and population that will be used to address each of the research aims. Information may include important collaborations, within or outside of the research community, that will be accessed to achieve the outlined research goals.
 4. **Expected Outcomes:** Describe the expected outcomes of the proposed research highlighting the significance of the proposed research and how it will advance knowledge and/or its application to the health care of pregnant people, children, youth and families, health systems and/or health outcomes
 5. **Team and Environment:** Include the nature of the core expertise being brought together to address the proposed research.

Full Application Requirements:

- The applicant must clearly detail the exact scope of work to be done for the one-year duration of the project, together with an itemized budget that supports the funds requested. Expense for any chargeable internal resource(s) (e.g., clinical research unit resources) that may be required must be included in the budget. Any regulatory bodies the research was submitted to should be described in the application.
- Applicants must indicate in their application whether their research will be based at the Institute's facilities on the 5th and 6th floors of the John Buhler Research Centre (JBRC), or elsewhere. The Institute has a responsibility to make its facilities sustainable by prioritizing applicants based in the facility.
- **All applicants should be familiar with their institution's rules and regulations regarding the Office of Research Services requirements.**

Post Award Requirements:

If awarded an Operating Grant and an extension is required, please review Section 2.4.

Annual and Final reports are required as a condition of accepting the award. Report links are available on the CHRIM website. A reminder will be sent out by CHRIM's Grants Administrator indicating report submission deadlines. **Failure to submit an Annual/ Final Report will result in any unused funds at the end of the term returning to CHRIM.**

If you have any questions about the Operating Grant requirements, please reach out to [CHRIM's Grants Administrator](#).

4.3 Funding

Operating Grants consist of a **single one-year award**, that may be extended for an additional two years, for three years total. (Refer to Section 2.4). Operating Grants will be a **maximum amount of \$60,000** in value. The number of Operating Grants that are funded will vary depending on current budgets.

Operating Grants are designed to provide support for direct operating costs such as (but not limited to) salary for research support, supplies, and small equipment items (no more than \$5,000 in total). Operating Grants are NOT intended to provide continuous support for Members, nor is it meant to represent the sole or major funding source of an investigator's research program.

Operating Grant funds **may be used** for any of the following:

- Indigenous ceremonial and cultural offerings
- Participant engagement activities
- Publication costs related to the funded project
- Biostatistical services
- Salary for research staff support (lab techs, managers, research assistants)
- Services (non-salary)
- Facility access fees
- Computer software
- Supplies related to the conduct of research

Operating Grant funds **may not be** used for any of the following:

- Institution overhead or other surcharges
- Support for travel or accommodation unrelated to performance of project (e.g., conferences)
- Salary support for Undergraduate Summer Students, fellows, or other trainees (trainees are encouraged to apply to other competitions for this – e.g., Research Manitoba Partnership, CHRIM Undergraduate Studentships, etc.)
- Any other items covered by another CHRIM competition
- Equipment charges (e.g., service contracts)
- Support for publication or other dissemination of results (not related to the funded project)
- Membership or other subscription fees or charges
- Computer hardware (covered elsewhere within the institution by CHRIM)
- *Patient charts retrieval or reproduction (if clinical trainee is involved in the project)
- Consulting and other professional fees or charges
- Salary support for PI and Co-Investigators

*Residents may access up to 150 patient charts for free. Greater than 150 charts would be considered an allowable expense.

Members should make every effort to minimize expenses by using core technologies and resources directly available from the Institute. If this is not possible, the budget justification should explain why these technologies cannot meet the needs of the experimental program. Researchers are encouraged to consider efficiencies through linked projects.

4.4 Assessment Criteria

The Letters of Intent's will be evaluated on:

- a) Relevance to the health of pregnant people, children, youth, and families
- b) Novel research goals and objectives
- c) Scientific rigor of the proposed methodology
- d) How the anticipated results will advance the field
- e) The proposed team and expertise to conduct the research

The Full Application will be evaluated on:

- Compliance with policies and guidelines as stated in Section 1 of this Guide
- Relevance to CHRIM and health research for pregnant people, children, youth, and families
- Merits of the project design
- Merits of the project scope of work
- Credentials of the applicant and investigators involved
- Reasonableness of resources and budget
- Future direction and impact
- Future funding of the research

4.5 Application Materials

Applications must be made online using the link available on [CHRIM's Website](#), and **MUST** include a copy of the applicant's current curriculum vitae (CV) or Bio Sketch, using the CIHR Academic Canadian Common CV template (draft form is acceptable).

