**THE INFORMATION FOR THIS SECTION (PART B) IS TO BE SUBMITTED BY THE APPLICANT AS A STAND-ALONE DOCUMENT. IT SHOULD NOT BE COMBINED WITH PARTS A OR C, AND SHOULD NOT INCLUDE ANY IDENTIFIYING INFORMATION SUCH AS INVESTIGATOR NAME(S)/LOCATION(S), STUDY FACILITY NAME/LOCATION, PERSONNEL LOCATION, PATIENT RECRUITMENT LOCATION, ETC.**

**PART B – PROJECT DESCRIPTION and BUDGET**

**B1. PROJECT DESCRIPTION**

To ensure readability and fairness, the Project Description **must be formatted in a font size of 12-point, black type. Do not use condensed/narrow font sizes, type density, or line spacing.** Smaller text in tables, charts, figures, and graphs is acceptable, as long as it is legible when the page is viewed at 100%. **Page margins should be no less than 2 cm (3/4 inch). DO NOT include identifying information in the project description (eg. study performed at XX Hospital; patients recruited from a clinic in [city], etc**.).

In **3 pages or less**, describe your research project. While the form and order of presentation of the material may vary according to the nature of the project and in the interests of clarity, the following must be included:

* Project Title.
* The problem or subject to be researched. Define the problem clearly and concisely, providing any background information essential to understanding the importance of the work. Include a statement of the potential significance, future use, relevance or application of the results.
* The hypotheses or theoretical framework. The choice of methodology, data to be collected, the structure and procedure of experiments, analysis to be done, are all to some extent based on assumptions, theoretical considerations or hypotheses. A statement of these is essential to understanding the proposal.
* Set out and describe the methods and procedures that will be used (how the research will be done), the sequence of events, the resources required, personnel, facilities, equipment, materials, etc., which are included in the budget.
* Describe the outcomes to be used. An essential research instrument, such as a questionnaire, if constituting the basis of the proposed research, must be appended.
* Provide details of the analysis plan (statistical tests to be employed).
* Include references in the description, where appropriate, to similar or related work. If the field is largely untouched, this should be indicated.

For clarity, a narrative style should be used with headings. **Please note the project description must not exceed 3 pages. Note that one additional page, to a maximum of 4 in total, may be added for references only if needed.**

**BUDGET DETAILS**

Budget should be very clear with no capital costs. Costs such as exercise equipment, fitness trackers, etc. are ineligible for funding. Expenses for travel, for the purchase of personal computers, or for indirect or overhead costs (such as heat, lights, etc.) are also ineligible. **DO NOT include identifying information such as location of study/personnel/equipment, etc.**

Please refer to the Community Innovation Award Guidelines document for additional details.

**PROJECT TITLE:**

**B2. BUDGET SUMMARY:**

Personnel:

Materials/Equipment/Services:

TOTAL GRANT REQUEST:

Include one paragraph justifying the budget to provide the reviewers with an improved understanding as to how the money provided by the Community Innovation Award will allow the investigators to complete their research project.

**B3. PERSONNEL COSTS**

**DO NOT include identifying information** (eg. hourly rate at XX Hospital, etc.)

Employee 1 – Classification / Job Title:

Rate: $ /hour x hrs/week x weeks + 10% Benefits $

Total: $

Rationale for the hourly rate:

Work Performed/Service Provided:

**B4. EQUIPMENT, MATERIALS, SERVICES**

Add detail here. **DO NOT include identifying information.**