CIHR Project Grant
Fall 2017 and Spring 2018

Office of Research
August 2017
About the Project Grant Program

Program designed to capture ideas with the greatest potential for important advances in fundamental or applied health-related knowledge, the health care system, and/or health outcomes, by supporting projects with a specific purpose and a defined endpoint.

The best ideas may stem from new, incremental, innovative, and/or high-risk lines of inquiry or knowledge translation approaches.

DEMONSTRATE ALIGNMENT WITH CIHR’S MANDATE

To “excel, according to internationally accepted standards of scientific excellence, in the creation of new knowledge and its translation into improved health for Canadians, more effective health services and products and a strengthened Canadian health care system.”

The Project Grant program is expected to:

- Support a diverse portfolio of health-related research and knowledge translation projects at any stage, from discovery to application, including commercialization;
- Promote relevant collaborations across disciplines, professions, and sectors;
- Contribute to the creation and use of health-related knowledge.
Eligibility

• The Nominated Principal Applicant **must** be an *independent researcher* or a *knowledge user*.

• The Nominated Principal Applicant **must** have an academic or research appointment at an eligible institution if they are an independent researcher.

• If the Nominated Principal Applicant is a *knowledge user*, there must be at least one Principal Applicant who is an *independent researcher*.

• Principal Applicants must be an *independent researcher* or *knowledge user* (inclusion of one or more Principal Applicants is optional).

• Co-Applicants can be one of the following (inclusion of one or more Co-applicants is optional):
  • An *independent researcher*;
  • A *knowledge user*;
  • A *trainee*.
Tasks Required to Complete Application

Step 1: Complete a Canadian Common CV

Nominated Principal Applicant and all Principal Applicants are required to submit a CIHR Project Biosketch CV, using the Canadian Common CV (CCV) interface, whether they are an Independent Researcher or Knowledge User.

All Co-Applicants are required to submit a Project Grant Co-Applicant CV using the Canadian Common CV (CCV) interface.

A CV is not required for Collaborators.
Step 2: Complete the Project Grant ResearchNet application

Task 1: Identify Participants

Participant information
• Info on PI, Co-Applicant and Collaborators

Most Significant Contributions
Information on the Nominated Principal Applicant, all Principal Applicants and all Co-Applicants (not for Collaborators) and cannot exceed 3,500 characters, including spaces.

Your most significant contributions (maximum of 5) as they relate to the application. Contributions can take the form of:
• Publications, presentations, intellectual property, other knowledge translation activities, etc.
• Awards, degrees, credentials, etc.
• Clinical practice, policy development, etc.
• Specialized training, strategic employment positions, etc.
• The contributions that you choose to share should be directly relevant to the grant application, and should demonstrate how you will contribute to the application at hand.
Task 1: Identify Participants (con’t)

Additional CV Information – Leave
PDF document (no page limit) for applicants that have taken leaves of absence in the past seven years to supplement the publication information included in their CCV.

IMPORTANT:
Whatever length of time an applicant has taken off from research in the past seven years is the amount of time that they may include in the attachment.

Note that leaves of absence should also have been included in the appropriate section of the CV.
Task 2: Enter Proposal Information

Overview

**Project Title:** The title submitted at Registration is automatically transferred over to the Application stage. Project title can change at application.

**Lay Title:** Provide a title for your project that is in a language clear to members of the general public. Lay titles are used by CIHR to inform the public and Parliament about the valuable research supported through public funds. Lay titles can change at Application.

**Lay Abstract:** Using language accessible to a lay audience, Principal Applicants are asked to describe the proposed research, indicating how the proposed research can improve personal health, the health of populations and/or the health delivery system. The character limit for the entire task is 2000 characters. This information is used by CIHR to inform the public and Parliament about the valuable research supported through public funds. Lay abstracts can change at Application.

**Institution Paid:** The Institution Paid will administer the funds for your project. Consult the Institutional Eligibility Requirements on the CIHR website for more information. Please note that the Institution Paid will have access to view a limited number of application fields while your application is in progress.
Task 2: Enter Proposal Information (con’t)

Details

Partnered/Integrated Knowledge Translation (iKT) Projects:

Does your application include a partner and/or a knowledge user?
This information has been pre-populated from Registration and is editable at Application. Indicate if your application consists of a knowledge translation or commercialization project that includes a partner and/or a knowledge user. If you answer "yes" to this question, please also indicate which of the following are included in your application:

- A partner a and knowledge user; or
- A partner only; or
- A knowledge user only.