The documents necessary for the review of the project or candidate **must be submitted with the application**. Information submitted in a previous application is **not available** to the Grants & Awards Committee or reviewers. If the proposal was submitted previously, applicants must discuss how they incorporated the past review comments in their current application.

All attachments must be saved into one document, and signature pages MUST be signed. Directions on how to save the document into one file are outlined in the application form.

A complete application consists of:

- A completed Operating Grant Checklist
- Application Form with required signatures
- Completed Budget (does not exceed \$60,000)
- A current CV or Bio Sketch, (using Canadian Common CV CIHR Academic template) for each applicant
- Letter of Intent and Invitation to submit Full Application Email
- CHRIM Involvement Summary
- Any of the following supporting documents (if applicable):
 1. Letters of collaboration
 2. Theme Letter – indicating no overlap in funding
 3. Letters of support
 4. Quotes
 5. Regulatory approval letters

Applications **MUST** include a lay summary to be used by the Director of Marketing and Communication. **As a guideline, CHRIM must be able to take the lay summary and put it directly into a lay publication (newspaper, magazine) with no revisions.** Lay reviewers read and comment on each summary. This communication is an important part of the Institute's relationship with its stakeholders. An applicant may be required to edit their lay summary as a condition of accepting the award.

The Gunning Fog Index is a tool writers use to measure the 'readability index' of their writing. The higher the score, the more difficult the passage is to read. CHRIM's aim for the Lay Summary is an index of 9. The following link outlines how to calculate your writing score using

the [Gunning Fog Index](#).

4.6 Granting Process

Letter of Intent will be reviewed. After review, applicants from both the Basic Science and the Clinical/Population Science categories will be advised whether or not they should proceed to fill out a full application. **Official deadlines can be found in Appendix A.** Applicants should expect to receive feedback on their Letter of Intent by mid March.

Please note: If a Letter of Intent is accepted and the applicant is invited to submit a full application, and then decides to withdraw (e.g., study no longer viable, received other funding etc.), the applicant **MUST** notify [CHRIM's Grants Administrator](#) **BEFORE** the full application deadline, indicating their formal withdrawal from the competition.

Any Operating Grant application received without a prior submission of a Letter of Intent **will NOT** be processed or reviewed.

Following the Full Application deadline, the applications will be compiled and prepared for review. Full applications will be sent to members of the Operating Grant Review Panel for a full review. Applications will be thoroughly reviewed and scored by at least three Scientific reviewers. The Operating Grant Review Panel will meet to review all applications and score them based on the determined consensus score.

4.7 Deadline and Notification

Applications must be submitted by 3:00 PM CST on the deadline date or the application will **NOT** be reviewed (see Appendix A for Official deadlines). **Applicants must make sure their application is complete and submitted on time, as incomplete and/or late applications will not be processed or reviewed.**

If timing is a problem, you will need to discuss this with [CHRIM's Grants Administrator](#) **PRIOR** to applying.

Following the review, applicants will be notified of the results with a decision letter, along with feedback on their application (Confidential comments from Reviewers and Scientific Officer(s)). The term for each award will be announced within the decision letter. **Written acknowledgement of acceptance of the award must be received within 14 days** (sent via email to grantsadministrator@chr.ca).

Any modifications to the scope of work outlined in the application after a grant has been awarded **MUST** be reviewed by the committee **BEFORE** proceeding further with the project. Depending on review results, the project may be terminated, and any unspent funds must be returned to the Institute.

If you have any further questions, please reach out to [CHRIM's Grants Administrator](#).

5. Small Grants

This section describes the overall process for the CHRIM Small Grant Competitions.

5.1 Purpose

Small Grants are intended for CHRIM Members and/or their trainees to support research projects relating to the health of pregnant people, children, youth, and families. **They are open competitions for a well-developed comprehensive study. The Small Grant competition is held once a year in October.**

Along with the Small Grant Competition, there are also two other types of small grant competitions held throughout the year. One is for **general pediatric residents**, while the other is for research focused on **genetic/metabolic disorders**. See below for the purpose of each special category.

