Vancouver
CoastalHealth
Research Institute

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2020 COVID-19 Research Fund
Application Instructions

These instructions outline the required and optional components for submission of an COVID-19 Research Fund application. Scanned or electronic copies of the signatures and all documents are acceptable.

1. Grant Cover Sheet (required)
2. Program/Dept Manager Statement of Support (required for all VCH health care professionals)
3. Research Proposal (required)
4. Research Module (required)
5. VCHRI Biosketch (required)

1. Grant Cover Sheet (required)
An appropriate Grant Cover Sheet will need to be submitted with this grant. Depending on the PI's appointment, a UBC Research Project Information Form (RPIF) or a VCHRI Grant Cover Sheet needs to be completed. The team is responsible for obtaining all the appropriate signatures after the funding notification is received.

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). The applicant is responsible for obtaining all the appropriate signatures.

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, as appropriate. The PI's VCH Program Director/Supervisor must also sign the research module and the 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. Program/Dept Manager Statement of Support (required for all VCH health care professionals)
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. The team is responsible for obtaining all the appropriate signatures after the funding notification is received.

3. Research Proposal (required)
The research proposal is a required component of your application. The proposal should be a maximum of 2 pages, excluding references. Any tables, chart, or figures must be embedded within the 2-page limit. The proposal should provide a clear and concise description of the project, including a statement(s) of how your project is coordinated with clinical services and aligns with the identified clinical priorities. The research proposal must be formatted using single-spaced type in either Times New Roman 12 point or Arial 11 point.

4. Research Module (required)
Please see the following guidelines when filling out the research budget sections:

Budget
Clearly outline the project budget and justifications. Provide 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.
- 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.

  Exception: if you currently hold a VCHRI salary award, you cannot request additional release time**

- <u>Hiring Personnel</u>
  - 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.
- <u>Research Equipment, services and supplies</u>
  - Research equipment, services and supplies costs are an eligible.
- <u>Knowledge Translation</u>
  - Conference, education, and presentation activities related to the project are eligible, including associated travel costs
- <u>Participant Honorarium</u>
  - Costs associated to support research participants are eligible.
- <u>Note about in-kind contributions</u>
  - 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. In Kind items should be accompanied by a statement signed by the partner's appropriate authorized official certifying the value of the contributions.

5. VCHRI Biosketch (Required for PI, Co-PI and Co-Investigators)
The principal investigator (PI), co-PI and all co-investigators must use the VCHRI Biosketch for this competition. This biosketch is a maximum of 1 page; do not change the margins.

Contact Information
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