

2024-2025 General Operating Grant Guidelines

General Details

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 (HSC).

The HSC 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.

Eligibility

- Eligible Applicants must be a practicing health care professional within HSC, be affiliated with HSC, or have an appointment with University of Manitoba Rady Faculty of Health Sciences (e.g.; Assistant Professor, Adjunct Professor, Nil-Appointment, or higher). Graduate Students and Post-Doctoral fellows are not eligible for this competition.
- Eligible Applicants must demonstrate that the majority of research activity is being conducted within HSC or its affiliated facilities and/or programs. (e.g. HSC, Women's Hospital, JBRC 7 and/or 8, Kleysen Institute for Advanced Medicine (KIAM)).
- Applicants must clearly demonstrate their project aligns with the HSC Foundation funding priorities listed below.
- Applicants must have demonstrated research experience and training.
- Applications must clearly link the proposed research project to patient care and/or patient outcomes in Manitoba.

Funding Priorities

1. **Research that aligns with the HSC Strategic Mission:** Proposed projects must 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).
 - A. For the 2024-2025 funding year additional funding may be available for research with a focus on Cancer.
2. **Research which supports new investigators:** HSC Foundation's priority is investing in early career researchers. **Applicants must be based primarily at the HSC or an affiliated facility and/or program, where sequential priority is determined by the following:**
 - **Applicants within the first five years of their first academic appointment;**
 - **Applicants within the first five years of their academic appointment since joining HSC;**
 - **Mid-career Applicants who are within the first ten years of their first academic appointment;**
 - **Applicants at any other stage of their academic career.**

NOTE: To be considered in the early career researcher priority, the Applicant must be contributing the majority of the research activity.

Application Process and Key Dates

Applicants **must** submit a Letter of Intent (LOI). If a LOI is not submitted by the deadline, the application will **not be** reviewed. The LOI must be completed using the appropriate 2024-2025 LOI Form. In a separate PDF attachment, the full curriculum vitae of the Principal Investigator(s) and co-investigator(s) must be submitted with the completed LOI. The Canadian Common curriculum vitae is preferred. An invitation to submit a full application will be extended for suitable proposals. For Applicants who are invited to submit a full application, the title, abstract, list of co-applicants and total budget must match, or be very similar to the details provided in the LOI.

The LOIs will be reviewed based on the following criteria:

1. Alignment with the HSC Foundation funding priorities.
2. Evidence that the majority of research activity is being conducted within HSC or its affiliated facilities and/or programs.
3. Evidence that the Applicant is a care provider and/or affiliated with HSC or has an appointment with the University of Manitoba Rady Faculty of Health Sciences.
4. Clear demonstration of research experience and training.
5. Clear link between the proposed project and patient care and/or patient outcomes in Manitoba.

The LOI and supporting documents are to be submitted to the Research Grants Officer by the deadline below. Late and/or incomplete submissions will not be accepted.

Deadline for Letter of Intent:

Friday, December 1st, 2023 at 4:30PM

Applicants will be notified the outcome of the LOI review by December 20, 2023. For Applicants invited to submit a full application, the Applicant must ensure they are using the appropriate 2024-2025 Grant Application Form. If an application was previously submitted to the HSC Foundation Operating Grant competition and was not funded, the Applicant is to clearly identify any changes made from original submission based on the feedback received. Within the application the Applicant must clearly describe where critical activities of the project will take place (recruitment, lab, data analysis, evaluation, etc.) and note specific locations, buildings, unit(s)/room(s) etc.

Projects must be aligned with the HSC's vision, mission and values of placing patients first. All applications must have strong scientific merit.

Applications must be submitted by the deadline below. Incomplete/late applications will not be accepted.

Deadline for Full Application:

Friday, February 9th, 2024 at 4:30PM

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 put forward recommendations to the Operating Grant Chair. Up to six (6) applications demonstrating strong scientific merit, alignment with HSC's vision, mission and values while meeting the priorities of the HSC Foundation will be eligible to be funded this year. Five (5) awards will be granted to projects that align with HSC's four main research themes, while one award will be granted to a project that aligns with the 2024-2025 research theme, Cancer. Foundation participation in funding for individual projects will not normally exceed \$35,000 per year (\$70,000 for the two-year term). Grants awarded at these funding levels should be used in attracting

partnership funding from other sources.

