

## Appendix 3: Application Instructions

### 1. Project Summary

#### A. Lay Summary (150 words maximum)

Use plain language. This information will be used in documents prepared for the general public as well as for our funders.

#### B. Scientific Summary/Abstract (150 words maximum)

This abstract should include a technical summary of the proposal outlining the objectives of the proposal, the methodologies, expected results, essential collaborators, and the potential impact of the results. Provide up to 5 key words to describe the proposal.

### 2. Proposal

(10 pages maximum excluding budget, work plan, CVs, and all other attachments)

#### A. Significance of Issue(s) to be Addressed by Project (1.5 pages maximum)

Review the literature and describe the current state of knowledge and the gap (the issue(s) this project will address).

Describe the clinical, scientific, and/or technical significance of the issue(s). Is the issue a clearly defined need and is it unique?

Provide a rationale of how the project will address the issue(s) through its methodology and/or through the resulting outputs. Discuss the innovation and originality of the project compared to previous studies.

#### B. Project Methodology (4 pages maximum)

Provide a detailed description including, but not limited to, methodology, activities, target population, and size, controls, geographical extent, outline of statistical analysis plan, specialized resource needs, and ethical considerations.

#### C. Expected Outcomes and Scalability (1.5 pages maximum)

List the expected project activities, participation (reach), short/medium/long-term outcomes in a logic model (see resources and templates [here](#)).

Discuss the likelihood of success in achieving the expected outcomes and how this will be measured.

Complete checklist (Appendix 7) of RHI's performance indicators that the project will contribute to.

Discuss opportunities to sustain and scale up the proposed project and outcomes.

#### D. Impact on Stakeholders and Knowledge Translation (KT) (1.5 pages maximum)

Describe the stakeholders and impact of outcomes on each:

- Provide a list of all stakeholders (e.g. health care providers, hospital administrators, policy-makers, people with SCI) including those who can affect or be affected by the project and those who are target audience or end users of the project outcomes.
- Discuss the potential impact on stakeholders and how the impact aligns with RHI's strategic goals, vision, and mission.

Describe your KT strategy to engage your stakeholders, which may include the following:

- Completed and planned engagement with stakeholders (e.g. surveys, workshops, correspondence and consultation) throughout the project from the design phase to execution and dissemination

- Resources dedicated to KT activities
- Description of content requiring dissemination and the expected forum of translation
- How will the KT activities help with translating the project results to the next phase of research continuum (e.g. validation, informing best practices, implementation)
- Discuss likelihood of knowledge uptake by stakeholders. Provide supporting evidence, if available.
- How knowledge uptake will be measured

E. Risk Analysis (0.5 pages maximum)

Discuss key assumptions, foreseeable delays and mitigation strategies. Discuss impact of delays to scope, timeline, and budget.

F. Budget Request and Work Plan

Provide a detailed budget (use RHI budget template - Appendix 6) and provide justification.

Discuss actual and planned leveraging opportunities, if any, and impact to project scope, timeline, and budget.

Provide a work plan that is related to the budget and that includes a breakdown of major tasks, milestones, deliverables, and timeline in a Gantt chart.

G. Qualifications of Team Members (1 page maximum)

Discuss the operational readiness of the team including:

- List all team members, their roles and responsibilities, their qualifications relevant to the application, and time to be allocated for this project. Describe the team's ability (time commitment, resources) to deliver the expected results on time.
- Include in-kind support and roles that have been identified, but not filled. If there are unfilled positions, include the recruitment plan in your work plan. RHI encourages, wherever possible, the inclusion of individuals with SCI in the project team.
- Attach recent CVs for Principal Applicant and Co-applicants. Applicants are encouraged to use their detailed CV formatted for CIHR or as appropriate to reflect their role (e.g. non-researcher clinicians, community organization staff, etc.).

### 3. Attachments

Include letters of support and other information (e.g., copies of relevant approvals) you feel may assist in the review of your applications. List all attachments in a table and append them to your application.

Review RHI's Conflict of Interest Policy (Appendix 4) and attach a completed Conflict of Interest Statement (Appendix 5) to your application.

Please contact us at [funding@rickhanseninstitute.org](mailto:funding@rickhanseninstitute.org) if you have any questions about the application instructions.