

## 2017 Innovation and Translational Research Award 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 or PHC health care professional PI)
3. Research Module (required)
4. Research Proposal (required)
5. VCHRI version of the Canadian Common CV Module (required for PI, Co-PI and ALL Co-investigators)
6. Appendices (optional)
7. Response to previous reviewers (optional)

### **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), a VCHRI Grant Cover Sheet, or a PHCRI 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 before 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 and Faculty Dean's office.

### **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.

**Note:** Signatures will not be provided immediately. Ensure you allow time for your application to be reviewed by your Academic and/or Clinical Department and Faculty Dean's office.

### **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 PHCRI Grant Cover Sheet, as appropriate. The PI's VCH or PHC Program Director/Supervisor must also sign the research module and 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 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 or PHC health care professional PIs)**

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.

### **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, co-investigators, Academic Department Head, Clinical Department Head and if applicable the PI's Faculty Dean.

## **Summary of Research Proposal**

- Summarize the objectives and research plan.
- Include a statement of how your project may impact the health of individuals and/or health care delivery
- **IF** a commercial opportunity, outline the implementation plan including letters of support from stakeholders and/or partners (appendices)

## **Research Project Team**

Clearly describe the various roles and responsibilities of all team members listed, and your team's capacity to complete this two-year project.

## **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 or PHC 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, 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:
  - Travel costs are not eligible expenses and will be removed from the budget.
- Research Equipment:
  - Research equipment costs are not eligible expenses and will be removed from the budget.
- 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.

## **4. 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 stakeholders and/or partners (appendices)

The research proposal must be formatted using single-spaced type in either Times New Roman 12 point or Arial 11 point.

## **5. VCHRI CV Module (Required for PI, Co-PI and Co-Investigators)**

The principal investigator (PI), co-PI and all co-investigators must use the VCHRI version of the Canadian Common CV for this competition. Once you have logged in, from the menu bar, hover over 'CV', select 'Funding'. From the drop down menu for Funding Source, select 'VCHRI' then click the 'Next' button. From the drop down menu for 'CV Type', select 'VCHRI Innovation and Translational Research Award'.

## **6. Appendices (optional)**

The appendices may only include letters of support from collaborating departments or organizations and ethics approval certificates (if already approved). All other information included as an appendix will be removed from the application before being forwarded to reviewers.

### **7. Response to previous reviews (optional)**

If you have submitted an Innovation and Translational Research award in previous competition cycle, you can 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.

### **Contact Information**

Kerri Abramson, Manager, Research Education & Internal Awards  
Vancouver Coastal Health Research Institute  
[kerri.abramson@vch.ca](mailto:kerri.abramson@vch.ca)      604-875-4111      local 67793