Vancouver CoastalHealth Research Institute

Team Grant Awards
2027 Application Instructions

This guidance document outlines the required and optional tasks that you will need to complete for a Team Grant application.

Application Tasks:

1. Research Module (required)
2. Research Proposal (required)
3. Project Timeline (required)
4. Mentoring Plan (required)
5. Biographical Sketch (required for Principal Investigator (PI), Co-PI and all Co-Investigators)
6. Program/Department Manager Statement of Support (required)
7. Research Project Team and Signatures (required)
8. Academic Department Head Signature (only if applicable)
9. Patient Engagement Module (optional, but recommended)
10. Letter(s) of Support (optional)
11. Appendices (optional)
12. Response to Previous Reviews (only if applicable)

Please note VCHRI is using **Survey Monkey Apply** (SMA) for the 2027 Team Grant Awards. Below are tips to help with use of the SMA platform:

- Once all mandatory tasks are complete, you can choose to submit your application, or continue working on any of the optional tasks until your application is ready for submission.
- Detailed instructions on how to complete each task within SMA are included on the platform.
- For tasks that are forms: use the 'Save & Continue Editing' feature to save your work and come back to edit it at a later date. Once you are finished, 'Mark as Complete' however you will no longer be able to make edits or changes.
- For tasks that ask you to upload a document: use the 'Attach File' button to upload a document, and it will automatically save your work. You can then edit, preview, remove, or download the file(s). Once you are finished, 'Mark as Complete' however you will no longer be able to make edits or changes.
- Two tasks will be locked: Program/Department Manager Statement of Support & Research Project Team and Signatures, until you complete three other tasks. This includes the Research Module, Research Proposal, and Project Timeline (ensure you ‘Mark as Complete’ for each to finalize).
- Invite your research project team as 'Collaborators' to your application (e.g., Co-Principal Investigator, Co-Investigators) via email. Certain application tasks will require collaborators to make edits directly in the application (e.g., the Mentoring Plan requires the mentor’s signature on the form).
- Once you are ready to submit your entire application to VCHRI, ensure you have chosen ‘Mark as Complete’ for **all of your completed mandatory and optional tasks**. You can then review your entire application and press the final **'Submit'** button. You will receive email confirmation when you have completed final submission.

1. Research Proposal (required)

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

Summary of Research Proposal

- Summarize the objectives and research plan.
- Include a research question, hypothesis, clear methodology and analysis plan.
- Explicitly detail how the project plans to improve practice at VCH/PHC.

Research Project Team
Describe the various roles and responsibilities of all team members (include all Co-Investigators, and patient family partners), and your team's capacity to complete this 18-month project. Please indicate if the PI has protected research time.

List the names of any collaborators, and 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.

Indigenous Health Research
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 (IHRU).

Project Budget
Remember to provide enough information in the budget justification section so the reviewers can understand the reasoning behind the costs, and can be confident that you really know what you need to do the project. In addition, please consider the following when putting together your budget:

- Release time:
  - PI: eligible for release time in the budget, and to a max of 50% of the total budget. Any potential release time arrangements (e.g., amount of time, reimbursement from grant, etc.) must be discussed with and approved by your Manager before you submit the application.
  - *Ineligible expenses: 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 employee, offers of employment or contracted services must be made with the involvement of your VCH 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.*
- Equipment:
  - Small equipment that do not require ongoing maintenance costs.
  - *Ineligible expenses: large research equipment costs*
- Patient engagement expenses:
  - Patient-family partner honorarium is an eligible expense up to $1,000. These funds are for working with patient family partners throughout the research cycle (see section 9 for details).
  - 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.).*

- **Additional Notes:**
  In-kind contributions:
  - These are costs for the project that are covered outside of the research challenge grant (e.g., by a department, an existing grant). These can include donated equipment, space, volunteer time, staff time covered by another source, or access to specialized facilities.
  - Document in the "In Kind" section of your budget 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.
  - Accompanied by a Letter of Support that includes a statement signed by the partner's appropriate authorized official certifying the value of the contributions.

