Innovation and Translational Research Award
2027 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. Program/Dept Manager Statement of Support (required for all VCH or PHC health care professionals who are the PI)
2. Research Module (required)
    - Research Module Signature Pages (required)
3. Research Proposal (required – 4 page maximum)
4. Biographical Sketch (required for PI, and all Co-investigators – 4 page maximum each)
5. Statement of Impact (required for early career researcher applicants only)
6. Patient Engagement Module (optional)
7. Appendices (*optional)
    - *Letter of Support recommended for applicants partnering with a company/institution for a medical device and/or commercial opportunity
8. Response to previous reviewers (optional – 1 page maximum)

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1. Program/Dept Manager Statement of Support (required for all VCH or PHC 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.

2. Research Module (required)

The Research Module consists of a 6-page form with text fields and a 4-page form for signatures. For text fields, either type directly onto the form or cut and paste from another file. The character maximums (if listed) include spaces.

Signature pages

- Signatures (e-signatures are accepted) are required from the Primary Investigator (PI), Co-investigators (Co-I), Academic Department Head, and Clinical Department Head.
- There is a maximum of six Co-Investigators allowed for this award.
- When requesting signatures, include the Research Module (as complete as possible) with the signature form. While awaiting signatures, the applicant can continue working on the Research Module to finalize it for the submission date.

Summary of Research Proposal

- Summarize the objectives and research plan.
- Include a clear statement on innovation - how will your project impact the health of individuals, health care delivery, and/or savings for the health system

Research Project Team

In section 2a clearly describe the various roles and responsibilities of all team members and your team's capacity to complete this two-year project. This includes the PI, and any Co-Is for the research project. Provide clarification on protected research time for the PI, if applicable.

In section 2b, list any collaborators and briefly describe how they will contribute to the research project. Refer to the award guidelines on the VCHRI website for details on the consideration of Co-Is and collaborators.

Lay Abstract
Provide a brief lay abstract for your project, written in simple and clear language. Include a statement of how your project may impact the health of individuals and/or health care delivery. The summary must include a detailed statement of how your research will have an impact on patient care, and/or provide savings for the health system.

Note: If your proposal is funded, this abstract may appear on the VCHRI website. Please do not include anything that might compromise future protection of intellectual property or patenting.

Indigenous Health Research

For section 4, considerations include health topics that disproportionately impact Indigenous Peoples (e.g., work in the Downtown Eastside, chronic diseases such as diabetes, heart disease, etc.), cultural safety training, plans to ensure safety, previous experience, data collection and handling, and any recommendations provided from the Indigenous Health Research Unit. If you believe no considerations are applicable to the research, provide an explanation.

Note: For any questions or for a consultation, contact the Indigenous Health Research Unit.

Budget
Clearly outline the project budget and justifications (section 5 and 6a). 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 or PHC health care professionals: release time **is an eligible** expense within the budget, to a maximum of 50% of the total budget. Your supervisor / manager must approve all potential release time arrangements before submission.
  - *Ineligible expenses: If you are currently holding a VCHRI or PR salary award, requests for additional release time is not permitted. Collaborators, Co-investigators and Co-PIs cannot be supported in any way with these grant funds*
- 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, PHC or UBC HR processes. If you are intending to hire a VCH or PHC employee, offers of employment or contracted services must not be made without the involvement of your VCH or PHC HR advisor. Please talk to your Manager about this process.
- Travel:
  - Costs for the direct delivery of the research project (e.g., research participant's reimbursement for parking).
  - *Ineligible expenses: Travel costs for investigators such as mileage, conference fees/travel.*
- Research Equipment:
  - Small equipment that do not require ongoing maintenance costs.
  - *Ineligible expenses: large research equipment costs*
- Other:
  - Patient engagement expenses: These funds are for working with patient family partners throughout the research cycle (see section 6 for details). Applicants can apply for an additional $1,000 for this, and if requested include under 'Other' in the budget.
  - These top up funds will be held separately from the operating grant. Completion of the Patient Engagement Module is required to request additional funds.
  - Other eligible expenses for patient-family partners include: compensation for care attendants, transportation (e.g., bus, car mileage, ferries, parking, etc.), accessibility services, costs related to the planning and conducting of patient engagement training, events or meetings. These require a receipt or invoice.
  - *Ineligible Expenses: These funds cannot be used to pay study participants for their time to participate in your research (e.g., complete a focus group, interview, survey, etc.).*
- Note about in-kind 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. In-Kind items should be accompanied by a statement signed by the partner's appropriate authorized official certifying the value of the contributions.
- *Ineligible:* other research grants or industry sponsored contracts should not be included as the application is meant for new research projects

In Section 6b, contextualize the current application and proposed budget in relation to your overall program of research and funding history (e.g., all funding currently held and pending). It will be incumbent on the applicant to illustrate clearly to reviewers why the requested funds are needed, how they are distinct from the funds currently held, and how they will advance research.

