**Arthritis Society Canada Strategic Operating Grant (SOG)**

**LOI Application Sample**

**Please read the following information carefully.**

Investigators are encouraged to create their applications in Apply early in order to familiarize themselves with the online system, allow time for a review of the completed application, and to upload attachments prior to the deadline. This application sample is provided for reference for applicants.

Please note that Apply requires completion of sections before being able to move to the next section. If you enter temporary text in any field, be sure to return to complete the section. Incomplete applications will not be accepted.

All applications should be started under the Apply account of the Principal Investigator. Grant administrators (and other team members) can be added as “collaborators” once the application has been created. Find out more about adding [collaborators here.](https://help.smapply.io/hc/en-us/articles/115001635474-Collaborators-Overview#h_a20449b8-b34d-42e1-bfcb-fc5fbd45a568)

Please note:

* Apply will not accept formatting or scientific symbols. If using this template to prepare your application, please clear formatting prior to copying into Apply.
* Required attachments are highlighted below in yellow.
* **Additional application tasks not included in this template:**
  + Disclosure & Release Forms
  + Appendices PDF(s) must not exceed 5MB per document (optional)
  + Provide 3-5 suggested reviewers
  + Provide up to 3 conflicted reviewers
  + Biographical Information

Please double check the content of your application before submitting to ensure that the information you provide is complete and accurate. **If you require assistance with editing or completing your application, please review instructions**[**here**](https://bit.ly/2Tqbu2j)**.**

**Please contact** [research@arthritis.ca](mailto:research@arthritis.ca) **with any questions about the application.**

**ELIGIBILITY (Page 1)**

**Are you an eligible Principal Investigator at an eligible Canadian institution,**[**as defined by Arthritis Society Canada**](https://arthritis.ca/researchers/administration-and-reporting/eligibility-and-requirements)**?**

* Yes
* No

**Are or will you be working on a project that is relevant to the research priority areas identified in**[**Arthritis Society Canada's 2020-2025 Research Strategy?**](https://arthritis.ca/getmedia/5876aac1-1c0f-4f21-b40c-0b1a38921e10/StrategicPlan_Highlights_ResearchStrategy2020_Jan29.pdf)**(i.e., Arthritis pain, OA, IA, Childhood and/or Work).**

* Yes
* No

A PI can only hold **two** **Arthritis Society Canada-funded grants or awards** across all Arthritis Society Canada or partnered competitions as PI/Co-PI at any time. PI/CO-PI(s) can apply to only **two competitions per year**. Applications for subsequent funding can be submitted in the final year of a current grant. Applicants will be required to declare all funding in the "Other Funding" section of their applications.

**Would the PI/Co-PI(s) meet the funding eligibility requirements outlined above as of the start date of Jan. 1, 2025, if successful?**

* Yes
* No

**PRINCIPAL INVESTIGATOR (Page 2)**

Application ID:

Full Name:

Host Institution:

Faculty (optional):

Department:

Current Position:

Host Intuition Address 1:

Hos Institution Address 2 (optional):

City:

Province:

Postal code:

Phone #:

Primary Email:

Secondary Email:

Affiliated Research Centre (optional):

**Principal Investigator Application History**

This question is mandatory but plays no part in the review or funding of an application. The data is used for statistical and communication purposes only. Please indicate below if this is:

**Your first application to Arthritis Society Canada**

* Yes
* No

**Your first application specifically in the area of arthritis research**

* Yes
* No

**Your first application as an independent investigator**

* Yes
* No

**Principal Investigator Career Stage**

This question is mandatory but plays no part in the review or funding of an application. The data is used for statistical and communication purposes only. Please indicate your career stage below.

* New/early career investigator: Any applicant who, at the time of registration, assumed their first independent academic position (e.g., faculty appointment) no more than 5 years ago
* Mid-career investigator: Any applicant who, at the time of registration, assumed their first independent academic position (e.g., faculty appointment) 5-15 years ago.
* Senior investigator: Any applicant who, at the time of registration, assumed their first independent academic position (e.g., faculty appointment) more than 15 years ago.