General Pediatric Residents

This special category will consider applications for funds to support **General Pediatric residents (PGY1 through 4)**. We anticipate

that two to three grants will be funded per competition. Most resident projects typically do not require funding. However, CHRIM has generously allowed certain eligible expenses. Please see the detailed budget template with suggested ranges for expenses (this can be found directly in the application form). **The General Pediatric Resident competitions are held twice a year in February and October.**

Genetic/Metabolic Disorders

This special category will consider applications for funds to support any aspect of research involving hereditary genetic and metabolic disorders, both qualitative and quantitative in nature (salary support for Principal Investigator is NOT an eligible request). This has been made possible through endowments established from the generous donations by the late Dr. James C Haworth and Dr. Irene Uchida, as well as contributions from existing endowments. **This Genetic/Metabolic competition is held once a year in October.**

5.2 Requirements

CHRIM Principal Investigators and/or their trainees **may only apply once every two years** (provided the applicant does not hold an ACTIVE CHRIM Small Grant at the time of application). This rule also applies to Co-Applicants, those who have equal overall responsibilities for the project. For example, if successful in 2024 the applicant (or co-applicant) cannot apply again until 2026. Successful applicants CANNOT apply for a second Small Grant the following year; however, they are eligible to apply for an Operating Grant the following year.

If the application is written by the trainee or research support staff, mentorship of a supervising CHRIM Member is required. The supervising CHRIM Member must sponsor and co-sign the application.

General Pediatric Residents Small Grant Requirements

Applicants must be general pediatric residents. Typically, only one grant will be provided per trainee over the course of their residency. If a supervisor has multiple trainees, each trainee may be considered eligible for each competition (i.e., a supervisor may supervise more than one resident who has successfully applied for this category of grants). The Resident Scholarly Activity Committee (RSAC) form outlining the resident protocol is almost identical to the information required for this category of CHRIM Small Grants competition.

Genetic/Metabolic Disorders Small Grant Requirements

Applications for this competition must be related to research involving hereditary genetic and metabolic disorders, both qualitative and quantitative in nature. For further information or questions on the Genetic/Metabolic Disorder Small Grant competition, please contact Dr. Cheryl Rockman-Greenberg at cgreenberg@hsc.mb.ca.

Annual and Final reports are required as a condition of the award. Report links are available on the CHRIM website. A reminder will be sent out by CHRIM's Grants Administrator indicating report submission deadlines. **Failure to submit an Annual/ Final Report will result in any unused funds at the end of the term returning to CHRIM.**

If awarded a Small Grant and you require an extension, please review Section 2.4.

If you have any questions about the Small Grant requirements, please reach out to [CHRIM's Grants Administrator](#).

5.3 Funding

Small Grants consist of a **single one-year award** that may be extended for an additional year, for two years total. (Refer to Section 2.4). There are three different Small Grant awards that will be considered. The number of Small Grants that are funded will vary depending on current budgets.

- The **Small Grant competition** consists of an award of a **maximum amount of \$5,000** in value.
- The **General Pediatric Resident Small Grant competition** consists of an award to a **maximum amount of \$1,500** in value.
- The **Genetic/Metabolic Small Grant competition** consists of an award of a **maximum amount of \$7,500** in value.

Occasionally, extra funds become available in the form of endowment funds or other special donations, for a specific use or area of research

designated by the donor. Application for these special funds will be administered as a separate category of a Small Grant. Special funding is announced as it becomes available.

Small Grant funds **may be used** for any of the following:

- Indigenous ceremonial and cultural offerings
- Participant engagement activities
- Publication costs related to the funded project
- Printing, photocopying, office supplies, telephone
- Biostatistical services (does not apply to Pediatric Resident Small Grants)
- Salary for research support staff (lab techs, managers, research assistants)
- Services (non-salary)
- Facility access fees
- Computer software (does not apply to Pediatric Resident Small Grants)
- Supplies related to the conduct of research

Small Grant funds **may not be used** for any of the following:

- Institution overhead or other surcharges
- Support for travel or accommodation unrelated to performance of project (e.g., to conferences)
- Support for students, fellows, or other trainees
- Any other items covered by another CHRIM competition
- Equipment charges (e.g., service contracts)
- Support for publication or otherwise dissemination of results not related to the funded project
- Membership or other subscription fees or charges
- Computer hardware (covered elsewhere within the institution by CHRIM)
- *Patient charts retrieval or reproduction (if clinical trainee is involved in the project)
- Consulting and other professional fees or charges
- Salary support for PI and Co-Investigators

*Residents may access up to 150 patient charts for free. Greater than 150 charts would be considered an allowable expense.