If your project includes "a partner and a knowledge user" or "a partner only" you must identify at least one contributing partner as an Applicant Partner. If you select “a partner and a knowledge user” or “a knowledge user only”, you must identify at least one Principal Applicant who is a knowledge user. Applications that are identified as having an iKT component will be assessed by both researcher and knowledge user reviewers.

Details

- Certification Requirements:
- Containment Level:
- Environmental Impact:
- Is this a clinical trial?
- Does this application contain a randomized controlled trial?
- In order to carry out the proposed research in this application, is an exemption from Health Canada under Section 56 of the Controlled Drugs and Substances Act required?
- Does this application propose research involving Indigenous peoples?
Task 2: Enter Proposal Information (con’t)

Details

• Does your proposal address the TCPS 2 - Chapter 9 Research Involving the First Nations, Inuit and Métis Peoples of Canada and Indigenous partnering community/organizational ethical guidelines?
• Please note that at the time of application submission, the research proposal must also explicitly describe engagement with the community in relation to the research.
• Are sex (biological) considerations taken into account in this study?
• Are gender (socio-cultural) considerations taken into account in this proposal?
• If yes, describe how sex and/or gender considerations will be considered in your research design (limit of 2000 characters).
• If no, explain why sex and/or gender are not applicable in your research design (limit of 2000 characters).
Task 2: Enter Proposal Information (con’t)

Descriptors
The following six elements will provide CIHR with information on the type of expertise required to review your application.

The lists of *Areas of Science, Methods/Approaches* and *Study Populations/Experimental Systems* were derived from applications submitted to CIHR in recent years. This content is monitored and evolves to ensure it continues to reflect the breadth of applications submitted to CIHR. When completing these elements, think about the types of expertise needed to review your application and please select the most appropriate terms.

Descriptors: Please provide keywords which describe your research project and are not captured in the categories above. These keywords should provide CIHR with additional information for assigning reviewers with the appropriate expertise to your application.

Themes: Select a primary theme classification. Indicate up to four theme classifications if the substance of the grant application significantly overlaps more than one theme. Consult the definition of the four CIHR Themes on the CIHR website for more information.

Suggested Institutes: Select a primary CIHR Institute whose research mandate is related to the application's research area(s) and objective(s). Additional Institutes should only be selected if the substance of this grant application significantly overlaps with the research mandate of more than one Institute.
Task 2: Enter Proposal Information (con’t)

Descriptors
Areas of Science: Select a primary area of science from the drop-down menu which reflects the research area and objectives in the grant application. Two additional areas may be selected if the substance of the application significantly overlaps with more than one area of science. If more than one area of science is selected, they will be ranked in the order they are selected. If the additional area(s) of science of your application is (are) not listed, please use the 'Other' selection and indicate the area(s) of science. Consult the Areas of Science reference document for a complete searchable list.

Methods/Approaches: Select a primary method/approach from the drop-down menu that will be utilized in the work being proposed. Two additional methods/approaches may be selected if the grant application will utilize multiple methods/approaches. If more than one method/approach is selected, they will be ranked in the order they are selected. If the additional method(s)/approach(es) you will be using is (are) not listed, please use the 'Other' selection and indicate the method(s)/approach(es). Consult the Methods/Approaches reference document for a complete searchable list.

Study Populations/Experimental Systems: Select a primary study population or experimental system from the drop-down menu which reflects the target study population or experimental system in the grant application. Two additional study populations or experimental systems may be selected if applicable to the application. If more than one study population or experimental system is selected, they will be automatically ranked in the order they are selected. If the additional study population(s) or experimental system(s) you will be using is (are) not listed, please use the ‘Other’ selection and indicate the study population(s) or experimental system(s). Consult the Study Populations/Experimental Systems reference document for a complete searchable list.
Task 2: Enter Proposal Information (con’t)

Attachments

Attach Research Proposal
Provide a clear, concise description of your proposed research, using the adjudication criteria outlined below.

Applications including a randomized controlled trial (RCT) have specific requirements with respect to formatting. Furthermore, specific considerations will be taken into account in review of all applications including an RCT. Please consult RCT Evaluation Criteria and Headings for more information. Specific considerations will be taken into account in the review of applications in the Commercialization committee and Indigenous Health Research committee as indicated below.

