The following guidelines will assist you when completing your application form and project description for the Early Career Researcher Grant. **Please see page 4 for the evaluation criteria.**

Please carefully read the eligibility and evaluation criteria, and make sure that you demonstrate clearly how you meet these criteria. For any enquiries, please contact caire@bcchr.ca.

Application Form – Lay Abstract

Max – 500 words

- Introduction
- Aim(s)
- Methods
- Expected Results
- Significance of Results

Application Form – Relevance to CAIRE's mission

Max – 500 words

Describe how your project aligns with CAIRE's mission to build the scientific foundation of optimal immunization programs.

Attachment 1 – Project description

Max – 3 pages

Please note that these are suggestions for items you should consider to help you formulate your application. Some may not be relevant, depending on the nature of the project.

Background

- What is already known about this subject?
- What is/are the research gap(s) and unmet clinical need(s)
- How will your study address these gaps?

Aims and objectives (address as most relevant to your project)

- What is/are your specific research question(s)?
- What is the overall Objective and Specific Aims of the study?
- What is your Research Hypothesis?

Methods

Points to consider when writing this section (depending on nature of study):

- How will you answer your research question?
- Research Design – What is the study type?
- Study population/participants
- Recruitment strategies
- Clinical studies: include description of recruitment methods, study procedures to be performed to participants
- Sample size calculation, if relevant
- Recruitment
- Explicit Inclusion/exclusion
- Materials Used: Tools, instruments, equipment
- Specify any relevant and/or unfamiliar definitions
- Data analysis plan
- What are the potential risks/challenges of your project and what are your mitigating strategies? I.e. how might it go wrong and what strategies do you have in place if this happens?

Timeline (including proposed start date)

Please list the various study activities and indicate when the study activities will be taking place.

Budget (in CAD)

Applicants should provide clear details in a table as to how CAIRE funds are being used and also a summary of funds from elsewhere being used to fund, the entirety of the project, including both salary and non-salary costs.

Ethics/feasibility (as relevant)

- Are there any issues around consent and ethics?
- Any concerns about adequate recruitment?

Expected outcome and impact

- Who will use this information and how?
- Consider all possible end-user groups, including clinicians, other researchers, the public, policy makers, etc.

KT plan / EDI considerations

- Describe your plan for making potential knowledge-user audiences aware of the knowledge that is gained during a project, and how EDI considerations are included in research design and research team/environment.
- Please include how you plan to include groups who have historically and continue to face barriers to research and healthcare.

Attachment 2 – CV

Please attach your CV ([CCV CIHR Biosketch](#)), including:

- Current position and dates
- Academic history, including highest degree/qualification
- Employment history
- Operating grants
- Publications
- Awards and distinctions

Attachment 3 – Letters of support

You should include up to two letters of support (one page maximum per letter) – please note the relevant evaluation criteria for more guidance regarding content. The letters of support should include statements on (1) your record of accomplishment and potential for research excellence, and (2) the proposed project, highlighting its value, novelty, and significance.

Applicants should also submit an institutional letter (one page maximum) from their department head confirming their status as an ECR.

When complete, please email your application and supporting documents to caire@bcchr.ca.

Evaluation Criteria

CRITERIA	GRADE
Alignment with CAIRE objectives. Based on 500 word submission in application form.	
Relevance to CAIRE's mission • Alignment of the proposed activities with CAIRE's mission to build the scientific foundation of optimal immunization programs.	Yes/No
Project Description. Based on background, aims and objectives, methods, timeline, ethics/feasibility, expected outcome and impact, KT plan, EDI considerations.	75 points
Research Impact • Demonstrates the anticipated impact and outcomes of the proposed research. • Potential that the proposed research identifies and responds to knowledge and evidence gaps in the field. • Proposed research has a strategic emphasis on public health needs and priorities. This can span across all vaccines and all age groups.	/10
Research Approach • Clarity, scientific merit and originality of the research questions, objectives, design and methodology. • Inclusion of relevant, multidisciplinary stakeholders and research partners (e.g., communities impacted by research, healthcare providers, and public health professionals). • Identify proposed research's limitations and plans to mitigate difficulties encountered in the research process.	/35
Knowledge Translation • Quality and appropriateness of knowledge translation plans, engaging in activities for the duration of the grant.	/10
EDI Considerations • EDI considerations are included in research design and research team/environment. • Dissemination activities should include groups who have historically and continue to face barriers to research and healthcare.	/10
Ethics & Feasibility • Feasibility and appropriateness of the proposed activities to address the research questions.	/10
Research Excellence. Based on CV and letters of support.	25 points
Research Excellence • Applicant's qualifications and record of accomplishments to be able to conduct the proposed research. • Evidence of excellence during postgraduate activities (e.g., prizes, presentations, publications etc.) • Well-articulated how grant will contribute to career progression and goals.	/25
Total Score	**/100**