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| 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 CredentialsMaster’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 CredentialsMaster’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 [ ] NoIf 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:**

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| 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%3A/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 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.

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| 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)  |[ ]

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| Signature of HPI Principal Applicant Date (DD/MM/YY):       |
| Signature of HPI Co-Principal Applicant (if applicable) Date (DD/MM/YY):       |

Revised: January 2022