The research proposal should stand alone (i.e. it should contain all the information required to support your research plan) and should contain a complete description of your project. Reviewers are under no obligation to read Other Application Materials.

The research proposal may be comprised of text, tables, charts, figures and photographs, as required and should be attached as a PDF document, with a maximum of 10 pages (including figures and tables).
Task 2: Enter Proposal Information (con’t)

Attachment Format

The research proposal and all other attachments must adhere to the guidelines for attachments on the [Acceptable Application Formats and Attachments](#). Please note that failure to comply with these formatting requirements can negatively impact evaluation of your application in the competition.

- Use a **font size of 12 point**, black type. Maximum of six lines per inch. Do not use condensed/narrow font sizes, type density, or line spacing. Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%.

- Insert a **margin of 2 cm (3/4 inch)** – minimum – around the page.

- Observe page limitations, additional pages may NOT be added unless specified. **Max 10 pages**

- Use only **letter size (21.25 X 27.5 cm / 8.5" X 11")** white paper/background for all attachments.
- Photo-reduce the supporting documents if the originals are larger than 21.25 X 27.5 cm / 8.5" X 11".

- Attachments must be uploaded in **PDF format** (unprotected).

- The size of the attached document(s) cannot exceed **30 MB** per document.

- For more information about converting documents to PDF, please refer to [Help with Accessibility](#) page.
Evaluation Criterion:

Criterion 1 - Concept (25%)

Sub-criterion 1.1: Significance and Impact of Research (25%)

This criterion is intended to assess the quality of what is being proposed, the value of the anticipated project contributions, and any advances in health-related knowledge, health care, health systems, and/or health outcomes.

Is the project idea creative?
The project idea is among the best formulated ideas in its field, stemming from new, incremental, innovative, and/or high-risk lines of inquiry; new or adapted research and knowledge translation/commercialization approaches/methodologies and opportunities to apply research findings nationally and internationally.

Is the rationale of the project idea sound?
The project rationale is based on a logical integration of concepts.
Evaluation Criterion (con’t):

Sub-criterion 1.1: Significance and Impact of Research (25%)

Are the overall goals and objectives of the project well-defined?
- The goal states the purpose of the project, and what the project is ultimately expected to achieve.
- The objectives clearly define the proposed lines of inquiry and/or activities required to meet the goal.
- The proposed project outputs (i.e., the anticipated results of the project) are clearly described and aligned to the objectives.

Are the anticipated project contributions likely to advance health-related knowledge, health care, health systems and/or health outcomes?
- The context and needs (issues and/or gaps) of the project are clearly described.
- The anticipated contribution(s) are clearly described, and should be substantive and relevant in relation to the context of the issues or gaps.
- The anticipated contribution(s) are realistic, i.e., directly stemming from the project outputs, as opposed to marginally related.

IHR committee considerations: The proposed research must be relevant to First Nations, Inuit and/or Métis priorities and have the potential to produce valued outcomes from the perspective of First Nations, Inuit and/or Métis participants and Indigenous peoples more broadly.
Evaluation Criterion (con’t):

Evaluation Criterion 2: Assessment of Feasibility (75%)

Sub-criterion 2.1: Approaches and Methods (50%)

This sub-criterion is intended to assess the quality of the project’s design and plan; including how and when the project will be completed.

Are the approaches and methods appropriate to deliver the proposed output(s) and achieve the proposed contribution(s) to advancing health-related knowledge, health care, health systems, and/or health outcomes?

• The research and/or knowledge translation/commercialization approaches, methods, and/or strategies should be well-defined and justified in terms of being appropriate to accomplish the objectives of the project.

• Opportunities to maximize project contributions to advance health-related knowledge, health care, health systems and/or health outcomes should be proactively sought and planned for, but may also arise unexpectedly.

Are the timelines and related deliverables of the project realistic? Timelines for the project should be appropriate in relation to the proposed project activities. Key milestones and deliverables should be aligned with the objectives of the project, and be feasible given the duration of the project.
Evaluation Criterion (con’t):

Evaluation Criterion 2 – Assessment of Feasibility (75%)

Sub-criterion 2.1: Approaches and Methods (50%)

Does the proposal identify potential challenges and appropriate mitigation strategies? Critical scientific, technical, or organizational challenges should be identified, and a realistic plan to tackle these potential risks should be described. An exhaustive list is not expected.

