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**The International Research Initiative on  
Adaptation to Climate Change**

**Letter of Intent Instructions and Application Form**

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**The Canadian Institutes of Health Research (CIHR):  
Institute of Aboriginal Peoples' Health  
Institute of Human Development, Child and Youth Health  
Institute of Population and Public Health  
Ethics Office**

**International Development Research Centre (IDRC)**

**Natural Sciences and Engineering Research Council of Canada (NSERC)**

**Social Sciences and Humanities Research Council of Canada (SSHRC)**

**October 2009**

## HOW TO SUBMIT

**By no later than January 7, 2010, email the LOI Application to [iriacc@idrc.ca](mailto:iriacc@idrc.ca)**

From: (one principal investigator/co-director)

To: [iriacc@idrc.ca](mailto:iriacc@idrc.ca)

CC: (the other principal investigator/co-director) + institutional signatories

Subject: IRIACC Application Submitted by (Name of principal investigators/co-directors, e.g. Lopez and Smith)”

Attachments:

1. Lopez\_Smith Application.pdf
2. Lopez\_Smith Section B signatures.pdf (or an image file)

Message:

Please find attached our application

All emails received will be sent a reply email confirming receipt.

## CONTACTS

Questions relating to the completion of this application should be emailed to: [iriacc@idrc.ca](mailto:iriacc@idrc.ca)

For questions of general relevance, responses will be prepared and posted at:

- [www.idrc.ca/iriacc](http://www.idrc.ca/iriacc)
- [www.crdi.ca/iriacc\\_fr](http://www.crdi.ca/iriacc_fr)

The identity of those submitting questions will not be made public.

## INSTRUCTIONS FOR COMPLETING SECTIONS OF THE APPLICATION FORM

Format:

The Application Form must be submitted in Word or PDF format using the following specifications:

- paper size (Letter) on 8 1/2" X 11" (21.5 cm X 28 cm)
- single-spaced, with no more than six lines of type per inch
- body text in a minimum 12 pt Times New Roman font
- all margins set at a minimum of 3/4" (1.87 cm)
- place surnames of principal investigators/co-directors in the top right header of every page
- number pages in the bottom right footer of every page
- only submit the Application Form (not the instruction pages), beginning with Section A and ending with Annex 2. Section B needs to be included in the Application Form but the signature blocks do not need to be signed (see instructions in Section B below).

Instruction page: Not to be included in submitted application

Canada

## Section A: Summary of Proposed Research Program

In plain language and using active verbs, your abstract should describe the: program objectives; scientific and socio-environmental contexts in which the research, training and applications will be conducted; and its relevance.

## Section B: Lead Applicants and Organizations

Principal Investigators/Co-Directors are responsible for the intellectual direction and administration. Given the multi-site nature of the research program, it is expected that teams will have one co-director based in Canada and one in another eligible country, and they will be responsible for research administration in their jurisdictions.

Lead administering organizations are accountable for grant agreements in their jurisdictions. In Canada, lead administering organizations must be eligible to administer CIHR, NSERC or SSHRC funds. IDRC will undertake an institutional assessment of the proposed lead administering organization in the low or middle income country. If IDRC does not have current and complete corporate and financial protocol documentation, IDRC will request this information from the lead administering organization before issuing a grant agreement.

The signatures blocks in Section B must be signed, dated and scanned to a separate document. Print Section B, obtain required signatures, scan Section B and save to either a PDF or an image file. Attach this document to your email when submitting your application. This is the preferred method. If you do not have access to a scanner, you may fax Section B to (+1 613) 234-7457, attention IRIACC / IPS.

## Section C: Definition of Terms for Team Members

Co-applicants are defined as individuals who make a significant contribution to the intellectual direction of the network, in the conduct of the research, training and knowledge mobilization, and who may also have some responsibility for financial aspects of the project. Co-applicants may be based at universities, teaching hospitals, or not for profit organizations. Eligible costs associated with their contribution to the program may be covered from the budget.

Partners are non-academic organizations that support the network and are expected to benefit from their participation and the research emerging from the network. Partners are expected to contribute organizational and intellectual resources to the project. They may also appoint an individual to the research team to act as a collaborator.

Collaborators may play various roles in the project (e.g., setting the intellectual direction, implementation, knowledge mobilization and translation). Collaborators are self-funded.

## Section D: Research Program Description

This section should be organized using headings A-D below. The description should address the listed bullet points and take into account the selection criteria listed in the Request for Application document.

A. Summary of the program of research:

- Describe the general objectives and scientific merit of the program in relation science, knowledge, policy and practice gaps/opportunities
- Detail each research project/theme, including topics, research questions, and training plans. For each research project/theme list thematic leader(s)
- Explain the rationale for selection of research sites in Canada and in the low and middle income country
- Describe how the research program integrates at least two of the following research fields: 1) natural sciences and engineering, 2) social sciences and humanities, 3) and health sciences.

