



Health Sciences Centre  
Foundation

**HEALTH SCIENCES CENTRE FOUNDATION  
ALLIED HEALTH RESEARCH/SALARY SUPPORT AWARD  
GUIDELINES & TERMS**

**Key Dates:**

Deadline for Applications: Thursday, March 11, 2010



**NEW FOR 2010: Electronic copy is mandatory**  
(Signatures required on hard copies only)

**Guidelines:**

The mission of the Health Sciences Centre Foundation is to promote health care excellence by funding medical research and clinical projects to the benefit of the diverse communities served by the Health Sciences Centre.

The Foundation (HSCF) provides operating grants to support **applied projects** in the field of health care that will promote high quality patient care for the people of Manitoba at the Health Sciences Centre and elsewhere in the Province.

**The funding is for research or researchers at HSC.** First priority will be given to proposals for research completed exclusively at HSC or JBRC 7 &/or 8. The applicant must clearly describe where each phase of the project will take place (subject recruitment, lab, data analysis, evaluation, etc). Proposals will be ranked further based on the degree to which they support some or all of the Foundation's priorities as listed in this document.

1. Foundation participation in funding for the Allied Health research operating grant portion will not normally exceed \$10,000. Health Sciences Centre Department of Research participation for the Salary Support Award portion will not normally exceed \$20,000. These grants may be used in attracting partnership funding from other sources.
2. Grants are provided for one year only, from September 1 to August 31 of the following calendar year. Grant funds are disbursed twice during this term, on the last business day of October and March. Funding for a second year or a second project may be requested, but will be subject to successful review of a second grant application, which must include a progress report for the first year or the

- first project, as appropriate.
3. **ACCEPTANCE of a grant or award indicates agreement by the applicant and the institution which employs him/her to the general conditions as outlined in these Guidelines.**
  4. In signing the application, the Applicant, the Department Head, and the Director of Research or their designate guarantee that, where applicable, the guidelines of the Canadian Council on Animal Care ("Care of Experimental Animals - A Guide for Canada" 315-350 Albert Street, Ottawa, K1R 1B1, [www.ccac.ca](http://www.ccac.ca)) will be followed; the CIHR guidelines for handling recombinant DNA molecules and animal viruses and cells will be adhered to and if the project involves human and/or animal experimentation and/or tissues, it will not proceed unless approved by the appropriate University of Manitoba human and/or animal ethics committee/s.
  5. All research to be undertaken at the Health Sciences Centre must have the written support of that institution's Director of Research, or their designate.
  6. Applications will be reviewed by a Health Sciences Centre Foundation Review Committee who will request input from internal/external reviewers. The Committee will make recommendations to the HSCF Allocation Committee.
  7. All applicants should submit three names of potential external reviewers including names, addresses, phone, fax, numbers, email addresses.
  8. All applicants will be advised whether or not their project has been accepted. The institutions concerned will also be informed.
  9. Announcements of the grants will be widely advertised throughout the Health Sciences Centre, the University of Manitoba, and other appropriate institutions in Manitoba.

#### **Terms of a Grant:**

1. An applicant making the grant request shall be an employee of Health Sciences Centre from an Allied Health Discipline **or have significant Health Sciences Centre site responsibility.** Allied health disciplines are clinically oriented health care professionals who work with physicians and nurses (i.e. Communication Disorders, Nutrition & Food Services, Technologists: (i.e. Radiology, Laboratory, Ortho, Cardiology, Ultrasound, EEG, Nuclear Medicine), Occupational Therapy, Pediatric Rehabilitation, Pharmacy, Physiotherapy, Rehab Engineering, Respiratory Therapy, Social Work, Bereavement, Spiritual Care, Child Life, CIS).
2. Individuals paid from the HSCF grants are not employees or agents of the HSCF.
3. Grants are for a one year term. Unexpended funds will be reabsorbed into the general or directed fund of the HSCF on the expiry date of the grant.

4. Any commitment incurred by a grantee in excess of allocated grant funds is not the responsibility of the HSCF.
5. Any publications arising out of the investigations supported by the HSCF grants should acknowledge the assistance of the HSCF.
6. Grants are awarded in support of research at the specified institution. If a grantee transfers from one institution to another, the allocated grant terminates at the former with the agreement of the Health Sciences Centre Foundation.
7. Any grant provided by HSCF and administered through the HSC must adhere to the HSC Specific Account policy and procedure.
8. At the close of the grant year, each grantee is required to submit to HSCF a final statement of expenditures, signed by the grantee and one of their account co-signatories. Expenditures must reflect the submitted budget.
9. A report on the project must also be submitted to the HSCF at the close of the grant year. The report should also summarize the findings in lay terms useful for public relations purposes.
10. The HSCF reserves the right to terminate the grant at its sole discretion.
11. Equipment purchased will become the property of the Health Sciences Centre.

### **Review Process:**

Applications will be reviewed by selected internal and external reviewers, as coordinated by a Health Sciences Centre Foundation Review Committee. Each application will be objectively assessed and ranked. Areas assessed include:

1. Rationale of the study:
  - adequacy of background evidence to justify the study
  - relevant literature is discussed
2. Objectives:
  - the objectives of the study are clear, specific and well thought out
3. Significance:
  - the importance of the research problem and the information sought
  - contribution of the study results to the literature, practical application, significant innovation, and/or development in the respective discipline
4. Originality:
  - the novelty or originality of the research proposal
5. Methodology:
  - the adequacy of the research design
  - the appropriateness of the testing procedures (eg. measurements, etc.)

- data analysis/statistical analysis are specified and are appropriate
  - the feasibility of the methods proposed
6. Personnel and Resources:
    - the training, experience, competence or potential of the investigator
    - the suitability of the facilities, including the availability of any special resources required
  7. Budget:
    - the appropriateness of the requested budget relative to the work proposed
    - suggestions for changes in the budget

**Priorities:**

1. The funding is for research or researchers at HSC. First priority will be given to proposals for research completed exclusively at HSC or JBRC 7 &/or 8. The applicant must clearly describe where each phase of the project will take place (subject recruitment, lab, data analysis, evaluation, etc). Proposals will be ranked further based on the degree to which they support some or all of the Foundation's priorities as listed in this document.
2. Research to improve quality of patient care at HSC
3. New Researchers
4. Interdisciplinary research

**Applications must be submitted by 4 p.m., Thursday, March 11, 2010 to:**

Electronic Version

[dhildebrandt@hsc.mb.ca](mailto:dhildebrandt@hsc.mb.ca)

Hard Copies (7)

Health Sciences Centre Foundation  
MS107-820 Sherbrook Street  
Winnipeg, MB R3A 1R9  
Attention: Grants Officer

For further information contact:  
HSCF Grants Officer  
Telephone: (204) 787-8685  
Fax: (204) 787-2804  
Toll-Free: 1-800-679-8493  
E-mail: [dhildebrandt@hsc.mb.ca](mailto:dhildebrandt@hsc.mb.ca)