IHR committee considerations: In addition to demonstrating scientific excellence (Western, Indigenous, or both), the proposed research approaches and methods must respect Indigenous values and ways of knowing and sharing, and abide by Tri-Council Policy Statement Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada and/or Indigenous partnering community/organizational ethical guidelines or clearly explain why other guidelines have been developed and agreed upon with the study governance body.

Sub-criterion 2.2: Expertise, Experience and Resources (25%)

An estimate of the number of hours per week (contribution) for each applicant working on the project should be provided.

This sub-criterion is intended to assess the appropriateness of the complement of expertise, experience, and resources among the applicants (Nominated Principal Applicant, Principal Applicant(s) and Co-Applicant(s)), and their institutions/organizations, as it relates to the ability to collectively deliver on the objectives of the project.

It is the responsibility of the Nominated Principal Applicant to ensure the proposed project is poised for success.
Evaluation Criterion (con’t):

Sub-criterion 2.2: Expertise, Experience and Resources (25%)

Does the applicant(s) bring the appropriate expertise and experience to lead and deliver the proposed outputs and achieve the proposed contribution(s)?
• The applicant(s) should demonstrate the combined expertise and experience needed to execute the project (i.e., deliver the proposed outputs as well as achieve the proposed contribution(s)). The roles and responsibilities of each applicant should be clearly described, and linked to the objectives of the project.

Is there an appropriate level of engagement and/or commitment from the applicant(s)?
• The level of engagement (e.g., time and other commitments) of each applicant should be appropriate for the roles and responsibilities described.

Is the environment (academic institution and/or other organization) appropriate to enable the conduct and success of the project?
• Project applicants should have access to the appropriate infrastructure, facilities, support personnel, equipment, and/or supplies to:
  • Carry out their respective roles; and
  • As a collective, manage and deliver the proposed output(s), and achieve the proposed contribution(s).

IHR Committee considerations: Appropriateness of the team based on their overall scientific experience (Western, Indigenous, or both) and skills as well as their Indigenous community-based research experience, track record, relevance of past experience, including expertise related to Indigenous lived experience(s).
Other Attachments

Project References
Upload a list of references cited within the application (e.g., bibliographic information) in a PDF format. A standard reference style is required.

Response to Previous Reviews
If you are resubmitting an unsuccessful application, you may respond to previous reviewer's comments. However, your response should not require reference to any other document, because reviewers will not have access to previous application information or previous reviews. Your submission will not necessarily be reviewed by the same reviewers. Maximum two pages.
Step 3: Complete Summary

The Research Summary completed by applicants at Registration has been pre-populated in the application and can be updated at Application. However, the summary submitted at Registration will be one of the key sources of information used to match peer reviewer expertise to applications. This is necessary to allow us to secure the most appropriate expertise for high quality review of all applications within the competition timelines.

The applicant(s) are asked to provide a research summary using scientific or technical terms making sure to provide the following sections:

Sections to include in summary (max 3500 characters including spaces)

- **Background and Importance:** Provide a brief overview of relevant background information and/or rationale for the proposed research.
- **Goal(s) / Research Aims:** Indicate the broad goal(s) and specific research aims of the proposed research and clear linkage indicating how they fit the objectives of the funding opportunity.
- **Methods / Approaches / Expertise:** Provide a brief overview of the methodology and population that will be used to address each of the research aims. This section may also include the nature of the core expertise being brought together to address the proposed research. Information may include important collaborations (within or outside of the research community) that will be accessed to achieve the outlined research goals.
- **Expected Outcomes:** Describe the expected outcomes of the proposed research highlighting the significance of the proposed research and how it will advance knowledge and/or its application to health care, health systems and/or health outcomes.
Step 4: Identify Application Partners (Optional)

This task collects information on all partners involved in the application. Partnership contributions can be a combination of cash and/or in-kind contributions. There is no upper limit on partner contributions to a project.

Note: Identifying Application Partners is a requirement only for partnered projects.

Information Required from Partners:
- A signed letter of support from every partner must be provided at the time of application for all cash and/or in-kind contributions. The letter should include specific incremental cash or in-kind contributions being provided in support of the proposed research.

