

NL SUPPORT Development Grants Program – Awards Guide

Details

Total Maximum Amount: \$20,000

Duration: 1 year (with a possibility for a 1 year extension)

Grants per Funding Cycle: Up to 5 (\$100,000 in total funding)

Application Deadline: Thursday, November 15th 2018

NL SUPPORT: General Information

This Guide outlines the objectives, policies, and procedures governing the Development Grants program administered by the Newfoundland and Labrador Support for People and Patient-Oriented Research and Trials Unit (NL SUPPORT). It applies to all applicants and award recipients unless specifically amended or declared void by both bodies.

This information is reviewed annually. Eligibility for these grants is consistent with the policies and definitions set out by **CIHR** (<http://www.cihr-irsc.gc.ca/e/805.html>); eligibility criteria are indicated below and should be reviewed prior to submission of applications.

All applicants should carefully read the information in the latest version of this Awards Guide before preparing applications. Because it is not possible to anticipate every contingency, situations may occur from time to time that are not addressed in the Awards Guide. Prospective applicants who desire clarification regarding these programs are urged to contact NL SUPPORT [by telephone (864-6277) or e-mail to dale.humphries@med.mun.ca].

Funding for these grants is made available through Support for People and Patient-Oriented Research and Trials Unit funding via CIHR's Strategy for Patient-Oriented Research (SPOR) initiative, in order to encourage the growth of patient-oriented research in Newfoundland and Labrador, and Canada. More information about SUPPORT Units, SPOR and patient-oriented research is available **through CIHR** (<http://www.cihr-irsc.gc.ca/e/41204.html>) and more information about NL SUPPORT specifically is available through the **NL SUPPORT** (www.nlsupport.ca) website.

Purpose & General Guidelines

The NL SUPPORT Development Grants will support an individual or a group of individuals led by a Principal Applicant. The purpose of these grants is to support small projects of **high scientific quality** that are of direct relevance to the mandate and priorities set by NL SUPPORT. Patient-Oriented research is research which:

- **Includes** patients as partners in research
- **Addresses** patient-identified priorities
- **Impacts** patient outcomes directly

NL SUPPORT will award \$100,000 in Development grants in 2018-2019, with a funding cap of \$20,000 per grant. These grants are designed to:

- To support patient-oriented research programs in need of support for **patient engagement, integrated knowledge translation**, or other early-stage activities
- To assist researchers in establishing their research programs and applying for external patient-oriented research funding

Grant funds will be released only upon the receipt of a letter of approval from the appropriate ethics review committee (see [Ethics](http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/), <http://www.pre.ethics.gc.ca/eng/policy-politique/initiatives/tcps2-eptc2/Default/>). Once a proposal has been funded, major changes in the project design or major departures from the budget will require the prior approval from NL SUPPORT.

Eligibility

Principal Applicants do not need a doctorate, but they should at least be trainees or independent researchers with Master's qualifications in a field relevant to patient-oriented research. Researchers employed at institutions elsewhere in Canada may apply as Principal Applicant, but the work performed must include a focus on Newfoundland and Labrador and include local applicants. Researchers from non-Canadian institutions may be 'Associates' but not Principal Applicants or Co-Applicants. **Students, trainees or patient partners** applying for funding **must** nominate a Co-PI who is eligible to hold funding at an eligible institution.

It is recommended that Principal Applicants:

- Be employed by a post-secondary academic institution or by a health or community services institution in Newfoundland and Labrador and have dedicated time for research;
- Have a Ph.D. or a professional degree and a thesis-based Master's degree in a health-related field.

The Principal Applicant is the person who will take primary responsibility for the intellectual direction of the research and assume administrative responsibility for the funds. Grant funds are not intended to supplement the salary of the Principal Applicant or Co-Applicants.

Eligible Expenditures

Development Grants may be used for:

- Fees related to access to, or storage and analysis of, data
- Payment for clerical/secretarial support, research assistants and/or consultants necessary to the project
- General office expenses and supplies necessary to carry out the research reimbursement for use of hospital equipment or personnel

- Medical procedures that are necessary to the research project and not reimbursed by the health service or system
- Compensation for reasonable expenses incurred by research subjects to participate in research
- Technical advice of an unusually complex nature and/or requiring a considerable time commitment that goes beyond what could be expected in a collegial relationship
- Field travel for research purposes, at standard expense rates allowed at the host institution
- Cost of printing, photocopying, postage, telephone and fax services, computing services and supplies
- Cost of obtaining copyright releases and payments under copyright agreement
- Patient engagement costs or patient appreciation
- Any other expenses not included above must be in-line with Tri-Agency Funding Guidelines: http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp

Excluded Expenditures

Development Grant funds may not be used for the following:

- Expenditures considered as overhead, including space renovation or construction, purchase of laboratory furniture or other permanent equipment normally supplied by the institution
- Defraying costs for entertainment or hospitality
- Paying fringe benefits of research trainees
- Paying academic fees for research trainees
- Providing salary payments to the Principal Applicant or any Co -Applicants

Review of Submitted Materials

All applications will be reviewed by a confidential review panel selected by NL SUPPORT, comprising peers, patients, and policy/health system reviewers. Following approval by NL SUPPORT, successful applicants will be sent official notification informing them of the amount of grant. A copy of the notification will be sent to the administrative officer of their institution. Unsuccessful applicants will also be advised following the decision, and may receive comments from the review panel as appropriate.