**Principal Investigator CIHR Common CV (Biosketch version) (PDF)**

Please note a CIHR PIN is required in your CCV account. You can register for a CIHR PIN through your [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) account. If you do not have a ResearchNet account, go to [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) and select "Register" from the sign-in box on the right-hand side of the page. Further information is available at the following [*link*](https://cihr-irsc.gc.ca/e/38201.html).

File name: "SOG-24-XXXX\_LName\_CCV"

**Max file size:** 200 MB

**[Upload file here]**

**PROJECT TEAM (Page 3)**

*All team members (Co-Principal Investigators, Co-applicants, Additional Authors, Collaborators or Partners and Trainees) are to be listed with their contact information.*

## CO-PRINCIPAL INVESTIGATORS

*To determine suitability, refer to*[*eligibility and requirements*](https://arthritis.ca/researchers/administration-and-reporting/eligibility-and-requirements)*for Arthritis Society Canada's definitions for all project team members.*

## Are there any Co-Principal Investigators (co-PI) involved with this proposal?

* Yes
* No

## How many?

Drop down: 1,2,3,4,5

## List All Assigned Co-Principal Investigators

*Note: A CIHR CCV (Biosketch version) will be* ***required*** *for each co-PI at the****full application stage****.*

Please note a CIHR PIN is required in your CCV account. You can register for a CIHR PIN through your [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) account. If you do not have a ResearchNet account, go to [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) and select "Register" from the sign-in box on the right-hand side of the page. Further information is available at the following [*link*](https://cihr-irsc.gc.ca/e/38201.html).

**Co-Principal Investigator:** (1-5)

Full Name:

Department:

Faculty: ­­­­­­­­­­­­­­­­

Institution:

Current Position:

Primary Email:

Secondary Email:

Telephone #:

Affiliated Research Centre (optional):

## CO-APPLICANTS

*To determine suitability, refer to*[*eligibility and requirements*](http://www.arthritis.ca/researchers/current-funding-opportunities/eligibility-and-requirements)*for Arthritis Society Canada's definitions for each project team member.*

## Are there any Co-Applicants involved with this proposal?

* Yes
* No

## How many?

Drop down: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20

## List all Co-Applicants

*A CIHR CCV (Biosketch version) will be required for each co-applicant at the full application stage.* Please note a CIHR PIN is required in your CCV account. You can register for a CIHR PIN through your [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) account. If you do not have a ResearchNet account, go to [*ResearchNet*](https://www.researchnet-recherchenet.ca/rnr16/LoginServlet?language=E) and select "Register" from the sign-in box on the right-hand side of the page. Further information is available at the following [*link*](https://cihr-irsc.gc.ca/e/38201.html).

**Co-Applicant (1-20):**

Full Name:

Department:

Faculty:

Institution:

Current Position:

Primary Email:

Secondary Email:

Telephone #:

**ADDITIONAL AUTHORS**

*To determine suitability, refer to*[*eligibility and requirements*](http://www.arthritis.ca/researchers/current-funding-opportunities/eligibility-and-requirements)*for Arthritis Society Canada's definitions for each project team member.*

## Will there be additional authors involved in this project?

* Yes
* No

## How many?

Drop down: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20

## Please list all additional authors below:

**Additional Authors: (1-20)**

Full Name:

Institution:

Current Position:

Primary Email:

## COLLABORATORS / PARTNERS

*To determine suitability, refer to*[*eligibility and requirements*](https://arthritis.ca/researchers/administration-and-reporting/eligibility-and-requirements)*for Arthritis Society Canada's definitions for all project team members.*

## Are there any Collaborators or Partners involved with this proposal?

* Yes
* No

## How many?

Drop down: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20

**Please list all Collaborators or Partners involved**

*A letter of support will be* ***required*** *at the* ***full application stage****.*

**Collaborators or Partners (1-20):**

Full Name:

Affiliation/Organization:

Type: (Collaborator or Partner)

**CONSUMERS**

Please refer to [***eligibility and requirements***](https://arthritis.ca/researchers/administration-and-reporting/eligibility-and-requirements)for Arthritis Society Canada's definitions of various research team members. Also, refer to our [***Get Involved in Research***](https://arthritis.ca/researchers/get-involved-in-research) page and [***consumer engagement resource for researchers***](https://arthritis.ca/getmedia/f5bcf314-2459-4904-97a5-59ac6c987917/consumer-engagement-resources-for-researchers_1.pdf) for ways to include consumers in your project.