To enter partner information on ResearchNet, access the Identify Application Partners task and:
1. Click "Add a Partner".
2. In the small textbox on the left, click the search icon. A search tool will appear.
   - Type the partner name, or a portion of the name, and click search.
   - The search will display results and narrow itself as more information is typed.
   - To facilitate search, enter "%" before and/or after your keyword.
   - Select the partner name from CIHR's prepopulated list.
3. If the partner does not appear, select "Other".
4. Enter the required field to create a new organization record.
5. Repeat these steps for every partner on the proposal.

- From the Identify Application Partners task root menu, select "Manage Attachments" and upload the PDF letter document.
- Repeat these steps for each partner.
Step 5: Enter Budget Information

Outline the budget request and **justify that the requested resources are appropriate** to financially support the project as described in the application.

To complete the budget request, applicants must:

- Indicate the amount that is required in each budget category, along with a comprehensive description of what the funds will be used for, in order to justify the amount requested.

Information on eligibility of expenses and employment under grants is found in the [Tri-Agency (CIHR, NSERC & SSHRC) Financial Administration Guide, Use of Grant Funds](#). Please also note the following:

- All amounts entered in the budget section must be **totals for the entire duration of the grant (not yearly amounts)**. CIHR will take the total amount and divide it equally across all years of the proposed project of research.
- All amounts indicated in the budget should be in Canadian dollars.
- Information such as cost quotations are not required as part of the application, and should not be attached to this module.
- **For applications involving Indigenous peoples/communities**, eligible costs include costs related to community mobilization and engagement, including culturally relevant promotional items such as tobacco, cloth, and cash reimbursements (in a method acceptable to the individual or community being reimbursed) to compensate community participation; and contracts and/or consultant fees for knowledge translation and communication activities for Elders, community members, and other Knowledge Holders involved in activities related to the Indigenous community.
Complete the Budget Request

Indicate and justify the required amounts to support the proposed project of research.

Applicants will be required to:
1. Select the term for the period of support requested by selecting the years and months.
2. Enter the requested amount for each budget category.
   - Each amount must be rounded to a multiple of $1,000;
   - Budget requests are total amounts for the **entire period of support**; and
   - If a category does not apply, the field can be left blank.
3. Justify the amount requested within each applicable category (maximum 1750 characters) in the context of the requirements of the proposed project.

Notes:
- The expectation of the budget request is that it is a **reasonable estimate** that takes into consideration the needs of the research project and any anticipated changes in requirements over the term of the grant.
- The **sum** of all of the budget categories (total requested budget) **must add up to a multiple of $5,000**.
- Individuals paid from grants are not employees of CIHR.
- The budget **must include the applicable provincial and federal taxes and should be calculated using the after-rebate tax rates**. After-rebate tax rates are available on the [Canada Revenue Agency website](https://www.canada.ca/en/revenue-agency/services/tax/individuals/tax-benefits/tax-credits/after-rebate-tax-rates.html).
Information on the Budget Categories

1. **Research Staff:**
   - All research staff (research associates, assistants, technicians, etc.) should be determined by the work required for the research and the corresponding technical needs.
   - Salaries for Principal Applicants cannot be paid from the grant.
   - Salaries for Knowledge Users cannot be paid from the grant.
   - Research Time Allowances cannot be paid from the grant.
   - Co-Applicants and Collaborators can be paid for their services from the grant as long as they are not considered an independent researcher eligible to apply for CIHR funding.

2. **Trainees:** Costs related to the training and mentoring of trainees, and students and knowledge users) are to be included in this section.

3. **Consumables:** CIHR grant funds may be used to cover only the direct costs of research (materials and supplies, services, travel for research activities, etc.) and may not be used for indirect costs.

4. **Non-Consumables:** Funding for equipment may be requested for this competition. Equipment is defined as any item (or interrelated collection of items comprising a system) of nonexpendable tangible property, having a useful life of more than 1 year and a cost of $2,000 or more, which is used wholly or in part for research. Maintenance and operating costs of equipment are also eligible expenses.

5. **Knowledge Translation:** Costs associated with dissemination of research results such as manuscript publication, travel for knowledge translation activities (e.g., conferences), etc. are to be included in this section.

6. **Other:** Costs associated with any other expenses related to the proposed project that are not covered in the above categories are to be included in this section.
Complete the Partner Budget Details sub-task (optional)

List any funding from partners (cash and/or in-kind support) that have been secured, or are expected to be secured. Note that this step should only be completed if this section is relevant to the budget.

