

Collaboration for Health Research in Northern BC

Request for Seed Grant Applications

2020/2021

1. Award Description

The Seed Grant Program is sponsored by The University of Northern BC (UNBC), Northern Health (NH) and the Provincial Health Services Authority (PHSA). These three organizations entered into a Memorandum of Understanding on November 12, 2013 to collaborate in establishing a mutually beneficial research partnership for northern BC.

The goal of the Seed Grant Program is to enable collaborators from UNBC, NH, and PHSA to work in partnership and initiate new research projects that focus on improving the quality of health services and improving the health of the population in northern BC.

This Seed Grant is guided by the following principles:

- Addresses the needs and realities of northern British Columbia in the overall context of British Columbia through respectful engagement and attending to issues of equity, diversity, and inclusion
- A research-based collaborative relationship for the purposes of improving the quality of health services and improving the health of the population.
- Mutual respect and acknowledgement of the skills and expertise each organization brings to the partnership.
- Builds capacity for partnered research and leaves a legacy of capacity across all three organizations.
- Builds sustained research capacity in the North for the North.
- Creates a culture of learning.
- Open and transparent communication between the Partners.

The UNBC Health Research Institute (HRI) serves as the Secretariat to support UNBC, NH, and PHSA in their commitment to enhance research collaboration between the three organizations.

2. Award Amount and Duration

The 2020/2021 intake will fund up to 7 research teams. The maximum amount for each award is **\$10,000** for a **12-month period** starting May 1, 2021.

3. Eligibility Criteria

- **A *new* research team (3 or more applicants) led in partnership by individuals from UNBC, NH, and PHSA.**
 - The nominated Co-Principal Investigator (in role of Researcher) must hold an academic appointment at UNBC and be eligible to hold research funding.
 - One Co-Principal Investigator (in role of Researcher and/or a Knowledge User¹) from NH. Eligible applicants will be primarily affiliated with NH.
 - One Co-Principal Investigator (in role of Researcher and/or a Knowledge User) from PHSA. Eligible PHSA applicants will be primarily affiliated with a PHSA agency. The list of eligible PHSA agencies are:
 - BC Cancer Agency
 - BC Centre for Disease Control
 - BC Children’s Hospital and Sunny Hill Health Centre for Children
 - BC Emergency Health Services
 - BC Mental Health & Substance Use Services
 - BC Renal Agency
 - BC Transplant
 - BC Women’s Hospital + Health Centre
 - Cardiac Services BC
 - Perinatal Services BC

- **Northern/Rural/Remote Health Focus**
 - The proposed team and research activity/plan must address a health challenge identified in northern BC.

4. Key Competition Dates

The request for applications (RFA) timeline is summarized as follows:

| Action | Target Date |
|--|--|
| RFA Closing Date | February 19, 2021 |
| Anticipated Notice of Funding Decision | April 1, 2021 |
| Funding Term | May 1, 2021 – April 30, 2022 (12-Months) |

¹ CIHR defines Knowledge User as an individual:

- who is likely to be able to use the knowledge generated through research in order to make informed decisions about health policies, programs and/or practices;
- whose level of engagement in the research process may vary in intensity and complexity depending on the nature of the research and their information needs;
- who can be, but is not limited to, a practitioner, policy maker, educator, decision maker, health care administrator, community leader, or an individual in a health charity, patient group, private sector organization or a media outlet.

5. Application Content

Please submit the following:

1. Application Cover and Signatory Form (Appendix 1)

The Co-Principal Investigators at UNBC, NH, and PHSA must sign and submit the Application Cover and Signatory Form with their application.

2. Experience and Qualifications

Identify the UNBC, NH, and PHSA Co-Principal Investigators. As well, include any co-investigators or collaborators who will be engaged to support the research project. For each member of the team, describe his or her role, capability, and availability for this project.

Please provide CVs of all Principal Investigators on the team.

- a. The Nominated Principal Investigator and Co-Principal Investigators in Researcher roles must submit a research-focused CV. CVs should include at least the following information:
 - i. Primary affiliations;
 - ii. Research experience and education;
 - iii. Peer reviewed publications and presentation for the last 5 years; and
 - iv. Current funding held.
- b. Co-Principal Investigators in Knowledge User roles from Health Authorities must submit a resume or a CV.
- c. Community, patient, and/or clinical collaborators must submit a signed letter of commitment describing:
 - i. Their interest in the proposed project;
 - ii. Their willingness to participate in the manner indicated;
 - iii. Their role and their precise degree of involvement in the project;
 - iv. Amount of time committed to the project; and
 - v. A description of how they intend to use the results of this research project.