Selection Criteria:

Applications will be judged according to the following selection criteria:

- Relevance of the proposed research to the NL SUPPORT mandate and **priority research themes**;
- Planned incorporation of patients as partners rather than subjects throughout the project's lifecycle;

- Planned integrated knowledge translation activities, including identified knowledge users or user groups
- Expertise and research experience, as well as past contributions to patient-oriented research and related fields, on the part of the applicants;
- Merit of the proposal, based on: quality and clarity of research question; originality; potential contribution to patient-oriented research; relevance to health-related decision-making, systems improvement or positive patient impacts; value to the healthcare system; and knowledge translation planning and implementation;
- Clarity of presentation and appropriateness of design and research plan; feasibility of the proposed work; and appropriateness and justification of the budget.

Priority Research Themes

2016-2017	2017-2018	2018-2019
<ul style="list-style-type: none"> • Primary care • Access to support services • Wait Times 	<ul style="list-style-type: none"> • Mental Health and Addictions • Wait Times • Awareness of and Access to Community Supports and Services 	<ul style="list-style-type: none"> • Wait Times • Mental Health and Addictions • Appropriate Health Care/Efficient Use of Resources • Seniors Care/Long-term Care

NL SUPPORT establishes annual priorities for its funding programs through a public consultation process. For this program, all previous priority themes are eligible.

Applicants will be asked to identify which priority theme their project will address; if no priority theme is addressed in the application, then applicants will be asked to explain why their project is a priority of patients, including health care system users, family members or caregivers.

Programs undertaking patient engagement activities to establish the priority of their project may be eligible for funding.

Role of Host Institutions

Institutions that employ holders of Grants are called host institutions. Signatures are required from host institution representatives on all grant application forms. By signing, host institutions agree to accept the responsibilities outlined below on behalf of their award or grant-holding employees:

- The financial administration of grants;

- Reporting to Granting Body any change in the funding recipients' status that may affect the fulfillment of their research commitment, for example resignation or termination;
- Submission of an annual financial statement covering the period from April 1 to March 31 for each award or grant; the statement(s) are due no later than May 1 of each year.

Application Process

When completing your application, be sure to download the [BLANK form](#) to your hard drive first. Then, complete the form and save it to your hard drive using Adobe Acrobat; if you work on the forms online (e.g., fill them out in Safari or Google Chrome), changes will not be saved when the forms are downloaded for emailing.

All applications are to be submitted electronically via email to internalgrants@mun.ca, with the exception of signature forms and assessment forms – these may be submitted either electronically or by hard copy. If applicable, official academic transcripts should be submitted electronically where this service is offered by the institution. If this service is not available, transcripts should be forwarded in paper form by the institution. If, for some reason, you are unable to submit your application electronically or require assistance in preparing your electronic application(s), please contact Dale Humphries (dale.humphries@med.mun.ca).

Notification and Acceptance

Upon receiving a letter of offer, recipients must notify NL SUPPORT in writing of their intention to accept or decline the grant or award and of all the terms and conditions described in the letter of offer. Recipients must indicate the date on which they plan to begin their project. The start date will determine when funding will commence and end, and when reports are due. PLEASE NOTE: Successful applicants **must** indicate a start date before **March 31, 2019**.

Ethics

All studies which involve human subjects must follow the Tri Council Guidelines and be approved by the appropriate Ethics Review Committee(s). Proof of approval must either accompany the application or be submitted prior to the commencement of funding.

Applicants for Grants are strongly encouraged to review the Memorial University Procedures Regulating Academic Dishonesty. In particular, applicants should make sure that all the wording in their application forms is their own work.

Administration of Funds

Grants are to be administered by the appropriate administrative unit of the institution to which the grantee belongs. Expenditures from each grant must be authorized by the grantee. It is the responsibility of the grantee to see that funds are utilized according to guidelines and the terms of the Grant. Major changes in the project design and major departures from the budget will require the prior approval of NL SUPPORT. Please submit any such requests to Dale Humphries (dale.humphries@med.mun.ca).

Unspent Funds

The unspent balance of a grant at the close of the grant period will automatically revert to NL SUPPORT.

