

2019 WOMEN'S HEALTH RESEARCH INSTITUTE CATALYST GRANTS

APPLICATION INSTRUCTIONS

Important dates:

Letter of Intent (LOI)	August 1, 2019 11PM PDT
Invitation to Submit Full Application	August 12 th 2019
Application Deadline	September 30, 2019 11PM PDT
Anticipated Notice of Decision	November 29, 2019
Funding Start Date	December 2, 2019

Description

The WHRI Catalyst Grants support pilot studies in Women's and Newborn's Health, which aim to generate preliminary data; test new approaches, methodologies or tools; bring new teams together; and/or support new research in women's and newborn's health from established researchers. The funding supports activities that will generate data/information that is to be used to leverage larger funding applications in the future.

Funds Available

Six awards valued at \$25,000 each, for a one-year period.

Applicant Eligibility

The Catalyst Grants are intended to support researchers in British Columbia engaged in research relevant to women's and newborn's health.

At the time of application:

- The Principal Applicant must be a resident of BC.
- The Principal Applicant must be a member of the WHRI at the time of the LOI submission.
- Principal Applicants must be a researcher and/or clinician (which includes those who hold a license to practice as a member of a regulated health profession as recognized by the BC Health Professions Act or who belong to a health profession requiring board certification and are in good standing with the relevant body), must have completed a post-graduate degree (PhD or MD), and cannot be enrolled as a student in a degree or diploma program.
Postdoctoral Fellows and Clinical Fellows are eligible to apply. It is expected that applicants will have appropriate training and experience in conducting research.
- The funds must be used for a single project that is not already funded from other sources. If the recipient receives another grant for the same project, it is our expectation that the Principal Applicant will notify the Executive Director of the WHRI and that one of those grants must be declined.
- An individual cannot submit more than one application as Principal Applicant.
- The Principal Applicant cannot have received a WHRI Catalyst Grant as a Principal Applicant within the last 3 years.

Applicant Streams

This year, two applicant streams have been introduced which will be evaluated separately from one another: the Academic Researcher stream and the Clinician Investigator stream. Applicants will need to self-select the most applicable stream according to the criteria below. Only one stream can be selected for the application. In addition to the overall eligibility criteria:

Academic Researcher stream applicants must:

- Have a PhD, MD or equivalent, and commit a majority of their time conducting research.
- Hold an appointment at, or have a commitment for an appointment that will begin by the award start date of December 2, 2019, or be registered as Postdoctoral Fellows at a BC institution that must allow the applicant to:
 - a. Apply for and hold peer-reviewed funds as a Principal Investigator.
 - b. Publish their research results.
- Conduct research in one of the four themes of health research as defined by the Canadian Institutes of Health Research: biomedical, clinical, health services, and population health.

Clinician Investigator stream applicants must:

- Hold a valid license to practice as a member of a regulated health profession as recognized by the BC Health Professions Act or belong to a health profession requiring board certification and be in good standing with the relevant body.
- Be actively and directly involved in patient care and hold a role which includes making clinical judgements/decisions.
- Have a level of research experience appropriate for the proposed study and hold an appointment that commits to protecting some dedicated time for research for the duration of the award.

Eligible Expenses

Research awards may be used for the following purposes:

- Operating expenses associated with the conduct of the study
- Research project materials and supplies
- Salary support for graduate students, postdoctoral fellows, research assistants and staff providing services to support the research activity (maximum of 50% of total budget)
- Release time to enable practitioners and/or researchers to conduct research activities (maximum of 50% of total budget)
- Statistician and data analyst services
- Database development for data collection
- Teleconference, meeting, knowledge translation and conference travel expenses
- Funding for equipment is not encouraged. However, if the equipment is absolutely necessary for an identified project, it may be considered.

Project Time Period

The maximum time frame for the project is 12 months.

Communication Requirements

Catalyst Grant recipients are required to acknowledge the Women's Health Research Institute in any communication or publication related to the project.

Recipients are also expected to provide an academic report, a lay summary and three plain language key messages from the research project to the WHRI at the completion of the project.

Recipients are asked to present their findings at any of the following events: BC Women's Research Rounds, WHRI Public Forum, BC Women's Health Foundation 'Meet the Researcher' events.

Review Process

A peer review committee will evaluate the full application for all complete eligible submissions.

Evaluation Criteria

General review criteria will include whether:

- The research focus is innovative and relevant to women's and newborn's health in B.C.
- The plans and objectives of the research activities are clear and well justified
- The investigators comprise sufficient expertise relevant to the proposed research project
- The appropriate stream has been selected based on the status of the Principal Applicant
- The proposed activities can be achieved within the funding period
- The budget items requested are appropriate and sufficiently justified
- The plan for dissemination of findings is well constructed
- The Principal Applicant has completed the LOI and fulfilled the requirements specified in "How to Apply".

