

VCHRI Team Grants 2012 Competition Guidelines

PURPOSE

The purpose of this competition is to build health research capacity at Vancouver Coastal Health (VCH) by supporting practice-based research projects across VCH that are directly relevant to current health care issues within VCH and based on the collaboration between health care providers and experienced researchers.

This competition is supported by Vancouver Coastal Health Research Institute (VCHRI), VGH & UBC Hospital Foundation, North Shore Health Research Foundation, and Richmond Hospital Foundation. VCHRI and its funding partners wish to address emerging needs & opportunities identified by healthcare providers across Vancouver Coastal Health by supporting research projects that have direct and immediate relevance to health care provision across VCH.

Goals of the Team Grants program include:

1. research teams successfully answer their question
2. research findings are utilized in practice, both internally (within VCH) and externally
3. when applicable, the principal investigator and team apply for external research funding to build on the results of this project

RESEARCH TEAM ELIGIBILITY CRITERIA

Principal Investigator (PI): You are eligible to be the principal investigator (PI) on an application if you are a VCH staff/physician and you meet all the following criteria:

- Your primary work is as a VCH health care provider (e.g. physician, nurse, OT, counsellor, mental health worker, etc), at a VCH site (this does not include Providence Health Care, BCCA, BCCDC or PHSA sites or medical offices not on a VCH site)
- you hold and are working in a regular part-time or full-time permanent position at VCH (for staff); or as a physician, VCH is where you do most of your clinical work
- you have not held (or currently hold) external*, peer-reviewed research funding as the principal investigator or co-principal investigator
- you do not hold any of the following university appointments at any academic institution: assistant professor, associate professor, professor, clinical associate professor or clinical professor. Clinical assistant professor, clinical instructor, and lesser appointments are acceptable.

* External research funding does not include funding from: VCH, UBC, other BC health authorities, educational institutions, or affiliated research institutes/centres

- you have identified an experienced researcher who agrees to be your co-PI and actively mentor you throughout the course of the project from proposal development and application submission, to implementation and completion of the project

You are not eligible to be the PI on an application if you meet any of the following criteria:

- you are a medical resident or clinical/research fellow
- you are a casual, contract or consulting staff
- you have an outstanding final report from a past VCHRI internal grant/award competitions
- you are the PI/co-PI on a currently funded VCHRI Team Grant.

Co-Principal Investigator (Co-PI): The co-PI must be an experienced researcher who is actively conducting their own research. The co-PI not only is part of the investigator team, s/he also agrees to play a mentor role to the PI during for the project, from registration and application through project completion.

- The research experience of the Co-PI will be evaluated by the review committee based on the information contained in the CV Module and Research Module.
- The co-PI can only be a co-PI on one application only per competition cycle.
- The co-PI can be from any organization, but it is expected that the PI and co-PI will work together to design and implement the project.

Co-Investigators: Co-investigators should include other individuals as appropriate for the particular project being proposed.

- There is no set number of co-investigators for a project, as that is unique to the project itself; however, it is expected that individuals listed as co-investigators will also contribute to the intellectual content of the research project.
- All co-investigators must complete a CV for the application (this requirement is not just for the PI/co-PI)

Collaborators: Individuals who are integral to some aspect of the project but are not involved in the design or *overall* conduct of the study.

- Collaborators do not submit CVs. Although not mandatory, you should include a letter from each collaborator (Letter of collaboration/support) that outlines their role in the study and commitment to participate.
- Example collaborator roles include: providing a product or service (e.g. laboratory access or stats analysis) or permitting a researcher access to patients or study participants (e.g. residents in a care home or patients on the ward).
- Paid consultants (i.e. line items in the budget) are not considered collaborators.

RESEARCH PROJECT ELIGIBILITY CRITERIA

- Projects must address important practice-based research questions, so the results can be directly applicable to the provision of care/service at VCH (e.g. not just a step to a next project).
- As the intent of this competition is to support new projects and not to provide additional funding for existing and/or larger projects, all successful projects must have REB approval specifically for this project. [Adding the project as an amendment to another existing REB approval is not acceptable.](#)
- Multi-organizational projects, led by someone from another organization, where VCH is one 'site' are not eligible

FUNDING & ELIGIBLE EXPENSES

Proposals will be considered for a maximum of \$30,000. Projects must be able to be completed within one year of receiving the funds. Unused funds are to be returned to VCHRI. Awards are non-renewable.

