|  |  |  |
| --- | --- | --- |
| Principal Applicant Information *(must be full time or part time member of HHS)* | | |
| Research Project Title: | | |
| Are you an HHS Employee? Yes  HHS Employee ID# | | |
| Name: | Email: | |
| Do you self-identify as a member of an under-represented minority? Yes No | | |
| Professional Credentials  RN C.Psych OT PT SW RPh RD RT SLP Other: | | |
| Research Training Credentials  Master’s degree:       Doctorate degree:       Other: | | |
| Research Specialty/Area: | | |
| HHS Program/Service:  Hospital Site:       Location/Room: | | |
| Work Address (Hospital Site):  Location/Room: | | |
| Co-Applicant Information *(must be full time or part time member of HHS)* | | |
| Complete if Principal Applicant is applying with a co-principal investigator (*see* eligibility) | | |
| Name: | Email: | |
| Professional Credentials  RN C.Psych OT PT SW RPh RD RT SLP Other: | | |
| Research Training Credentials  Master’s degree:       Doctorate degree:       Other: | | |
| HHS Program/Service:  Hospital Site:       Location/Room: | | |
| Work Address (Hospital Site):  Location/Room: | | |
| **HHS Program(s) or Services(s) proposed research project is linked/related to:**  [Please select the most appropriate that is/are applicable]  Clinical Programs  Cardiac & Vascular  Mental Health  McMaster Children’s Hospital  Adult Specialty Services  Oncology (Digestive Diseases, Women’s Health, Ambulatory Care)  (Surgery, Hematology, Radiation, Medicine)  Neurosciences & Trauma  Seniors Health & Complex Care  Rehabilitation & Orthopedic  Critical Care  Other  Clinical Services  Diagnostic Services  MCH-Neonatal ICU  Emergency Medicine  HRLMP (Laboratories)  Pharmacy  Peri-Operative (surgery)  MCH-Child Acute Care  Other  MCH-Child Developmental & Mental Health | | |
| Mentor Co-Applicant *(HHS active, full time or McMaster faculty who collaborates with HHS)* | | Executive Sponsor *(HHS Clinical Program Director)* |
| Name:  Health Prof.:       PhD Master’s MD | | Name:  HHS Program: |
| HPI Team *(Recommend including members from Indigenous and/or systematically excluded communities)* | | |
| Name:  Title:  Health Profession:  PhD Master’s Other:       MD | | Name:  Title:  Health Profession:  PhD Master’s Other:       MD |
| Name:  Title:  Health Profession:  PhD Master’s Other:       MD | | Name:  Title:  Health Profession:  PhD Master’s Other:       MD |
| Name:  Title:  Health Profession:  PhD Master’s Other:       MD | | Name:  Title:  Health Profession:  PhD Master’s Other:       MD |
| Has this project been submitted elsewhere for support? Yes No  If yes, Where?  When?       (dd/mm/yr) Response: | | |
| **Applicants are Responsible for sending the following documents 1 through 9 (in the order specified below) as ONE pdf file PLUS original MS Excel Budget file:**   |  |  |  | | --- | --- | --- | | 1 | [Completed and signed HPI Application Form.](https://www.hamiltonhealthsciences.ca/research/#internal-funding) |  | | 2 | [Completed HPI Budget Form & Justification](https://www.hamiltonhealthsciences.ca/research/#internal-funding) (2 pages) include original MS Excel file |  | | 3 | Role Descriptions of Principal Investigator and/or Co-PI (if applicable) and Investigative Team (maximum 2 pages). |  | | 4 | Role of Scientific Mentor (1/2 page) provide specifics (e.g., regular supervisory meetings, recruitment process, quality & safety issues, etc.). |  | | 5 | Scientific Summary (1 page, the problem, rationale, importance). |  | | 6 | Lay Summary (1/2 page, written at a grade 8 level). |  | | 7 | Research Outline (6 pages) – excludes references/appendices/collaboration letters etc.   * Research Proposal should include: 1) Purpose and Background; 2) Objectives; 3) Design and Methods; 4)Analysis Plan (including sex and gender-based analyses; and 5) Proposed Timeline * References – limited to 2 pages Note: format for references has changed to the Vancouver style. To help you frame your references please see [*here*](https://urldefense.com/v3/__https:/michener.ca/students/library/referencing-writing-help/vancouverstyle/__;!!JB7FzA!f8YBMlRwNngtlKm1lJZLXqC3YHtROG8TWU_Ae1Jku3mqZHNyBi1B1gUGDSIred-H$)*.* * Appendices may include up to a maximum of 4 pages |  | | 8 | Up-to-date full Canadian Common CV (CCV) of Principal Investigator (select CIHR draft form) |  | | 9 | Up-to-date full Canadian Common CV (CCV) of Co-principal Investigator (if applicable) |  |   **Mentor and Support Letters** MUST BE sent by each individual author (or support staff on their behalf), as a PDF file, via email to [HPI@hhsc.ca](mailto:HPI@hhsc.ca) with the subject line marked "HPI - surname of applicant", addressed to the attention of: Dr. Tara Packham, Interim Chair - Scientific Review Board, Director – Clinical Health Professional Research, Hamilton Health Sciences.   |  |  |  | | --- | --- | --- | | 10 | Up-to-date BioSketch Canadian Common CV (CCV) of Scientific Mentor |  | | 11 | Letter of Assessment from Scientific Mentor |  | | 12 | Two letters of support: (Clinical Manager or Director AND Site-based IPP Chief) |  | | | |
| Signature of HPI Principal Applicant Date (DD/MM/YY): | | |
| Signature of HPI Co-Principal Applicant (if applicable) Date (DD/MM/YY): | | |

Revised: January 2022