Members should make every effort to minimize expenses by using core technologies and resources directly funded by the Institute. If this is not possible, the budget justification should explain why these technologies cannot meet the needs of the experimental program. Researchers are encouraged to consider efficiencies through linked projects.

5.4 Assessment Criteria

The Grants & Awards Committee will assess all applications that meet the submission requirements. Major criteria used for evaluation include:

- Compliance with policies and guidelines as stated in Section 1 of this Guide
- Relevance to CHRIM and health research for pregnant people, children, youth, and families
- Merits of the project design
- Merits of the project scope of work
- Credentials of the applicant and investigators involved
- Reasonableness of resources and budget
- Future direction and impact
- Funding focus and future funding of the research

5.5 Application Materials

Applications must be made online using the link available on [CHRIM's Website](#), and **MUST** be accompanied by a copy of the applicant's current curriculum vitae (CV), using the CIHR Academic Canadian Common CV template (draft form is acceptable).

The documents necessary for the review of the project or candidate must be submitted with the application. Information submitted in a previous application is **not available** to the Grants & Awards Committee or reviewers. If the proposal was submitted previously, applicants must discuss how they incorporated the past review comments in their current application.

The applicant must clearly detail the exact scope of work to be done for the **one-year duration** of the project, together with an itemized budget that supports the funds requested. Expense for any chargeable internal resource(s) (e.g., clinical research unit resources) that may be required must be included in the budget. Any regulatory bodies the research was submitted to should be described in the application.

Applications **MUST** include a lay summary to be used by the Director of Marketing and Communication. **As a guideline, CHRIM must be able to take the lay summary and put it directly into a lay publication (newspaper, magazine) with no revisions.** This communication is an important part of the Institute's relationship with its stakeholders. An applicant may be required to edit their lay summary as a condition of accepting the award.

The Gunning Fog Index is a tool writers use to measure the 'readability index' of their writing. The higher the score, the more difficult the passage is to read. CHRIM's aim for the Lay Summary is an index of 9. The following link outlines how to calculate your writing score using the [Gunning Fog Index](#).

5.6 Granting Process

Following the Application deadline, the applications will be compiled and prepared for review. Applications will be sent to the Grants & Awards Committee, which is made up of five researchers and three lay reviewers for review. The Grants & Awards Committee will meet to review all applications and score them accordingly.

The special categories of Small Grants will follow a similar review process to the Small Grants (see above). The pediatric residents grant competition will be evaluated by the Resident Scholarly Activity Committee (RSAC) using the established criteria.

5.7 Deadline and Notification

Applications must be submitted by 3:00 PM CST on the deadline date or the application will **NOT** be reviewed (see Appendix A for Official deadlines). **Applicants must make sure their application is complete and submitted on time, as incomplete and/or late applications will not be processed or reviewed.**

If timing is a problem, you will need to discuss this with [CHRIM's Grants Administrator](#) PRIOR to applying.

Following the review, applicants will be notified of the results with a decision letter, along with the feedback on their application (Confidential comments from Reviewers and Scientific Officer(s)). The term for each award will be announced within the decision letter. **Written acknowledgement of your acceptance of the award must be received within 14 days (sent via email to grantsadministrator@chrim.ca).**

Any modifications to the scope of work outlined in the application after a grant has been awarded **MUST** be reviewed by the committee **BEFORE** proceeding further with the project. Depending on review results, the project may be terminated, and any unspent funds must be returned to the Institute.

If you have any further questions, please reach out to [CHRIM's Grants Administrator](#).

6. Travel Grants

This section describes the overall process for the CHRIM Travel Grant Competitions.

