

## **IMPORTANT NOTICE**

### **Policy on Incomplete Applications**

All applicants are strongly cautioned to carefully READ and FOLLOW the instructions and requirements outlined in the "Guidelines for Applicants" and the Check-list page of the application form.

In order to maintain the principle of fairness to all, regulations MUST be adhered to in the preparation of Grant-In-Aid or Personnel Award applications. ANY infraction of the rules will lead to the truncation or immediate rejection (without appeal) of the application. These regulations have the advantage of being unambiguous for applicants, easily enforceable by staff and/or review panels, and absolutely fair and equitable for all applicants.

See the "Frequently Asked Questions" for more information.  
([www.hsf.ca/research/en/frequently-asked-questions](http://www.hsf.ca/research/en/frequently-asked-questions))

**HEART & STROKE, ONTARIO  
MID-CAREER INVESTIGATOR AWARD APPLICATION 2019/2020  
CHECKLIST**

**COMPLETE AND FORWARD THIS CHECKLIST WITH YOUR APPLICATION**

**Name of Applicant**

**Date**

**A. CONTENTS OF COMPLETE APPLICATION**

One PDF copy of the full application package must be assembled and submitted on a **memory stick** in the following order to the Heart & Stroke (H&S) at the address below, along with a printed copy of the last page of the application form with either original signatures, a scan of original signatures, or electronic signatures (note: the expectation is that an electronic signature will hold the same weight as an original (wet) signature):

- |   |   |
|---|---|
| <input type="checkbox"/> Completed application form, including signatures page                        | <input type="checkbox"/> Up to 3 relevant publications (published or in press)  |
| <input type="checkbox"/> Research history and career goals  | <input type="checkbox"/> First page of each published paper or galley proof, within the last 5 years                    |
| <input type="checkbox"/> Executive summary of the proposed program of research                        | <input type="checkbox"/> For each manuscript in press, a copy of the letter from the editor and the title/abstract page |
| <input type="checkbox"/> Details of proposed program of research                                      | <input type="checkbox"/> Applicant's Common CV  |
| <input type="checkbox"/> If applicable, a copy of your license to practice in your health discipline. | <input type="checkbox"/> Appendices   |

**B. ENCLOSURES** (Additional information to be attached at the end of the application)

- Three letters of reference in signed and sealed envelopes. These assessment forms will be attached to your application by the H&S.
- Signatures page. Please print the last page of the application form and obtain either original signatures, a scan of original signatures, or electronic signatures. This page must be sent along with the memory stick containing your complete application.

**C. GRANT-IN-AID APPLICATION**

- Yes    No   Have you submitted a Grant-in-Aid application to the Heart & Stroke this year?
- Yes    No   If yes, is your eligibility for the MC award contingent upon receiving the H&S Grant-in-Aid funding? (i.e. meeting operating funding requirements)

**D. MAIL/COURIER**

The application package must be received by the Heart & Stroke no later than 16:00 (EDT) on 8 September 2017 and sent to the following address:

Research Department  
Heart & Stroke  
110-1525 Carling Avenue  
Ottawa, Ontario  
K1Z 8R9  
Attention: Ontario Mid-Career Investigator Award

**E. QUESTIONS RE: PROGRAM GUIDELINES/ELIGIBILITY**

Please contact the H&S Research Office: [research@heartandstroke.ca](mailto:research@heartandstroke.ca)

**F. CONFIRMATION OF APPLICATION SUBMISSION**

The H&S will acknowledge receipt of applications via email to the applicant listed. Allow four weeks for application processing before acknowledgement is sent.