Applicants whose projects are also eligible for submission to Cancer Care Manitoba (CCMB) or Children's Hospital Research Institute of Manitoba (CHRIM) along with HSC Foundation research grants competitions must declare if a similar proposal has been submitted to these other organization's competitions. HSC Foundation may choose to partner to co-fund the application with either CHRIM or CCMB if the Applicant(s) demonstrate exceptional scientific merit and meet the funding priorities of both organizations.

All Applicants will be advised through email in May whether or not their project has been funded by the HSC Foundation Operating Grant and will be provided with anonymized reviewer comments. Applicants who are chosen to be the recipients of the grant award must acknowledge acceptance of the grant by email to the Research Grants Officer within **14 days of notification of the award.**

Application Forms

All applications (including letters of intent, full applications and supporting documentation) must be submitted to the Research Grants Officer. Any questions should be directed to the Research Grants Officer at the contact information below.

Contact Information

Research Grants Officer
Health Sciences Centre Foundation
c/o Shared Health Research and Innovation
Email: HSCFoundationResearchGrants@sharedhealthmb.ca
Phone: 204-926-7020

Project Approvals

All projects requiring Animal Care Approval or Research Ethics Board Approval and Shared Health Institutional Assessment must be declared in the grant application. It is the responsibility of the successful Applicant to obtain all required and relevant approvals and provide a copy of the approval certificates/letters to the Research Grants Officer before funds can be released into individual accounts.

Grant Extensions

An extension of up to one (1) additional year may be granted at the discretion of the Operating Grant Chair. Extension requests must be submitted in writing addressed to the Operating Grant Chair and emailed 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 successful Applicant's control have delayed the project.

Project Completion

By August 31st, 2026, unless an extension request has been approved by the HSC Foundation, each successful Applicant is required to:

- (1) Submit a final statement of expenditures signed by the successful Applicant and one of their account co-signatories. Expenditures must reflect the submitted budget.
- (2) Return any remaining funds in the account to HSC Foundation. The HSC Foundation policy is to invoice the successful Applicant for overdue grants where funds remain in the account three months after the grant expiry date.

- (3) Submit a written report summarized in lay terms (max two pages), including any significant findings, publications, presentations or larger grants generated from the study to the Research Grants Officer.
- (4) Provide copies of any publications that arose from the project to the Research Grants Officer.

If an extension request has been approved, then the above is due upon the new project end date listed in the extension approval letter.

Additional Terms & Conditions

1. Grants are designed for support of health research (which may include research personnel, equipment, and other normal direct costs). **The HSC 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 HSC Foundation does not support conference or seminar attendance, or travel costs as part of operating grants funding.
2. Grants are provided for a maximum two-year term only, from **August 1, 2024 to July 31, 2026**. 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**.
3. In signing the application, the Applicant, the Department Head, and the Departmental Director of Research (if applicable) 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.
4. 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.
5. Announcements of the grants will be widely advertised throughout the HSC, the University of Manitoba, other appropriate institutions in Manitoba, as well as on social media platforms associated with these institutions.
6. Individuals paid from the HSC Foundation grants must not be employees or agents of the HSC Foundation.
7. Grant are for a two-year term. Unexpended funds will be returned to the HSC Foundation by the Principal Investigator and reabsorbed back into the general or directed fund of the HSC Foundation on the expiry date of the grant.
8. Any financial commitments or expenses incurred by the Applicant that are in excess of allocated grant funds, shall be at the sole responsibility of the Application and not the responsibility of the HSC Foundation.
9. Any publications arising out of the investigations supported by the HSC Foundation grants must acknowledge the assistance of the HSC Foundation and a copy will be provided to the Research Grants Coordinator.



10. Grants are awarded in support of research at the specified institution. If the successful Applicant transfers from one institution to another, the allocated grant terminates at the former with the agreement of the HSC Foundation.
11. Any grant provided by HSC Foundation and administered through HSC Finance must adhere to Shared Health Research Accounts Policy (330.140.100).
12. HSC Foundation reserves the right to terminate the grant at its sole discretion.
13. Any equipment purchased with HSC Foundation funds will become the property of the HSC.