

GUIDELINES

RESEARCH INSTITUTE AWARD PROGRAM

St. Joseph's Healthcare Foundation Research Collaboration Grant

Timelines

January 1	Launch of Research Award Program Competition
March 31	Application Submission Deadline
June	Announcement of Award Recipient(s)
September	Grant funding awarded

Award Description

The St. Joseph's Healthcare Foundation Research Collaboration Grant is intended to support research collaboration between research programs within The Research Institute of St. Joe's Hamilton.

General

This document governs the components of the online application process and provides a description of what is required in order to submit an online application. Please go to the St. Joseph's Healthcare Hamilton research website to access the application documents. Frequently asked questions (FAQ) are available within the website for your reference. A fully completed submission is to be saved in pdf format, and emailed to research@stjoes.ca. Adobe Acrobat version 8 or higher is required. Additionally, please review the 015-RSJ-H Research Institute Award Program Policy.

Governance

This funding opportunity will comply with The Research Institute of St. Joe's Hamilton St. Joseph's Healthcare Foundation Research Collaboration Grant Guidelines and the 015-RSJ-H Research Institute Award Program Policy.

Process

The St. Joseph's Healthcare Foundation Research Collaboration Grant competition consists of a single application process for eligible independent researchers. The Award Review Committee (hereby referred to as the Committee) will review the St. Joseph's Healthcare Foundation Research Collaboration Grant applications and then forward their recommendation to the Scientific Director who has final approval of the awarding of the funding. All applicants will be notified of the results of their applications in June.

Funding

The value of the grant is a one-time award of up to \$50,000. Funding would generally start in September. There will be no option for renewal of a St. Joseph's Healthcare Foundation Research Collaboration Grant. The number of awards on offer for any given year's competition is dependent upon funding availability and will be communicated on the research website.

Final Completion Report

A Final Completion Report will be due to Research Administration upon completion of the research project, or no later than 2 years from the start of the grant.

Research Proposal

The research project must conform to the following requirements:

1. The timeline for the project's completion cannot exceed 2 years from the start of the grant funding, and must start in the fiscal year of the grant competition.
2. Must include a budget of how the funds will be allocated.
3. Project must be a brand new collaboration for the researchers applying.
4. Project must include co-applicants from at least 2 of the 4 research programs of the research institute, plus 1 co-applicant from the evaluative sciences (*see Eligibility Item 2 on page 2 for program areas*).
5. Collaboration project must fall into one of the following categories:
 - Systematic investigation - in the definition of SR&ED is an approach that includes defining a problem, advancing a hypothesis towards resolving that problem, planning and testing the hypothesis by experiment or analysis, and developing logical conclusions based on the results.

- Basic research – work undertaken for the advancement of scientific knowledge without a specific practical application in view.
- Applied research – work undertaken for the advancement of scientific knowledge with a specific practical application in view
- Experimental development – work undertaken for the purpose of achieving technological advancement for the purpose of creating new, or improving existing, materials, devices, products or processes, including incremental improvements.

Eligibility

1. Co-applicants must be associated with The Research Institute of St. Joe's Hamilton in an appropriate category (refer to the research institute *002-RSJ-H Research Affiliation with Research St. Josephs- Hamilton* policy); all in good standing.
2. There must be 3 co-applicants per application. **Co-applicants must be from at least 2 different research programs from the research programs offered at The Research Institute of St. Joe's Hamilton; plus 1 co-applicant from the evaluative sciences (Biostats Department, or Programs for Assessment of Health in Technology [PATH]).** Programs at the research institute are:
 - i. **Father Sean O'Sullivan Research Centre** (*Clinical Researchers and Evaluative Scientists not affiliated with the Firestone Institute of Respiratory Health, the Hamilton Centre for Kidney Research, or Mental Health Research*)
 - ii. **Kidney and Urinary**
 - iii. **Mental Health and Addictions**
 - iv. **Respiratory Medicine and Thoracic Surgery**
3. Available to independent researchers (as defined below) who are principally located at one of the St. Joseph's Healthcare campuses. The co-applicants (all must be independent researchers) must be from different research clinical programs.