- The intent of this competition is to support new (not already-in-progress) projects only.
- Projects must be able to be completed within the \$30,000 maximum budget as matching/partner funding is not allowed; however, the maximum budget amount does not include in-kind contributions (e.g. staff support, use of space and other resources etc).

Budget items:

- Investigator support - the project budget may include clinical/work release time for the PI only and this support can account for a [maximum of 50%](#) of the grant request. Note that any potential release time arrangements (e.g. amount of time, reimbursement from grant etc) must be discussed with and approved by your Manager before you submit the application.
- Travel/transportation costs are not eligible expenses in this competition. This includes, but is not limited to travel costs associated with conference attendance or investigator mileage. Any budget item that is considered to be ineligible will be removed and the budget decreased by that amount.
- Personnel: If you plan to hire or contract with project staff as a result of this research grant, you must either VCH HR processes.
 - ◆ Offers of employment or contracted services must not be made without the involvement of your VCH HR advisor.

PROJECT DEVELOPMENT

- VCHRI will be holding a general grantscrafting workshop on **Thursday, December 8, 2011**. Details will be posted at <http://www.vchri.ca/s/Workshops.asp>.
- Proposal development support is available from VCHRI's Research Grants Development Advisor, Tamara English. Upon registration, contact Tamara at Tamara.english@vch.ca to discuss timelines and needs.
- The Centre for Clinical Epidemiology and Evaluation (located at VGH) provides consultation in a wide range of areas including study design, data collection & management, statistical analysis, systematic reviews, and health economics. Free one-hour consultations are available to VCH staff through scheduled appointments. The Centre has limited resources so contact them in the early stages of project development. Go to <http://www.c2e2.vchri.ca/collaborating.htm> for more information.
 - If you will need statistical or data management assistance for the project, ensure you obtain a cost quotation for these services and incorporate it into your budget.

DEADLINES

Registration is mandatory for this competition. Complete the one-page registration form (see the link under "Applications" below) and submit it as an email attachment to Patricia Tait, Manager, HR, Policy & Planning, at patait@vch.ca. If you use the VCH global email list, note that she is not the first Patricia Tait in the list, so ensure you send to the right person.

Registration deadline (by email): Thursday, December 1, 2011 by Midnight (PST)

Application submission deadline: Thursday, March 15, 2012 – paper copy by 6pm and electronic copy (email) by Midnight (both PST).

Complete applications must be received in the VCHRI administration office by the times specified or they will not be accepted.

APPLICATIONS

Guidelines, registration forms and application forms are available for download from the **Vancouver Coastal Health Research Institute (VCHRI)** website at: http://www.vchri.ca/s/Internal_Grants.asp

COMPLETE APPLICATION REQUIREMENTS

Required documents and signatures that you need for your application	
Documents:	Signatures you are required to get:
<ul style="list-style-type: none"> Cover Sheet¹ (whichever <u>one</u> applies to the PI) <ul style="list-style-type: none"> VCH staff Faculty of Medicine 	1. Principal Investigator 2. VCH Program/Dept Manager* 3. Academic Dept. Head (if PI has <u>any</u> faculty appointment)
<ul style="list-style-type: none"> Research Module 2012 (including all attachments, e.g. proposal) 	1. Principal Investigator 2. Co-PI and all co-investigators 3. VCH Program/Dept Manager ² 4. Academic Dept. Head (if applicable to PI)
<ul style="list-style-type: none"> Program/Dept Manager Statement of Support 	VCH Program/Dept Manager ²
<ul style="list-style-type: none"> CV Modules for principal investigator (PI), co-PI and ALL co-investigators³ - ALL MUST use the VCHRI CV Module for this competition. 	Each investigator must sign their own CV

Notes:

- For the Cover Sheet and the Research Module, the VCHRI Executive Director/Associate Dean, Research, FoM signature, and the Research Services (ORS) signature will be obtained by the VCHRI administration office **AFTER** your application has been submitted into the competition.
- Program/Dept Manager - this should be the person responsible for scheduling and/or budgeting for your time and with whom you have been discussing your time for the project
- Remember to get electronic copies of all the CVs as well as the signed hard copy, as both must be submitted. See below under “Copies for Submission”

EVALUATION CRITERIA

Proposals will be reviewed by a multidisciplinary selection committee. Applicants should therefore explain the proposed research clearly, and define discipline specific terms used. Assume that the topic of your project is completely new to the person reviewing your grant.

