

Small Grants Application Part A: Checklist

Please check the *Grants and Awards Guide* for grant application deadlines.
Late applications (after 3:00 PM on the deadline date) will not be accepted.

A hard copy of the application form and attachments should be sent (in person or by mail) to the CHRIM Administration Office:

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

Applicants should email an electronic version of the complete application consolidated into a single PDF document to grantsadministrator@chrим.ca.

Incomplete, inaccurate or otherwise improperly prepared applications
will NOT be reviewed

Checklist of documents to include in your submission

- Signature Page completed
- Lay Summary included
- Relevance to child health included
- Information about submission to regulatory bodies included
- Information about use of CRU services included
- Detailed explanation of project included
- Budget page complete, total not exceeding allowed maximum
- Supporting documents attached, limited to:
 - Letters of Collaboration;
 - Letters of Support;
 - Quotes (relating to budget);
 - Regulatory Approvals; and
 - **One page** PDF containing any references, tables or figures
- Original printed and signed copy of Small Grant Form and all attachments
- Electronic copy (one PDF file) of Small Grant Form and all attachments



Part B: Signature Page

Summary Information

Applicant Name	
Position, Department & Institution	
Project Title	
Phone #	
E-mail	

Signatures

The signatures below indicate that the applicant and/or, if applicable, their supervisor:

- i. Attests to the completeness, accuracy, and correctness of the information provided in this application;
- ii. Has an appointment that provides adequate time and access to facilities to conduct the proposed research and the absence of any other impediments to the conduct of that research;
- iii. Agrees that all information and materials provided in connection with this application may be reproduced, disseminated, and used by the Children's Hospital Research Institute of Manitoba, for any purpose at any time; and
- iv. Agrees to comply with all requirements of the Children's Hospital Research Institute of Manitoba, including its policies and funding guidelines.
- v. The Principal Applicant is the primary author of this proposal and is responsible for the intellectual content, budgetary management, completion of the proposed work and adherence to the policies outlined at www.chrim.ca
- vi. If applicable: this form is signed by the applicant and a CHRIM member according to requirements (Principal Applicant is an Allied Health member or Research Trainee). The supervising Member has reviewed the proposal and agrees with the intellectual content and feasibility (i.e. skills, time allotment) of the proposed project in the hands of the applicant.

Applicant Name	Supervising CHRIM Member Name
Applicant Signature	Member Signature
Date	Date



Part C: Project Outline

1. Lay Summary

In the following space, describe this research project (its purpose, goals and relevance) in terms suitable for lay use (including media release) Maximum 1100 characters (including spaces)

2. Relevance to Child Health

In the following space, describe the relevance of this research and its expected outcomes to child health, specifically, how it pertains to the Mission, Vision, and Values of CHRIM. Max. 900 characters (including spaces)

3. Submission to Regulatory Bodies

Explain your compliance with interested regulatory bodies (i.e., research ethics boards). Max. 600 characters (including spaces)

4. CRU Services

Outline how you plan to make use of the services of the Clinical Research Unit, if applicable. Max. 600 characters (including spaces)

5. Detailed Explanation of Research Project

Describe the rationale, hypothesis, objectives, methods and analysis of this project in the space provided. Max 4500 characters (including spaces). References and figures may be attached on a SINGLE separate page converted to PDF (see Checklist).



Part D: Budget Details

Please provide a detailed budget for the proposed research entering all amounts in round dollars only. Consult the Grants and Awards Guide (page 15), for a list of ineligible expenses.

Expense Category	Cost Per Item	Sub-totals	Justification
EQUIPMENT (NOT including computer hardware or service contracts)			
<i>Sub-total, Equipment</i>			
MATERIALS AND SUPPLIES (including reagents, NOT including computer software)			
<i>Sub-total, Materials and Supplies</i>			
SERVICES (statistician, Clinical Research Unit)			
<i>Subtotal, Services</i>			
PERSONNEL (research assistant, technician, NOT including student support)			
<i>Sub-total, Personnel</i>			
BUDGET TOTAL			

Part E: List of Attachments

Please list attachments below, including letters of support, letters of collaboration, quotations, and regulatory approvals.