How to Apply

The application process for this funding opportunity consists of a letter of intent and full application. It is the responsibility of the applicants to ensure that their letter of intent and application is complete prior to submission.

1) Letter of Intent

Applications that fail to submit a letter of intent by the deadline will not be eligible for funding. The Letter of Intent should include the following information:

- i. Information for Principal Applicant and Co-Investigators (if any). Provide the name, title, name of institutional affiliations and email address
- ii. Contact information for Project Contact, if different from Principal Applicant
- iii. Project title
- iv. Abstract (maximum length of 250 words)
- v. Applicant stream (i.e., Academic Researcher or Clinician Investigator stream)
- vi. Keywords

The LOI is due on **August 1, 2019 at 11 PM** PDT. It must be submitted using the following link:
<https://rc.bcchr.ca/redcap/surveys/?s=JKWJCLEMY7>

Please note: you will not be able to save the LOI in the online submission system once it has been started, so please ensure you can complete the LOI submission in a single sitting.

Full Application

After August 12th 2019, an email invitation to submit a full application will be sent to each Principal Applicant who meets the eligibility criteria, which will allow them to upload and submit the full application in pdf format.

The full application is due on **September 30th 2019 at 11pm PDT**. No late submissions will be accepted.

Format

Proposals must be written in Arial font (regular) minimum 11pt. Single-spaced text with 2 cm margins on letter size (8½ x 11" (21.2 x 27.5 cm) and saved as a pdf. **Note:** the application file name should be the last name of the principal applicant ('lastname.pdf').

A) Cover sheet (Up to 1 page)

- i. Contact information for Principal Applicant and Co-Investigators (if any). Provide the name, title, name of institution, department name, mailing address, phone number and email address for each investigator
- ii. Contact information for Project Contact, if different from Principal Applicant
- iii. Applicant stream (i.e., Academic Researcher or Clinician Investigator stream)
- iv. Contact information for the financial administrator, including mailing address, phone number, and contact email address
- v. Information on host institution: The host institution is most commonly a publicly-funded BC health research institution or university responsible for administering award funds
- vi. Project title / Team Name
- vii. Expected duration of the project, including anticipated start and end dates
- viii. Total budget amount
- ix. Lay summary with title (maximum length of 250 words).

B) Proposal (4 pages)

The proposal should include a clear, concise description of the research plan that includes:

- i. Overall objectives
- ii. Rationale for the study (Including Background)
- iii. Study hypothesis and aims
- iv. Study design, methodology and analysis plan
- v. Anticipated results
- vi. Study timeline
- vii. Relevance to the health of women or newborns in British Columbia

C) Appendix (3 pages maximum)

- i. Dissemination or knowledge translation plan (maximum of 1 page). In this section, please address the following points:
 - Describe why your proposed research is important and what its potential impact might be;
 - Describe the Knowledge Translation goal(s) of the project (e.g. to generate awareness, to inform future research)
 - List your knowledge users or target audience (e.g. clinicians, decision makers, patient partners)
 - Name the KT strategies you will employ to achieve your KT goals (e.g. presentations to specific knowledge user groups, engagement of knowledge users within the project team, create a plain-language social media toolkit of findings).
- ii. Future goals outlining how the catalyst grant will facilitate funding and research
- iii. References

D) Budget and Justification (1 page maximum)

E) Amounts and sources of other funding (1 page maximum)

Give titles, brief description, amounts and duration of awards, along with nominated principal investigator and all co-investigators. Indicate percent overlap with the current application and, in cases with overlap, give a brief explanation of percent overlap with the current application.

F) CV and Letters of Support:

- i. Letter of departmental or institutional support which indicates how the research fits within the department or institution's strategic plan and /or addresses women's health
- ii. Letter(s) of support from other organizations involved with the research study, if applicable
- iii. CVs of Principal Applicant and Co-Investigators in CIHR Project Biosketch Application Format.

Submission Instructions

The LOI is due on **August 1, 2019 at 11PM PDT**. It must be submitted using the following link: <https://rc.bcchr.ca/redcap/surveys/?s=JKWJCLEMY7>

Please note: you will not be able to save the LOI in the online submission system once it has been started, so please ensure you can complete the LOI submission in a single sitting.

The full application is due on **September 30th 2019 at 11pm PDT**. A link to the application platform will be emailed on August 12th 2019 to principal applicants who submitted an LOI.

Questions about the application process can be sent to Kathryn Dewar (KDewar@cw.bc.ca).