



2020/21 Allied Health Research Grant Guidelines

General Details

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

The Foundation provides grants to support research-based, evidence-based, and outcome measurement/quality improvement projects in the fields of allied health that will promote high quality patient care for the people of Manitoba at the HSC and elsewhere in the province.

Key Dates:

Deadline for Letter of Intent: 4:00 pm Monday December 16, 2019

Deadline for Applications: 4:00 pm Monday February 3, 2020

LOI's & Applications received after the 4:00 pm deadline will not be accepted for consideration.

Eligibility

An applicant making the grant request must be an employee of the HSC from an Allied Health discipline, defined as reporting to a member of the Allied Health Leadership Council of the Health Sciences Centre, and having a professional background other than medicine or nursing.

Alternatively, the Principal Investigator must be a member of an Allied Health discipline who has significant HSC site responsibility.

Funding Priorities for 2020/2021

1. Research that supports new investigators: These individuals would typically be within the first five years of their appointment at HSC and would be based primarily at the HSC or affiliated institutions on the HSC campus.
2. Investigators at HSC: Priority will be given to investigators with a primary affiliation with HSC.
3. HSC, JBRC 7&/or 8, or the Kleysen Institute for Advanced Medicine: Priority will be given to proposals for research completed exclusively at HSC or HSCF funded spaces (including MS7, JBRC 7 &/or 8, or the Kleysen Institute for Advanced Medicine).
4. Projects focused on Patient Oriented Research: Applicants must clearly link the proposed research project to patient care and/or patient outcomes.
5. Interdisciplinary research.

Guidelines & Terms

1. Foundation participation in funding for the Allied Health Research Grant will not normally exceed **\$35,000**. These grants may be used in attracting partnership funding from other sources. Funding can be used to support Principal Investigator salary release time. If using grant funds for salary support for the Principal Investigator, please clearly outline percentage allocated and justification of usage.
2. Funding for travel, conference, or seminar costs is not supported through the Foundation's grants.



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3. Grants are provided for one (1) year. Grant funds are disbursed twice during this term, on the first business day of September and last business day of February. An extension to a maximum of one additional year may be granted at the discretion of the HSCF Grants and Allocations Committee (must be requested and approved).
4. A letter of intent (LOI) is required prior to completing a full submission to ensure that the project meets the criteria of the grant.
5. Acceptance of a grant or award indicates agreement by the applicant and the institution which employs them to the general conditions as outlined in these guidelines.
6. 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.

All research to be undertaken at the Health Sciences Centre or University of Manitoba must have the written support of that institution's Director of Research, Medical Director of Research, or their designate.

7. Applications will be reviewed by the HSC Foundation Allied Health Scientific Review Committee. The Committee will make funding recommendations to the HSCF Grants and Allocations Committee.
8. All applicants will be advised whether or not their project has been accepted.
9. Announcements of the grants will be widely advertised throughout the HSC, University of Manitoba, and other appropriate institutions in Manitoba.

Terms of a Grant:

1. Individuals paid from the HSCF grants are not employees or agents of the HSCF.
2. Grants are for a one (1) year term. Unexpended funds will be reabsorbed into the general or directed fund of the HSCF on the expiry date of the grant.
3. Any commitment incurred by a grantee in excess of allocated grant funds is not the responsibility of the HSCF.
4. Any publications arising out of the investigations supported by the HSCF grants should acknowledge the assistance of HSCF.
5. 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 HSCF.
6. Any grant provided by HSCF and administered through the HSC must adhere to the HSC Specific Account Policy and Procedure.



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7. At the close of the grant, 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.
- Any remaining funds in the account must be returned to HSCF at the end of the grant year and the grant account is to be closed.
- A written report summarized in lay terms, including any significant findings, publications, presentations, larger grants generated from the study, and knowledge translation activities.

8. The HSCF reserves the right to terminate the grant at its sole discretion.

9. Equipment purchased will become the property of the HSC.

Review Process:

Applications will be reviewed by the HSCF Allied Health Scientific Review Committee, as coordinated by the HSC Foundation. Each application will be objectively assessed and ranked. Where more than one application is ranked highly, and sufficient funds exist, multiple projects will be supported.

How to Apply:

The application process consists of two steps:

1. Letter of intent (LOI)
2. Full application

1. Letter of Intent (LOI)

In the first step of the application process, the Principal Investigator submits a Letter of Intent. The LOI will be reviewed by the Chair of the HSCF Allied Health Research Committee to determine if the project meets the criteria of the grant.

The letter should include:

- The title of the project
- The category of grant (i.e. research, evidence-based project, outcome measurement/quality improvement)
- Name, title, professional designation, address, phone number, and e-mail of Principal Investigator
- An outline of the purpose of the project, including its relationship to the priorities of the Foundation grant
- The endorsement/signature of the Principal Investigator's supervisor/manager.

Also attach:

- CV or resume of Principal Investigator(s) & Co-Investigator(s)

The LOI should be a maximum of three pages in length. One (1) hard copy & one (1) electronic copy is to be submitted. The applicant will receive an email response indicating acceptance or rejection of their project application.

Letters of Intent must be submitted by: 4:00 pm Monday December 16, 2019.



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2. Full Application

Applications must be submitted by: 4:00 pm Monday February 3, 2020.

A complete application package and all identified components are to be completed. For CV/resume, please include any previous research/funding awards received, as well as any publications or presentations.

Submission Requirements

- One (1) electronic PDF copy (Reviewers will be provided with the PDF. Be sure to include all attachments in a single PDF.)
- One (1) hard copy (with original signatures.)

Send Submissions to:

Health Sciences Centre Foundation
Heather Gillis, Fundraising Events & Grants Officer
PW112-700 William Ave
Winnipeg, MB R3E 0Z9
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