

## 2019 Excellence in Patient-Oriented Research Investigator Award Instructions

This guidance document will outline the required and optional components that you will need for an application. Scanned or electronic copies of the signatures and all documents are acceptable.

### Investigator Award

\*All documents are required

1. Grant Cover Sheet
2. Lay Summary
3. Patient Engagement Module
4. Research Project Update
5. Project Timeline
6. Canadian Common CV

### 1. Grant Cover Sheet

An appropriate Grant Cover Sheet will need to be submitted with this award. Depending on the PI's appointment a UBC Research Project Information Form (RPIF) or a VCHRI Grant Cover Sheet will need to be completed. The research team is responsible for obtaining academic and/or clinical department signatures before the application is submitted. VCHRI will get faculty dean and ORS approval after the application is submitted.

**Note:** Signatures will not be provided immediately. Please ensure you allow time for your application to be reviewed by your Academic and/or Clinical Department.

#### **PI has a UBC appointment**

If the PI (not the co-PI) has a UBC appointment the PI will need to complete the **UBC Research Project Information Form (RPIF)**. The PI must obtain their academic department head's signature on the cover sheet, as well as on the research module.

#### **PI has a VCH appointment**

If the PI has a VCH appointment without a UBC appointment, then the PI must fill out VCHRI Grant Cover Sheet and obtain the appropriate signatures. The PI's VCH Program Director/Supervisor must still sign the research module and the supervisor statement of support.

#### **PI has both a VCH and UBC appointment**

It will depend on the UBC appointment that the PI holds. If the PI has a UBC clinical assistant professor appointment or higher appointment, the PI will need to complete the **UBC Research Project Information Form (RPIF)**. The PI must obtain their academic department head's signature on the cover sheet, as well as on the research module.

### 2. Lay Summary

Provide a lay summary of *your VCHRI Investigator award project*. The summary should offer a description for why the research is being done, what you are trying to achieve, how you are conducting or intend to conduct the research, and what you are hoping to achieve over the next year. The summary should include a statement for how engagement of patients as partners in your research will contribute to the uptake of your research and improvements in patient care or services within VCH. The summary should be free of jargon, technical or undefined scientific terms and be presented in a manner that can be easily understood by someone with no prior knowledge of the subject [1000 character limit].

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### **3. Patient Engagement Module**

In addition to the signature pages, here are six sections to the Patient Engagement Module form. The information below provides details for what to include in each section.

#### **Signature pages**

- Signatures are required by the PI as well as the PI's Academic and/or Clinical Department Head, and, if applicable the applicant's Faculty Dean.

It is recommended that you take advantage of BC SUPPORT Unit consultations to support you with defining your the Patient Engagement Plan. A patient-oriented research project planning tool can be accessed [here](#).

#### **Patient Engagement Objectives**

Provide a brief summary of your objective(s) for doing patient engagement; describe how your research project will benefit from patient engagement [1000 character limit].

#### **Detailed Patient Engagement Plan**

Provide a concise overview of your patient engagement plan for your project. The summary should offer a description of the keys roles and responsibilities that you envision for your patient partners, the stage(s) or phases in your research project where patients will be engaged, how the proposed engagement aligns with an '[involve](#)' or '[collaborate](#)' level of engagement, some indication of the specific methods used for engagement with patients, and how your plan aligns with the stated objectives. Where appropriate, the summary may include ideas for how to identify and recruit suitable patient-partners, and how to on-board and provide ongoing support for your patient-partners during the award period [1000 character limit].

#### **Additional POR Stakeholder Engagement Plan**

Describe how you currently engage, or plan to engage, VCH health care providers or decision makers in the project and explain how your project will benefit from this engagement. If your project plan does not engage these stakeholders use this section to offer your rationale for why you are not engaging them [1000 character limit].

#### **Impact of Patient Engagement**

Describe how your engagement of patients as partners on this research project will contribute to the potential impact and uptake of your research, and / or contribute to improvements in patient care or services within VCH [1000 character limit].

#### **Budget**

Remember to provide enough information in the budget justification section so the reviewers can understand the reasoning behind the proposed costs, and can be confident that you understand what additional activities and expenses you are likely to encounter when you engage patients as partners on your research team. Any expense not directly related to patient engagement activities will be excluded in the budget. If you questions about eligible expense, please contact Amanda Chisholm ([amanda.chisholm@vch.ca](mailto:amanda.chisholm@vch.ca)).

- Patient-Partner Compensation:
  - Compensation may include: a fixed service income hourly/daily, an honorarium for attending a meeting or workshop; in-kind compensation or a gift - (e.g. tuition for a course, yoga/meditation classes, or updated software for their computer); a donation to a charity of the patient/public partners' preference; or the patient/public partner may decline payment.
- Reimbursement for Patient-Partner Expenses:
  - Including, but not limited to, compensation for care attendants, transportation (e.g. bus, car mileage, ferries, parking, etc.), caregiving for dependents, and accessibility services.
- Patient Engagement Training and Support:
  - Costs related to the planning and conducting of patient engagement training, events or meetings.
- Knowledge Translation Tools/Products:
  - Costs related to developing knowledge translation tools and products (e.g. printed materials, design services, etc.).
  - Must be targeted at patient or public audience.

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- Publications or Conference Presentations:
  - Costs related to patient-partner co-authored publications, or costs for a patient partner to co-present at and/or attend a conference.
- Research Personnel Support for Patient Engagement:
  - In addition to in-kind support from the research team, the budget can include costs related to dedicated time (up to a maximum of \$2500) from a research coordinator, research assistant or trainee to engage with, communicate with and support patient and other POR stakeholder engagement activities on the project.
- Other Patient Engagement Expenses:
  - Costs related to any other patient engagement activities that have not been identified in previous sections. Clear rationale for these additional expenses must be provided.

Note: Payments to subjects/participants are not eligible expenses and will be removed from budget.

**Budget Justification:**

- Include cost for each item within the area; for example, printed materials might be one item under “Knowledge Translation.” Also include how costs were estimated (e.g. A quote from...)
- 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 for successful patient and other stakeholder engagement activities.

**4. VCHRI Investigator Award Research Project Update**

The research project update should be a maximum of 2 pages and compliment but not replicate the lay summary. This update should include the following:

- The scientific rationale for the project and the research questions to be addressed.
- The objective(s) of the research project and the proposed research plans
- Progress to date, including any changes or barrier encountered
- Current status of research activities (i.e. status of data collection, interpretation or dissemination)
- Summary of proposed research activities over the next 18-months.

Note: Suggested formatting includes single-spaced type in either Times New Roman 12 point or Arial 11 point, and margins must be no smaller than 1” inch.

**5. Patient Engagement Timeline**

The project timeline illustrates the feasibility of the engagement of a patient and other POR stakeholder partners (as appropriate) in your project over 18 months, including all related knowledge dissemination activities. This timeline:

- Must be a maximum of 1 page max
- Can be in the form of a table or figure
- Must clearly illustrate how the patient and other POR stakeholders will be identified, recruited, trained and supported to be able to meaningfully participate in the proposed research and dissemination activities over the allotted time period.

**6. Canadian Common CV**

The principal investigator (PI) must use the **Canadian Common CV** for this competition. Use the VCHRI Investigator Award template in the Canadian Common CV system.

**Contact Information**

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