  Organ Donation and Transplant Research Foundation (ODTRF) of BC exceptions:
  - To facilitate patient engagement, reasonable patient remuneration, over the $1000 top up funds, will be considered an eligible expense under the ODTRF co-funded grants.

Budget Justification

- Include cost for each item within the area; for example, office supplies might be one item under "Materials." 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.
- Contextualize the current application and proposed budget in relation to the PIs/Co-PIs 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.

Knowledge Translation Plan

Outline how your team has considered and planned for both integrating your results back into practice and sharing more broadly with your colleagues, patient partners, research participants, patients, or the community. Provide a brief description of your plan for implementation and sharing your research results within your practice and with your colleagues across VCH/PHC. If applicable, include any conferences, publications, knowledge exchange events and/or other venues in which you hope to share your findings.

2. Research Proposal (required)

The proposal should be a maximum of five pages. Additional pages may be included for references, tables, chart/figures, appendices etc. Please note that legends must be succinct, as details of methods and/or results should be included in the body of the proposal, not in the legends. The proposal should provide a clear and concise description of the actual research project to be undertaken, and should address the following:

- rationale: what makes it significant
- current state of knowledge (literature review)
- hypotheses/research question(s), objectives
- methodology (including sampling, data collection, data analysis etc.)
- potential outcomes and impacts on practice - explicitly detail how the project improves patient care at VCH/PHC.
  Note: for ODTRF organ donation and solid organ transplant projects, clearly describe how the project addresses patient, family or donor priorities.
- 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.

3. Project Timeline (required)

The project timeline illustrates the feasibility of your project as an 18-month project. This timeline must:

- be a maximum of 1-page, and can be in the form of a table or figure
- clearly illustrate how the project will be completed in the allotted time period

4. Mentoring Plan (required)
The mentoring plan outlines how the mentor (Co-PI) will work with the applicant, how they will be involved in execution of the project (if funded), what the mentor brings to the team, and how the mentor will benefit from mentoring. Include any additional information as needed. Both the PI, and the Co-PI's signatures are required.

5. Biographical Sketch (Required for PI, Co-PI and Co-Investigators)
The PI, Co-PI and all Co-Investigators must use the VCHRI Biographical Sketch for this competition (**four-page limit**). The VCHRI Biographical Sketch template, and instructions on how to complete each section are provided on the VCHRI website.

Note: Collaborators are not required to submit a Biosketch.

6. Program/Dept. Manager Statement of Support (required)
This form ensures that you have the support of your VCH/PHC 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. Your Program or Department Manager should not be a member of your team.

7. Research Project Team and Signatures (required)
List all final members of your research project team. Signatures are required from the PI, Co-PI, and all Co-Investigators.

8. Academic Department Head Signature (optional)
If applicable, attain the signature of the PI's Academic Department Head.

9. Patient Engagement Module (recommended)**
VCHRI is committed to ensuring that meaningful patient and family engagement is adopted as a strategy in research projects (where appropriate) and is collaborating with the BC SUPPORT Unit to provide training and supports to ensure teams are successful with patient engagement. If you are conducting patient-oriented research, please complete this module, use the resources below and complete any training offered by VCHRI.

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 applying for a ODTRF grant, completion of the patient engagement module is required.

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

10. Letters of Support (optional)
Attain letters of support from key partners, programs or departments that will be involved in the research project. There is no minimum or maximum number of letters required.

11. Appendices (optional)
The appendices may only include data collection tools. However, if you have a Letter of Support to include on behalf of your key partners, programs or departments that will be involved in the research project you can include it here. All other information included as an appendix will be removed from the application before being assigned to reviewers.

12. Response to Previous Reviews (optional)
If you have submitted a Team Grant in a previous competition cycle, you can provide a response to previous reviews. This response is only applicable if resubmitting a project that was unsuccessful in a previous Team Grant 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 Research Project Information Form (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 PHC Grant Cover Sheet, as appropriate. *Note:* The PI's VCH or PHC Program/Department Manager must also sign the statement of support at the time of application submission.

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 Research Project Information Form (RPIF). *Note:* The PI's Academic Department Head must also sign as a recommendation at the time of application submission.

Contact Information

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