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Title:	Pre-Submission Mandatory Peer Review of Research Grant and Award Applications		
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Applicable Sites:	☒ Unity Health ☐ Providence ☐ St. Joseph's ☐ St. Michael's		
Keyword(s):	ORA, reviewers, peer, VPRI, grant		

1.0 PURPOSE

The Pre-Submission Mandatory Peer Review is a process under which two or more expert reviewers provide feedback, according to expertise and availability, to a researcher who is preparing a grant application for a specific competition. The reviewers and researchers work together to review and refine the application. Following adoption of a peer review process, Unity Health Toronto observed a substantial increase in the success rate in their researchers' grant applications funded by major funding bodies.

The purpose of the hospital's mandatory peer review program ("MPRP") is to ensure that the highest quality grant and award applications are being submitted to external granting agencies and various professional societies and associations.

The goal of the MPRP is to increase the success rate of any grant that is submitted by Unity Health researchers. The MPRP is also expected to be an important element of cohesion and an important contribution to collegiality in the Keenan Research Centre for Biomedical Science and the Li Ka Shing Knowledge Institute.

2.0 POLICY

2.1   MPRP Requirements

All grant and award applications (whether to be submitted to a granting agency in paper or electronic format, whether or not they are undergoing the MPRP, must be submitted to the Office of Research Administration ("ORA") for budget review and to obtain institutional signature or electronic sign off. Even grants which require no institutional signature must be submitted to the ORA. All researchers who conduct research at or under the auspices of the hospital are required to submit grants and awards for mandatory peer review in accordance with the procedures below.

Except for grants and awards that are exempted as set out in Section 2.2, all researchers at Unity Health Toronto are required to go through the MPRP prior to submitting a grant or award application to the ORA for institutional sign-off and/or signature. For grants that have undergone the MPRP prior to submission, and have been unsuccessful in receiving funding from the granting agency, it is expected

that any re-submission of the same grant (being submitted to the same or any other granting agency) will undergo a new MPRP to ensure that reviewer feedback and weaknesses have been addressed.

Exceptions to the MPRP may be granted in writing by the VP, Research & Innovation. To request an exception, the researcher must submit the request to PeerReview@unityhealth.to, along with a written justification for the exception, at least two weeks prior to the relevant granting agency's deadline. The ORA will then liaise with the VPRI to determine if the exemption is accepted, and then communicate this decision back to the researcher.

2.2   Exemptions to Mandatory Peer Review

The MPRP applies to all grant and award applications to all peer-reviewed and non-peer-reviewed granting agencies except for the following:

- Grant and award applications from a senior researcher (> 6 years faculty appointment) with a budget of ≤ $75,000 per annum (not including any applicable overhead costs).
- Grant and award proposals that have been peer reviewed by appropriate organizations (e.g., primary academic appointment faculty) provided that an appropriate Peer Review Report is submitted to the ORA in order to obtain the hospital's authorized signature.
- Collaborative grant applications where the primary researcher is not a Unity Health scientist/investigator.
- Grant and award applications that have previously gone through the MPRP within the last four months (e.g., grants that were submitted previously to a different granting agency), and have not been rejected.
- Trainee salary award applications (e.g., Fellowship, Scholarship and Studentship).
- Equipment grants (not including Canada Foundation for Innovation grants which must undergo the Mandatory Peer Review Process).
- Maintenance grants.
- Industry-funded research grants.
- Internal funding opportunities (e.g. Angels Den).

2.3   Revision and Submission after Peer Review Process

The researcher is responsible for all of the following:

- Making revisions arising from the peer review.
- Submitting the grant, budget and award application package to the ORA for institutional signature.
- Submitting the application to the granting agency by the deadline date.
- Retaining and filing a complete copy of the research grant or award application.
- Providing an electronic copy of the completed application documentation to the ORA.
    - i)   For electronic submissions, this includes an electronic copy of the complete grant application, and in the case of collaborative projects, letters of support or commitment from collaborating institutions.

ii) For paper copy submissions, this includes title page, summary of project, signature page, budget and justification pages and letters of commitment from institutions for collaborative projects.

