



Health Sciences Centre FOUNDATION

General Operating Grant Guidelines

General Details

The mission of the Health Sciences Centre Foundation (HSCF) 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 (HSC).

The Foundation provides operating grants to support projects in the field of health care that will promote high quality patient care for the people of Manitoba at the HSC and elsewhere in the province.

Applicants **must** submit a Letter of Intent (LOI). If you do not submit a LOI, your application will not be reviewed.

Eligibility

- Eligible applicants must be a practicing health care professional within the HSC or has an appointment with University of Manitoba Rady Faculty of Health Sciences (e.g.; Assistant Professor, Adjunct Professor, Nil-Appointment, or higher.)
- Eligible applicants must demonstrate that the majority of research activity is being conducted within HSC or its affiliated facilities and/or programs. (i.e. HSC, Women's Hospital, JBRC 7and/or8, Kleysen Institute for Advanced Medicine (KIAM)).
- Applicants must have some demonstrated research experience or training.
- Applications must clearly link the proposed research project to patient care and/or patient outcomes.

Note: If this is a submission from a previous year. Please make sure to clearly identify any changes made from original submission based on the feedbacks received.

Key Dates

Deadline for Letter of Intent: 4:00PM on Friday, December 2nd 2022

Deadline for Applications: 4:00PM on Monday, February 6th 2023

LOI's & Applications received later than 4:00 pm will not be accepted for consideration.

Funding Priorities

1. **Research that aligns with the HSC Strategic Mission:** Proposed projects should be focused on one of the four main HSC research themes (Advanced Diagnostics & Therapeutics, Neuroscience, Mental Health, Immunology & Inflammation) and their associated priorities (medical imaging, nuclear medicine, radiotherapy, neurobiology, neural injury & repair, palliative care, suicide prevention, traumatic stress, mood & anxiety, asthma & allergy, infectious disease, autoimmune disease).
2. **Research which supports new investigators:** HSCF's priority is investing in early career researchers. **These individuals should be within the first five years of their academic appointment and would be based primarily at the HSC or an affiliated facility or program.**



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Guidelines & Terms

1. The funding is for research being conducted within HSC and/or its affiliated facilities or programs. The applicant must clearly describe where critical activities of the project will take place (recruitment, lab, data analysis, evaluation, etc.). Note locations, buildings, units etc.
2. Proposals must be aligned with the HSC's vision, mission and values of placing patients first. All applications must clearly demonstrate this and have strong scientific merit.
3. Applicants must submit a LOI to determine their eligibility. An invitation to submit a formal application will be extended for suitable proposals.
4. Foundation participation in funding for individual projects will not normally exceed \$35,000 per year (\$70,000 for the two-year term). These grants may be used in attracting partnership funding from other sources.
5. Applicants whose applications are eligible for submission to both Cancer Care Manitoba and HSC Foundation research grants competitions must declare if a similar proposal has been submitted to both organizations. Cancer Care Manitoba & HSC Foundation could choose to partner to co-fund the application if applicants demonstrate exceptional scientific merit and meet the funding priorities of both organizations.
6. Applicants whose applications are eligible for submission to both Children's Hospital Research Institute of Manitoba (CHRIM) & HSC Foundation research grants competition must declare if a similar proposal has been submitted to both organizations.
7. **Only applications demonstrating scientific merit will be funded.** Up to five applications demonstrating strong scientific merit and meeting the priorities of the Foundation can be funded each year.
8. Grants are designed for support of health research (which may include research personnel, equipment, and other normal direct costs). **The Foundation does not support overhead fees through its grants, and funds received are not to be used as salary for the Principal or Co- investigators, post-doctoral fellows, or as student stipends.** In addition, the Foundation does not support conference or seminar attendance, or travel costs as part of operating grants funding.
9. Grants are provided for a maximum two-year term only, from **August 1, 2023 to July 31, 2025**. Grant funds are disbursed four times during this two-year term in 25% installments, on the **first business day in September and last business day in February**.
10. 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 committees.



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11. 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.
12. Applications will be reviewed by the HSC Foundation's General Operating Grants Scientific Review Committee who may request input from internal/external reviewers. The Committee will make recommendations to the HSCF Grants and Allocations Committee. All applicants will be advised whether or not their project has been accepted.
13. Announcements of the grants will be widely advertised throughout the HSC, the 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 HSCF.
2. Grants are for a two-year term. Unexpended funds will be reabsorbed into the general or directed fund of the HSCF on the expiry date of the grant.
3. An extension of up to one additional year may be granted at the discretion of the HSCF Grants & Allocations Committee. Extension requests must be submitted in writing and sent to the Research Grants Officer at least three months before the funding expiry date. **The request must explain the need for an extension and provide a date of when research activities will be completed. Extensions will not be granted unless factors beyond the investigator's control have delayed the project.**
4. Any commitment incurred by a grantee in excess of allocated grant funds is not the responsibility of the HSCF.
5. **Before funds are released to individual accounts, all documentation (ethics approval, HSC Impact approval, and account number) must be submitted to HSCF. Studies must be approved by the HSC Research Impact Committee and have approval from the Research Ethics Board.**
6. Any publications arising out of the investigations supported by the HSCF grants must acknowledge the assistance of the HSCF.
7. 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 HSC Foundation.
8. Any grant provided by HSCF and administered through HSC Finance must adhere to HSC Specific Account policy and procedure.
9. **At the close of the grant year, each grantee is required to submit to HSCF:**
 - i. Final statement of expenditures signed by the grantee and one of their account co-signatories. Expenditures must reflect the submitted budget.



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- ii. Any remaining funds in the account are to be returned to HSCF. The HSC Foundation policy is to invoice the Principal Investigator for overdue grants where funds remain in the account three months after the grant expiry date.
 - iii. A written report summarized in lay terms (two pages) including any significant findings, publications, presentations or larger grants generated from the study. A reminder will be sent to all grant recipients by the HSCF Grants Officer.
10. HSCF reserves the right to terminate the grant at its sole discretion.
 11. Equipment purchased will become the property of the HSC.

Letters of Intent

Applicants must submit a LOI. LOIs should be no more than three (3) pages and should include:

- Title of project
- Roles of the Principal Investigator(s) and Co-Investigator(s)
- Name of institution(s) where the project is to take place
- Principal Investigator's primary affiliation
- Summary of proposed research in layperson's terms
- Research objectives
- Hypothesis
- Background
- Methodology
- Significance of research to patient care in Manitoba
- How the proposal relates to the HSC Foundation's funding priorities

Also attach:

- Full CV of Principal Investigator(s)
- CV of Co-Investigator(s)
- Note: Canadian Common CV preferred

If a LOI has not been received, the HSC Foundation will refuse to consider a grant proposal. Incomplete applications may be rejected outright.

Submission Requirements

- One (1) electronic PDF copy (Please include all attachments.)
- One (1) hard copy (including signatures.)

Send Submissions to:

Denry Eulalia,

Research Grants Officer

Health Sciences Centre Foundation

Shared Health Research and Innovation

Email: HSCFoundationResearchGrants@sharedhealthmb.ca