3. Research Proposal

(3 pages max) – Use the following headings:

- a. Purpose and Objectives
- b. Significance and Context
 - i. Clearly explain how the proposed team and research activity/plan will address a health challenge identified in northern BC
 - ii. Describe the conceptual framework or approach

c. Methods. Clearly explain how the proposed work will be conducted. Address the following where applicable:

- i. Research questions and/or hypothesis
- ii. Study Design
- iii. Study sites and participants
- iv. Data collection
- v. Data management and analysis
- vi. Ethical considerations

d. Timeline and Funding Term

- i. Include a timeline of activities proposed over a 12 month period

e. Research Team

- i. The proposal must include an outline of team structure, including the contribution of each member to the proposed research activity/plan
- ii. It is important to outline the roles and responsibilities of each of the Co-Principal Investigators from UNBC, NH, and PHSA as a Researcher and/or a Knowledge User

f. Outcomes and Knowledge Translation. Clearly identify the expected outcomes of study and knowledge translation activities.

4. Budget

(2 pages max) – Provide an itemized budget up to a maximum of \$10,000; briefly justify each budget item and provide documentation for service costs (e.g., meeting facilitator, other contracted personnel).

Eligible expenses

- Salaries and benefits for Research Assistants and/or Trainee Stipends
- Goods and Services of Contractual Personnel
- Travel and Accommodations for research team meetings
- Goods and Services for research team meetings, data collection, and knowledge translation activities
- Materials and Supplies
- Other costs, such as: data and sample acquisitions, honoraria (e.g., patient involvement).

Ineligible expenses

- Rent of office premises and other related overhead (e.g., utilities)
- Capital expenses (e.g., office equipment, computer equipment and operating software)
- Salaries of team members

Application Format

Except for the appendices, all materials must be presented as follows:

- All materials, except appendices, must be a minimum 11-point sized font, single spaced, on one side of a letter-sized (21.25 cm x 27.5 cm / 8.5" x 11") page, with a three-quarter inch margin on all sides of the page
- All pages should be consecutively numbered
- All print must be black, of letter quality, and easy to read
- A header with the project name on the top left-hand corner, and footer with the page number on the lower right-hand corner of each page
- The research proposal (text + budget) must not exceed 5 pages. This does not include appendices, Application Cover and Signatory Form, or Letters of Contribution from Collaborators
- Appendices can include: References and charts, tables, diagrams or surveys/questionnaires to support the application

Conditions of Funding

The seed grant funding can be requested for a 12-month term and will be administered to the UNBC Principal Investigator. Within 4 weeks of project completion, award recipients must submit a final report to the Secretariat, using the template that will be provided. It is expected that award holders will present their work at UNBC, NH, and/or PHSA Knowledge Translation events.

Submission Information

Applications should be sent by **4:30pm on February 19, 2021** via email as PDF attachment to hri@unbc.ca.

Further Information:

**Health Research Institute
University of Northern BC
3333 University Way
Prince George, BC V2N 4Z9
Email: hri@unbc.ca
Tel: 250.960-5501**

Appendix 1- Application Cover and Signatory Form

**COLLABORATION FOR HEALTH RESEARCH IN NORTHERN BC
REQUEST FOR SEED GRANT APPLICATIONS
APPLICATION COVER AND SIGNATORY FORM**

1. Title of Proposal:

2. Details of Co-Principal Investigators

| | |
|---|--|
| Name of UNBC Nominated Principal Investigator | |
| Title Associated with Affiliation | |
| Department | |
| Organization | |
| Email | |
| Telephone | |
| Signature | |
| Date | |

| | |
|--|--|
| Name of PHSA Co-Principal Investigator | |
| Title Associated with Affiliation | |
| Department | |
| Organization | |
| Email | |
| Telephone | |
| Signature | |
| Date | |

| | |
|---|--|
| Name of Northern Health Co-Principal Investigator | |
| Title Associated with Affiliation | |
| Department | |
| Organization | |
| Email | |
| Telephone | |
| Signature | |
| Date | |