6.1 Purpose

The Travel Grant is **intended for travel support of research trainees** of CHRIM Members/Supervisors, specifically: graduate students (Masters'

or PhD program), post-doctoral fellows, and post-graduate medical trainees (residents from any department), who are primarily supervised by a Member of the Institute and will present their research related to the health of pregnant people, children, youth, and families at a conference or symposium.

6.2 Requirements

To be eligible for a CHRIM Travel Grant, the applicant's CHRIM Member/Supervisor must not have already been granted a CHRIM Travel Grant for another trainee in the current calendar year. **A CHRIM Member/Supervisor is only eligible to be awarded ONE CHRIM Travel Grant per calendar year.**

Applications can be submitted at the time of abstract approval; however, the application **will only be considered if a trainee has provided confirmation of an oral talk or poster presentation at the conference or symposium they plan to attend.**

Members, undergraduate students (including professional degree programs), research assistants, research associates and technicians are NOT eligible.

If an applicant holds other studentship funding (e.g., Research Manitoba Award, CIHR, etc.), **that funding must be used first** before applying for a CHRIM Travel Grant. Applicants and their Supervisors must note if they have other sources of travel funding for the application. Priority will be given to applicants who do not have other sources of funding.

If you have any questions about the Travel Grant requirements, please reach out to [CHRIM's Grants Administrator](#).

6.3 Funding

A Travel Grant consists of a **single one-time** award to the **maximum amount of \$1,500** in value. The number of Travel Grants that are funded will vary depending on current budgets.

If there are two trainees who are supervised by the same CHRIM Member, and they are both presenting at the same conference, they can both apply and share the \$1,500 (\$750 will be awarded to each trainee).

Expenses **which qualify** for reimbursement include:

- Return economy airfare
- Flight cancellation insurance
- Accommodations (i.e., Hotel; Vacation Rental by Owner)
- Abstract review fee
- Meeting registration fee
- Meals (if not included in meeting registration), to a maximum of \$40 per day (with original receipts)
- Ground transportation, to a maximum of \$100 per meeting

Expenses **which will not be reimbursed** include:

- Alcoholic beverages
- Items identified as mini bar expenses
- Telephone or FAX charges
- Personal items, gifts, and entertainment
- Companion's expenses

The applicant may not claim expenses for income tax purposes if those expenses are paid by the Institute. If it is necessary to split expenses with another organization, the applicant must discuss this in advance by contacting [CHRIM's Grants Administrator](#).

The Institute reserves the right to review individual expenses and adjust claims if deemed excessive. Applicants are strongly encouraged to minimize expenses by utilizing advance fares and sharing accommodations and ground transportation. **Original receipts must be provided**, or the expense will not be reimbursed. Receipts will not be returned.

6.4 Assessment Criteria

Applications will be reviewed and assessed on the following criteria:

- Compliance with policies and guidelines as stated in Section 1 of this Guide
- Has the applicant or applicant's CHRIM Supervisor already obtained a Travel Grant this calendar year
- Does the applicant have confirmation of acceptance to the conference or symposium they are requesting to attend
- Will the applicant be presenting their research at the above-mentioned conference/symposium

It is important to note that CHRIM Travel Grant funding is limited, and applying does **NOT** guarantee funding.

6.5 Application Materials

Applications must be made online by using the link on [CHRIM's Website](#).

Applicants **do not** need to email an electronic version to CHRIM's Grants Administrator, as all **attachments need to be uploaded and signature pages must be signed via the cognito online form**.

A complete application consists of:

- Full Application form including the CHRIM Member/Supervisor's signature
- A brief paragraph (included in the application) explicitly outlining the relevance of research to the health of pregnant people, children, youth, and families, and outlining how this conference will enhance the trainee's professional development
- Meeting abstract
- Letter of acceptance for poster and/or oral presentation

6.6 Granting Process

Applications will be accepted throughout the year and processed monthly.

6.7 Deadline and Notification

Applications are due by 3pm CST on the **1st business day of the month prior to the month of departure**. For Example, if your conference is February 15th, your application would need to be submitted no later than 3pm CST on January 2nd. **Applicants must ensure their application is complete and submitted on time, as incomplete and/or late applications will not be processed or reviewed.**

If timing is a problem, you will need to discuss this with [CHRIM's Grants Administrator](#) PRIOR to applying.

Following review, applicants will be notified of the results by a decision letter, along with feedback on their application. All decisions respecting applications for support are **final and binding** and not subject to appeal.