Two reviewers will be assigned to each application. The reviews and selection committee discussion will generally be on the following:

- Team –strength of the PI/co-PI’s research and healthcare practice experience to guide the project; the appropriateness of each team member and their role; key collaborations outlined and letters of support included (if applicable); the team’s capacity to do the proposed work
- Project - rigour of the research proposal; importance and applicability of the project to the provision of healthcare/service at VCH; feasibility of the project within the timeframe/budget

Formatting instructions and page limitations

The Research Module is an auto-fill form, using drop-down lists and text fields. For text fields you can either type directly onto the form or cut and paste from another file. All text will display in TNR 12 format, and no other formatting (e.g. bold) is possible. You can use the tab key to move from line to line. The character maximums (if listed) include spaces but not paragraph breaks.

For the CV Module(s), the research proposal, the project timeline and response to past reviews (if latter is applicable):

- Use single-spaced type in either Times New Roman 12 point or Arial 11 point.
- Print must be of letter quality and easy to read. Condensed type (e.g. “Narrow” font) or spacing is not acceptable.
- Print on one side of the paper only and paper must be letter-size (8.5” x 11”).
- Margins must be no smaller than 1” inch; no hanging indents allowed.

Observe page limitations:

The Research Module consists of 10 pages plus attachments. Each section of the Research Module has a maximum amount of space for text. The attachments are:

1. *Research Proposal*: maximum 5 pages, plus references, tables, chart/figures (however legends must be succinct, as details of methods and/or results should be included in the body of the proposal, NOT in the legends).
2. *Project Timeline*: maximum 1 page
3. *Appendices*: which may only include data collection tools, participant consent forms, letters of support from collaborating departments or organizations, and ethics approval certificates (if already approved). All other information included as an appendix will be removed from the application before being forwarded to reviewers.
4. *Response to previous reviews*: maximum 1 page and only applicable if resubmitting a project that was unsuccessful in a previous Team Grant competition.

The CV Module for each investigator can be a maximum of 6 pages (using the VCHRI CV Module template). Pages in excess of these limits will be removed before being forwarded to reviewers.

Budget:

Justification: Provide enough detail and rationale for each item so that the review committee can determine the feasibility of the project, and whether the costs for each are reasonable and required.

Signatures and submission process

Applications missing any required documents or signatures will not be accepted.

Copies for submission:

Both of the following must be received in the VCHRI office by the stated deadlines:

(1) One hard copy original application – includes all materials required. Please put only 1 clip on the original copy, as additional copies may need to be made.

(2) One electronic copy: must include all application materials.

- All documents must be sent in individual files, not amalgamated into one PDF.
- The Research Proposal, Timeline and all CVs must be submitted in Microsoft Word.
- This is to be emailed to Patricia Tait at patait@vch.ca by the deadline stated above.
- Note that the electronic copies do not need to have any signatures.

APPROVALS

Notification of awards will occur in May/June 2012. Funding will be made available as of July 1, 2012. After July 1, 2012, funds will be released to the successful applicants as soon as the required ethics and VCH approvals have been obtained. Applicants are urged to request ethics approval as soon as they have received notice of funding, since projects must be initiated before December 31, 2012. **Funding will not be available after this date.**

OUTCOMES AND REPORTING

Annual and project end financial reporting is required. As well, a final project report is required at the end of the grant. VCHRI and its funding partners use these project reports to publicize research activities and to evaluate the impact of the program.

Contact information & application submission address

Patricia Tait, VCHRI
Room 100 - 2647 Willow Street, Vancouver, BC V5Z 3P1
patait@vch.ca 604-875-4111 local 66782