

# Proposal Writing – Another Perspective

## A 2019 CIHR Planning Grant Mini-Case Example

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### AGENDA

1. Grant Guidelines
2. Proposal Approach
3. Reviewer Comments
4. Takeaway Messages

# 1. Grant Guidelines

## Summary

- CIHR Institute of Gender and Health (IGH) will provide funding for activities that facilitate the uptake of sex and gender considerations in health research, policy and practice. Priority will be given to activities related to the development of partnerships, teams, grant applications, and/or educational modules ...
- \$ 40,000 is available to IGH ... maximum amount awarded for a single grant is \$20,000.
- Priority will be given to applications that include sex and/or gender in their approaches and research designs, and that frame their responses to the specific objectives of this request for applications in terms of sex and/or gender.
- The maximum pages for the Activity Description is **four**
- **Figures and/or tables will contribute to the 4-page maximum** unless they are included as additional attachments

## Evaluation Criteria

### 1. Objectives:

1. **Clarity and alignment** of proposed activities and scope with [objectives](#) and [research areas](#) of funding opportunity.
2. **Likely impact** of anticipated outcomes (consensus, research priorities, research project)

### 2. Knowledge exchange and/or dissemination:

1. Inclusion of relevant **stakeholders** (research community, knowledge-users, citizens, etc.) and sectors (private, public).
2. Potential **to catalyze new initiatives, develop new inter- and multi-disciplinary collaborations** among researchers/users
3. **Appropriateness and adequacy of the proposed knowledge exchange and/or dissemination plans for activity outcomes**

### 3. Feasibility:

1. **Ability of the project team** to carry out proposed project (appropriateness of project approach and team credentials).
2. **Appropriate budget and justification** for amount requested

## 2. Proposal Approach

**Title: Modernizing Sex and Gender Information Practices in Electronic Health Records**

### 1. PLANNING GRANT OBJECTIVES, APPROACH & IMPACT

- |  |          |
|--|----------|
| 1.1 Purpose, Scope and Alignment                         | 0.3 page |
| 1.2 Background and Rationale                             | 1.3 page |
| 1.3 Overall Approach                                     | 0.2 page |
| 1.4 Proposed KT Planning Activities                      | 0.8 page |
| a. Co-create project work plan (m 1-2)                   |          |
| b. Co-produce background document (m 2-4)                |          |
| c. Engage stakeholders (m 3)                             |          |
| d. Conduct virtual consultation sessions (m 4-7)         |          |
| e. Co-produce draft strategy & research proposal (m 6-8) |          |
| f. Share draft strategy & proposal for feedback (m 9-10) |          |
| g. Finalize strategy report (m 11-12)                    |          |
| h. Finalize grant proposal (m 11-12)                     |          |

- |  |          |
|--|----------|
| 1.5 Anticipated Outcomes and Likely Impact | 0.4 page |
|  | 1.0 page |

### 2. FEASIBILITY

- 2.1 Project Team
- 2.2 Stakeholder Engagement

### APPENDICES

Extra

- Appendix A – Team Expertise/Experience and Role Table
- Appendix B – Initial List of Potential Stakeholders

### BUDGET JUSTIFICATIONS

- The budget is \$53,000 with \$20,000 cash and \$33,000 in-kind contributions. Budget detail is ...
- Trainee to coordinate project, facilitate consultation sessions, conduct rapid review, and help write strategy report and research proposal for 672 hours at \$26.08/hour (UVic rate) + 14% benefits (or \$17,544 salary + \$2,456 benefits) worth \$20,000
- Partners A to D with in-kind contributions ...

### 3. Reviewer Comments

#### Reviewer 1

- a. Application includes a well-described planning process that will lead to development of a strategy towards improving the definition, collection and use of sex and gender data in electronic health records
- b. A multi-site implementation science research study will also be developed
- c. Initiative will improve practice and policy and in the long term can have a significant positive impact on health outcomes for LGBTQIA2+ communities
- d. Plan includes training activities (a PhD trainee involved in all activities, a postdoc will be involved in writing proposal)
- e. Key stakeholders include CIHI, CCHIM, CHIMA, and representation from LGBTQIA2+ communities. The team has confirmed in-kind support from a number of organizations

#### Reviewer 2

- a. Research that this project will lead towards is very important, need for it is well established and justified
- b. Key gap is the budget justification. Not enough has been said to specify who the trainee is or why this funding is needed
- c. Is this funding to support trainee over and above any other existing support? What stage is the trainee at? Are they currently in a program and do they have any other funding, is this meant to recruit a new trainee, is it a trainee in between formal programs who will work part-time specifically on this project for a year?
- d. **Two trainees listed, but not specifically as the trainee for whom funding is requested**
- e. I'm convinced of the project's necessity, there is clearly a very well thought out plan, but ...
- f. **It is not clear specifically why additional funding is required to make this project a success, especially when all of the funding is directed at a single, unspecified trainee**

## 4. Takeaway Messages

1. Is the type of grant a good fit with your research area and worth your time?
2. What is the emerging landscape and need for this research area?
3. Can you build on your strengths and bring in expertise as needed?
4. Are there communities you can reach out as partners and collaborators?
5. Organize the proposal according to the evaluation criteria
6. Build in explicit trainee, patient partner and engagement components
7. Pay attention to budget details, especially cash/in-kind contributions
8. Reach out for constructive critical feedback and revise accordingly
9. Take advantage of HSD & UVic research support resources available
10. Every line and word count ...