B. Relevance and alignment with RFA objectives

- How does the program of research address the Goal and Objectives in the Request for Application document
- What are the interests of partners and wider stakeholders in Canada and in the low or middle income country, and how might this research program advance those interests
- Discuss the means and objectives of the knowledge mobilization and translation strategy

C. Team composition and competence

- Explain the rationale for the selection and expertise of team members in Canada and in the low or middle income country
- Describe how partners in the network will be involved in the research program and at what stages
- Mention relevant previous or ongoing collaborations among team members

D. Leadership, management and coordination

- Describe the research management experience of the principal investigators/co-directors
- What management, communication and governance strategies will be deployed to address network coordination challenges and external linkage opportunities
- Explain briefly who will be involved and the process for developing the full research proposal, should your proposal be invited to develop a full research application.

Section E: Composition of Researchers and Students by Research Field

This section is for researchers and students in Canada. The two tables provide quantitative indicators of the composition of the team and the research field each member represents.

In estimating the number of student training opportunities, assume that the global budget will not exceed \$2.5 million over 5 years. Half of this amount will likely be available to the Canadian team. There is no minimum or maximum number of students, and cost per student training in Canada will follow CIHR, NSERC and SSHRC guidelines.

Information collected in Sections A, D and E will assist the adjudication committee recommend a pool of high quality applications at the LOI stage that take advantage of the opportunity available in this competition for researchers and students from different research fields to collaborate.

Please note that team members located outside of Canada are not required to complete Section E. It is expected, however, that international members will bring disciplinary diversity to the team.

### Section F: Budget for Development Grant

Only applicants that are invited to develop a Full Research Grant application will be required to submit a development grant budget (for up to \$30,000 Canadian dollars). Following notification of results from the LOI adjudication process, the Canadian principal investigator will be contacted and required to submit the development grant budget within five business days. Section F is included in this LOI application form to indicate that a complete application will eventually include a development grant budget but only those invited to develop a full research grant application will be required to submit that information.

<b>APPLICATION CHECKLIST</b> (ensure that all sections are completed fully).		
<b>SECTION A: SUMMARY OF PROPOSED RESEARCH PROGRAM</b>		
	General information	Y
	Abstract of research program (maximum 250 words)	Y
<b>SECTION B: LEAD APPLICANTS AND ORGANIZATIONS</b>		
	Signatures of principal investigator and authorized signatory (low or middle income country)	Y
	Signatures of principal investigator and authorized signatory (Canada)	Y
<b>SECTION C: TEAM COMPOSITION</b>		
	Co-applicants	Y
	Partners	Y
	Collaborators	Y
<b>SECTION D: RESEARCH PROGRAM DESCRIPTION</b>		
	Research program description (not to exceed 10 pages)	Y
<b>SECTION E: COMPOSITION OF RESEARCHERS AND STUDENTS BY RESEARCH FIELD</b>		
	Completed tables	Y
<b>SECTION F: BUDGET FOR DEVELOPMENT GRANT</b>		
	To be completed at a later date and by invitation only	Y
<b>ANNEXES:</b>		
	One page bibliography (not to exceed 1 page)	Y

Instruction page: Not to be included in submitted application

	CVs principal investigators and listed co-applicants (each CV not to exceed 5 pages)	70
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**SECTION A: SUMMARY OF PROPOSED RESEARCH PROGRAM**

**GENERAL INFORMATION**

Program title:

Name of the Principal Investigator / co-director (based in an eligible low or middle income country):

Name of the Principal Investigator / co-director (based in Canada):

Program duration (in months):

Countries in which research will take place:

- 1) Canada
- 2) (list others)

List 10 keywords that best describe the research program:

**ABSTRACT OF RESEARCH PROGRAM (250 words)**

**SECTION B: LEAD APPLICANTS AND ORGANIZATIONS**

**PRINCIPAL INVESTIGATOR/CO-DIRECTOR (based in an eligible low or middle income country)**

Name (first, LAST):

Mailing address:	Building, Suite (optional):
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	Number and Street or PO Box:
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	District, City:
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	Province/State:
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	Country:
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	Postal Code:
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Telephone number (include country and area codes):

Facsimile number (include country and area codes):

E-mail address:

**LEAD ADMINISTERING ORGANIZATION**

a) Legal Name:

Mailing address:	Building, Suite (optional):
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	Number and Street or PO Box:
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	District, City:
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	Province/State:
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	Country:
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	Postal Code:
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Telephone number (include country and area codes):

Facsimile number (include country and area codes):

E-mail address:		
<b>SIGNATURES</b>		
Signatures verify that this application has been developed in accordance to policies of your organization, and persons and organizations listed in this application have agreed to participate in this application. Moreover, the undersigned accept the terms and conditions as outlined in the IRIACC Request for Applications document.		
Name of principal investigator/co-director:	Job Title:	Signature:
Name of person authorized to sign for institution:	Job Title:	Signature:
Date:		

<b>PRINCIPAL INVESTIGATOR/CO-DIRECTOR (based in Canada)</b>	
Name (first, LAST):	
Mailing address:	Building, Suite (optional):
	Number and Street or PO Box:
	District, City:
	Province/Territory:
	Postal Code:
Telephone number (include area codes):	
Facsimile number (include area codes):	
E-mail address:	
<b>LEAD ADMINISTERING ORGANIZATION</b>	
a) Legal Name:	