Independent Researcher (derived from CIHR definitions <http://www.cihr-irsc.gc.ca/e/34190.html>)

An individual who:

- a. is autonomous regarding their research activities; and
- b. has an academic or research appointment which:
 - allows the individual to pursue research projects, to engage in independent research activities for the entire duration of the project(s), to supervise trainees, and to publish the research results; and
 - obliges the individual to conform to institutional regulations concerning the conduct of research, the supervision of trainees, and the employment conditions of staff paid with CIHR funding.

Note: An individual, who meets the above requirements but is also a "trainee" as defined in this glossary, is considered an "independent researcher" provided that:

- c. the research proposal covers only areas of investigation for which they are an independent researcher and not areas of research in which they are a trainee; and
 - d. they have sufficient time to devote to the proposed research.
4. One-time support of up to \$50,000 will be available for the project, which must be completed within 2 years from the start of the grant.

Review Process

Applications will be reviewed by the Committee struck by the Scientific Director under the governance structure of The Research Institute of St. Joe’s Hamilton. The composition of the committee will be at the discretion of the Scientific Director. The peer review process of the application will be conducted by the Committee.

The **review criteria for the Application** include:

- Co-applicants’ Curriculum Vitae
- Publication activity
- Other research activity i.e. abstracts, patents
- Originality
- Background preparation
- Research Project – Design, Feasibility, Impact
- Research resources
- Impact to patient care or health care

Notification of Awards

The following conditions will be observed when notifying candidates on the status of their application:

- The recommendations of the Committee will be forwarded to the Scientific Director who is the final authority for approval
- The deliberations of the Committee are confidential: results will be communicated only by the Scientific Director
- The start date and conditions of the award will be clearly stated in a terms and conditions agreement, which will be signed by the recipients before funding commences
- All applicants will be notified of the results of their application in June.

Preparation of Application

Please go to the research website to access the application documents. All applicants are required to submit a final combined application in pdf format. Research Administration will **NOT** accept paper-based applications.

There is one stage to the application process:

Application

Applicants must submit their application no later than 11:59pm EST on March 31. Late or incomplete submissions will not be accepted under any circumstance.

The online application consists of:

Background Preparation

Briefly describes the background preparation on why and how this project was initiated.

Research Executive Summary

State the research objective(s), the methodology, the expected scholarly significance, and the relationship of the project to your previous work and to current knowledge in the field. Please explain what you hope to accomplish during this monetary award period. (Exclude references and appendices).

Outcome

Describe how the research proposal relates to patient care or health care and its potential impact as a result of this project.

Budget

Describes in detail how the funds will be allocated and must be included with your submission package.

Curriculum Vitae (CV)

Provide applicant’s fully completed and validated Canadian Common CV (CCV) prepared to the CIHR Academic template, which can be found at <https://ccv-cvc.ca/indexresearcher-eng.frm>. **Draft CV’s are not acceptable.**

When logged in to the *CCV system, choose **CV: Funding, Funding Source: CIHR, CV Type: CIHR Academic.**

*Note: for new user’s you require a Personal Identification Number (PIN), which can take up to 48 hours to acquire.

Submitted Papers

Copies of any submitted papers and/or proof of acceptance for papers listed as in-press – ONLY THOSE THAT RELATE TO THIS PROJECT.

Signature

Signatures of all co-applicants are required to confirm that all copy and documentation submitted with the full application package are true.

Submission

The Application is a pdf form. You must have Adobe Acrobat 8 or higher to save and manipulate the document as follows:

1. Print off the Application, sign it where noted, scan it to a pdf, then save the Application pdf
2. Scan your budget to a pdf, then insert the budget after the Application pdf
3. Insert each co-applicants’ CV pdfs at the end of the Budget pdf
4. Scan to pdf any submitted papers and/or proof of acceptance for in press papers and insert after the CV pdf
5. Save your final combined pdf as: *“Last Names of Co-applicants” Collaborator Grant APP*
6. E-mail the combined and final pdf Application to research@stjoes.ca

Contact Department:

The Research Institute of St. Joe’s Hamilton
Research Administration
50 Charlton Ave. East - H315 Martha Wing
Hamilton ON L8N 4A6
Tel: 905 522 1155 x 35128
Email: research@stjoes.ca