Note: Arthritis Society Canada values the voice of consumers in research. Applicants should consider this in their submission and are strongly encouraged to integrate input from consumers in the development of research questions and/or design as appropriate. Productive engagement of consumers in the conduct, analysis and/or dissemination of the research should be described, where appropriate. The panel will take into consideration whether consumers are involved and to what extent.

**Are any consumers (patient partners) involved with this project?**

* Yes (If yes, please detail their involvement in the "Team Description" section below)
* No (If no, please explain why not here):

## How many?

Drop down: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,15,16,17,18,19,20

## Please list all Consumers below

*A* ***letter of support*** *or* ***letter of consent*** *(for consumers under 18 years) will be* ***required*** *at the* ***full application stage****.*

**Consumers (1-20):**

Full Name:

Affiliation/Organization:

Under 18 years? (Yes/No)

**Please indicate trainees involved in this proposal.**

*Please review Arthritis Society Canada's*[*eligibility and requirements of each project member*](http://www.arthritis.ca/researchers/current-funding-opportunities/eligibility-and-requirements)*to determine suitability for each role.*

**Trainee(s)**

* Involved in the proposal? (Yes/No)
* How many? (Select number, 1-20)

**Project Team Description**

*Max. 400 words. Describe the roles and responsibilities for each member of the project team.*

1. *Principal Investigator*
2. *Co-Principal Investigator(s)*
3. *Co-Applicant(s)*
4. *Collaborators / Partner(s)*
5. *Consumer Collaborator(s)*
6. *Trainee(s)*

**RESEARCH FOCUS (Page 4)**

[**CIHR Themes**](https://cihr-irsc.gc.ca/e/34190.html#r7)

*Select the theme(s) that will be relevant to the proposed research:*

* **Pillar I: Biomedical:** (Yes/No)
* **Pillar II: Clinical:** (Yes/No)
* **Pillar III: Health Services:** (Yes/No)
* **Pillar IV: Social, Cultural, Environmental & Population Health:** (Yes/No)

## 2020-2025 Arthritis Society Canada Research Priority Areas

Select all Research Priority Areas are thatdirectlyrelevant to the proposed research:

* **Arthritis Pain:** (Yes/No)
* **OA:** (Yes/No)
* **IA:** (Yes/No)
* **Childhood:** (Yes/No)
* **Work:** (Yes/No)

## This study is primarily relevant to

* Childhood Arthritis
* Adult Arthritis

**If your proposed research involves stem cells, please specify what type of stem cells will be used:**

*Check all that apply*

* Human embryonic stem cells
* Human adult stem cells or induced pluripotent stem cell
* Non-human stem cells (e.g., mouse stem cells)
* N/A

## Provide 10 keywords to describe the research project, the techniques, and the methodologies to be employed, and the diseases or conditions the research addresses.

## Areas of Impact

Select the project'sdirectrelevance for each of the following areas of impact.

* **Molecular Mechanisms** *(Relevant/Not Relevant)*
* **Etiology / Risk Factors** *(Relevant/Not Relevant)*
* **Prevention** *(Relevant/Not Relevant)*
* **Diagnostic/Screening** *(Relevant/Not Relevant)*
* **Treatment** *(Relevant/Not Relevant)*
* **Disease Management / Quality of Life (e.g., rehabilitation & restoration of function)** *(Relevant/Not Relevant)*
* **Disease Impact / Burden of Disease (e.g., epidemiology, health economics and policy)** *(Relevant/Not Relevant)*
* **Knowledge Translation and Exchange** *(Relevant/Not Relevant)*

## Disease Focus Areas

Select the project'sdirectrelevance for each of the following disease focus areas.

