



Research Workshop Support

Requirements Guide

- Purpose**
- Scope**
- Funding**
- Eligibility**
- Allowable Expenses**
- Review**
- Application Details**
- Required Attachments**
- Application Submission**
- Final Report**

Purpose

The Research Workshop Support Fund is designed to assist in capacity building by funding or partially funding a research workshop. [Back to top of page](#)

Scope

Workshop supported must be one with tangible outcomes addressing a field of human health research. The **Canadian Institutes of Health Research** (CIHR) defines/categorizes these fields by four pillars: 1 - biomedical, 2 - clinical, 3 - health system services and 4 - population health.

Speaker/contributor participation from jurisdictions outside New Brunswick are strongly encouraged. [Back to top of page](#)

Funding

The program is offered annually, subject to availability of funding.

- The grant may be up to \$5,000 per activity.
- Applications are accepted at any time, there is no set deadline.
- More than one application may be submitted by the same applicant in any given year.
- Other sponsors/funders of the knowledge translation activity are strongly encouraged. [Back to top of page](#)

Eligibility

To be eligible to apply, the applicant must:

- be the organizer of the workshop; and
- be affiliated with a New Brunswick based organization that has knowledge translation activities related to health and/or health research as part of its operational responsibilities [Back to top of page](#)

Allowable Expenses

- Management or administrative fees and speaker fees are not permissible expenses. [Back to top of page](#)

Review

Applications are reviewed to ensure that they:

- fit with the purpose, scope and requirements of the funding program.
- fit within a field of human health research as defined in “Scope” above.

Once the application is received, review will begin immediately. Decisions are typically made within two to four weeks from the time of submission. [Back to top of page](#)

Application Details

Complete the NBHRF online application form (all fields with an asterisk (*) are mandatory). Attach all documents in the appropriate section of the form (either CCV Attachments or Application Details Attachments). Attachments are detailed below. [Back to top of page](#)

Required Attachments

Headings as outlined below are to be included as attachments and page limitations respected.

Attachment #1: Background

- Include background to the problem being addressed and statement of need.
- Maximum 1 page.
- Page set up and format as outlined below must be followed. *
- **Upload under the section "Application Details Attachments".**

Attachment #2: Summary of Objectives

- Include a summary of the objectives of the activity, expected tangible outcomes and methods for evaluation the success of the activity. Indicate source(s) and amount(s) of any other funding.
- Maximum 2 pages.
- Page set up and format as outlined below must be followed. *
- **Upload under the section "Application Details Attachments".**

Attachment #3: Activity Organization

- Include information about organizing committee etc.
- Maximum 1 page.
- Page set up and format as outlined below must be followed. *
- **Upload under the section "Application Details Attachments".**

Attachment #4: Structure of Activity

- Include information about the structure of the activity. For example, for a workshop include the title of sessions/plenary sessions/focus of breakouts etc.
- Maximum 2 pages.
- Page set up and format as outlined below must be followed. *
- **Upload under the section "Application Details Attachments".**

Attachment #5: Invited participants

- Include list of speakers, other attendees and/or participants and the rationale for their inclusion.
- Maximum 2 pages.
- Page set up and format as outlined below must be followed. *
- **Upload under the section "Application Details Attachments".**

Attachment #6: Budget justification

- Maximum 1 page.
- Page set up and format as outlined below must be followed. *
- **Upload under the section "Application Details Attachments".**

Attachment #7: Canadian Common CV (CCV)

- A completed CV must be created (and/or updated) and submitted in the **Canadian Common CV** system as part of the application process. Using the CV "Funding" option, select "Funding Source NBHRF", and then select "CV Type NBHRF Template". The CCV will have to be uploaded as a document through the "Choose Files" button on the application form. Please note that a "Draft" CCV will not be accepted as part of the application. Please ensure that the correct version of the CCV is uploaded in the NBHRF application. A submitted version of the CCV will have a date submitted and a confirmation number at the top of the CCV.
- **Upload under section "CCV Attachments".**

Attachment #8: Signatures

- A scanned completed signature page must be attached.
- It is important that signatures are obtained **BEFORE** the application is submitted. After the application is submitted, the applicant will not be able to make changes. The applicant must review the application with each of the primary stakeholders and obtain their signatures

The signatures required are:

1. Applicant

Enter the applicant's name on the online application.

2. Department

Enter the name of the Dean/Department Head/Manager on the online application.

3. Institution

Please enter the name of the person who has the authority to bind the institution or organization to the general conditions governing grants and awards.

The signature on the pdf signature page **must** match the "Signature Acquired" name entered on the online application form. Should the applicant realize or be told that they have an incorrect name entered on the pdf for signature, the applicant can strike out the original name, write in the appropriate name on the printed form and have the appropriate person sign. Before submitting the application, **however**, the applicant must return to the same field in the online application and update the entry to match the name and title of the person who has signed.

- The signature in each section **must** match the individual named on the printed pdf and the on-line form.
- **Upload under section "Application Details Attachments".**

*Page Set Up and Format for Attachments

Margins:	¾" (2 cm)
Page:	8.5" x 11" (21.5 x 28 cm)
Font:	12 point
Spacing:	No condensed type or spacing
Line Spacing:	Single-spaced Back to top of page

Application Submission - Please Read Carefully

The applicant must review the application for completeness and accuracy prior to submitting. Applications can not be edited after clicking the "Submit" button.

Prior to submission, all attachments are to be uploaded with the application using the "Choose Files" button in the appropriate section ("Application Details Attachments" or "CCV Attachments"). See above.

Signatures **must** be obtained prior to submission. To do so, the applicant must follow the steps outlined below:

1. Enter the signatories' names in the appropriate fields on the online form.
2. Click "Save Draft".
3. Go to "View".
4. Scroll to the bottom of the page.
5. Click on "View PDF".
6. Print the pdf document.
7. Logout of the application.
8. Obtain the required signatures on the printed pdf document.
9. Scan the signed document.
10. Log back into the account.
11. Click the "Edit" button for this application on the "Portfolio" page.
12. Click the "Choose Files" button under "Application Details Attachments".
13. Upload the scanned signature page.
14. Click the Signature Acquired boxes.
15. Click "Save Draft".

Once the application is complete, click "Submit". [Back to top of page](#)

Final Report

Grant recipients are required to submit a Final Report within 90 days of the end of the grant duration by completing the NBHRF final report form found by logging into their NBHRF account. **The signed financial statement from the institution and a summary report must be attached in the "Final Report Attachments" section.**

All fields of the report form must be completed accurately. If information is missing or incorrect, the report will be rejected and recipients will be instructed to redo it.

The grant recipient will receive an automated email confirming submission of the report. The grant recipient will also receive an email from the NBHRF Program Director indicating whether or not the final report is complete and accepted. If it is not complete, appropriate actions will be arranged.

Recipients who do not submit a final report or any other required documentation will be ineligible for future NBHRF research funding. [Back to top of page](#)

NBHRF-Research Workshop Support online application