- For proposals involving human subjects or tissue, and animals, providing the appropriate ethics review committee (Research Ethics Board or Animal Care Committee) with an itemized written response to all the issues raised by the reviewers for final approval and sign off for ethical approval.

2.4   Financial Terms

During the MPRP process, the ORA will conduct its budget review of the grant or award application. The researcher remains responsible to ensure that the financial support needed for project completion includes, but is not limited to, personnel costs (https://unitynet.unity.local/departments-programs-services/research/research-employment/), materials, supplies, service and travel. The researcher remains responsible to include the maximum indirect costs (overhead) in accordance with the granting agency's allowable costs policy.

3.0 DEFINITIONS

Term/Acronym	Definition

4.0 PROCEDURE

4.1   MPRP Submission

Four weeks prior to the relevant granting agency's deadline, the researcher should begin the peer review selection as set out below and shall notify the ORA of his/her intent to submit a grant in accordance with the ORA's grant application submission criteria. A more detailed list of relevant timelines is set out in Schedule A and sample MPRP Review Report Forms are set out in Schedule B.

4.2   Mandatory Peer Review Steps (Schedule C):

- The researcher shall choose a minimum of two appropriate reviewers and submit confirmation of their acceptance **prior to the submission** of the Grant Application Document Tracking Form. The reviewers may be scientists at Unity Health or other Canadian or foreign institutions. In cases where content experts are difficult to find, a Postdoctoral Fellow can be used as only one of the reviewers.
- The researcher is responsible to prepare the research proposal using the granting agency's form or format.
- The researcher shall distribute the research proposal, the agency's and/or competition's review criteria, and the appropriate Reviewer Report Form, depending on what competition the researcher is applying to. (Samples of which are attached as Schedule B) to the reviewers at least 5 days prior to the scheduled peer review meeting. Reviewers may return the application to the researcher for further work if it is not deemed ready for review.

- The researcher is responsible to obtain feedback from the reviewers at least one week prior to the grant deadline.
- The appropriate completed Reviewer Report Form, along with any track changes, are to be submitted to PeerReview@unityhealth.to before institutional signatures are obtained or before electronic submission can be made.

4.3   Peer Reviewer Responsibilities

Upon submission of the Document Tracking Form to the PeerReview@unityhealth.to, the appropriate Reviewer Report Form will be emailed to the researcher. The sample Reviewer Report Forms and the peer review guidelines are outlined in Schedule B.

Peer reviewers are responsible for:
- Providing constructive expertise-based suggestions to improve the proposal;
- Declaring any actual, potential or perceived conflict of interest with respect to the proposal being reviewed;
- Maintaining confidentiality of the materials provided to them; and
- Following the communication of review suggestions, completing the "Reviewer Report Form" that will be collected by the researcher and then submitted to PeerReview@unityhealth.to.

If the reviewers find that the research application is not ready for submission, the reviewers shall recommend to the researcher that the research application not be submitted in the upcoming competition.

4.4   VP, Research & Innovation (VPRI) Responsibilities

There is an expectation that as part the Unity Health Toronto research appointment, all researchers will participate when possible as reviewers for the MPRP. In addition, the VPRI encourages researchers to summarize their MPRP activities in their annual 'Research Quality and Contributions' form that accompanies the Progress Reports.

In addition to the MPRP, some grant and award applications (CRC, CFI, etc.) will also require review by the VPRI Funding and Awards Office. Grants requiring VPRI review will be clearly communicated to the research community. The VPRI Funding and Awards Office also offers optional grantsmanship review for any other grant based on capacity limits; however this does not qualify towards the MPRP requirements.

The VP, Research & Innovation is responsible to monitor the impact of the MPRP over time to evaluate its success in improving the quality of grant applications. The ORA will maintain a system to track all grant and award application submissions and approvals.

