

2014 VCHRI Innovation and Translational Research Award Application Guidance Document

This guidance document will outline the required and optional components for submission of an Innovation and Translational Research award application. For each of the following components, you will need to submit an INDIVIDUAL electronic file by the deadline:

1. Grant Cover Sheet (required)
2. Research Module (required)
3. Research Proposal (required)
4. VCH Program/Dept Manager Statement of Support (required for all VCH health care professional PI)
5. VCHRI version of the Canadian Common CV Module (required for PI, Co-PI and ALL Co-investigators)
6. Appendices (optional)

In addition to the electronic files, you will need to forward the scanned copies of ALL of the signature pages to Kerri Abramson.

If you have any questions or concerns, please email Kerri Abramson at kerri.abramson@vch.ca.

1. Grant Cover Sheet (required)

Depending on the PI's appointment, a UBC Research Project Information Form (RPIF) or a VCHRI Grant Cover Sheet will need to be completed, see below for full details. Regardless of the cover sheet being submitted, the team is responsible for obtaining all the appropriate signatures before the application is submitted. **The only exceptions are the signatures for the VCHRI Director/Associate Dean, Research FoM and the Research Services (ORS) signature, which will be obtained AFTER the grant submission.**

PI has a UBC appointment

If the PI has a UBC appointment, the PI will need to complete the **UBC Research Project Information Form (RPIF)**. This is a NEW form for all UBC research. The PI must obtain their academic department head's signature on the RPIF, as well as on the research module.

Effective, January 1, 2014: All research grant applications and contracts must be accompanied by a [Research Project Information Form](#). This form replaces all Faculty-based cover sheets. It requires researchers to summarize the budget they have created in terms of total cash requested and the appropriate indirect costs amount. A budget calculator and other resources are available to assist researchers in calculating ICRs on the VPRI website at <http://research.ubc.ca/vpri/research-project-budgets>.

PI is a VCH member without a UBC appointment

If the PI is a VCH member without a UBC appointment, then the PI must fill out VCHRI Grant Cover Sheet. The PI's VCH Program Director/Supervisor must also sign the the research module and the statement of support.

PI is both a VCH and UBC member

The PI would need to fill out the **UBC Research Project Information Form (RPIF)**, not the VCHRI Grant Cover sheet.

2. Research Module (required)

The Research Module consists of 7 pages and 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 Arial 11 format, and no other formatting (e.g. bold) is possible. The character maximums (if listed) include spaces.

Please see the following guidelines when filling out the research module sections:

Signature pages

- Original signatures are required by the PI on her/his CV module, the research module, and the cover sheet.
- Faxed or electronic signatures are acceptable for the co-PI and co-investigators on their CV modules and on the research module. Attaching multiple copies of the research module signature page is allowed if necessary due to faxing to various co-investigators, however, please try to get as many original signatures as possible.
- If you have submitted a UBC Research Project Information Page (see notes on Grant Cover Sheet above), you will also need to have your academic department head sign the research module.

Summary of Research Proposal

- Summarize the objectives and research plan.
- Include a research question, hypothesis or objectives, clear methodology and analysis plan.

Lay Abstract

- Provide a brief abstract for your project, written in simple and clear language suitable for a lay audience/press release
- Include a statement of how your project can be applied to improvements in patient care and/or the health care system; lead to potential collaborations; enable successful local, provincial, national grant funding; and/or create commercial opportunities.

Note: If your proposal is funded, this abstract will appear on the VCH Research Institute web site. Please do not include anything that might compromise future protection of intellectual property or patenting.

Research Project Team

- Clearly describe the various roles and responsibilities of all team members listed, and your team's capacity to complete this two-year project.

Budget

Remember to provide enough info in the budget justification section so the reviewers can understand the reasoning behind the costs, and can be confident that you really know what you need to do the project. In addition, please consider the following when putting together your budget:

- Release Time:
 - VCH health care professionals: release time IS AN eligible expense within the budget, to a maximum of 50% of the total budget. Note: All potential release time arrangements must be approved by your supervisor/ manager before submission.
- Hiring Personnel
 - Personnel: this should include the rate, benefits and estimated hours
 - If you plan to hire or contract with project staff as a result of this research grant, you must use either VCH or UBC HR processes. If you are intending to hire a VCH employee, offers of employment or contracted services must not be made without the involvement of your VCH HR advisor. Please talk to your Manager about this process

- Travel:
 - Travel costs are not eligible expenses and will be removed from the budget.
- Research Equipment:
 - Research equipment costs are not eligible expenses and will be removed from the budget.
- Note about in-kind contributions:
 - Accompanied by a statement signed by the partner's appropriate authorized official certifying the value of the contributions
 - Documented in the "In Kind" section of your budget in order to be recognized. The valuation of in-kind contributions must be stated either at the internal cost to the partner or at retail cost less 40%, whichever is less

Budget justification sections:

- 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.

3. Research Proposal (required)

The research proposal is a required component of your application. The proposal should be a maximum of 4 pages, plus references, tables, chart/figures (legends must be succinct, as details should be included in the body of the proposal, NOT in the legends). The proposal should provide a clear and concise description of the actual research project to be undertaken and HOW it aligns with the intent of this competition to (1) bring new knowledge into practice and/or policy; or (2) take research outcomes to the implementation stage; or (3) create commercial opportunities from pre-existing research outcomes.

Suggested areas to address:

- rationale, what makes it significant
- current state of knowledge (literature review)
- objectives
- methodology
- demonstrate how outcomes can be applied to improvements in patient care and/or the health care system; lead to potential collaborations; enable successful local, provincial, national grant funding; and/or create commercial opportunities

The research proposal must be formatted as follows:

- 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

4. VCH Program/Dept Manager Statement of Support (required for all VCH health care professional PIs)

This form ensures that you have the support of your Program or Department Manager. The Program or Department Manager should be at least one hierarchical level above your team members and will have the ability to schedule and/or budget your time and address any administrative issues that can arise with your project.

5. VCHRI CV Module (Required for PI, Co-PI and Co-Investigators)

The principal investigator (PI), co-PI and all co-investigators must use the VCHRI version of the Canadian Common CV (<https://ccv-cvc.ca/indexresearcher-eng.frm>) for this competition. Once you have logged in, from the menu bar, hover over 'CV', select 'Funding'. From the drop down menu for Funding Source, select 'VCHRI' then click the 'Next' button. From the drop down menu for 'CV Type', select 'VCHRI Innovation and Translational Research Award'. Questions regarding the VCHRI Canadian Common CV can be directed to Kerri Abramson, Manager, Research Education and Internal Awards at kerri.abramson@vch.ca

6. Appendices (optional)

The appendices may only include 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.

Innovation and Translational Research Award Checklist:

Component	Required/Optional	Electronic Copy of Signature Page	Formatting requirements
1. Grant Cover Sheet	Required	Required	
2. Research Module	Required	Required	
3. Research Proposal	Required	N/A	- Single spacing, Arial 11 or Times New Roman 12 font - 1" margins - No hanging indents - 8.5" X 11" - 4 pages max.
4. Program/Department Manager Statement of Support	Required	Required	
5. VCHRI version of the Canadian Common CV	Required for PI, Co-PI and Co-Investigators	Required	VCHRI version of the Canadian Common CV
6. Appendices	Optional	N/A	