



2016 AGE-WELL Strategic Investment Program (SIP) Application Instructions

1. Access the SIP Application section of the Forum Research Portal.

- All current AGE-WELL Network Investigators have Forum accounts and can access the SIP Application materials through the 'My Applications' tab visible when the log into Forum.
- Applicants who are not already AGE-WELL Network Investigators must first request access to Forum by emailing info@agewell-nce.ca to request an account. Accounts will be set up within 24 hours (maximum) of receiving the request. Once an account is set up, access application materials through the 'My Applications' tab visible upon login.

2. Complete the information in each SIP Application section of Forum, uploading attachments as requested.

There are 4 sections to the SIP Application located along the left navigation area in Forum (Cover Sheet, Narrative Application, Appendix, Bio and Letter of Support).

The screenshot shows the 'Cover Sheet' application form. On the left is a navigation menu with options: Program Description, Cover Sheet (selected), Narrative Application, Appendix, Bio & Letter of Support, Review, and Submit. Below the menu are 'Options' (Full-Window Mode, Autosave: On/Off) and a 'Backup' button. The main form area contains:
- A 'Progress (0%)' indicator.
- Field i: Investigator Name: Eleni Stroulla, Institution: University of Alberta.
- Field ii: Project Title: [text box].
- Field iii: Project Type with radio buttons for Knowledge Mobilization and Commercialization.
- Field iii: Provide a 150-word plain language summary of the purpose, rationale and anticipated impact(s) of the project. (currently 0 words out of a maximum of 150). Below this is a rich text editor with a toolbar and a 'Words: 0' counter.
- Field iv: Total value of AGE-WELL investment requested: \$ [text box].
- Field v: The proposed project is best aligned with AGE-WELL. A dropdown menu shows 'WP1 NEEDS-'. Below it, a note says '(WP descriptions are available here: www.agewell-nce.ca)'.
- A 'Save' button at the bottom.
- A footer note: 'Once you have saved and reviewed your text you will need to generate/submit your report by going to the Submit section.'

TIP: Applicants can save and return to their application prior to submission. Be sure to use the Save button at the bottom of each section when you enter new information and before moving between sections in the application materials.



Specific Instructions

a) COVER SHEET – PROJECT INFORMATION

Please complete the cover sheet directly in Forum.

Projects must align with one of 8 AGE-WELL Workpackages. WP descriptions are available here: www.agewell-nce.ca/research.

b) Narrative Application (5 pp max)

Please complete all sections directly in Forum. Prompts are included in each section.

c) Appendix

Please complete Team Summary, HQP and Budget Justification directly in Forum.

Download the budget template and upload a completed spreadsheet for the proposed budget.

d) Investigator Bio and Partner Letter(s) of Support (if applicable).

Investigator Bio

Please cut and paste directly into Forum a brief bio (2 page maximum) for the principal investigator, highlighting experience and activities relevant to the application.

Partner Letter of Support

Although cash and in-kind contributions from commercial or community partners are not strictly required for this funding program, projects will normally be expected to include partner organizations in dissemination or commercialization planning and should detail these in the application. Where partner contributions are described in Part II, please attach a letter of support signed by the partner organization. Requirements for letters are included in Forum.

3. Review your application prior to submission by clicking on the 'Review' tab on the left.

4. Submit the completed application by generating a PDF of your application in the 'Submit' tab. Generating a PDF automatically submits your application.

Need technical support? Contact support@forum.agewell-nce.ca