5.0 REFERENCES
N/A

6.0 ATTACHMENTS/APPENDIX
Schedule A – MPRP Process and Timelines
Schedule B – Example Reviewer Report Forms, PDF version
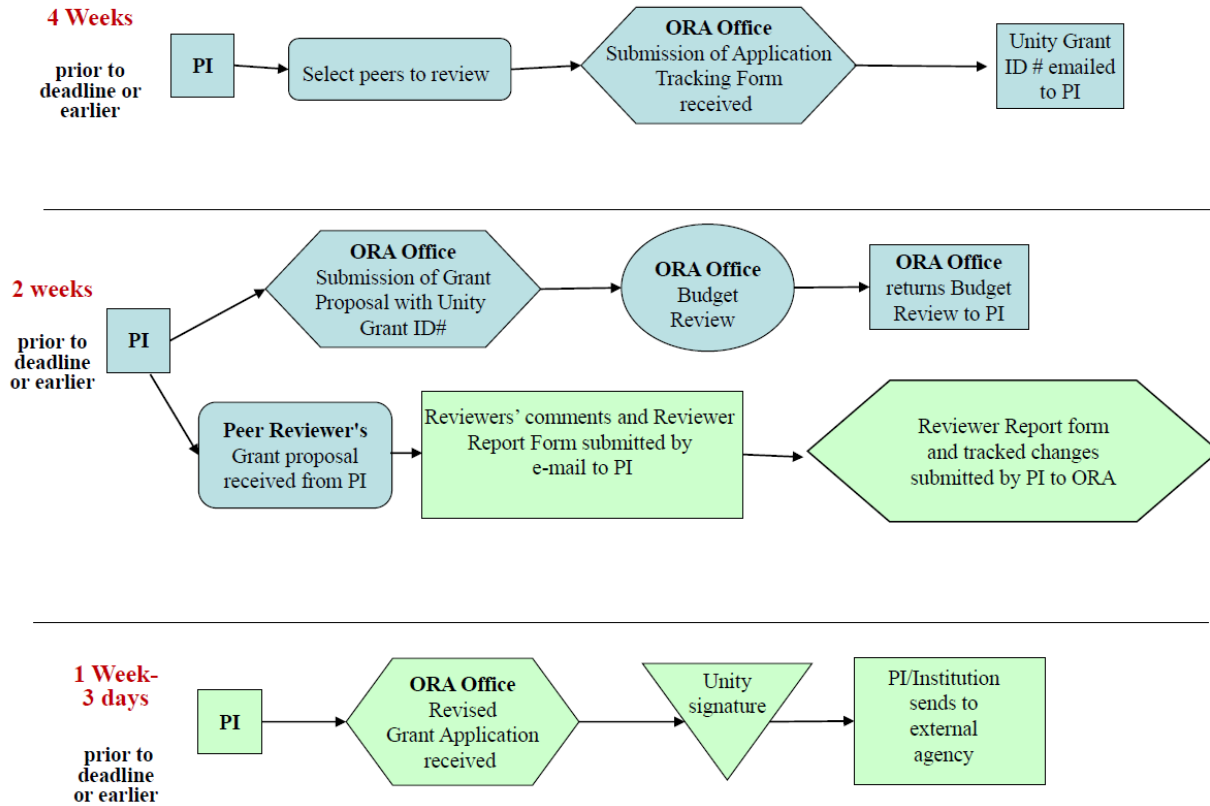Schedule C – How to submit Grants at Unity Health Toronto

Version	Approval/Sub-approval body	Approval date
01	Vice President, Research	February 1, 2012
02	Vice President, Research	January 1, 2016
03	Research Leadership Committee	May 30, 2023

Schedule A – MPRP Process and Timelines

Mandatory Peer Reviewed Program at Unity Health Toronto

4 Weeks

prior to deadline or earlier

PI → Select peers to review → ORA Office Submission of Application Tracking Form received → Unity Grant ID # emailed to PI

2 weeks

prior to deadline or earlier

PI → ORA Office Submission of Grant Proposal with Unity Grant ID# → ORA Office Budget Review → ORA Office returns Budget Review to PI

PI → Peer Reviewer's Grant proposal received from PI → Reviewers' comments and Reviewer Report Form submitted by e-mail to PI → Reviewer Report form and tracked changes submitted by PI to ORA

1 Week-3 days

prior to deadline or earlier

PI → ORA Office Revised Grant Application received → Unity signature → PI/Institution sends to external agency

Timelines

Four Weeks Prior to Deadline or Earlier

   a) If a researcher plans to submit a grant, he/she should contact the ORA via email PeerReview@unityhealth.to with a completed Grant Application Document Tracking Form as a notification of application and in turn the ORA will assign a SMH Grant identification number.

   b) For each application, the Grant Application Document Tracking Form must be completed and signed by the researcher and clinical division chief if the project involves human and/or clinical resources.