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. The proposal should provide a clear and concise description of the project, including a statement(s) of how your project may impact the health of individuals and/or health care delivery, and if it's a commercial opportunity, outline the implementation plan (including letters of support from any partners as appendices). Clearly state how the proposed research project is innovative and translational. Include a section on equity, diversity, and inclusion (EDI) considerations relevant to each stage of the research process (e.g., research questions, design of the study, methodology and data collection, analysis and interpretation, dissemination of results). If the team believes no EDI considerations are applicable to the research design, please provide an explanation. The research proposal must be formatted using single-spaced type in either Times New Roman 12 point or Arial 11 point.

4. Biographical Sketch (required for PI, and Co-Is)

The principal investigator (PI), and all Co-Is must use the VCHRI Biographical Sketch for this competition (four-page maximum). Instructions on how to complete each section of the template is provided on the VCHRI website.

5. Statement of Impact (required for early career researcher applicants only)

This statement is to outline the impact that receiving this award will have on your future research career. Describe how this award will contribute to your long-term career and research goals at VCH/PHC as well as your continued research plans upon completion of the research project.

6. Patient Engagment Module (optional)

VCHRI is committed to ensuring that meaningful patient and family engagement is adopted as a strategy in research projects (where appropriate). If you are conducting patient-oriented research, please complete this module and use the resources below.

Patient-oriented research is "research done in partnership with patients that answers research questions that matter to patients and aims to improve health care". Here is a resource library (see the category 'Patient-oriented research').

- POR engages patients beyond the role of research subjects, partnering with them as members of the research team. Patient partners can be involved at varying levels in POR projects. Details: Levels of Patient and Public Involvement
- POR ideally includes four stakeholder groups: patients, researchers, healthcare providers, and health system decision-makers. For the purposes of this award, projects *must* include patient partners and *should* include other stakeholders.
- Here is a 'Menu' for research teams that describes POR practices, strategies and provides a checklist to identify which are most useful and/or appropriate for your needs.

Lay Summary

- Provide a lay summary that offers a description for why the research is being done, what you are trying to achieve, how you intend to conduct the research, and what you expect to find. 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.
- Here is a guide to support writing a plain language summary.

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.

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.
- Here is an interactive road map to help guide where and how patients could be included as partners on your research project.

Patient/Family/Community Priorities
- Describe how the research project considers patient, family, or community priorities. Consider priorities identified in research studies, by advocacy groups and organizations, direct collaboration and communication with individuals or groups, clinical work, or personal lived experience.

Note: If patient engagement expenses are included in the budget, the patient engagement module is required.

7. Appendices (*optional)

The appendices may only include letters of support from collaborating departments or organizations, ethics approval certificates (if already approved), and declaration of conflict of interest(s) to provide clarity on any relationships with companies. All other information included as an appendix will be removed from the application before being forwarded to reviewers.

**Note:* If your research project leads to development of a medical device and/or a commercial opportunity you are encouraged to include a letter of support when working with a partner company or external institution. In the letter of support, outline the nature of the collaboration, intellectual property considerations, resource commitments, and any anticipated contributions—financial or in-kind—toward the project's success. For any questions or considerations regarding technology transfer and/or partnerships, it is recommended you contact the Innovation Office at the University of British Columbia.

8. Response to previous reviews (optional)

If you have submitted an Innovation and Translational Research award in a previous competition cycle, you may provide a 1-page (maximum) response. This response is only applicable if resubmitting a project that was unsuccessful in a previous Innovation and Translational Research award competition.

Grant Cover Sheet (required only if your award is funded)

If your award is funded, a Grant Cover Sheet will need to be submitted. Depending on the PI's appointment a UBC Research Project Information Form (RPIF), a VCHRI Grant Cover Sheet, or a Providence Research (PR) Grant Cover Sheet will need to be completed. VCHRI will contact you directly when you need to attain this. This is *not* required prior to submitting a full application.

PI has a UBC appointment

If the PI has a UBC appointment, the PI will need to complete the UBC RPIF. The applicant is responsible for obtaining all the appropriate signatures for this form.

PI has a VCH/PHC appointment
If the PI has a VCH/PHC appointment without a UBC appointment, then the PI must fill out VCHRI or PR Grant Cover Sheet, as appropriate. *Note:* The PI's VCH or PHC Program Director/Supervisor must also sign the statement of support.

PI has both a VCH/PHC 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 RPIF. *Note:* The PI must obtain their academic department head's signature on the cover sheet, as well as on the research module.

Contact Information

Krista Glowacki
Research Awards Lead
Vancouver Coastal Health Research Institute
education.award@vch.ca