



Cardiac Arrest Research Team Grants (CA)

Frequently Asked Questions (FAQ)

October 2025

Frequently Asked Questions

I. Funding Opportunity 3

Registration and Application Process3

Application Updates3

II. Documents..... 3

Appendices3

Budget Table4

Letters of Support.....4

Self-Identification Form5

III. Team Roles and responsibilities 5

I. Funding Opportunity

Registration and Application Process

Q. What is the policy for updates to the Application submission after the CA deadline?

A. As noted in the Competition Guidelines, *“All submissions are considered final. No alterations or changes will be accepted. Any incomplete applications, as noted in this guideline document, will not be admissible to the competition.”*

It is the applicant’s responsibility to ensure that the Full Application is submitted via *ShareFile* no later than **3:00 PM ET March 17, 2026**.

Application Updates

Q. Can Principal Applicants (PAs) or Cross-Cutting (CC) Theme Leads be altered after the Registration deadline?

A. Yes, however, the Nominated Principal Applicant (NPA) cannot change from Registration to Full Application. On the *Application Form*, the NPA will need to identify those who make up the research team. Collaborators and Knowledge Users are flexible from Registration to Full Application.

After the Full Application deadline, no changes or alterations are permitted.

Q. Do all teams move forward after Registration, or is initial approval needed to continue?

A. As per our guidelines, Section A.5.1 *“The funders will perform an administrative and a relevance review to identify applications meet the eligibility criteria and are in alignment with the objectives and research areas of this funding opportunity, respectively. Applications that do not meet these criteria will be withdrawn from the competition. There will be no formal appeal process once decisions are made.”*

We will inform applicants of the next steps upon completion of the administrative and relevance review process.

II. Documents

Appendices

Q. Could you please clarify the allowed appendices?

A. Please note that additional appendices to support the Research Proposal will not be accepted. As per our guidelines, Section B.2.2: *“The page limits are inclusive of charts, tables, figures and photographs, but NOT references”*. If appendices are included and exceed the Research Proposal maximum allowable page count, they will be removed.

Budget Table

Q. In section A.2.1 of the guidelines, it states the following, “*This competition seeks to fund three (3) interdisciplinary Team Grants (one [1] in each of the identified priority areas), with a total funding envelope of \$5,000,000 CAD. The maximum amount per Team Grant is \$333,333 CAD per year for a maximum of five (5) years.*” Is it acceptable for budgets to add up to more or less than \$333,333 per year with carry-over considerations?

A. It is the applicant’s responsibility to follow the grant Competition Guidelines and structure the budget within the terms of the competition. As stated in Section A.4.2 of guidelines, “*Financial contributions for the initiative are subject to available funds*”.

Q. The excel file has pre-set formulas to calculate the total budget for the grant. However, the template may not always calculate the pre-set formulas correctly. Reprogramming this page is time-consuming and increases the risk of error in the budget – what is the best path forward to ensure an accurate and appropriate budget template?

A. All applicants are provided with the same standardized budget sheet. However, those who choose to modify this template may do so, provided they accept responsibility for any changes made. Alternatively, the NPA may choose to work within the confines of the provided budget template.

Letters of Support

Q. Do all Principal Applicants (PAs) need to provide a Letter of Support from their administering institution AND from their Dean and Departments? Or is it just for PAs who are CC Theme Leads?

A. As noted in Section B.2.2 (Letters of Support) of the Competition Guidelines “*Letters of Support from the Dean and Department Heads for **all PAs** confirming institutional commitment and adherence to the eligibility requirements.*”

Q. One of the requirements for PAs is a Letter of Support from their institutions Dean / Department Head – if the PAs are affiliated with the same institution as the NPA who will already be collecting LOS from the institution, would it still be necessary for the PA to collect?

A. As noted in section B.2.2 (Letters of Support) of the Competition Guidelines “*Letters of Support from the Dean and Department Heads for all PAs confirming institutional commitment and adherence to the eligibility requirements.*” It is at the discretion of the NPA on how to arrange the letters ensuring that information meets the criteria as outlined in the guidelines.

Q. Could you confirm the requirement for the “*Letter of Support from the Department Head*” for principal applicants (PAs) who are not physicians. Would this requirement be waived for non-physicians or would a letter from other authorities be needed?

A. As you have noted, “*Letters of Support from the Dean and Department Heads **for all PAs** confirming institutional commitment and adherence to the eligibility requirements.*”

A letter signed by positions considered equivalent to that of Dean and/or Department Head, and who have the authority to sign on behalf of the PA institution, would be considered acceptable.

Q. To clarify, is the requirement to have 2 letters one by the Dean and one by the Department Head/Chair or can one letter be cosigned by both?

A. With regards to Letters of Support for the Principal Applicant(s), the Competition Guidelines state the following, “*Letters of Support from the Dean and Department Heads **for all PAs** confirming institutional commitment and adherence to the eligibility requirements.*” Each PA requires a letter from their Dean and Department Head; a co-signed letter would also be considered acceptable.

It is at the discretion of the NPA on how to arrange the letters ensuring that the information provided meets all criteria as outlined in the guidelines.

Self-Identification Form

Q. NPA, PAs, and CC Theme Leads are requested to submit a Self-Identification Form when applying for funding. The questionnaire does not have any fields for the name of the person filling it out. Where do you want team members to put their name?

A. The Self-Identification form is an anonymous form; therefore, please do not include your name. NPAs are asked to share the online survey link with their relevant team members (i.e., PAs and CC Theme Leads), who must each submit their own individual responses anonymously on the *Survey Monkey* platform.

Q. How confidential is the method for submitting the Self-Identification questionnaire and how is anonymity maintained?

A. We have prepared a confidential *SurveyMonkey* link for NPAs to share with their relevant team members. Each relevant team member (NPA, PAs and CC Theme Leads) can use the same link to submit their individual responses directly through the form, ensuring confidentiality and anonymity. *SurveyMonkey* collects IP details to limit one submission per participant, but these details remain private and will not be accessed or reviewed by funders.

III. Team Roles and responsibilities

Q. For CIHR applicants, collaborators are different from the co-investigators (researchers) or co-applicants who are listed on the team. However, the team composition for this funding application does not include co-applicants, and instead includes PA, CC Theme Leads, collaborators, and knowledge users. So, for any given clinical trial or project, are the folks who are traditionally considered co-investigators or co-applicants required to provide letters of support?

A. For this competition, team roles include the Nominated Principal Applicant (NPA), Principal Applicant(s) (PA), Cross-Cutting (CC) Theme Leads, and Collaborators and Knowledge Users. The responsibilities for each of these roles are outlined in Section A.2.5 of the Competition Guidelines.

Additionally, Section B.2.2 (Letters of Support) for the team roles outlines the requirements pertaining to Letters of Support for each relevant team member.

Q. Is there a limit to the number of Principal Applicants allowed on the CA application? Is it limited to 1 per Institution and/or CC Theme Leads for each of the theme plans?

A. There is no limit to how many Principal Applicants (PAs) can be named on the application nor are there any limitations on named PAs within same institution. As per our Competition Guidelines, Section A.2.5 for CC Theme Leads states *“The Cross-Cutting (CC) Theme Leads will lead the development of the CC Theme Plans (Data Sharing & Management; Knowledge Mobilization (KM); Training & Capacity Development). CC Theme leads may be PAs, Collaborators or Knowledge Users. Each CC Theme must be led by a different team member.”*