

2018 Team Grant Application Instructions

This guidance document will outline the required and optional components that you will need for a Team Grant 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)
3. Research Module (required)
4. Research Proposal (required)
5. Project Timeline (required)
6. Mentoring Plan (required)
7. Canadian Common CV (required for Principal investigator (PI), Co-PI and ALL Co-investigators)
8. Appendices (optional)
9. Letters of Support (optional)
10. Response to previous reviews (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) or a VCHRI Grant Cover Sheet will need to be completed. The research team is responsible for obtaining academic and/or clinical department signatures before the application is submitted. VCHRI will get faculty dean and ORS approval after 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.

PI has a UBC appointment

If the PI (not the co-PI) has a UBC 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.

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 and obtain the appropriate signatures. The PI's VCH Program Director/Supervisor must still sign the research module and the supervisor 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. VCH Program/Dept. Manager Statement of Support (required)

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. Your Program or Department Manager should not be a member of your team.

3. Research Module (required)

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

Signature pages

- Signatures are required by the PI, Co-PI, and all co-investigators as well as the PI's Academic and/or Clinical Department Head, and, if applicable the applicant's Faculty Dean.

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 improves practice at VCH.

Research Project Team

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

Budget

Remember to provide enough info 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:
 - Collaborators, Co-investigators and Co-PIs: cannot be supported in any way with these grant funds.
 - 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.
 - 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 for investigators such as (but not limited to) mileage, conference fees/travel, are not eligible expenses and will be removed from the budget.
 - Equipment:
 - Research equipment costs are not eligible expenses and will be removed from the budget; exceptions to this are small equipment that do not require ongoing maintenance costs
 - Subject payments:
 - Payments to subjects/participants are not eligible expenses and will be removed from budget
- Note about in-kind contributions:
- Accompanied by a statement signed by the partner's appropriate authorized official certifying the value of the 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.

Budget justification sections:

- 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.

4. Research Proposal (required)

The research proposal is a required component of your application. The proposal should be a maximum of 5 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.)
- patient oriented research: potential outcomes and impacts on practice - explicitly detail how the project improves patient care at VCH

5. 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 max
- Can be in the form of a table or figure
- Must clearly illustrate how the project will be completed in the allotted time period

6. Mentoring Plan (required)

The mentoring plan outlines how the mentor (Co-PI) will assist in the development of the project, Team Grant application and execution of the project (if funded).

7. Canadian Common CV (Required for PI, Co-PI and Co-Investigators)

The principal investigator (PI), co-PI and all co-investigators must use the **Canadian Common CV** for this competition.

8. Appendices (optional)

The appendices may only include data collection tools, participant consent forms, 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.

9. Letters of Support (optional)

Letters of support from key collaborators, programs or departments that will be involved in the research project are not required but recommended to strengthen your application.

10. Response to previous reviews (optional)

If you have submitted a Team Grant 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 Team Grant competition.

Contact Information and Application Submission Address

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