* **Osteoarthritis** *(Relevant/Not Relevant)*
* **Rheumatoid Arthritis** *(Relevant/Not Relevant)*
* **Ankylosing Spondylitis and other Spondyloarthropathies** *(Relevant/Not Relevant)*
* **Reactive Arthritis** *(Relevant/Not Relevant)*
* **Psoriatic Arthritis** *(Relevant/Not Relevant)*
* **Lupus (SLE)** *(Relevant/Not Relevant)*
* **Connective tissue Disorders** *(Relevant/Not Relevant)*
* **Gout and Pseudo-Gout** *(Relevant/Not Relevant)*
* **Juvenile Inflammatory Arthritis** *(Relevant/Not Relevant)*
* **Other Adult MSK disease** *(Relevant/Not Relevant)*
* **General Unspecified Arthritis** *(Relevant/Not Relevant)*

**PROJECT PROPOSAL (Page 5)**

## Project Title:

## Project length in years:

* 1 Year
* 2 Years
* 3 Years

## Scientific Abstract

Max. 500 words. Write a brief abstract about the project proposal.

## Research Proposal

Max. 1500 words. Describe the proposed research including: (1) Background, (2) Research hypothesis/questions, (3) Research approach/methodology and rationale, and (4) Potential to create new knowledge.

## Relevance

*Max. 250 words. Write a brief description of the relevance of the project to one or more of**[Arthritis Society Canada's Research Strategy](https://arthritis.ca/getmedia/5876aac1-1c0f-4f21-b40c-0b1a38921e10/StrategicPlan_Highlights_ResearchStrategy2020_Jan29.pdf) Priority Area(s)*(i.e., Arthritis pain, OA, IA, Childhood and/or work):

**Impact of COVID-19**

*Max. 250 words. If applicable, please describe how Covid-19 has impacted your plans for this research proposal. If Covid-19 has not impacted your plans for this research proposal, please respond “not applicable”.*

## References

Please include references used to support your project proposal.

**PUBLIC SUMMARY (Page 6)**

The following section is intended for a lay audience. Consumers are members of the grants panel and will review these sections. This summary is often shared with potential or existing donors and members of the public. Please keep in mind that your lay summary will be evaluated by a consumer reviewer on the panel (i.e., a person living with arthritis).

Please use plain language and ensure all scientific concepts, acronyms, and terms are defined or substituted when possible. Also be sure to provide appropriate context and tangible examples of how the research can impact arthritis.

A tool to assess how difficult your text is to read is the Flesch-Kinkaid grade-level calculation. The grade level should ideally be between grade 7-8 for a non-scientific audience, however, we urge you to use this tool to think specifically about the length of words and sentences in your writing and caution oversimplifying your text.

To use the Flesch-Kinkaid tool, please follow the instructions below:

* Open a Word document
* Select the “Home” tab
* Choose “Editor”, and then go to "Document stats" under "Insights"
* A dialog box will appear letting you know Word is calculating your document stats, choose "OK"
* Word will open a window that shows you information about the statistics and reading level of your document, the Flesch Kincaid grade level will be the second level listed under “Readability”

## Lay Title

Provide a title for your project similar to a newspaper headline

## Write an “elevator pitch” that clearly describes your proposed research project.

Max. 150 words. This pitch must be in plain language and describes: (1) The problem you plan to address, (2) Why the audience should care, (3) How you will conduct your research, and (4) The impact your work will have if successful.

## Lay Summary of Research Question and Rationale

Max. 150 words. Describe why this project is important and needed. Explain the issue or gap in knowledge that the project will address, how the issue impacts arthritis care, how many people could be impacted by addressing this gap, and what your specific research question(s) will be if you receive funding.

## Lay Summary of Research Approach

Max 150 words. Describe the approach your research will take to answer the above question. Explain the steps of the project, why it is an appropriate approach and how this approach will lead to the expected outcomes. Explain if this is original work or how it differentiates from similar work that is occurring around the world.

## Lay Summary of the Impact of Your Research

Max. 150 words. Describe the expected outcomes and what their potential impact(s) would be. Explain the short- and long-term impacts tangible to people living with or affected by arthritis.

You have reached the end of the application form.

When you select “next” you will be redirected to the top of the application form.

To continue editing the application once redirected to the first page of the form, select the ellipses on the top right of the form and select “edit” from the drop-down menu.