End of Term Reporting

Grantees will be required to submit a report of research findings at the close of the grant period to NL SUPPORT (the Unit), to be used in promoting the Unit or annual reporting to the Unit's funders. The grantee will also be asked to participate in the Unit's annual Science, Health and Research Education (SHARE) Summit, and possibly other engagement activities (such as the Health For all Festival) to report on Grant-funded activities. If any findings or results are bound by confidentiality – by reason of Non-Disclosure Agreement, IP Licensing, disclosure of patentable materials, patient confidentiality or **any other reason** – the grantee is required to make any such conditions known to Dale Humphries (dale.humphries@med.mun.ca) prior to any End of Term reporting.

Transferring Funds

If the recipient of a Development Grant moves to another **Tri-Council eligible institution** (http://science.gc.ca/eic/site/063.nsf/eng/h_3D5FA603.html), he/she may seek to transfer the grant, provided the research continues to include a focus on the residents of Newfoundland and Labrador. The grantee should include a letter stating the project title, an estimate of the remaining grant funds available at the current institution and the effective date of transfer. The principal grantee must notify any co-grantees to make their own arrangements regarding the allocation of funds. Upon receipt of a final statement of expenditures from the business office of the institution to which the Development Grant was originally made, arrangements will be made to transfer the remaining balance of the grant.

If the recipient of a Development Grant moves to an ineligible institution, the grant will normally be terminated and the remaining funds returned to NL SUPPORT. However, permission may be granted in exceptional circumstances; please contact Dale Humphries (dale.humphries@med.mun.ca) if you require such permission.

Funding from Other Sources

Investigators who already hold, have applied for, or intend to apply for, a grant for the same or other projects from any other agency, must clearly describe the degree to which the applications overlap. NL SUPPORT reserves the right to take appropriate steps to eliminate any overlap with funds obtained from other funding sources.

Equipment

Equipment purchased through a Development grant is vested in the name of the sponsoring institution.

About NL SUPPORT

The Newfoundland and Labrador SUPPORT Unit (NL SUPPORT) is a multi-agency partnership between the CIHR, the Government of Newfoundland and Labrador, Memorial University, and other agencies across the jurisdiction with a focus on applied health research and patient data. Instead of pursuing its own programme of research, NL SUPPORT offers access to a pool of resources available to eligible researcher(s) in the jurisdiction whose interests fall under the mandate of the **Strategy for Patient-Oriented Research (SPOR)**.

The purpose of the SPOR initiative is to facilitate a culture change in health research across Canada by creating new capacity and incentives for work that is patient-oriented. That is to say, research which:

- Includes patients as partners
- Addresses patient priorities, and
- Improves patient outcomes

There are 11 **SUPPORT Units** nationwide which provide resources, knowledge brokering, and training to patient-oriented researchers responding to the specific needs of each jurisdiction.

Resources available through NL SUPPORT can include: integrated knowledge translation planning and liaison, patient engagement planning and support, database linkage and data analysis, biostatistical and epidemiological support, project management support, assistance with study design, change policy analysis and more. Resources are allocated according to jurisdictional priority areas identified in close collaboration with policymakers and researchers, as well as patients, caregivers and other healthcare system users.

Use and Disclosure of Information Provided

As part of the peer-review process, applications will be disclosed to review panels composed of experts in applied health issues. Applications may also be transmitted to external referees. All participants in these review activities are informed of their obligations with regard to the confidentiality of information entrusted to them.

The external reviews and review panel comments about a proposal may be provided to the Principal Applicant. The Principal Applicant is expected to share this information with Co-Applicants.

NL SUPPORT may publish certain details about successful applications, including the name of the applicant, amount awarded, title of the project, and a summary of the research proposal as part of annual reporting to funders or other reasons. Successful Applicants will be required to participate in the annual TPMI Science, Health and Research Education (SHARE) Summit, and provide information summarizing their research, as well as be invited to attend other public engagement events (such as the Health For All Festival).

All information will be used solely for the administration and management of the awards program and is collected under the general authority of the Memorial University Act

(RSNL 1990 Chapter 7). Questions about this collection and use of personal information may be directed to NL SUPPORT at (709) 864-6277.

Contact Information

Newfoundland and Labrador SUpport for People and Patient-Oriented Research and Trials Unit
Craig L. Dobbin Genetics Research Centre, Suite 4M101
Faculty of Medicine, Memorial University
St. John's, NL | A1B 3V6
Website: www.nlsupport.ca

For NL SUPPORT Policy, Additional Information:

Dr. Laurie Twells, Scientific Lead
Phone: (709) 864-6655
Email: ltwells@mun.ca
OR

Catherine Street, TPMI Director
Phone: (709) 864-6432
Email: catherine.street@med.mun.ca

For Eligibility Criteria and Guidelines, Application Forms, General Inquiries, and Technical Assistance:

Dale Humphries, Research Officer
Phone: (709) 864-6277
Email: dale.humphries@med.mun.ca