

Submitting an Application through Proposal Central

Crohn's and Colitis Canada accepts applications to its grant competitions via [Proposal Central](#).

I. Using Proposal Central

1. Visit <https://proposalcentral.com/>
2. Login, or create a new account for first-time users.
3. Select the “Grant Opportunities” tab.
4. Filter the list by grant maker: “Crohn’s and Colitis Canada”.
5. Find the appropriate program on the list and click “Apply Now”.
6. The system will take you through the application steps. Clicking “next” will save the previous section’s entry.
7. Please *review carefully* the application instructions in the light blue boxes on each page of the application.
8. Upload all necessary documents (templates provided).
9. Validate your application and submit. Once your application is complete, print the Signatures Page and have it signed by the Principal Applicant (Principal Investigator), Head of Department and Dean of Faculty (or equivalent).

II. Submitting your Innovations in IBD Research Application

Applicants are eligible to submit an Innovations in IBD Research application before the deadline specified to Crohn’s and Colitis Canada via Proposal Central.

Here is a summary of the different sections that need to be completed to submit an application.

Section 1: Title Page

On the title page, include the title of your proposal.

Section 2: Download Templates & Instructions

In this section, download the Grant Guidelines, Application Instructions, and the following templates:

- Biographical Sketch Template: To be completed by the Principal Investigator and any Co-Principal Investigators;

Section 3: Enable Other Users to Access this Proposal

In this section, you can enable other users to access your grant application. This may include co-applicants, or grant administrators. Different levels of permissions can be provided to different users (view, edit, administrator).

Section 4: Principal Investigator

The individual who initially creates the application is pre-loaded as the Principal Investigator (PI). If the person creating the application is not the PI, they can manually change this information.

The Principal Investigator must provide their contact information under “Professional Profile” in Proposal Central. Please note that Contact Information is the only information required by Crohn’s and Colitis Canada under “Professional Profile”. *Please do NOT complete fields including date of birth, passport number, and social security number.*

The Principal Investigator must complete and upload a Biographical Sketch using the template provided. Instructions are included below.

Section 5: Diversity, Equity, and Inclusion (DEI)

In this section, include date of birth, diversity, equity and inclusion information for the Principal Investigator. This section is confidential and used for Crohn’s and Colitis Canada’s internal demographic data purposes.

Section 6: Institution & Contacts

In this section, include the names and contact information for the Principal Investigators’ Head of Department, Dean of Faculty, and Financial Officer.

Section 7: Co-Principal Investigators and Collaborators

In this section, enter all Co-Principal Investigators and Collaborators involved with this project. For all Co-Principal Investigators, complete and upload a Biographical Sketch.

Section 8: Application Questions

In this section, provide:

- *Lay Summary*

Provide a 2,500 character (approximately 400-word summary) of the proposed research project. Your audience are lay reviewers with lived experience. Please review the “Guide for writing lay summaries”. The summary should answer the following questions specifically:

- What is your project about?
- What are you trying to achieve?
- How will you conduct this study?

- How will this project benefit people living with Crohn's disease and ulcerative colitis?
- If you achieve your desired results, what are the next steps?

- *Response to Previous Reviews*
Applicants may respond to previous reviewers' comments if this is a resubmission of an unsuccessful application. The response should not exceed 1,500 characters (approx. 250 words), and should stand alone, as reviewers do not have access to previous applications.

- *Innovative Nature of Proposal*
Please provide a brief statement (max 1,500 characters, approx. 250 words) describing the innovative nature of this proposal.

- *Relevance to IBD and Crohn's and Colitis Canada's Promise*
Describe in specific terms the relevance to, and potential importance, of the proposed research to inflammatory bowel disease (IBD). If the application focuses on IBD-associated diseases and conditions (e.g. liver, colorectal cancer, arthritis, etc.) applicant(s) **MUST** provide a strong rationale for how their project aligns with the Crohn's and Colitis Canada Promise. Maximum 1,500 characters (approx. 250 words).

- *Summary of Proposed Research*
Provide a summary of the rationale, general objectives, and specific goals of the proposed research. Maximum 3,000 characters (approx. 500 words).

Additionally, answer:

- whether the work is patentable.

Section 9: Project Summary

In this section, provide:

- *Project Summary*
Provide a 1,500 character (approx. 250 words) summary of the proposal that outlines the specific aims and experimental approaches of this project.

- *Summary of Project Progress*

If applicable, provide a 1,500 character (approx. 250 words) summary of progress from past or current Crohn's and Colitis Canada grants.

Additionally, answer:

- Five areas of expertise reviewers should have to provide a fair evaluation of your project (including technological/methodological expertise);
- Which among four categories of research best reflect the intent of the research project;
- Select three top IBD research related topics related to the research project;
- The primary research focus of the proposed project as categorized by CIHR's Pillars;
- Key words best aligned with your project.

Section 10: Budget

Enter budget amounts and click 'Save' to calculate totals. These totals will populate budget fields in Section 10: Budget Summary and Justification. Provide expenditures for a full year regardless of when the work proposed will begin.

The start and end dates must reflect the following:

- The start date for each year of funding is April 1.
- The end date for each year of funding is March 31.

Itemize by category and justify funds requested for each year of support. The amount requested must be quoted in Canadian dollars.

Section 11: Budget Summary and Justification

This section is populated based on the totals entered in *Section 10: Budget*.

For each year of funding, provide a budget justification in the only application.

