



# University of Toronto

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August 2010

## MEMORANDUM

**To:** All University of Toronto CIHR Open Operating Grant Applicants

**From:** Drew Gyorke, Director, Agency and Foundation Funding, Research Services  
Heather Drouillard, Coordinator, Research Services, Faculty of Medicine Research Office

**Re:** **September 2010 CIHR Open Operating Grants competition**  
**ResearchNet Electronic Approval Submission**

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Please find important information below regarding the September 2010 CIHR Open Operating Grants Competition. The full CIHR Funding Opportunity can be found at: [CIHR Open Operating Grant 2010-11](#).

KEY DEADLINES	
<b>August 16, 2010 midnight</b>	Registration pages must be submitted to CIHR via ResearchNet. The Open Operating Grant does not require institutional signatures at the Registration phase.
<b>September 15, 2010, 5pm</b>	1) Hardcopy or scanned copy of RIS Application Attachment to Research Services or Faculty of Medicine Research offices, complete with all required signatures; and 2) Full application must be submitted to the Research Institution via ResearchNet

## THE FULL APPLICATION PROCESS

1. Prepare your Full Application package using your ResearchNet and Common CV accounts. Please see the attached CIHR OPEN OPERATING APPLICATION TIPS & CHECKLIST 2010-11 document for additional guidance on completing the application.

2. Complete RIS Application Attachment and arrange for the following signatures:  
[http://www.research.utoronto.ca/funding/pdf/ris\\_blue.pdf](http://www.research.utoronto.ca/funding/pdf/ris_blue.pdf)

- 1) Nominated Principal Applicant;
- 2) Head of the Nominated Principal Applicant's U of T Administering department/division (e.g. Chair, Director, Dean, Principal);
- 3) Hospital Research Director or Institution's Executive Head, if research is to be performed at a Hospital or other institution.

3. Submit a copy (either a hardcopy or scan via email) of the RIS Application Attachment to the appropriate University research office by the deadline (September 15, 2010, 5pm).

- For Faculty of Medicine Applicants submit to the Faculty of Medicine Research Office Medical Science Building, 1 Kings College Circle, Room 2331  
(see full contact details below for email addresses)

- For all other faculties and divisions submit to Research Services  
McMurrich Building, 12 Queen's Park Crescent West, 3<sup>rd</sup> Floor  
(see full contact details below for email addresses)

4. Once your electronic application is in its final and complete form, press the "Submit to Research Office" button on ResearchNet. This submission must be made prior to September 15, 5pm. Clicking on "Submit to Research Office" also means that you are electronically signing your application and that you accept CIHR's [Meaning of Signatures policy and Policy on Complete Applications](#).

The research office will not be reviewing the content of your application but will be verifying your eligibility to hold a grant, returning only those applications to applicants who do not meet institutional eligibility.\* If you have questions about the Operating Grant program, or using the ResearchNet system while preparing your application, please raise them with the research office prior to the September 15, 2010 deadline.

**\*Warning:** *If you leave the submission of your application to the deadline date there will be no opportunity for the RS or FMR office to return the application to you for any oversights noticed.*

Once **all** of the steps above have been completed by the applicant, the appropriate University research office will:

1. Process the applications via ResearchNet.
2. Provide original institutional signature on the hardcopy Signature Pages.
3. Provide the electronic institutional signature on the e-submission by pressing the "Submit to CIHR" button on ResearchNet.

Further information is also available at:

**CIHR Full Application Instructions:** <http://www.cihr-irsc.gc.ca/e/35674.html>

**CIHR Grants and Awards Guide, Application Administration:** <http://www.cihr-irsc.gc.ca/e/22630.html>

**CIHR Policy on Complete Applications - FAQs:** <http://www.cihr-irsc.gc.ca/e/36729.html>

## U of T Contacts

### Faculty of Medicine Research Office

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### Research Services Office

Bill Maurice	☎ 416.946.5926	✉ <a href="mailto:william.maurice@utoronto.ca">william.maurice@utoronto.ca</a>
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cc: Judith Chadwick, Assistant Vice-President, Research Services  
Dr. Avrum Gotlieb, Vice Dean, Research and International Relations (Interim)  
Dr. George Fantus, Associate Dean Research, Faculty of Medicine