**Note:** Securing partner funds is a requirement only for partnered projects.

In order to include any partner funding in the budget section, you must first identify the partner in the Partner Task (section 4). When you do this, a subtask will automatically appear within the Budget Task. Click on the partner name on the navigation column on the left, and complete the following steps:

1. Enter the partner's financial contribution in the Cash column or estimated value in the In-Kind column for **each year**.
   - If there is no partner contribution for a given year, enter "0" in both the Cash and In-Kind columns.
2. Describe how the contribution from the partner will be used towards the proposed research project (maximum 900 characters).
3. Repeat these steps for each partner.
Step 6: Complete Peer Review Administration Information

This task collects information used for the purpose of peer review administration.

Suggested Reviewers for this Application (optional)
Suggest at least 5 Canadian and/or international reviewers that you believe have the expertise to review the application. CIHR reserves the right to make the final selection of reviewers. You should not suggest reviewers in conflict of interest. Consult the Conflict of Interest and Confidentiality Agreement for Peer Reviewers and Peer Review Observers on the CIHR website for more information.

Reviewers to exclude for this Application (optional)
Provide the names of individuals that you believe cannot provide an objective review of your application and add comments specifying why the reviewers should be excluded from your application.

Suggested Committees
Suggested committees must remain unchanged between registration and application. CIHR will consult with committee Chairs and Scientific Officers in assigning applications to specific committees. Only one committee will be selected. CIHR will make the final decision on which peer review committee will review each application based on the summary of proposed research received at registration. The final committee selected will not necessarily be your first or second choice.
Step 7: Attached Other Application Material

Upload any other application materials you wish to include with your application package. There is no page limit to these attachments.

As noted earlier the research proposal should stand alone (i.e. it should contain all the information required to support your research plan and should contain a complete description of your project). **Reviewers are under no obligation to read Other Application Materials.** All documents must be in PDF format and must adhere to the guidelines for attachments on the [Acceptable Application Formats and Attachments](#).

- You may attach:
  - Letters of support/collaboration
  - Questionnaires and consent forms, if applicable.
  - **Up to five publications from the past five years**, relevant to this proposal.
  - For **Early Career Investigators and for applicants with a pending appointment, a letter of support is required** in the case of a pending appointment from the Dean of the Faculty indicating the date the appointment is expected to take effect. The appointment must commence by the effective date of funding.
Step 8: Preview

The Nominated Principal Applicant should review all components of the application and ensure that every participant on the application has completed their required tasks. To mark the preview task as complete, every other task must be marked as complete. The Nominated Principal Applicant should preview the Full Application Package prior to submitting the application to CIHR.

Step 9: Consent

All Principal Applicants and Co-Applicants on the application must agree to the General Conditions and Consent to Disclosure of Personal Information terms, presented on ResearchNet, before the Nominated Principal Applicant can submit the application to CIHR. There are no signature pages required as part of the application submitted to CIHR.

Once every task is complete, including the consent, the Nominated Principal Applicant must review the terms listed, and respond to the questions regarding consent in order to submit the application.

The Nominated Principal Applicant must click "Submit to CIHR". The application will be sent to the Institution Paid, as part of the eApproval process, and ultimately to CIHR. The CIHR deadline time for receipt of all applications will be September 15, 2017 at 8 p.m. et. The Nominated Principal Applicant will receive e-mail confirmation once CIHR receives the application.
Important Reminders

INTERNAL DEADLINE:

In all instances applications MUST be submitted to ConRAD for internal review and approval process at least 5 business days prior to agency deadline.

DATE

Budget: Student salaries should be calculated as follows:

<table>
<thead>
<tr>
<th>Level</th>
<th>Hourly rate includes holidays and 4% vacation pay – 2015-16 rates</th>
<th>Add 10.1% other benefits effective May 1, 2016 for 2016-17 (was 9.8% previous year)</th>
<th>Suggested – rounding for budgeting purposes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>24.65</td>
<td>27.14</td>
<td>27</td>
</tr>
<tr>
<td>Masters</td>
<td>18.27</td>
<td>20.11</td>
<td>20</td>
</tr>
<tr>
<td>Undergrad</td>
<td>14.23</td>
<td>15.67</td>
<td>15.50</td>
</tr>
</tbody>
</table>

Non-student research personnel – add 21.4% for benefits
New policy for postdoctoral fellows as of June 1, 2016 – employee status – 21.4% benefit rate applies.
Office of Research Team:

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