

Additional guidelines and considerations

The research activities must:

- meet relevant legal requirements for protecting researchers, human subjects, the health and safety of the public, and the welfare of lab animals;
- comply with relevant university and granting agency policies, regulatory, or legal requirements that relate to the conduct or reporting of research and scholarly activity; and
- be conducted under appropriate approvals, permits, or certifications.

The successful candidate will have the following minimum qualifications:

- One (or more) senior investigator(s) with a PhD in a relevant discipline;
- demonstrated experience in research design and analysis appropriate to the scope of work;
- demonstrated expertise of Quebec military, Veteran and families landscape, including existing services and programming;
- a faculty appointment at one of CIMVHR's Canadian Partner Universities; and
- must be able to meet project deliverables within stated timelines.

Application formatting

Following the instructions below in preparing your application:

- Use clear language and avoid technical jargon, ensuring that a lay audience understands the technical terms.
- The application must be a maximum of 10 pages, including graphs and images (as appropriate), and written in English.

Expenditures

- As a general guideline, expenses that qualify for tri-council funding would be appropriate and eligible for this initiative. Consideration will be given to projects that seek funding to support highly qualified personnel (HQP) involved in the proposed research.
- Please note: Generally, indirect or overhead research costs are considered ineligible expenditures.

Reporting requirements

Generally, funding will be released on a quarterly basis pending satisfactory progress and reporting, which will include:

1. Submission of a lay summary with first quarterly report
 - Guidelines for preparing a lay summary are available at:
<https://cimvhr.ca/forum/resources/WritingTheLaySummaryBasics.pdf>



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Canadian Institute for Military
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- The summary should not be longer than 150 words, should be written in clear, plain language, and should be written in non-technical terms that can be clearly understood by reviewers/readers with various areas of expertise.
 - This summary will be used by TPL and CIMVHR for promotion and dissemination.
2. Milestone reporting
 - Submission of **quarterly research progress reports** (template to be provided), which should be written in lay language; and
 - Submission of a **final report**, which will outline the recipients' contribution to the enhancement of the health and well-being of Canadian military, Veterans, and their families.
 3. Acknowledgement of CIMVHR and TPL as sources of funding in all presentations and publications related to the research project.
 4. Presentation at CIMVHR's annual Forum. Please note: registration, travel, and accommodation expenses are to be included within all research proposals as additional funds are not provided for Forum participation.
 5. Publication of project in the Journal for Military, Veteran and Family Health (JMVFH) or other academic-led journal. Researchers will also be encouraged to seek opportunities to collaborate with other CIMVHR researchers on at least one publication related to their area of research.