Section 12: Current and Pending Support

List all research projects for which the Principal Investigator has applied for other funding concurrently with this application. List projects for which you intend to apply for other funding in the next twelve months. Please state the nature of the overlap with this application. Within the application, *upload* the summary and budget pages for every other grant currently held by the Principal Investigator, or applied for concurrently with this application, whether perceived to be relevant or not.

If the PI holds operating grants totaling \$250,000, please provide additional information as to how these operating grants do not overlap with this application.

In this section, also include the Co-Principal Investigators' *current or pending support that overlaps with this application.*

Section 13: Ethical Considerations

In this section, indicate if the proposed project involves:

- Human subjects;
- Human pluripotent stem cells;
- Animals;
- Biological and chemical hazards.

Indicate for each of the following if ethics approval is uploaded with the application, to be sent, or not applicable:

- Human subjects;
- Human pluripotent stem cells;
- Animals;
- Biological and chemical hazards.

Section 14: Publications

In this section, the Principal Investigator may add their publications from the past five years. Alternatively, publications may be added as part of the Principal Investigator Biographical Sketch, rather than be included in the online form.

Section 15: Upload Attachments

In this section, upload your attachments. Required attachments are as follows:

- Biographical Sketch for Principal Investigator (noted as Biographical Sketch of Key Personnel);
- Detailed Research Proposal;
- Signatures page.

Additional attachments that are also required depending on the application:

- Biographical sketch for each Co-Principal Investigator;
- A letter from the Dean of the Faculty is required if the applicant does not hold an academic appointment at the time of the proposal submission;
- Research Ethics Board Approval if available.

Section 16: Suggested External Reviewers

This section is optional. If you would like to, indicate three external reviewers who have the expertise to critically evaluate your application. You must NOT have a conflict of interest with these reviewers.

Section 17: Validate

Click the 'Validate' button on this page to check for any missing REQUIRED information or files. All missing required information will be listed on the screen. Please correct any missing information before proceeding to the next step.

Section 18: Signatures

After you have completed all the proposal sections, click one of the Print button to open and print the cover/signature pages and application files.

You will need the signatures of:

- The Principal Applicant (Principal Investigator);
- The Head of Department;
- The Dean of Faculty (or equivalent).

While the Head of Department and Dean of Faculty should review the application in its entirety before signing, Crohn's and Colitis Canada only requires the completed Signature Page (first page of application) to be uploaded as an attachment.

Section 19: Submit

To submit your Proposal, please click the 'Submit' button on this page. You will be unable to submit if you have not provided all the required information. Any missing information will be listed on the screen. If your submission is successful, you will receive a confirmation message on the screen and a confirmation email will be sent to the applicant.

Attachment: Detailed Research Proposal

Your Detailed Research Proposal must be uploaded in *Section 15: Upload Attachments* of the online application. The detailed proposal must include:

- Research objectives;
- Review of literature;
- Methodology;
- Analytical methods/techniques;
- References/ bibliography.
- A knowledge translation plan

Excluding references and appendices that contain relevant data presented in charts, figures, diagrams, gene maps, etc., this proposal may not exceed six (6) pages (single-sided, single-spaced, ¾ inch margins on all sides, in 11 point Arial font size).

Pages in excess of the maximum will be removed from the application.

Attachment: Instructions for Biographical Sketch

The Principal Investigator and Co-Principal Investigators must each complete and upload a Biographical Sketch using the template provided. The template and guidelines have been adapted from the National Institutes of Health (NIH) template and guidelines. **DO NOT EXCEED FIVE PAGES.**

A. *Personal Statement*

Describe how you are well-suited for the role(s) outlined in the project. Relevant factors may include: training, previous work on this topic or related topics, technical expertise, collaborators or the scientific environment, and/or past performance in this or related fields.

B. *Positions and Honours*

List in chronological order the positions you've held that are *relevant* to this application, concluding with your present position. List any relevant academic and professional achievements and honors.

C. *Contributions to Science*

Briefly describe your most significant contributions to science.

For each contribution, include:

- The historical background that frames the scientific problem;
- The central finding(s);

- The influence of the finding(s) on the progress of science or the application of these finding(s) to health;
- Your specific role in the described work.

D. *Expertise Keywords*

Provide keywords that summarize your expertise.

E. *Research Funding – Current and Past 5 years*

List current and completed research projects from the past five years that you would like reviewers to be aware of. Include briefly the overall goals of the projects and your responsibilities.

For projects or outstanding proposals where there is overlap with this current application, details must be provided in Section 12: Current and Pending Support.

Additionally, for the Principal Investigator only, summary and budget pages for grants currently held must also be uploaded to Section 12: Current and Pending Support.

F. *Relevant Peer-Reviewed Publications – Past 5 years*

List relevant peer-reviewed publications from the past 5 years. The Principal Investigator may alternatively add their publications to the “Section 13: Publications” section of their Proposal Central application.

G. *Number of Publications*

Complete the table with the number of each publication type you hold.

III. *For Support*

For technical support with the online application, contact Proposal Central:

Em: pcsupport@altum.com

Tel: 1-800-875-2562 (Toll-free)

Weekdays, 8:00 am to 5:00 pm (EST)

For program information or application content requirements, contact Crohn's and Colitis Canada:

Coordinator, Research Grants

Em: research@crohnsandcolitis.ca

Tel. 416-920-5035 Ext. 251