   The signature of the clinical division/department chief indicates full support for the research contained in the application.

   c) The researcher must also begin i) selecting and confirming a minimum of 2 peer reviewers (including a Chair) to initiate a peer review process and ii) arranging a face-to-face meeting with the reviewers. The meeting should be scheduled a minimum of one week before the granting agency's deadline.

Two Weeks Prior to the Deadline or Earlier

a) The researcher will submit a 'ready to review' version of the grant proposal and budget to both the reviewers and the ORA.

b) The ORA will review the budgets from an administrative point of view and then advise the applicant of any required / recommended changes. If a major change (i.e., > 30%) is required to the originally proposed budget, the researcher must submit a revised budget to the ORA within 3 days after receiving the budget review comments.

One Week Prior to Deadline or Earlier

a) The researcher will have the reviewers' comments on the grant and depending on the competition, the appropriate Review Report Form is to be completed. The researcher will submit the Report along with any track changes to the ORA, by emailing everything to PeerReview@unityhealth.to. It is the responsibility of the researcher to ensure that the Reviewer Report is received at the ORA.

b) The researcher will make necessary revisions, and if revisions to the budget are required, the researcher shall submit a revised budget to the ORA at least three days prior to the external submission deadline to obtain institutional signature and/or sign-off.

Early submission is strongly recommended. The earlier the application is submitted, the more effective the process will be as there will be more reviewers to choose from, and more time to review and refine the application.

Schedule B – Reviewer Report Forms

Requirements for agencies have changed in the past year so the Reviewer Reports will reflect these changes. Schedule B includes a generic Reviewer Report that can be used for most peer-reviewed and non-peer reviewed competitions. Additionally, Specific Reviewer Report Forms have been developed for some common competitions and should be used when applying to these programs. The following forms are included in Schedule B:

1. **Generic Reviewer Report Form**
2. **CIHR Project Grant Reviewer Report Form**
3. **CFI John Evans Leadership Fund (JELF) Reviewer Report Form**

Over time, as granting agencies modify programs or introduce new competitions, Specific Reviewer Report Forms will be updated or newly developed and included in Schedule B.

1. **Mandatory Peer Review Program – Generic Review Report Form**

Part I: General Information

Reviewer 1 **(Chair)**	*Name*	*Signature*
Reviewer 2	*Name*	*Signature*
Reviewer 3 (Optional)	*Name*	*Signature*
Researcher's Name:	*Name*	*Signature*
Study Title: (as written on Grant Application)		
Full Name of Funding Agency (no abbreviations)		
Date of Meeting:		

Peer Reviewer Guidelines

The reviewers will use five criteria when assessing the grant application. These are: significance, approach, innovation, expertise and environment. Some specific points are to be considered as the following:

Academic excellence of the researcher(s)– Researchers must demonstrate:
- knowledge and expertise; and
- relevant research experience including peer reviewed publications, presentations and previous research awards or grants.

Merit of the Proposal – The proposal must show:
- state-of-art in the research field;

- originality and innovation;
- problems, relevance to healthcare;
- clarity of goal/hypothesis and scope of objectives;
- significance/impact and expected contributions to the field;
- clarity and appropriateness of methodology including potential pitfalls and alternatives;
- feasibility
- a dissemination plan that is appropriate, targeted and adequately resourced.

Budget - Researchers must show:
- appropriateness and justification of the budget; and
- special needs related to the project (e.g., collaborative activities or infrastructure costs, such as user fees).

