

2021 Innovators' Challenge Application Instructions

These instructions outline the required and optional components for submission of an Innovation and Translational Research award 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 Module (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 will need to be completed. Regardless of the cover sheet being submitted, 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 before the application is submitted.

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 professional)

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 Module (required)

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

Signature pages

Signatures (e-signatures are accepted) are required by the applicant, Academic Department Head, Clinical Department Head and if applicable the PI's Faculty Dean. The team is responsible for obtaining all the appropriate signatures after the funding notification is received.

Abstract

Provide an overview of the problem, your proposed solution and the estimated impact your health care innovation will have.

Project alignment with criteria

Clearly describe how your project meets one or more of the following criteria:

1. **Potential impact** - The project has extraordinary impact on or demonstrated benefits to patients or health care system. It has significant advantages to existing or potential competitors.
2. **Usability or translatability** - It is feasible to implement by the health care system or easily adopted by the patient. There is no good alternative or other potential solution in the market

Description of development stage

Briefly describe your development stage, status in the project timeline and time horizon.

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
- 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 an eligible expense.
- Research Equipment:
 - Small research equipment costs are an eligible expense.

Contact Information

Amanda Chisholm
Manager, Internal Awards
Vancouver Coastal Health Research Institute
Education.award@vch.ca