
APPENDIX - Instructions for activating your account and associated requirements

Below are instructions for activating your account and associated requirements. Failure to fulfill program requirements may affect future eligibility for funding through the BJI. Please refer to your decision letter or visit the [website](#) for your specific funding period and reporting timeline.

1 - RDS/ROLA Online System

The Nominated PI is responsible for responding to the RDS/ROLA Online System email confirmation and completing the grant acceptance process for an “unrestricted research account” in a timely manner. Grants will be accessible once all requirements for funding release listed below are met. Any unspent funds will be returned to the Catalyst Grants Program at the end of the granting period.

2 - Funding Release Requirements

ETHICS - All proposals involving ethics (human subjects), animal subjects, or biohazardous materials must be approved by the appropriate Western certification review committee. **Funds will not be released** until appropriate approvals are confirmed with Shannon Woodhouse at: westerns.bji@uwo.ca.

PUBLONS - All BJI members are required to initiate and update their Publons (formerly ResearcherID) account (see instructions [here](#)). Non-BJI members are not required, but encouraged to do so as well. **Funds will not be released** until BJI members of the team have confirmed with Shannon Woodhouse at: westerns.bji@uwo.ca that their account is up-to-date.

REPORTING - A Final Report detailing your project accomplishments and outcomes will be requested at the end of your funding period (template provided closer to the date). To support the BJI mission of transdisciplinary research, innovation, translation and education, each Nominated PI or designated team member is required to take part in the BJI Showcase Series (a showcase presentation is 10-15 min - [slide template](#)). These events are typically one hour with 2-3 presenters and open to the broad BJI membership (i.e., investigators, trainees, and partners. Contact Shannon Woodhouse to book your session:

- **an introductory showcase** - *This presentation is meant to get people excited about presentation is meant to get people excited about your recently funded project. We encourage you to provide details about the problem and the gaps you plan to address as well as the team you have gathered to accomplish the work. To create interaction with the audience, you may choose to highlight potential risks and mitigation plans or unique disciplines, stakeholders or expertise that you would like to engage;*

- **a mid-term showcase** - *This presentation is meant to update people on your progress and build anticipation for potential impact of your work. We encourage you to briefly provide details about the problem and the gaps you are addressing with non-confidential updates on progress or lessons-learned. To create interaction with the audience, you may choose to talk about barriers or facilitators as well as unanticipated outcomes or challenges or invite new partners to speak about their role in the project; and*
- **an end of grant showcase** - *This presentation is meant to update people on your progress and impact of your work. We encourage you to briefly provide details about the problem, your approach and outcomes of your work. To create interaction with the audience, you may choose to talk about dissemination plans, leveraging opportunities and future research directions.*

Funds will not be released until the Nominated PI pre-scheduled these events with Shannon Woodhouse at: westerns.bji@uwo.ca. Project updates beyond your final report will be requested from time to time for Institute Annual Reporting.

Additional Support Opportunity – (not a requirement)

The BJI Think Tanks Program aims to expose researchers to a variety of topics that will increase knowledge, enhance research, and expand transdisciplinary collaborations. Think Tanks are facilitated by BJI administration in collaboration with BJI Champions. They typically engage 10-15 outstanding local, national, or international experts (https://boneandjoint.uwo.ca/events/BJI_ThinkTanks.html). This is a great mechanism to get new perspective and feedback on your project plan from experts in other disciplines and/or stakeholders groups such as knowledge users and industry representatives. Contact Shannon Woodhouse at: westerns.bji@uwo.ca to learn more.

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