



2024-2025 Allied Health Grant Guidelines

General Details

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

The HSC 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.

Eligibility

- Applicants 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 Applicant must be a member of an Allied Health discipline who has significant HSC site responsibility.
- Applicants must clearly demonstrate their project aligns with the HSC Foundation funding priorities listed below.
- Applicants must clearly link their proposed project to patient care and/or patient outcomes in Manitoba.

Funding Priorities

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

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 which can be located at <https://ccv-cvc.ca/loginresearcher-eng.frm>. 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. 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 close 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 HSC Foundation



- funded spaces;
3. Evidence that the Applicant is an employee of the HSC from an Allied Health discipline or a member of an Allied Health discipline who has significant HSC site responsibility;
 4. Clear link between the proposed project and patient care and/or patient outcomes in Manitoba;
 5. Evidence that the research is interdisciplinary.

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:

Monday, January 15th, 2024 at 4:30PM

Applicants will be notified the outcome of the LOI review by January 12th, 2024. 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, March 15th, 2024 at 4:30PM

Applications will be reviewed by the HSC Foundation Allied Health Scientific Review Committee who may request input from internal/external reviewers. 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. Foundation participation in funding for individual projects will not normally exceed \$35,000. Grants awarded at these funding levels should be used in attracting partnership funding from other sources.

All Applicants will be advised through email in May 2024 whether or not their project has been accepted and will be provided with anonymized reviewer comments. Applicants must acknowledge acceptance of the grant by email to the Research Grants Officer within **14 days of notification**.

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

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, as applicable, and Shared Health Institutional Assessment must be declared in the grant application. It is the responsibility of the successful Applicant to obtain such approvals and provide a copy 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, 2025, unless an extension request has been approved by the HSC Foundation, each successful Applicant is required to:

- Submit a final statement of expenditures signed by the Applicant and one of their account co-signatories. Expenditures must reflect the submitted budget.
- Return any remaining funds in the account to the HSC Foundation. The HSC Foundation policy is to invoice the successful Applicant for overdue grants where funds remain in the account three (3) months after the grant expiry date. At the end of the grant year the grant account is to be closed.
- Submit a written report summarized in lay terms, including any significant findings, publications, presentations, larger grants generated from the study, and knowledge translation activities.
- 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. 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 HSC Foundation's grants.
3. Any commitment incurred by the Applicant in excess of allocated grant funds is not the responsibility of the HSC Foundation.
4. Individuals paid from the HSC Foundation grants should not be employees or agents of the HSC Foundation.
5. 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. Unexpended funds will be returned to the

HSC Foundation by the Principal Investigator and reabsorbed into the general or directed fund of the HSC Foundation on the expiry date of the grant.

6. A letter of intent (LOI) is required prior to completing a full submission to ensure that the project meets the criteria of the grant.
7. 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.
8. In signing the application, the Applicant, the Department Head, and the Departmental 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.
9. All research to be undertaken at the HSC or University of Manitoba must have the written support of that institution's Director of Research, Medical Director of Research, or their designate.
10. Announcements of the grants will be widely advertised throughout the HSC, University of Manitoba, and other appropriate institutions in Manitoba, as well as on social media platforms associated with these institutions.
11. Any publications arising out of the investigations supported by the HSCF grants should acknowledge the assistance of HSC Foundation and a copy will be provided to the Research Grants Coordinator.
12. Grants are awarded in support of research at the specified institution. If a successful Applicant transfers from one institution to another, the allocated grant terminates at the former with the agreement of the HSC Foundation.
13. Any grant provided by HSC Foundation and administered through the HSC must adhere to the Shared Health Research Accounts Policy (330.140.100).
14. The HSC Foundation reserves the right to terminate the grant at its sole discretion.
15. Equipment purchased with HSC Foundation funds will become the property of the HSC.