**Name**

**HEART & STROKE-ONTARIO  
MID-CAREER INVESTIGATOR AWARD APPLICATION 2019/20**

1. Name of Applicant (Last name, first name, initial)	Salutation	*Date of Birth (mm/dd/yyyy)  <input type="checkbox"/> Male <input type="checkbox"/> Female																									
*Providing your date of birth on the application form is optional. However, this information will ensure accurate identification of applicants and will assist the Heart & Stroke (H&S) with statistical purposes. This information will NOT be transmitted to any entity outside of the H&S.																											
2. Mailing Address	Telephone  Fax  E-mail	Ext.																									
3. Present Appointment (academic level, title, department, institution and start date)  <input type="checkbox"/> Check if this will be the institution administering this grant if awarded. If not, identify the administering institution:																											
4. Anticipated Appointment (academic level, title, department, institution) at start date of this H&S award, if different from above																											
5. Name of other agencies to which application has been made or will be made for personnel award support																											
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">Agency</th> <th style="width:45%;">Award name</th> <th style="width:30%;">Anticipated decision date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>			Agency	Award name	Anticipated decision date																						
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6. Identify existing or planned operating grant support that will form part of your research program, as described in this application, if this H&S personnel award is successful.																											
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7. Title of proposed program of research (12 words or less)																											
8. List no more than five key words which describe your program of research. Using the research classification list ( <a href="http://www.hsf.ca/research/sites/default/files/res_class_list04.pdf">www.hsf.ca/research/sites/default/files/res_class_list04.pdf</a> ), please select appropriate entries for level of organization, methodology, specialization and clinical entity as they pertain to the proposed your research.																											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;">Keywords</td> <td colspan="3"> </td> </tr> <tr> <td>Levels of Organization</td> <td>Methodologies</td> <td>Specializations</td> <td>Clinical Entities</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Keywords				Levels of Organization	Methodologies	Specializations	Clinical Entities																	
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9. Estimate what proportion of the proposed research project falls under the following four health research themes. The total of all themes should equal 100%.  <table style="width:100%;"> <tr> <td style="width:50%;">_____ % Basic Biomedical</td> <td style="width:50%;">_____ % Health Services/Systems</td> </tr> <tr> <td>_____ % Clinical</td> <td>_____ % Social, Cultural, Environmental, Population Health</td> </tr> </table>			_____ % Basic Biomedical	_____ % Health Services/Systems	_____ % Clinical	_____ % Social, Cultural, Environmental, Population Health																					
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Name

10. H&S may approach industry and/or other funding sources for partial funding of a proposal it has approved. Award information of funded individuals who wish to be considered will be provided to prospective/existing donors in an effort to match donor interests with funded awards. Successful matches would result in donor stewardship activities, inevitably involving the awardee directly. Please indicate if you are willing to be considered, should this proposal be funded.  
 Yes       No

11. For statistical and administrative purposes, please check the appropriate box to indicate the focus of this research proposal (at the broadest level).  
 Stroke                               Heart Disease                               Both Stroke and Heart Disease

12. **Research History and Career Goals**  
Describe prior research experience and future plans for your research career. Include information on research training and significant research achievements, collaborations, inter-disciplinary and KTE activities, and support of trainees, as applicable.  
  
**Not to exceed two pages.** Please summarize your research experience and prepare your report on separate sheets and organize them using appropriate formatting and headings. **Attached pages should be single-spaced using either 12 point Times New Roman or 11 point Arial font. Condensed type or spacing will not be acceptable.** A margin of no less than 2 cm around the page is needed. No photo-reduction except for figures. Additional pages may be appended for a reference list.

13. If applicable, name the regulated health discipline in which you are currently licensed to practice in Ontario, and **include a copy of certification.**

14. If there has been any interruption in the pursuit of your research career, list the period(s) and reason(s) for the interruption(s).

15. **Publications Summary**

Applicants are expected to demonstrate research experience and influence as shown by peer-reviewed publication(s) appropriate to career level and standards within their discipline or area of research. A detailed list of publications appears in the Common CV. On this page, provide a summary of the information indicated, along with required attachments.

Applicants may **attach up to three publications that are considered representative/relevant** to the program of research proposed in this application. The papers must be published or in press. A letter from the journal confirming status of publication must accompany papers not yet published.

Total number of:                      Papers \_\_\_\_\_                      Abstracts \_\_\_\_\_

Of the total number of papers, please provide a breakdown of the following:

\_\_\_\_\_ Number of 1<sup>st</sup> author papers

\_\_\_\_\_ Number of senior or last author papers

\_\_\_\_\_ Number of other co-authored papers

\_\_\_\_\_ Number of papers published in the last 5 years

In addition, the applicant must:

- Include a copy of the letter from editor as well as the title and abstract page for each manuscript in press

Name:

## INSTITUTIONAL STATEMENT

To be completed by the Dean and Department Head (or institutional equivalents). Not to exceed one page.

16. Name of Dean

Name of Department Head

Provide a critical appraisal of the applicant and the proposed program of research.

Provide your commitment that 75% of the applicant's time will be protected for the proposed program of research and describe how the remaining 25% will be spent. Activities included in the latter cannot impinge upon the time protected for research.

Provide details on the specific commitments – financial and/or in-kind – of the host institution in support of the applicant. This may include, but is not limited to, additional stipend support, research operational support, travel allowances and/or in-kind support.

Provide an outline of plans for the continuation of the applicant's program of research after the H&S award has been completed.

**Name:**

17. If you applied unsuccessfully to the Mid-Career Investigator Award competition(s) prior to this application, provide a response to peer review comments received.

18. **Applicant to provide an executive summary of the proposed program of research, not exceeding one page.** Attached page should be single-spaced using either 12 point Times New Roman or 11 point Arial font. Condensed type or spacing will not be acceptable. Appendices, if applicable, should appear after the Common CV. A margin of 2 cm around the page is needed.

Applicant to describe overall theme or questions to be addressed, by this research program, what contributions s/he believes will be made to the field and how the program aligns with funding program objectives, as described on page 1 of this application.

19.

