



**Nova Scotia Health Research Fund
Frequently Asked Questions and Answers (#2)
2022 Competition**

Competition:

Q: Do you expect the Research Fund to be offered twice annually? Is there a set schedule?

A: The Research Fund competition is expected to be held once annually with a Spring deadline.

Q: Is there a mailing list I could sign up for to receive Research Fund updates?

A: The Research, Innovation and Discovery newsletter "Research in Action" is circulated every 2 weeks and provides information on internal and external funding opportunities (including Research Fund). [Signup Form \(constantcontactpages.com\)](https://constantcontactpages.com)

Q: Is there a Research Funding Application Checklist that needs to be submitted with the final grant application?

A: The Research Funding Application Checklist is required for submission to **external funding** competitions. The checklist is not required for Research Fund or QEII TRIC competitions. It is available here: [Grant Facilitation | Nova Scotia Health Authority - Corporate \(nshealth.ca\)](https://nshealth.ca)

Q: I meet the requirements to serve as the PI for the application, but I would like to include a team member who is a faculty member at a university. Is that permitted?

A: Yes, the PI must meet eligibility criteria for Research Fund, but is welcome to include other non- NS health individuals on the project team.

Categories:

Q: For early career researchers applying to Category 2, will time off for parental leave be permitted if needed (i.e., can the 3 years of the award be extended if needed)?

A: If the PI takes parental leave during the award, they will be granted additional time to complete the project.

Q: Will applicants to Categories 1 or 2 who are not chosen, be considered for category 3? Or should applicants check off any relevant categories?

A: The PI must select one category and choose the Category that is most appropriate for their career stage and application funding requirement. Please contact Research.Fund@nshealth.ca if you are uncertain which category to apply to.

Registration/Application Form:

Q: How do I "unprotect" the Research Fund application form so I can add figures, signatures, font changes, etc.?

- i) Under 'Review' in Microsoft Word, click 'Restrict Editing' on the righthand side. Click 'Stop Protection'
- ii) If you would like to "re-protect" the application form, in the same panel, click 'Yes, Start Enforcing Protection' and leave the password fields blank.



Q: Can a Research Fund application have Co-PI's, or can only one person be the PI?

A: There can be Co-PI's however, for one person will be designated as the lead PI for administrative purposes (e.g. contact, finance). To be a PI, you must be affiliated with Nova Scotia Health.

Q: Should we indicate only one priority area per application?

A: Please indicate all of the priority areas that apply to the project.

Q: The research team and lab are based in Central Zone, but recruitment will be from all NS Health Zones. Would this be considered Central Zone or Provincial?

A: Provincial

Q: Should the proposal be entered into the application in the grey box above the appendices on Page 5 of the application, or can the proposal be appended at the end of the application form?

A: The proposal can be attached at the end of the application form.

Q: If the research team includes a patient partner, what information does the patient need to provide?

A: Indicate in the proposal what the role of the patient will be. If possible, include a 5-page (or less) CV as part of the application package.

Q: For Category 4 applications, which team members require a CV in CIHR Biosketch form?

A: The student/trainee submits a CV in CIHR Biosketch format. The rest of the team, including the supervisor/mentor, submits a CV in any form with a 5-page limit.

Knowledge Translation:

Q: What might Research Fund reviewers expect to see in the knowledge translation plan section of the project proposal?

A: The expectation is that the KT plan should be more robust than just a conference presentation and/or a publication. Consider your audiences and innovative ways to get information to them. Consider reviewing the Toolkit of Research Resources on the NS Health website: [Research Development | Research Toolkit](#), or contact the Maritime SPOR Support Unit for a consultation: [Home - MSSU](#)

Budget:

Q: If the project requires funding from another agency, in addition to Research Fund, does this need to be stated in the application?

A: The Budget table in the Research Fund application should include the funding that you are requesting from the Research Fund competition only. If your project requires additional funding (e.g. beyond the Research Fund award), please explain these sources in the Budget Justification.