



BJI Catalyst Grants Program Proposal Revision Request Form & Process

The Bone and Joint Institute (BJI) **Research Advisory Committee (RAC)** acknowledges that innovative and early-stage MSK research projects occasionally face challenges that require a revision to the originally proposed project or team in order to meet the goals and requirements of the **BJI Catalyst Grants Program**.

APPLICABILITY: A formal revision request is required when a **major change in direction** is necessary or when **changes in team composition** (e.g. change in nominated applicant, disengagement of a crucial discipline expert) jeopardizes successful execution of a project. The goal of the revision request form and process is for RAC to determine if the revision is adequately justified and if appropriate risk management strategies are in place to maintain the current award. Minor changes in direction remain at the discretion of the investigator(s) in order to fulfill the overall goals of the proposed project (revision request is not necessary for minor changes).

ADJUDICATION: The Chair of the Catalyst Grants Program and two other members of RAC (selected by the Chair based on expertise and lack of conflict of interest) will review the request and adjudicate the revised proposal (possible outcomes: approved, approved with changes or denied). If denied or unable to address requested changes, RAC will encourage the team to apply to the next competition and instruct the team to return the unspent funds to the program.

INSTRUCTIONS:

Please complete all sections of the form that are relevant to your request (require change from the original proposal) and submit a PDF version to Shannon Woodhouse at westerns.bji@uwo.ca. Shannon will forward the request to the current BJI Catalyst Grants Program Chair. The Nominated Applicant may be asked for additional information. Allow 4-6 weeks for a decision on your request.

Project Title:	
Nominated Applicant:	

Proposed Project Revision: *(maximum of 1 pages)*

- a) **Reasons for revision:** *Briefly outline the reasons that precipitated the revision request.*
- b) **Impact on Purpose, Design, & Methodology:** *Describe how the original purpose and expected outcomes, will be changed.*
- c) **Team changes:** *How will the revision impact the transdisciplinary nature of the project? Describe any changes in the roles of each applicant and how the project will be managed. Explain how any IP concerns are being addressed.*
- d) **Impact on Originality & Potential Significance:** *How will the revisions impact the innovative aspect of the original project and its potential value/benefits?*
- e) **Leveraging External Support:** *Explain how the proposed revisions will maintain opportunities for future research funding or progress along your commercialization path.*

Updated Lay Proposal Summary: *In terms that can be understood by a lay person (e.g. plain language used for news stories), please summarize your updated proposal (maximum 1500 characters including spaces)*

Budget Justification: *Provide a description and justification for all revisions related to major expenditures, including salaries for research staff or trainees, and requested equipment (if any). (maximum 1 page including itemized table)*

Revised Budget Table:	Description	Cost per unit	Total Cost
Salaries			
Supplies			
Animals			
Services			
Equipment			
Publication expenses			
Other			
TOTAL			