Mailing address:	Building, Suite (optional):	
	Number and Street or PO Box:	
	District, City:	
	Province:	
	Postal Code:	
Telephone number (include area codes):		
Facsimile number (include area codes):		
E-mail address:		
<b>SIGNATURES</b>		
Signatures verify that this application has been developed in accordance to policies of your organization, and persons and organizations listed in this application have agreed to participate in this application. Moreover, the undersigned accept the terms and conditions as outlined in the IRIACC Request for Applications document.		
Name of principal investigator/co-director:	Job title:	Signature:
Name of person authorized to sign for institution:	Job title:	Signature:
Date:		

<b>Section C: Team Composition</b>	
<b>Co-applicants (list and include a CV)</b>	
Family name:	Given names:
Institution:	
Job title:	
Project role/responsibility:	
Country:	
Family name:	Given names:
Institution:	
Job title:	
Project role/responsibility:	
Country:	
Family name:	Given names:
Institution:	
Job title:	
Project role/responsibility:	
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Institution:	
Job title:	
Project role/responsibility:	
Country	
Family name:	Given names:
Institution:	
Job title:	
Project role/responsibility:	
Country	

(add more boxes as necessary)

<b>Partner Organizations</b>	
Family name:	Given names:
Institution:	
Mandate:	
Project role/responsibility:	
Country:	
Family name:	Given names:
Institution:	
Job title:	
Project role/responsibility:	
Country:	
Family name:	Given names:
Institution:	
Mandate:	
Project role/responsibility:	
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Family name:	Given names:
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Mandate:	
Project role/responsibility:	
Country	

(add more boxes as necessary)

<b>Collaborators</b>	
Family name:	Given names:
Institution:	
Job title:	
Project role/responsibility:	
Country:	
Family name:	Given names:
Institution:	
Job title:	
Project role/responsibility:	
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Job title:	
Project role/responsibility:	
Country	
Family name:	Given names:
Institution:	
Job title:	
Project role/responsibility:	
Country	

(add more boxes as necessary)

**SECTION D: RESEARCH PROGRAM DESCRIPTION**

Consult instructions. This section is not to exceed 10 pages

**SECTION E: Composition of Researchers and Students by Research Fields**

**A. Composition of Canadian researchers by research field**

Name	Role in the team (list all in the following order: principal Investigator/co-director, thematic leader, co-applicant, collaborator)	What research field best describes the contribution of this team member to the research and training program: 1 Natural sciences and engineering 2 Social sciences and humanities 3 Health

(add rows as necessary)

**B. Composition of student and post-doctoral training in Canada by research field**

Level of Study (e.g., masters / doctoral / post-doctoral)	Home department	What research field best describes the training program: 1 Natural sciences and engineering 2 Social sciences and humanities 3. Health

(add rows as necessary)

**SECTION F: Budget for Development Grants**

NOT TO BE INCLUDED AT THIS TIME. INSTRUCTIONS WILL BE PROVIDED TO THOSE INVITED TO DEVELOP A FULL RESESERCH GRANT APPLICATION

**ANNEX 1: Bibliography of selected references cited in SECTION D**

This section is not to exceed 1 page

**ANNEX 2: CVs (each CV may not exceed 5 pages)**

Family name:		Given names:		
Title of address (e.g., Mrs., Mr., Dr., Professor):				
Job title:				
Mailing address:	Organization, Building, Suite (optional):			
	Number and Street or PO Box:			
	District, City:			
	Province/State:			
	Country:			
	Postal Code:			
Telephone number (with country and area codes):				
Email address:			Facsimile number:	
<b>LANGUAGE SKILLS:</b> Indicate competence in all languages used by the research team. E = excellent; G = good; F = fair.				
<b>Language</b>	<b>Read</b>	<b>Write</b>	<b>Speak</b>	<b>Understand</b>
English				
French				
Other (specify)				
<b>A. Work experience:</b> List in chronological order starting with your current position.				
1. (dates) Position, Organization, Location				
2.				

**B. Academic qualifications:** List your degrees, diplomas, or certificates in chronological order starting with the most recent.

1. (date of completion), Qualification obtained and name field of study, organization
- 2.

**C. Credentials:** List up to five awards, distinctions, or professional designations you feel are pertinent to this application.

1. (name of award) and relevance to the program
- 2.

**D. Funded research:** List up to 10 grants or contracts that you have received or have played a significant role in. List them in chronological order starting with the most recent. Indicate your role in each.

1. (Start/finish dates) project title, your role funding agency
- 2.

**E. Publications:** List your relevant publications in chronological order starting with the most recent.

1. Books
2. Book Chapters
3. Articles
4. Other: (e.g., commissioned studies, technical reports, invited talks/significant presentations)

**F. Other information:** Include any other information (e.g., professional experience) you feel is relevant to your role in the project.