Successful applicants are awarded the grant **PRIOR** to travel and are expected to submit their expense claims **AFTER** returning by submitting original receipts with a travel expense claim form. The Travel Expense Claim form will be provided to the successful applicants along with their decision letter. Original receipts are to be submitted within 60 days of return from travel, or funds may be returned to the Institute.

If you have any further questions, please reach out to [CHRIM's Grants Administrator](#).

7. Undergraduate Summer Studentships

This section describes the overall process for the CHRIM Undergraduate Summer Studentship Competition.

7.1 Purpose

CHRIM's Undergraduate Summer Studentships are **designed to attract strong Undergraduate students and provide exposure to research career opportunities** in the areas of health for pregnant people, children, youth, and families. Those selected will get the opportunity to conduct a research project, while being supervised by an Active CHRIM Member. The intention is that the student will be able to **develop**

their research skills and gain an appreciation for what a research project entails and possibly ignite their interest in research.

NOTE: CHRIM offers additional funding for BSc Med and BSc Dent students. Students who qualify for those must apply to those competitions and not the Undergraduate Summer Studentship competition.

CHRIM designates specific funds for students who self-identify as Canadian Indigenous (in Canada: First Nations, Métis, Inuit). CHRIM is committed to the principles of justice, equity, diversity, and inclusion and to promoting opportunities for systemically marginalized groups. Your **self-identification will be kept strictly confidential** and is only used internally to process and evaluate Summer Studentship applications.

7.2 Requirements

CHRIM Members/Supervisors may only nominate one (1) student per competition and **students may only submit one (1) application per competition**. As the purpose of the studentship awards is to expose students to research, **students are only eligible to obtain one (1) CHRIM Undergraduate Summer Studentship**. Students are encouraged to apply again if their application is unsuccessful, but once they have been awarded the studentship, they will no longer be eligible for future competitions. Students **cannot** hold additional employment with the Supervisor listed on the application during the length of their Summer Studentship.

At the time of application, the applicant must be a **full-time student** enrolled in a program at a postsecondary educational institution or have **graduated from an undergraduate program within the last 6 months**. Applicants with prior degree(s) or diploma(s) will be considered if they are enrolled in another undergraduate program at the time of application. Students who are in graduate school at the time of application are **ineligible** for a CHRIM Undergraduate Studentship.

Students must find a supervising CHRIM Member. Students are encouraged to start their search no later than six months before the application deadline, to allow adequate time to meet potential Supervisors and discuss projects. A partial list of Supervisors can be found on [CHRIM's Website](#).

Supervisors are encouraged to identify projects with **distinct links** to the health of pregnant people, children, youth, and families for the student, with **clear and attainable research training objectives** for the supported timeframe. Members should consider submissions that are to be supported with Small Grant or Operating Grant applications submitted in the same season. Funding for the research to be conducted should be secured when applying for a Studentship Award. In the interest of the student, the Institute reserves the right to refuse studentship funding if evidence of adequate resources to conduct the research cannot be provided.

The minimum requirement for application is a 3.5 Cumulative GPA. University transcripts are required. Students have the option to provide either UNOFFICIAL or OFFICIAL transcripts (see Section 7.5). The transcripts will be used to determine eligibility into the competition. Those applications with a lower than 3.5 GPA **will not** be considered and will be invited to apply again next year.

The supervisor is required to submit a **one-page Letter of Support** and a **one-page Project Outline**. Both the letter of support and the project outline should be a **maximum of one-page** (12point, Times New Roman, Single line spacing, minimum margin of 2cm [3/4inch], uploaded in PDF format).

Letter of Support Criteria:

- How long have you known the student?
- Why should THIS student be considered for funding?
- What attributes does the student bring to your lab?
- What is your mentorship plan and commitment to this student?

Project Outline Criteria:

- Brief Project Description.
- Project relevance to CHRIM's Vision?
- Describe the intended role for the student?

- What expectations do you have for this student?
- How will the student be trained?
- What kind of environment will be provided for the student?

As a condition of the award, all successful students are expected to **present their research at Research Rounds** by the end of the season. If projects are delayed, students are expected to present their work in progress.