FACE TO FACE MEETING

The review committee meeting is convened a week prior to grant agency's deadline.   If one member cannot attend the meeting a calling in to the meeting is acceptable.   One member serves as a chair and conducts the meeting with the reviewers.   The researcher introduces the proposal.   Reviewers present their critic, opinions and suggestions. After a general discussion, the Reviewer Report will be completed and given to the investigator. ***The Reviewers must ensure that their track changes have been submitted to the researcher as well.   The researcher is responsible to submit the Reviewer Form as well as the track changes to the IPR at*** PeerReview@unityhealth.to

Reviewer Comments:

Part IV: Conflict of Interest Declaration (for Reviewers)

Please confirm with by typing your name below that all contracts and any conflicts of interest (actual, apparent, perceived, or potential) relating to this project are disclosed to MPRP

2.   **CIHR Project Grant Reviewer Report Form**

Reviewer Name:	
Applicant(s):	
Title of Study:	
Date of Review:	
Does this application effectively incorporate the best practices of Equity, Diversity and Inclusion (EDI) as defined in the grant and institutional guidelines?:https://research.unityhealth.to/equity-diversity-and-inclusion/edi-resources/	Yes or No *If not, what can be done to improve the EDI component of this grant or research program?*

The purpose of this form is to provide the reviewers with CIHR Project Grant adjudication criteria. You can directly append your detailed comments to the draft proposal (using tracked changes) or summarize your comments (strengths, weaknesses of the proposal) at the end of this form. Please send your comments directly to the Principal Applicant.

- The proposal should stand alone, containing all the essential information required to support the proposed project.
- The proposal should have a maximum of 10 pages (including essential figures/tables but excluding references and supplementary figures/tables) and must adhere to the CIHR formatting requirements. Unlimited references are allowed. Supplementary figures and tables are allowed as an attachment (in Other Application Materials).
- CIHR reviewers will rate each of the three criteria on a 0-4.9 scale (see Project Grant Peer Review Manual). Then each application will receive a total score based on criteria weighting. Reviewers are expected to discuss the strengths and weaknesses of the entire application.

- ***Important Notes***
  - ➢ Applications submitted to the **randomized controlled trial (RCT) committee** must follow the specific RCT evaluation criteria and headings.
  - ➢ Commercialization projects submitted to the **Commercialization committee** must include both Research and Technical plan and Commercialization plan and follow specific criteria.
  - ➢ Applications submitted to the **Indigenous Health Research (IHR)** committee should consider specific guidelines as shown below.

Sub-criterion 1.1: Significance & Impact of the Research (25%)

This criterion is intended to assess the quality of what is being proposed, the value of the anticipated project contributions, and any advances in health-related knowledge, health care, health systems, and/or health outcomes.
 	
• **Is the project idea creative?**
    o The project idea is among the best formulated ideas in its field, stemming from new, incremental, innovative, and/or high-risk lines of inquiry; new or adapted research and knowledge translation/commercialization approaches/methodologies and opportunities to apply research findings nationally and internationally.
• **Is the rationale of the project idea sound?**
    o The project rationale is based on a logical integration of concepts.
• **Are the overall goals and objectives of the project well-defined?**
    o The goal states the purpose of the project, and what the project is ultimately expected to achieve.

- o The objectives clearly define the proposed lines of inquiry and/or activities required to meet the goal.
  - o The proposed project outputs (i.e., the anticipated results of the project) are clearly described and aligned to the objectives.
- **Are the anticipated project contributions likely to advance health-related knowledge, health care, health systems and/or health outcomes?**
  - o The context and needs (issues and/or gaps) of the project are clearly described.
  - o The anticipated contribution(s) are clearly described, and should be substantive and relevant in relation to the context of the issues or gaps.
  - o The anticipated contribution(s) are realistic, i.e., directly stemming from the project outputs, as opposed to marginally related.

IHR committee considerations: The proposed research must be relevant to First Nations, Inuit and/or Métis priorities and have the potential to produce valued outcomes from the perspective of First Nations, Inuit and/or Métis participants and Indigenous peoples more broadly.

Sub-criterion 2.1: **Approaches and Methods (50%)**

This sub-criterion is intended to assess the quality of the project's design and plan; including how and when the project will be completed.

- **Are the approaches and methods appropriate to deliver the proposed output(s) and achieve the proposed contribution(s) to advancing health-related knowledge, health care, health systems, and/or health outcomes?**
  - o The **research and/or knowledge translation/commercialization** approaches, methods, and/or strategies should be well-defined and justified in terms of being appropriate to accomplish the objectives of the project.
  - o Opportunities to maximize project contributions to advance health-related knowledge, health care, health systems and/or health outcomes should be proactively sought and planned for, but may also arise unexpectedly.
- **Are the timelines and related deliverables of the project realistic?**
  - o Timelines for the project should be appropriate in relation to the proposed project activities. Key milestones and deliverables should be aligned with the objectives of the project, and be feasible given the duration of the project.
- **Does the proposal identify potential challenges and appropriate mitigation strategies?**
  - o Critical scientific, technical, or organizational challenges should be identified, and a realistic plan to tackle these potential risks should be described. An exhaustive list is not expected.