**Details of Proposed Program of Research**

Applicant to describe overall theme or questions to be addressed by this research program. Briefly address hypotheses to be tested, knowledge to-date, anticipated results and conclusions, and possible problems. Proposals should address the following areas:

- Overall focus of research program
- Sources of funding for all included projects within the program, existing and planned
- How research program aligns with funding program objectives (see page 1 of this application package)
- Research environment
- Information on inter-disciplinary aspects of the program, roles of collaborators/co-investigators/team members
- Anticipated contributions toward the field
- Strategies and activities related to KTE\*
- Roles of trainees with the program

Applicants must limit their proposal to **eight pages, excluding** references, tables, charts, figures and photographs. Attached pages should be single-spaced using either 12 point Times New Roman or 11 point Arial font. A margin of 2 cm around the page is needed. Condensed type or spacing is not acceptable. Appendices, if applicable, should be attached after the Common CVs. Please refer to the application guidelines for order of attachments. No photo-reduction except for figures. Your program of research should be concisely and completely described within the main body of the proposal. Appendices are to be used for supplementary information only. Reviewers are not obligated to review appendices in detail.

*\* KTE plans will vary with the nature of the research. To the extent possible, describe the outputs of your research and the potential users/stakeholders of same. Focus on what those users really need to know about your research program. Indicate the most effective way to reach and interact with those users, for example, how to bring knowledge to the clinician and/or how you plan to involve users in a meaningful way in your program of research.*



Name:

24. a) Have you (the PI) completed CIHR's Institute of Gender and Health Training Modules:  Yes  No  
(Online Training Modules)

All Applicants are strongly encouraged to complete CIHR's Institute of Gender and Health training modules

b) Are sex (biological) considerations taken into account in this study?  Yes  No

If yes, describe how sex considerations will be considered in your research design.  
If no, explain why sex is not applicable in your research design. (Maximum 2400 characters – Approx. 1/2 page)

c) Are gender (socio-cultural) considerations taken into account in this proposal?  Yes  No

If yes, describe how gender considerations will be considered in your research design.  
If no, explain why gender is not applicable in your research design. (Maximum 2400 characters – Approx. 1/2 page)

20. **Structured Lay Summary and Impact Statement**

Heart & Stroke offers support for projects in the area of cardiovascular or cerebrovascular research. It places a high priority on ensuring that the research it funds fits squarely into the H&S mission as reflected in the SRC sub-panels. Using the outline provided below, provide a lay summary of the proposed program of research in non-scientific, everyday language at a level no greater than Grade 10\*. Use analogies, simplifications, and generalizations rather than scientific and technical terms. This information will be used in assessing relevance of the research program to the mission of H&S and to the funding objectives of this H&S program. This summary will also facilitate communications to the public and donors about the research supported by H&S. **Applications without a response to each sub-section will be considered incomplete. You may append an additional page up to a maximum two pages total.**

\*See the [Frequently Asked Questions](#) section on H&S's research website for information on how to use Microsoft Word spelling and grammar check to assess grade level.

- a) Statement of the health problem or issue
  
  
  
  
  
  
  
  
  
  
- b) Objective of your program of research
  
  
  
  
  
  
  
  
  
  
- c) How will you undertake your work?
  
  
  
  
  
  
  
  
  
  
- d) What is unique/innovative about your research program?
  
  
  
  
  
  
  
  
  
  
- e) Describe the potential impact your proposed program of research may have in relation to the funding program's objectives.

Name

21.

**References**

Each of the following three people have agreed to provide a letter of reference for the applicant. References should not be from the same department, but may be from the same university. They should not currently be closely associated with the applicant (ie. working alongside or actively collaborating), but should know the applicant and his/her body of research work well enough to provide appropriate commentary.

1. Name Address

2. Name Address

3. Name Address

Name

22. **SIGNATURES**

In applying applicant and institutional signatures to this application, all signatories are confirming that, if this grant is awarded:

- The details of the research program will be carried out as described within the application;
- All supports (e.g. institutional) described within the application will be provided;
- The applicant will have 75% of his/her time protected to carry out this research program;
- All ethics and safety certifications/requirements will be maintained throughout the duration of any research work enabled by/connected to this award;
- All Heart & Stroke guidelines and policies governing this award will be adhered to including the [HSFC Framework: Responsible Conduct of Research](#)

Does this research involve:

- Human subjects       Human pluripotent stem cells       Animals       Not applicable

**APPLICANT SIGNATURE**

Date \_\_\_\_\_ Signature \_\_\_\_\_

**INSTITUTION SIGNATURES**

Dean (or equivalent)

Department Head (or equivalent)

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date

Date

23. **APPLICANT COMMON CV**

Complete and attach validated Common CV Form (HSFC version). This is a web-based form which allows CV information to be entered online. Please refer to the [Canadian Common CV webpage](#) for further instructions.