



## Grants Resource Document

### Guidelines, Application Form, and Important Dates:

<https://www.hscfoundation.mb.ca/about/grants/>

### Essential Contacts:

- **HSC Foundation:**
  - Heather Gillis (204) 515-5617; [hgillis@hscfoundation.mb.ca](mailto:hgillis@hscfoundation.mb.ca)
  - First point of contact in regard 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](mailto: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.
  - Any research project taking place inside HSC and its affiliated spaces (Kleysen Institute for Advanced Medicine, JBRC) must apply for Impact Analysis approval.
  
- **Research Ethics – Bannatyne Campus:**
  - Shelly Rempel-Rossum, Research Ethics Board Coordinator
  - (204) 789-3255; [shelly.rempel-rossum@umanitoba.ca](mailto:shelly.rempel-rossum@umanitoba.ca)
  
- **HSC-WRHA Finance:**
  - Greg Connor (204) 787-4489; [GConnor@exchange.hsc.mb.ca](mailto:GConnor@exchange.hsc.mb.ca)
  - Ensures accounts are set up properly and terms of reference are followed.
  - 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.
  
- **University of Manitoba Office of Research Services:**
  - Michelina Violi, Research Grants Officer (Health & International)
  - (204) 789-3428; [michelina.violi@umanitoba.ca](mailto:michelina.violi@umanitoba.ca)
  - All applicants from the University of Manitoba must submit their applications to the ORS for review and approval prior to submission, and to gain signature from the Director of Research Services (Tracy Mohr).
  
- **Library Assistance – Neil John MacLean Health Sciences Library:**
  - <https://libguides.lib.umanitoba.ca/health>
  - Staff members are available to assist with library services including literature searches, reference questions, and training needs.



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- Book a virtual appointment online with a library staff member:
  - <https://lib-umanitoba.libcal.com/appointments/?lid=13&g=140>
- **Where can I find a statistician?**
  - Connect with a biostatistician at the George & Fay Yee Centre for Healthcare Innovation:  
<https://chimb.squarespace.com/data-services>

### Priorities when thinking about submitting an upcoming grant:

- Complete Ethics CORE curriculum
  - Although the Research Ethics Board (REB) currently requires only the principal investigators to take this course, they also highly recommend it for co-investigators.
  - CORE is an on-line tutorial that provides contemporary review of issues related to the conduct of safe and ethical conduct of research with humans.
  - <http://tcps2core.ca/welcome>
- Complete an updated CV

### I have submitted my Letter of Intent. Now what?

- Wait:
  - If the Health Sciences Centre Foundation (HSCF) invites you to submit a full grant application:
    - Prepare your full application
    - Consider your budget
      - 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 have submitted my full Grant Application. Now what?

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

### 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](http://umanitoba.ca/research/orec/animal_care/animal_care_forms.html)

Canadian Council on Animal Care in Science (<http://www.ccac.ca/>)



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### **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 Connor at 204-787-4489) or U of M Finance (contact the Office of Research Services). They will provide you with the proper forms to fill out and let you know how to access funds.

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

- **University of Manitoba:** Connect with your department manager. They will be able to provide you with key personnel contacts, human resources, and financial information.

### **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(s) 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