IHR committee considerations: In addition to demonstrating scientific excellence (Western, Indigenous, or both), the proposed research approaches and methods must respect Indigenous values and ways of knowing and sharing, and abide by *Tri-Council Policy Statement Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada* and/or Indigenous partnering

community/organizational ethical guidelines or clearly explain why other guidelines have been developed and agreed upon with the study governance body.

Sub-criterion 2.2: **Expertise, Experience and Resources (25%)**

An estimate of the **number of hours per week (contribution) for each applicant** working on the project should be provided.

This sub-criterion is intended to assess the appropriateness of the complement of expertise, experience, and resources among the applicants (Nominated Principal Applicant, Principal Applicant(s) and Co-Applicant(s)), and their institutions/organizations, as it relates to the ability to collectively deliver on the objectives of the project.

- **Does the applicant(s) bring the appropriate expertise and experience to lead and deliver the proposed outputs and achieve the proposed contribution(s)?**
  - o The applicant(s) should demonstrate the combined expertise and experience needed to execute the project (i.e., deliver the proposed outputs as well as achieve the proposed contribution(s)). The roles and responsibilities of each applicant should be clearly described, and linked to the objectives of the project.
- **Is there an appropriate level of engagement and/or commitment from the applicant(s)?**
  - o The level of engagement (e.g., time and other commitments) of each applicant should be appropriate for the roles and responsibilities described.
- **Is the environment (academic institution and/or other organization) appropriate to enable the conduct and success of the project?**
  - o Project applicants should have access to the appropriate infrastructure, facilities, support personnel, equipment, and/or supplies to:
    - ▪ Carry out their respective roles; and
    - ▪ As a collective, manage and deliver the proposed output(s), and achieve the proposed contribution(s).

IHR Committee considerations: Appropriateness of the team based on their overall scientific experience (Western, Indigenous, or both) and skills as well as their Indigenous community-based research experience, track record, relevance of past experience, including expertise related to Indigenous lived experience(s).

Other components of the application

- 1 page summary (3500 characters including spaces)
- CVs & Most Significant Contributions: *as part of the assessment (sub-criterion 2.2)*
- Response to Previous Reviews (2 pages)
- Budget

Other comments (e.g., **Summary, Budget, CV, Summary of Progress, Response to Reviewers**):
The budget assessment will not be factored into the scientific assessment of the application. Reviewers will be required to determine if the budget requested is realistic and appropriate to support proposed research project. Reviewers may recommend that the budget remain as requested or recommend an

adjusted amount. If a reviewer adjusts the budget, he/she will be required to provide comments to justify their recommendation.

3. CFI John Evans Leadership Fund (JELF) Reviewer Report Form

Reviewer Name:	
Applicant(s):	
Title of Study:	
Date of Review:	

Please email this form to the Principal Applicant.

☐ ***The purpose of this form is to provide the reviewers with CFI JELF adjudication criteria. You can directly append your detailed comments to the draft application (instead of using this form) and send both to the Principal Applicant.***

CFI has provided the following assessment scale:

| EX Significantly exceeds the criterion | SA Satisfies the criterion | SW Satisfies the criterion with only a few minor weaknesses | PS Partially satisfies the criterion with some significant weaknesses | NS Does not satisfy the criterion due to major weaknesses |

All JELF proposals are evaluated against five criteria (as outlined below). CFI reviewers are asked to provide a rating (e.g., *Not satisfied; Partially satisfied; Fully satisfied; Fully satisfied and exceeded in one or more key aspects*) and to justify the rating by stating the strengths and weaknesses for each criterion.