If you have any questions about the Undergraduate Summer Studentship requirements, please reach out to [CHRIM's Grants Administrator](#).

7.3 Funding

Undergraduate Summer Studentships consists of a **12-week stipend** for a **maximum of \$7,000** in value. This award is paid directly to the summer student and consists of a maximum of **12 weeks of full-time summer employment** (to a max of 35 hours/week – schedule to be discussed with the supporting supervisor). The number of Undergraduate Summer Studentships that are funded will vary depending on current budgets.

Should successful CHRIM summer studentship recipients obtain a concurrent non-CHRIM award at the same time and the amount is less than \$7,000, CHRIM will top up that funding to reach the maximum amount of \$7,000. Students must notify CHRIM as soon as possible of any other awards received.

7.4 Assessment Criteria

The Grants & Awards Committee will assess all applications that meet the submission requirements. Major criteria used for evaluation include:

- Compliance with policies and guidelines as stated in Section 1 of this Guide
- Clear project description as written by the student
- How the Studentship fits with the student's interests/goals
- Relevance to CHRIM and health research for pregnant people, children, youth, and families
- Letter of support – provided by the Supervisor
- Project Outline – provided by the Supervisor

7.5 Application Materials

Applications must be made online using the link on [CHRIM's Website](#).

All documents necessary for the evaluation of the student/project must be submitted with the online application. The only exception is if the student decides to have their Official Transcript mailed directly to CHRIM's Grant Administrator (info below).

Applicants have the option to self-identify directly within the application. Self-Identification includes identifying within systemically marginalized groups, including Indigenous Peoples, women, racialized minorities, persons with disabilities, persons from low-income households, and those who identify as 2STLGBQ+. Please note that any **self-identification will be kept strictly confidential** and will only be used internally to ensure the award selection process maintains CHRIM's commitment of justice, equity, diversity, and inclusion.

The studentship application is considered a two-part process. Part one: student fills out all applicable information, uploads required documents, and passes the application off to their potential supervisor. Part two: the supporting supervisor fills out the applicable information, uploads required documents and submits the application for review.

Applications must include:

- The Summer Studentship Application form
- University transcripts (*see below)
- A One-Page Letter of Support from the applicant's potential Supervisor (details below)
- A One-Page Project Outline from the applicant's potential Supervisor (details below)

PDFs of unofficial transcripts may be uploaded with the application form. Unopened OFFICIAL University transcripts must be sent directly to the Institute. These will be scanned by CHRIM's Grants Administrator and kept with the final PDF application.

*Official Transcripts may be confidentially emailed to grantsadministrator@chrim.ca directly from the post-secondary institution ~ OR ~ SEALED hard copies can be sent by mail to CHRIM's Grants Administrator:

Children's Hospital Research Institute of Manitoba
ATTN: Grants Administrator
Room 513 John Buhler Research Centre
715 McDermot Avenue Winnipeg, Manitoba R3E 3P4

7.6 Granting Process

All applications that meet the minimum requirements will be sent to the Grants & Awards Committee, which is made up of five researchers and three lay reviewers for review. Grant Applications will be scored and awarded, while being mindful of CHRIM's commitment of justice, equity, diversity, and inclusion.

7.7 Deadline and Notification

Applications must be submitted by 3:00 PM CST on the deadline date or the application will not be reviewed. Exact deadlines can be found in Appendix A of this Guide. **Applicants must make sure their application is complete and submitted on time, as incomplete and/or late applications will not be processed or reviewed.**

If timing is a problem, you will need to discuss this with [CHRIM's Grants Administrator](#) PRIOR to applying.

Following review, applicants will be notified of the results by a decision letter, along with feedback on their application. All decisions respecting applications for support are **final and binding** and not subject to appeal.

Successful applicants are expected to commence in May of the year of application. **Applicants MUST indicate acceptance of the award within 14 days of receiving their award letter** (sent via email to grantsadministrator@chrim.ca).

If you have any further questions, please reach out to [CHRIM's Grants Administrator](#).

