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| ***Applying for funding at NSHA***  If funding applications are being submitted for a funding competition (regardless of whether it requires institutional approval or institution signature) ;   * All funding applications that will be administered by NSHA including but not limited to electronic submissions for NSHRF and CIHR competitions are to be submitted to Research Services [jennifer.thurlow@nshealth.ca](mailto:jennifer.thurlow@nshealth.ca) for review. The internal deadline for a **comprehensive** review is 1-2 weeks prior to the application deadline. * All applications with no requested comprehensive review must be sent to Research Services for review at least 3 business days prior to submission. * If you are unable to meet this deadline, please call NSHA Research Services and speak with the Grant Coordinator about your application. NSHA Research Services will make every reasonable effort to work with researchers who have arranged for a late review of applications. |
| Investigators are required to identify Nova Scotia Health Authority as the administering institution or “Institution Paid” on funding applications for research projects that:   * are being conducted at NSHA/majority of work taking place at NSHA **and** * involve NSHA patients; which may also * utilize or require hiring staff at NSHA * utilize NSHA facilities and space * involve purchasing supplies or equipment at/through NSHA * involve the use of services and payment to NSHA departments or laboratories |

At NSHA, **all grant/funding applications** are required to be reviewed and approved by the Office of Grant Facilitation and Support prior to submission. This pertains to those requiring institutional signature or not. The reasons for this are to ensure all NSHA requirements are met, all required documentation included, to review and assist with budgets, to ensure that all of the granting agency’s guidelines are met and to include the application information into our ROMEO system for tracking purposes.

For some granting agencies with an electronic application submission system, the electronic institutional approval and sign off has been delegated to the Office of Grant Facilitation and Support. As per the pre-review and approval requirement, it is aware of the funding applications being submitted and on funding deadline day, waits to receive notice from the investigator and/or applicant that the application has been submitted and awaits final institutional approval and sign off.

For others, the institutional approval must come directly from the VP Research Innovation and Knowledge Translation, either in the form of wet ink signature or electronic sign off. Each such granting agency may have a different sign off mechanism, system, or requirement. In those events where an investigator has a grant application which requires a wet ink or electronic signature by the VP, it is imperative that the application be submitted as soon as possible to ensure it gets the required sign off. Any applications, submitted on the deadline date or within hours of the deadline, cannot be guaranteed an institutional sign off.

Please ensure you give yourselves as much time as possible to complete and submit funding applications. It is imperative that you share your intent to apply with the Office of Grant Facilitation and Support ([jennifer.thurlow@nshealth.ca](mailto:jennifer.thurlow@nshealth.ca), 902-473-4841) and as soon as possible so that your intent can be noted, your application reviewed, and any required signature/sign off procedures addressed in a timely manner to ensure applications are successful submitted and approved.