1. Research or technology development	
The proposed research or technology development activities are innovative, feasible, and meet international standards. *The applicants were instructed to address all of the following:* • *Describe the proposed research or technology development activities conducted in an area of institutional priority* • *Demonstrate the innovativeness and feasibility of the proposed activities by positioning them within the international context, describing the proposed approach and including references*	**Rating:**

Strengths:

Weaknesses:

2. Researchers	

The researchers demonstrate excellence and leadership at a level appropriate for the stage of their career. The researchers have the expertise or relevant collaborations to conduct the research or technology development activities
 	
The applicants were instructed to address all of the following:
    • Describe the researchers' track record, including scientific and technical expertise relevant to conduct the proposed abilities
    • Describe the collaborators' and partners' contributions essential to the success of the proposed activities
	Rating:

Strengths:

Weaknesses:

3. Infrastructure	

The infrastructure is necessary and appropriate to conduct the research or technology development program. In cases where the infrastructure will not be fully used by the candidate(s), the institution has developed plans to maximize its utilization within and/or outside the institution.
 	
The applicants were instructed to address all of the following:
    • Describe each item and justify its need to conduct the proposed activities
    • For construction or renovation, provide a description of the space including its location, size and nature. A detailed cost breakdown, timeline and floor plans must be provided in a separate document as part of the Finance module
    • Use the item number, quantity, cost and location found in the "Cost of individual items" table. Provide a cost breakdown for any grouping of items
    • Describe the value added of an additional award in cases where a candidate has previously received a CFI award.
	Rating:

Strengths:

Weaknesses:

4. Institutional commitment and sustainability	
The infrastructure is optimally used and sustainable through tangible and appropriate commitments over its useful life *The applicants were instructed to address all of the following:* 　　*• Present a management plan that addresses the optimal use (i.e. user access and level of use), and the operation and maintenance of the infrastructure* 　　*• Provided detailed information on operation and maintenance costs and revenue sources, including institutional commitment.* Refer to the tables in the section entitled Financial resources for operation and maintenance.	**Rating:**

Strengths:

Weaknesses:

5. Benefits to Canadians	
The research or technology development results will be transferred through appropriate pathways to potential end users and are likely to generate social, health, environmental and/or economic benefits to Canadians including better training and improved skills for highly qualified personnel (i.e. technicians, research associates, undergraduate students, graduate students and post-doctoral fellows). *The applicants were instructed to address all of the following:* 　　*• Briefly describe potential socio-economic benefits, including better training and improved skills for highly qualified personnel* 　　*• Outline the knowledge mobilization plan and/or technology transfer pathways, including partnerships with end users*	**Rating:**

Strengths:

Weaknesses:

Recommendation, budget and general comments	
The reviewer recommends funding	Yes or No

The reviewer recommends funding for all budget items	Yes or No
If applicable, budget items that should not be funded	
General comments on the proposal:	

Schedule C – How to submit Grants at Unity Health Toronto

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Office of Research Administration Submitting Grants – Information Sheet

Submitting Grants to the ORA

(Please note that this does not replace the IPR Policy but clarifies requirements and timelines)
All Grants are to be submitted to the ORA for review. There are no exemptions.

All grants are reviewed:

- Whether or not there is a budget.

- Whether the grant is going through the Mandatory Peer Review Process or not.

- Where the investigator is the lead and an institutional signature is either **required, not required or is an electronic submission.**

- Where Graduate Students and Postdoctoral Fellows are applying and an institutional signature is either **required, not required or is an electronic submission.**

- Investigator is the lead and is working with Funding & Awards Office of the VPR. (Includes grants such as Genome, CIHR, CFI etc.)

Minimum Timelines to Ensure Proper Review

Four weeks before Grant Application Deadline the Document Tracking form must be emailed to PeerReview@unityhealth.to

Two weeks before Grant Application Deadline the following documents must be submitted.

- Draft protocol and budget to be emailed to Marianna.Betro@unityhealth.to
- Draft protocol and budget to be emailed to Reviewers if grant is following the MPRP.

Three business days before Grant Application Deadline:

Signature page must be emailed to Marianna.Betro@unityhealth.to to ensure signature can be obtained before the deadline. Timeline of three business days applies to all electronic submissions and approvals to Grants.gov.

CIHR – For all competitions that require electronic approval, the Internal Hospital Deadline for Submissions to ResearchNet will be 10 AM on the same day as the competition deadline.