

**University Delegates Meeting
June 2nd, 2022 – 12:30-1:30pm (EDT)
Meeting Minutes**

Chair: Adrian Mota - Associate Vice-President, Research Programs (Operations)

Moderator: Allison Jackson – Director General, Operations Support

1. Project Grant Competition Update

Spring 2022 Project Grant Competition - Important Dates

Peer review meetings	May 16 to June 10, 2022
Notice of Recommendation	June 30, 2022
Anticipated Notice of Decision	July 14, 2022
Funding Start Date	October 1, 2022

The Chair provided an overview of the Spring competition timelines as well as an update on the upcoming Fall competition deadlines and explained that peer review will remain virtual for the Fall competition. The Chair also urged members to participate in the recently sent survey regarding preferences for either hybrid, face-to-face or virtual options for peer review for future competitions.

Fall 2022 Project Grant Competition - Important Dates

Competition Launch	July 5, 2022
Registration deadline	August 17, 2022
Application deadline	September 14, 2022

2. Funding Opportunities

The Chair provided a tentative date for funding opportunities coming out in July. The Chair also mentioned that CIHR will be providing applicants with clearer instructions regarding formatting of FOs. A list of funding opportunities released in May 2022 can be found in section 4 of the presentation.

3. Question and Answer

1. Q: Will CIHR be looking at changing / standardizing the summary of progress documents?

CIHR will work on clarifying the instructions around completing the summary of progress. CIHR asked that, if University Delegates are advising applicants on completing the summary of progress, they should remind them not to add figures and tables to the document.

2. Q: Clinical trials: Can trials be completed in 3 years?

Through the Budget 2021 investment, CIHR received three years of funding for the Clinical Trials fund. While it is possible to secure grant funding for 4 or 5 years, applicants should ensure that their grant application addresses the competition's evaluation criteria.

3. Q: In the last competition some applications included responses to reviews without including the reviews themselves. Many reviewers had read them, expecting the original reviews to come after. Is it possible to make this a "required" upload (the original reviews) before people can add their response to reviews?

A: CIHR's instructions are clear: Applicants responding to previous reviews need to upload all the reviews received for the original application. Applicants are not required to *respond* to all comments in the previous reviews, but if they are addressing at least one review, then all previous reviews must be uploaded with their current application. Reviewers are instructed not to read review responses unless all previous reviews are included. Going forward, CIHR will look at ways to ensure compliance with this policy (e.g., asking Contact Centre staff to double-check application packages for completeness).

4. Q: Can a proposal submitted to the January Transitions in Care competition be submitted to one of the clinical trial competitions?

The inquirer was directed to the CIHR Contact Centre for questions related to eligibility.

Q: Can CIHR release a timeline of when Data Management Plans (DMP) will be required for funding opportunities, especially Project Grant?

A: CIHR is planning to expand the requirement for DMPs over the coming years, with the intention that DMPs will be required for applications to all strategic funding opportunities by spring 2024 and in Project Grant by fall 2024. CIHR will be engaging with applicants, peer reviewers and other stakeholders on this topic in the future and may adjust the implementation timeline as appropriate pending feedback from the community.

4. Adjournment

The University Delegates meeting concluded at 1:17 pm EDT. The Chair thanked Network members for their participation. The next meeting of the University Delegates is scheduled to take place on July 7th, 2022.

Please reach out to the UD Support team by email, or to a member of the UDAC, with questions or topics for future UD meetings.