

Awards Guide - Awards Management

Application Submissions

All applications and expressions of interest (EOIs) 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. 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).

Review of Submitted Materials

All applications will be reviewed by two confidential review panels selected by NL SUPPORT, a patient review panel drawn from our Patient Advisory Council, and a review panel comprising peers, patients, and policy/health system reviewers. EOIs will be screened by NL SUPPORT for adherence to the mandate of NL SUPPORT and SPOR, identified research priority themes, patient engagement, quality of research question, and consideration given to patient impacts and knowledge translation or implementation. EOI applicants will receive feedback via email, and may be offered training or assistance via NL SUPPORT to strengthen their application. EOIs will not be “approved” or “rejected”, but NL SUPPORT will not accept any full applications that are not preceded by an EOI. Full applications will be reviewed along similar criteria. Following approval by the NL SUPPORT Steering Committee, successful applicants will be sent official notification informing them of the type and amount of grant or award. 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.

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 within the first **nine months** of notification of award. Funding starts may be backdated to April 1, 2018 if necessary.

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

Patient-Oriented Research (POR) 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 POR 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).

Role of Host Institutions

Institutions that employ holders of POR 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.

Excluded Expenditures

Patient-Oriented Research 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
- Employing trainees whose thesis or other academic program-related research falls under the research funded by this grant. **PIs wishing to secure funding for graduate students doing related research are encouraged to direct their students to the TPMI Educational Funding Program.**
- Providing salary payments to the Principal Applicant or any Co -Applicants

Allowable Expenditures

Patient-Oriented Research Grants may be used for the following:

- 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 agreements
- Patient engagement costs or patient appreciation

Unspent Funds

The unspent balance of a grant at the close of the grant period can remain to the credit of the grantee for an additional one-year grace period, provided it is used for the purpose for which the grant was made. Requests for an extension can be made through Dale Humphries (dale.humphries@med.mun.ca). A brief justification for the extension is required. Funds not spent or encumbered at the conclusion of the grace 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 Scientific Day, and possibly other engagement activities (such as the Health For all Festival) to report on POR 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 Patient-Oriented Research 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 POR Grant was originally made, arrangements will be made to transfer the remaining balance of the grant.

If the recipient of a POR 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.

Employment Under Grants

Although grantees may not support, with their POR grant, individuals involved in full-time research training such as fellows and graduate students, students **may** be employed as Research Assistants, provided the work is **unrelated** to their academic program. Individuals whose research training is part of the grantees' research program are encouraged to apply for the TPMI Educational Funding Opportunity, offered twice a year. More information on student funding available to POR projects is available through NL SUPPORT's [website](#) (www.nlsupport.ca/home/Student-Funding.aspx).

Student PIs

Students are eligible to apply for research funding under the NL SUPPORT POR Grants program, but must have a co-PI (usually a thesis supervisor) who is eligible to hold funding at an eligible institution.

Equipment

Equipment purchased through a Patient-Oriented Research grant is vested in the name of the sponsoring institution.