



**Health Sciences Centre
Foundation**

Giving Hope, Improving Care

**HEALTH SCIENCES CENTRE FOUNDATION
MS1-820 Sherbrook Street
Winnipeg MB R3A 1R9
2009-2010 Allied Health Research Competition
Deadline: Thursday, March 5, 2009**

INSTRUCTIONS FOR COMPLETION OF APPLICATION
READ CAREFULLY

The following items must be included in the submission:

1. *A completed Allied Health Research Application form (attached).*
2. *A research proposal*, not exceeding 15 double spaced pages in length, excluding references and appendices which may not exceed an additional 8 pages. The submitted proposal should contain the following sections:
 - a) title page – title of project, investigator(s) name(s).
 - b) brief summary of the research project (not to exceed 300 words).
 - c) introduction
 - i. statement of the problem
 - ii. review of research in the area (with references)
 - iii. rationale for the research
 - iv. significance of the research
 - d) research hypothesis if applicable and objectives
 - e) methodology
 - i. research design
 - ii. study population, sample selection, and sample size justification
 - iii. methods
 - iv. procedures for data collection
 - v. procedures for data analysis
 - g) references
3. *Ethics Committee Approval:* Research protocols involving human subjects must provide evidence of submission to or approval of the proposal by the appropriate University of Manitoba Bannatyne Campus Research Ethics Board. Information regarding application procedures can be obtained from: Shelly Rempel-Rossum, Coordinator, Research Ethics Boards, P126-770 Bannatyne Avenue, Winnipeg, Manitoba R3E 0W3, Telephone: (204) 789-3255. Approval will be required as a final criterion for release of funds.
4. *HSC Research Impact Committee Approval:* The proposal must also be sent to the HSC Research Impact Committee to assess if HSC resources will be paid for. Information regarding application procedures can be obtained from the HSC Research Office, MS-

754, Telephone: 787-2404.

5. *Budget.* (see application form)
 - i. . A complete budget outlining the amount of requested funds in each of the following areas:
 - . personnel (including benefits)
 - . supplies
 - . equipment
 - ii Justification for each item in the budget. This includes the job functions of all personnel and their time commitment to the research project.
6. *Curriculum Vitae of each investigator* (maximum of 6 pages each)
7. *Confirmation, in writing, of the willingness of other groups and/or individuals to participate*, if a project requires the support and cooperation of other professionals, departments, associations, agencies or individuals.
8. *An original and seven complete copies (total of 8) of the submission* are required.

HEALTH SCIENCES CENTRE FOUNDATION ALLIED HEALTH RESEARCH AWARD GUIDELINES & TERMS

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.

Operating grants are not Graduate Studentships or Post-Doctoral Fellows or Salary Support for the applicant. **Should Salary Support be required, please complete the Combined Allied Health Research/Salary Support Award application.**

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 individual projects will not normally exceed \$10,000. 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 once during this term in their totality, on the first business day in October. 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) 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 the Health Sciences Centre Foundation's Allied Health Grants 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 the Allied Health Research Jury 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 4pm, Thursday, March 6 to:

Health Sciences Centre Foundation
MS7-820 Sherbrook Street
Winnipeg, MB R3A 1R9
Attention: VP & COO
Fax: (204) 787-4547 Toll-Free: 1-800-679-8493