

**ALBERTA INNOVATES  
ALBERTA PRECISION HEALTH INITIATIVE (APHI)  
DEVELOPMENT GRANT  
APPLICATION INSTRUCTIONS**

The sections below correspond directly to sections of the  
**APHI Development Grant Online Application**

**GENERAL INSTRUCTIONS**

- The deadline date for receipt of all APHI Development Grant full application is **March 1, 2017**. Submission of the full application is by invitation only.
- **PLEASE NOTE:** It is the **Lead's** responsibility to ensure that the full application is **complete** and submitted by the deadline date. No supplemental information may be provided after the deadline date. Incomplete applications will not be considered. **Failure to comply with the above instructions may deem a proposal as ineligible.**
- Applicants are required to use the space provided for each item of information. Attachments may be appended where indicated. Within the registration portal there is a Notes section on the right-hand side of the screen where the registrant can send questions to Alberta Innovates or make personal notes for themselves.
- Please consult the online APHI Development Grant Program Guide for information on eligibility and Program details.

**SHARING OF INFORMATION**

Alberta Innovates reserves the right to share full application information with the applicant's Research Services Office (RSO) and with those involved in the full application review.

**ACCESSING THE APPLICATION (ON-LINE PORTAL)**

The full application portion of the competition is by invitation only. The application form will be placed into your account within our on-line portal.

**COMPLETING THE APPLICATION**

**Personal Information**

The Personal information section is populated from the profile that was used to register the account. This person is the Lead for the application. Once a draft of the application is saved, the primary contact (Lead) field will populate with the registrant's information. To update any personal information, please click on your name at the top right-hand corner of the applicant homepage under *Personal Profile*.

Please note that the maximum allowable word count for each section is visible when using the Alberta Innovates online application portal but cannot be seen when a PDF of the registration form is created.

**Proposal Title**

The proposal title for the full application can be modified from the title that was provided at the registration. Team Membership may also be modified between the registration and the full application. While the title and Team Membership may be modified there must be a clear line of sight from an eligible registration to the full application.

If two teams who submitted registrations have combined to submit a single full application, there must be a clear line of sight from at least one eligible registration to the full application.

### **Team Membership**

The application will be filed under the Lead's name (the primary contact for the application). Co-Leads, Team Members and End-users will also be listed.

For each individual, identify and describe their role (Lead, Co-Lead, Team Member, End-user) in the proposed research and their area of expertise.

- **Lead** is the primary contact for the application and the individual who will assume administrative responsibility for the award along with the Co-Lead(s) if any.
- **Co-Lead(s)** are individuals who, along with the Lead, will assume administrative responsibility for the award. A trainee (undergraduate student, graduate student or post-doctoral fellow) is not eligible to be a Co-Lead. A Research Associate is also not eligible to be a Co-Lead.
- **Team Member(s)** are individuals who make a substantial intellectual contribution to the award. A trainee (undergraduate student, graduate student or post-doctoral fellow) is not eligible to be a Team Member. A Research Associate is also not eligible to be a Team Member.
- **End-users** are individuals who are capable of and will facilitate the movement of evidence into practice. End-users can include healthcare professionals, community leaders and individuals, or those who develop policy. Alberta Innovates encourages active and meaningful partnerships between research teams based in institutions (including universities, hospitals, and affiliated research institutions) and those in practice-, policy-, private sector- or community-based knowledge/end-user groups. The roles of knowledge/end-users should be formally agreed upon to ensure equity and mutual benefit from the partnership.

It is expected that the Team Membership for the APHI Development Grant application includes all those individuals who will undertake the Overarching Plan for Research and Innovation in Precision Health. As such, each of these individuals should be listed on the registration and application as a Lead, Co-Lead, Team Member, or End-User.

The application form includes space to identify up to four individuals and attach their individual bio-sketch forms (see below). If the Team includes more than four individuals, the bio-sketch form is the only information that is required for these additional individuals. Please append all additional bio-sketches as a single PDF document.

### **Team Bio-sketches**

Each individual must submit a signed copy of the bio-sketch form found on our website at <http://www.aihealthsolutions.ca/funding/health-research-funding/alberta-precision-health-initiative/>.

Individuals identified as a Team Member or as an End-user must complete page 1 of the bio-sketch only. The Lead and Co-Leads (if applicable) must include information outlined in page 1 and 2. Please note to attach each bio-sketch, the document must be in PDF format.

## **SUBMITTING THE FULL APPLICATION**

Once all required information is completed, click the submit button to submit your full application. **Please note: Once the application is submitted, no further changes can be made to the application.** Clicking submit will send the application to Alberta Innovates where the information will be verified.

## **Signatures**

Reminder: Each individual must submit a signed copy of the bio-sketch form. AI will accept electronic signatures as long as a written signature is discernible (i.e. PDF scan).

Once the submitted application is verified, the application will be emailed back to the Lead (only) for signature. Once the Lead signs the application, it will be emailed to the appropriate institutional Research Services Office for signature. **The application is only considered complete once all signatures have been received.**

Note: Team membership, Proposal Title, Plans and Descriptions may be modified from the registration to the full application. Given that all teams must proceed through the registration, there must be a clear line of sight (similar leadership and/or team membership, similar plans and activities) from at least one submitted registration to a full application.