

## 2017 GUIDELINES Vancouver Coastal Health Research Challenge

The VCH Research Challenge is run in partnership with the Vancouver Coastal Health Research Institute (VCHRI) and Vancouver Coastal Health Professional Practice and is supported by the Robert H. N. Ho Enhancing Patient Care Fund.

The purpose of the VCH Research Challenge is to teach the basics of research. The VCH Research Challenge is designed to support teams of point-of-care nurses and/or allied health professionals to conduct small-scale practice-relevant research projects with assistance from a research mentor.

The goals of the Research Challenge are to increase knowledge of research methods, evidence-informed practice, and employee engagement among participants. Teams participate in research methods and proposal preparation workshops, and apply for funding of up to \$5,000 per project.

### Eligibility

Each team must include at least one point of care staff member. All team leaders must be 0.5 or greater FTE at VCH for at least 1 year (full-time, part-time or casual). All teams can be inter-professional.

### Deadlines

- Registration Form is due **February 15th, 2017**
- Full 5 page proposals and application forms are due **May 15, 2017**

### Expectations of Applicants and Funded Teams:

Applicants will:

- Find team members
- Complete the registration form
- Attend the preparation workshop March 1, 2017
- Develop a research proposal (with their research mentor)

Funded teams will:

- Conduct their research over a 12 month time period.
- Attend a 2nd preparation workshop September 12, 2017
- Draft a brief report for the Research Challenge Advisory Committee
- Present their findings at a presentation day in early 2019 (date TBD)
- Carry out knowledge translation activities as outlined in the research proposal

### Application Process

1. Team leaders will identify a research question, recruit colleagues for their team and discuss their intentions to apply with their Manager.
2. Team members will fill out the one page registration form, acquire the appropriate signatures and submit the form by the due date (February 15, 2017)
3. The registration forms will be reviewed for any scope of practice concerns.
4. The administration team will communicate with teams if any changes to the research question are necessary.
5. Teams will be working with a mentor and attending the workshop March 1, 2017 with the goal of submitting a proposal and full application by May 15, 2017
6. The review committee will evaluate completed applications and select teams for funding.
7. The administration team will inform teams if they have been successful by June 30, 2017.
8. Successful teams will apply for ethics approval and be awarded funding for January 2018.

## Eligible expenses (original receipts must be provided)

Research Challenge funding will be available January 2018 and will be available only to those teams who are funded to conduct their research project. Eligible expenses include: staff time to work on the project; salaries for research assistants and focus group leaders; transcription costs; consultant fees for data analysis; purchase of small equipment (usually less than \$100); office supplies; software licenses; survey licenses.

Teams must include a detailed budget when they write their full proposal for funding (due May 15, 2017). Details about budget development will be made available to teams at the March 1, 2017 workshop.

## VCHRI resources

An information pack will be given to all teams at the first workshop. This package will include: a full timeline and guideline for the research challenge; the full application form; an example of the ethics application form; contact lists and links to further resources; schedule of workshops; and guidelines on writing a research proposal.

Other resources available at the VCHRI office include: instructional guides; consultation with a statistician; financial and administrative assistance.

For funded teams we will provide guidelines on being compensated for staff release time; guidelines and forms for being reimbursed for research expenses; and guidelines for hiring and compensating research assistants.

## Forms

The registration form, full application and guidelines will be available on our website. <http://www.vchri.ca/researchchallenge>

## Contact Information

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