Appendix A: 2024 Deadlines

Operating Grants	
Letter of Intent Due	March 1, 2024 by 3pm CST
<i>Letter of Intent Results Announced</i>	<i>March 15th, 2024</i>
Funding Application Approval Form Due	April 12, 2024 by 3 pm CST
Office of Research Services Due	April 17, 2024 by 3 pm CST
Full Application Due	April 26, 2024 by 3pm CST
<i>Operating Grant Results Announced</i>	<i>July 2024</i>
Small Grants	
Spring Submissions	
Pediatric Application Due	February 14, 2024 by 3pm CST
<i>Spring Results Announced</i>	<i>April 2024</i>
Fall Submissions	
Small, Pediatric & Metabolic Applications Due	October 4, 2024 by 3pm CST
<i>Fall Results Announced</i>	<i>December 2024</i>
Travel Grants	
Application Due	By 3pm CST on the 1 st Business Day of the Month PRIOR to month of travel
<i>Results Announced</i>	<i>15th of the month</i>
Undergraduate Summer Studentships	
Full Application Due	February 14, 2024 by 3pm CST
<i>Studentship Results Announced</i>	<i>April 2024</i>

Glossary of Terms

Applicant: The role on a CHRIM funding application responsible for coordinating the financial and administrative aspects of the grant/award, as well as leading the intellectual direction of the proposed activities. CHRIM funding opportunities and application forms may use other terms to refer to this applicant role.

CHFM: Children’s Hospital Foundation of Manitoba, also known as the “the Foundation”.

CHRIM: Children’s Hospital Research Institute of Manitoba, also known as “the Institute”. The Institute was established in 2001 as the Manitoba Institute of Child Health and renamed the Children’s Hospital Research Institute of Manitoba in 2015. It is the research division of the Children’s Hospital Foundation (CHFM), offering hope to children and their families, as researchers work toward medical breakthroughs and cures for childhood illnesses.

Co-Applicant: The role on a grant application for individuals who are expected to actively participate in the proposed activities but not to direct them. CIHR funding opportunities and application forms may use other terms to refer to this applicant role.

Collaboration: A business transaction in which two or more entities exchange things of value. This value can be financial, in-kind, or benefits related to visibility/exposure, or publicity. It also involves a display of affiliation that stops short of product endorsement.

Collaborator: 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.).

Co-Principal Investigators: A researcher who carries out research activities. Has an academic or research appointment which allows the individual to pursue the proposed research project. Also, can be referred to as “Co-Applicant”.

Grantee: Refers to the successful applicant on a funded application.

Grant & Awards Committee: The committee responsible for reviewing the overall process for Grants & Awards. The Grants & Award committee is comprised of Members, U of M faculty, Lay Persons and representatives from the Institute's Board of Directors, the Management Team, and lay persons, as specified in the Committee's Terms of Reference. The Committee, under the leadership of the Chair, and a Scientific Officer, is responsible for reviewing all Operating and Small Grant submissions, as well as Undergraduate Summer Studentships. The Committee will make funding recommendations to the CEO and Scientific Director, including a specific ranking of all proposals.

Member: Members are appointed annually by the CEO and Scientific Director, either upon application by the prospective Member, or following an invitation from the Institute. Members are established or promising researchers who have an academic appointment at a Manitoba University and have successfully applied for Membership, which may be renewed on an annual basis. To be eligible for the grants & awards listed in this document, a member must be an ACTIVE one. Membership must be established prior to applying for any grants.

Operating Grant Review Panel: Consists of members of the CHRIM community to scientifically review the Operating Grant Application, as well as members of the Grants & Awards committee (see Grants & Awards Committee for more details).

Principal Investigators (PIs): A researcher who carries out research activities. Has an academic or research appointment which allows the individual to pursue the proposed research project.

Supervisor: An individual who is a mentor; holds an independent research appointment with a status that permits the supervision of trainees (Masters, PhD, Postdoc, Summer Students) in areas of investigation related to the proposed research training.

Trainee: an individual who is enhancing their research skills through actual involvement in research and who works under the formal supervision of an independent researcher; or an independent researcher who has taken a leave of absence from their academic or research position. For example: an undergraduate student engaged in research at an academic institution; a graduate student enrolled in a graduate course of study at an academic institution; a postdoctoral fellow (post-PhD) at an academic or research institution; a post-health professional degree fellow (e.g., nursing, physiotherapy, medicine, dentistry) at an academic or research institution. The list of examples is not exhaustive. Applicants are encouraged to communicate with CHRIM.