

Before You Submit: A Self-Evaluation

For all external grants (Tri-council etc) we have internal deadlines to submit to the Research Office. These are normally **TWO WEEKS AHEAD OF THE EXTERNAL DEADLINE**. The entire application must be submitted for review in order to forward to the agencies on time. If you are requesting teaching releases as part of your grant you must talk to your Dean. The Research Office does not authorize teaching releases.

1. Knowledge Mobilization:

Have you included KM/KT activities beyond publication and conferences?

The Tri-council agencies expect knowledge mobilization plans beyond the traditional journal publications and conference presentations. The U of W can help you create a KM plan that will satisfy these requirements but it is best if you do not leave this to the last minute. Integrating your KM into the project plan from the beginning is necessary. For help with your KM plan please contact Jill Condra, Program Officer Research Partnerships (j.condra@uwinnipeg.ca) as early as possible.

2. Equity Diversity and Inclusion:

Have you included where applicable:

- **A specific statement that identifies barriers to EDI specific to the context of your research; and**
- **A second statement that describes how you will work to eliminate barriers?**

Increasingly, Tri-council funders are looking for specific statements that demonstrate a researcher's awareness of barriers to EDI and a concrete commitment to eliminate or reduce them. Read the instructions carefully or contact the research office to identify where you should put these statements. Depending on your funder, it may be requested as part of your HQP/student training plan or philosophy, or it may be directly requested (e.g., by CIHR). Please contact the Research Office if you would like help creating a suitable statement.

3. Publication/Open Access:

Have you shown how you will meet the Tri-council Open Access Policy?

There are two main ways to make sure your published results are openly accessible to the public within 12 months:

- **Identify a fully Open Access or a hybrid journal to publish in. Check the cost (Article Processing Charge) to make your article available OA.** These are often thousands of dollars, so be sure to include them in your grant request. Through Library consortial agreements, we get a discount on certain publishers (e.g., Sage, Cambridge, Taylor & Francis).
- **Publish in a non-OA journal that allows deposit in WinnSpace (our institutional Repository) within 12 months.** To check a journal's self-archiving policy, you can look them up on SHERPA/RoMEO.

Note that some journals charge publication-related fees regardless of whether the articles are open access. Please contact Brienne Selman if you have questions about Open Access, costs, or require help identifying suitable journals.

4. Budget

Have you provided a detailed breakdown of your expenses in your budget justification?

In order to maximize your chances of full funding, please provide complete and detailed breakdowns of expenses in your budget justification. As a general guideline, please base all cost estimates on real data/quotes such as actual flight prices, the PSAC rates for research assistants,

and list exactly what you will need to purchase with the funds and actual prices available at the time of application. The more details you can provide the better.

Have you checked your calculations by hand/with a calculator?

Be sure to double or triple check your budget justification amounts with what you enter into the forms for budgets. These must match, so before you submit your proposal, please ensure you have reviewed your calculations manually.

5. Data Management

Have you completed a Data Management Plan and shown how you will meet the new requirements for data deposit?

In June 2018, the Tri-Agencies released a DRAFT Research Data Management Policy for public consultation, with anticipated launch in Spring 2020. The draft policy currently states that:

- “**All grant proposals submitted to the agencies should include methodologies that reflect best practices in research data management.** The agencies encourage grant applicants to **complete data management plans (DMPs)** as an essential step in research project design.”
- “**Grant recipients are required to deposit into a recognized digital repository all digital research data, metadata and code that directly support the research conclusions...**The agencies encourage researchers to **provide access to the data** where ethical, legal, and commercial requirements allow, and in accordance with the standards of their disciplines. Whenever possible, these data, metadata and code should be linked to the publication with a persistent digital identifier.”

We recommend that all researchers prepare data management plans and consider data deposit options. To book a one-on-one DMP consultation, or for related RDM support, please reach out to Jaime Orr, RDM Librarian, at j.orr@uwinnipeg.ca or 204-786-9035.

6. Support Letters

Have you obtained letters of support for all in-kind and cash contributions from the University of Winnipeg and/or your partners?

We recommend confirming with the Research Office what letters of support will be required for your application. Most applications involving partners require letter of support that outline clearly what financial and in-kind support they will contribute. These letters must come from the person at the organization with authority to make financial commitments. It does not hurt to ask for them early and have them on file, even if they are not required.

Partner Support Letters should include:

- A description of the partner’s general support for the project
- A statement of how the project goals align with the goals of the partner organization
- A description of the partner’s anticipated role in the project and what their contribution/role will be in ensuring the project’s success
- A complete breakdown of cash and in-kind supports

7. Compliance

Does your project require ethical/biohazard/radiation safety/other certification before you submit?

Ensure enough time to:

- Obtain full University-level approval certification (allow up to 6 weeks for review);
- Obtain other institutional approvals if your application involves more than one institution; and
- Obtain regional/Provincial permits where required (e.g., wildlife permits, Northern research permits)