

## CAPhO Research Grant Submission Checklist

The Research Proposal contains the following items:

*Part A: Not to exceed a total of 10 double-spaced typed pages.*

- A Title Page, containing:
  - Title of the proposed research
  - Principal investigator's, name, title, signature and institution
  - Names, titles, institutions and signatures of the collaborating investigators
- A brief abstract of the Research Proposal (maximum 300 words)
- An Introduction, containing:
  - A review of research in the area, with appropriate references
  - The rationale for the research proposal
  - A description of the significance of the research
- Research Hypothesis and Objectives
- Methodology, with adequate discussion of the following items:
  - Experimental design
  - Study population, sample selection and sample size justification (if applicable)
  - Methods and procedures for data collection
- Data Analysis Procedures
- Plan for Dissemination (e.g. poster presentation, research publication. It is understood that the intent will be to publish or present research upon completion. Published articles must be made open access within 1 year of publication.)
- References
- Appendices (if applicable)

The **Budget** is presented using the template provided by CAPhO and clearly indicates the total funding requested in this grant application **AND** justifies the requested funds for each following item:

- Personnel (include benefits): job functions and time commitment to the research project is described
- Supplies
- Equipment

The **Budget** does not include funding requests for the following:

- Principle Investigator and Co-Investigators
- Non-scientific personnel salaries (clerical and other indirect project assistant)
- Conference travel
- Institutional overhead or administration charges
- Costs associated with publication of the research results in a recognized scientific journal