

VCH Research Institute Team Grant 2018 Competition Guidelines

The purpose of the VCH Research Institute Team Grant is to support Vancouver Coastal Health (VCH) staff and clinicians to conduct applied health, community based and/or patient oriented research projects to improve practice at VCH. VCH health care providers partner with experienced researchers who will mentor them through the entire research process, from proposal to project completion. This competition is supported by VCH Research Institute and the VGH & UBC Hospital Foundation.

Deadlines

Registration is mandatory for this competition.

Registration deadline via form on website (by email): Monday, October 23rd, 2017 by 4:00pm (PST)

Grant Development workshop (strongly recommended): December 7th, 2017 1:00 - 4:00pm

Application submission deadline: Monday, January 29th 2018 by 4:00pm (PST).

Complete application must be received in the VCH Research Institute administration office by the times specified or they will not be accepted

Research Team Eligibility Criteria

Please contact the VCHRI Internal Awards team if you are unsure if you meet the eligibility requirements.

Principal Investigator (PI): You are eligible to be the principal investigator (PI) on an application if you are a VCH staff/physician and you meet all the following criteria. The PI:

- is a VCH staff/ health care provider (e.g. physician, nurse, OT, PT, dietician, SLP, counsellor, mental health worker, etc) whose primary work is at a VCH site. (Note: Medical residents or clinical/research fellows are **NOT** eligible for this competition).
- works at a VCH site (this does **NOT** include Providence Health Care, BCCA, BCCDC or PHSA sites or medical offices not on a VCH site).
- is currently a regular part-time or full-time permanent position at VCH (for staff); or as a physician, where VCH is where you do most of your clinical work. (Note: Casual, contract or consulting staff are **NOT** eligible for this competition).
- has **NOT** held (or currently hold) external, peer-reviewed research funding as the principal investigator or co-principal investigator. (Note: Funding from VCH, UBC, other health authorities, educational institutions or affiliated research institutes/centre are **NOT** considered to be external research funding).
- does **NOT** hold any of the following university appointments at any academic institution: assistant professor, associate professor, professor, clinical associate professor or clinical professor. Clinical assistant professor, clinical instructor, and lesser appointments are acceptable.
- has identified an experienced researcher who agrees to be your co-PI and actively mentors you throughout the course of the project from proposal development and application submission, to implementation and completion of the project.
- does **NOT** have an outstanding final report from a past VCH Research Institute internal award competitions.
- is **NOT** the PI/co-PI on a currently funded VCH Research Institute Team Grant.

Co-Principal Investigator (Co-PI): The Co-PI must be an experienced researcher who is actively conducting his/her own research. The Co-PI not only is part of the investigator team, s/he also agrees to play a mentor role to the PI during for the project, from registration and application to project completion.

The Co-PI:

- must have appropriate research experience. The Co-PI must have active research funding within the last 2 years. This research experience will be evaluated by the review committee based on the information contained in the CV Module and Research Module.

- can only be a co-PI on one application per competition cycle.
- can be from any organization, but it is expected that the PI and co-PI will work together to design and implement the project.

Co-Investigators: Co-investigators should include other individuals as appropriate for the particular project being proposed. There is no set number of co-investigators for a project. However, it is expected that individuals listed as co-investigators will also contribute to the intellectual content of the research project.

Research Project Eligibility Criteria

- Projects must address important practice-based research questions, so the results can be directly applicable to the provision of care/service at VCH
- As the intent of this competition is to support new projects and not to provide additional funding for existing and/or larger projects, all successful projects must have a separate REB approval specifically for this project. **Adding the project as an amendment to another existing REB approval is not acceptable.**
- Multi-organizational projects, where VCH is one 'site' on the project are not eligible.

Funding and Eligible Expenses

- Proposals will be considered for a maximum of \$30,000. Projects must be able to be completed within 18 months of receiving the funds. Unused funds are to be returned to VCH Research Institute. Awards are non-renewable.
- Projects must be completed within the \$30,000 maximum budget as matching/partner funding is not allowed; however, the maximum budget amount does not include in-kind contributions (e.g. staff support, use of space and other resources etc.).
- Please refer to the guidance notes for detailed description of eligible expenses.

Evaluation Criteria

Proposals will be reviewed by a multidisciplinary selection committee. Applicants should therefore explain the proposed research clearly, and define discipline specific terms used. Assume that the topic of your project is completely new to the person reviewing your grant. They will be assessed based on:

- strength of the PI/co-PI's research and healthcare practice experience to guide the project; the appropriateness of each team member and their roles; key collaborations outlined and letters of support included (if applicable); the team's capacity to do the proposed work.
- rigour of the research proposal; importance and applicability of the project to the provision of healthcare/service at VCH; feasibility of the project within the timeframe/budget.

Approvals

Notification of awards will occur in April 2018. Funding will be made available as of July 1, 2018. After July 1, 2018, funds will be released to the successful applicants as soon as the required ethics and VCH approvals have been obtained. Applicants are urged to request ethics approval as soon as they have received notice of funding, since projects must be initiated before December 31, 2018. **Funding will not be available after this date.**

Outcomes and Reporting

Annual and project end financial reporting is required. As well, a final project report is required at the end of the grant. VCH Research Institute and its funding partners use these project reports to publicize research activities and to evaluate the impact of the program.

Contact Information and Application Submission Address

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