

“Road Map” HSC Allied Health Grant Award

Important Dates:

Call for Grants: December
Letter of Intent submission: January
Full application: March
Grant Awarded: June

GUIDELINES AND APPLICATION FORM available at:

http://www.hscfoundation.mb.ca/main.asp?fxoid=FXMenu,6&cat_ID=9&sub_ID=93

Useful Contacts:

- **HSC Foundation:**
Heather Gillis (204) 515-5617, hgillis@hscfoundation.mb.ca
 - 1st point of contact with regards to grants funded by the HSC Foundation: including Guidelines, Letter of Intent, Application and Review Process

- **HSC Impact Analysis:** <http://www.hsc.mb.ca/research.html>
Karen Shaw-Allen (204) 787-4968, KSAllan@exchange.hsc.mb.ca
 - HSC Impact Analysis reviews studies for impact on HSC resources & services to ensure any costs beyond normal routine care are covered by the research study. This is also a means for HSC to capture all the research conducted at HSC for reporting purposes.

- **Health Trials:**
Theresa Ronson (204) 787-2046, TRonson@exchange.hsc.mb.ca
Kathy Couch (204) 787-2084, KCouch@exchange.hsc.mb.ca
 - Offers a variety of assistance with the application process including ethics approval, protocol review and much more

- **Ethics** (<http://umanitoba.ca/faculties/medicine/ethics/Contact%20Us.html>):
Shelley Rempel-Rossum (204) 789-3389
Shelly.Rempel-Rossum@med.umanitoba.ca

- **HSC Finance:**
Greg Connor (204) 787-4489, GConnor@exchange.hsc.mb.ca
 - Ensures accounts are set up properly and terms of reference are followed.
 - Also ensures account does not go into a deficit and that appropriate signing authority is obtained etc.
 - Please note that each department will have its own representative with signing authority and access to funds administration and cost centers. Please check with your manager for more information.

- **U of M Finance:**
Nancy Klos (204) 789-3672
 - Institutional signatory and overseer for U of M applicants.
 - All applicants from the University of Manitoba must submit their applications to Nancy's office for review and approval prior to submission

- **Library Assistance:**
 - Hal Loewen (204) 789-3465, hal.loewen@ad.umanitoba.ca
 - Can offer assistance with library services including literature searches
 - To utilize literature search services:
 - <https://www.umanitoba.ca/libraries/units/health/secure/literaturesearch.ssl.php>

Priorities when thinking about submitting an upcoming grant:

- Complete Ethics CORE curriculum
 - Although the Research Ethics Board (REB) currently requires only the principle investigators to take this course, they also highly recommend it for co-investigators.
 - <http://www.pre.ethics.gc.ca/eng/education/tutorial-didacticiel/>
- Complete an updated CV
 - Haven't done this in a while? See attached as a reference if you wish.
 - [CV template](#)

I've submitted my *Letter of Intent*. Now what?

- *Wait*
 - If the Health Sciences Centre Foundation (HSCF) invites you to submit a full grant application. Then,
 - Prepare your full application.
 - See the bottom of this page under "Allied Health" once you open the link:
 - http://www.hscfoundation.mb.ca/main.asp?fxoid=FXMenu,6&cat_ID=9&sub_ID=93
 - Consider your **budget***
 - See attached template as a guide ([Budget template](#))
 - * If you are in the *Occupational Therapy Department* schedule an appointment to meet with Kristal Laminman to discuss your budget. Ensure you schedule this appointment *as soon as possible* after receiving your invitation to submit your full grant application.
 - Submit your full grant application to HSCF

I've submitted my *Full Grant Application*. Now what?

- *Wait*
 - If you receive confirmation that your application has been **accepted**. Then,
 - Start **Ethics approval** process **
 - See this website for more info:
 - <http://umanitoba.ca/faculties/medicine/ethics/Contact%20Us.html>
 - Start obtaining **IMPACT Approval**
 - To do this you must complete this form:
 - <http://www.hsc.mb.ca/files/frmImpactApproval.pdf>

** Timelines will be shifted if you wait to do Ethics and IMPACT, so start earlier if you can. Clarify with your manager, however, if this can be done on work time or needs to be done on your own time. In the *Occupational Therapy Department*, for instance, if staff

would like to start working on Ethics &/or IMPACT *prior* to obtaining confirmation from HSCF that their full grant application has been **accepted** they *must* do this on their own time.

Frequently Asked Questions:

Do I need to do a different ethics approval if I will be using animals?

University of Manitoba Ethics: Animal Care

http://umanitoba.ca/research/orec/animal_care/animal_care_forms.html

Canadian Council on Animal Care in Science

<http://www.ccac.ca/>

If my application is successful, where do the grant funds go? How do I access them?

Successful applicants will need to set up an account at either HSC Finance (contact Greg Conner at 204-787-4489) or U of M Finance (contact Nancy Klos at 204-789-3672).

They will provide you with the proper form to fill out and let you know how to access their funds.

Where can I find a statistician?

University of Manitoba: Biostatistical Consulting Unit

http://umanitoba.ca/faculties/medicine/units/community_health_sciences/departamental_units/biostat.html

Cost: ~\$85/hr.

Who do I contact for information regarding hiring if my application includes hiring assistants or salary support?

Human Resources:

Holly Thibert (204) 787-1085

HThibert@exchange.hsc.mb.ca

Will I get feedback if my application is not accepted this year?

All applicants get feedback with regards to their application. Included in your successful/unsuccessful letter you will receive a copy of the reviews of your project. The Reviewer of your project will be anonymous. Any additional information discussed during the review that would be helpful for you to reapply next year will be included your letter