

## WHRI CATALYST GRANT SUBMITTING YOUR APPLICATION

### FREQUENTLY ASKED QUESTIONS

**1. What type of document should be uploaded to the online system?**

Please upload a single Pdf

**2. I have multiple documents. How do I combine them into a single pdf?**

Acrobat Pro is the best tool but requires a subscription. If you don't have a subscription, you can try one of these free tools!

<https://www.pdfmerge.com/>

<https://combinepdf.com/>

<https://www.wikihow.com/Merge-PDF-Files>

**3. I made a mistake and want to resubmit my application. How can I do that?**

Prior to the deadline, you can go back in to the application and remove/upload a new application. You can do this as many times as you like, even after you have pressed 'submit'. A link will have been sent to your email the first time you submitted.

After the deadline, we will NOT be able to accept any changes to your application.

**4. My full application is not exactly the same as my LOI. Is that ok?**

You are free to make minor changes to the details of project for example, changes to the abstract wording, title adjustments; however, the expectation is that you will submit the same project.

Please note that the list of co-investigators should NOT change (i.e., no new additions) between the LOI and the full application submission. Conflict of interest declarations for grant reviewer assignments are based on the project team members listed in the LOI submission.

**5. Can my cover page be more than one page?**

No.

**6. Can the abstract/summary spill over onto a second page?**

No. Everything listed above must be included in the first cover page.

**7. What format must the references be in?**

Any format that allows reviewers to be able to find the paper efficiently and accurately.

**8. I forgot to put in a Letter of Intent can I still put in a Grant Application?** No. LOIs are required to submit a Catalyst Grant.

**9. Is the letter of institutional support mandatory?**

Yes.

**10. Can I use any form of CV?**

No. You must use either the [CIHR Project Biosketch](#) or the [CIHR Tri-Agency CV](#) format for the PI and Co-Investigators. Note that if your research team includes any of the following types of Co-investigators, the [CIHR Applicant Profile CV](#) format can be chosen instead (if preferred): patient partners, community partners, knowledge users and international academics.

**11. What is a CCV?**

Follow the link to the Canadian Commons CV (<https://ccv-cvc.ca/>) and allow ample time to complete your CV using this platform. Once you have created a login, please choose either the CIHR Project Biosketch, CIHR Tri-Agency or CIHR Applicant Profile format (as applicable – see question 10 above) for submission.

**12. Can my proposal (section B) be longer than 4 pages?**

No. Any extra pages will be removed.

**13. Do I need to use headings in my proposal?**

Headings are recommended.

**14. Can I use Times New Roman?**

No please adhere to the formatting instructions, Arial font (regular) minimum 11 pt. Single-spaced text with 2 cm margins on letter sized paper ( 8.5 by 11”).

**15. What is important to include in my proposal?**

Please read the evaluation criteria carefully, especially with respect to how the research focus is innovative and relevant to women's and/or newborn health in BC.