

GUIDELINES

Updated: September 9, 2019

University Hospital Foundation Medical Research Competition (UHFMR) – 2019

BACKGROUND

The **University Hospital Foundation** (UHF) was created in 1962 by an act in the Alberta legislature. Its mission is inspiring philanthropy to support innovation and excellence at the University of Alberta Hospital, the Mazankowski Alberta Heart Institute, and the Kaye Edmonton Clinic. The UHF's vision is to be a Canadian leader in health care philanthropy that passionately engages the community and continually grows support.

The **Faculty of Medicine & Dentistry** (FoMD) is dedicated to the improvement of health through excellence and leadership in medical and dental education, research and health care. Its mission is to prepare physicians and dentists to provide the highest quality of health care to the people of Alberta and beyond, and to advance knowledge and skills through fundamental, clinical, and applied research.

OBJECTIVES

To provide one-year research operating grants for up to \$35,000 to fund innovative, translational research for clinician scientists in the FoMD. Although applications in all areas of biomedical, clinical, health services and outcomes research are acceptable, a clear linkage to clinical problems in adults is required. This year, a portion of the funds are **restricted** to the following areas: Alzheimer's disease, cardiac sciences, hematology, oncology, immunology, and respiratory sciences.

Please note:

- (1) Applications from new investigators (those within five years of their first academic appointment) are encouraged.
- (2) Established investigators may also apply but are encouraged to participate in projects as co-investigators or co-applicants with new investigators.
- (3) It is expected that project funding will form the basis for subsequent and simultaneous applications for peer-reviewed external funding (e.g., CIHR). Projects currently funded by another source will be given lower priority.

PRINCIPAL INVESTIGATOR ELIGIBILITY

- A **clinician** holding a primary appointment with Alberta Health Services (AHS) – Edmonton Zone at the University of Alberta Hospital, Mazankowski Alberta Health Institute, or the Kaye Edmonton Clinic **AND** a faculty appointment with the Faculty of Medicine & Dentistry, University of Alberta that permits applying for and holding research funding as per the University's [Eligibility to Apply for and Hold Research Funding Policy](#).
- Other individuals with an appointment with the Faculty of Medicine & Dentistry, University of Alberta that permits them to apply for and hold research funding as per the University's [Eligibility to Apply for and Hold Research Funding Policy](#) are eligible to apply as a principal investigator (PI) if they have a clinical colleague (meeting the above criteria) as the co-principal investigator (co-PI).
- One application per PI, or co-PI.
- Applicants can only hold one UHFMR grant as a PI or Co-PI at any point in time; applications

for additional funding will not be processed until the completion of the previous grant and submission of the final report. In other words, investigators that currently hold the award from previous competitions are still eligible to apply for the upcoming competition but must complete the project, return unused funds to the UHF, and complete the [final report](#) by December 31, 2019.

- Researchers must maintain a good standing with the UHFMRRC grants panel with regards to interim, final, and budgetary reporting, and acknowledgement of the UHF in publications and presentations to be eligible for subsequent grant cycles.

Not Eligible

- Clinicians and faculty members who are primarily involved in the care of patients at the Stollery Children's Hospital, Covenant, Cross Cancer Institute, Glenrose Hospital, and/or Royal Alexandra Hospital. These clinicians are encouraged to seek funding associated with the Foundations supporting these hospitals.
- Principal investigators or co-principal investigators who have held the award **three or more** times over the past 10 years. These individuals are encouraged to apply as co-applicants with new investigators as the principal investigator.

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Research Areas Supported

Applications in all areas of biomedical, clinical and health services/outcomes research are acceptable. A clear linkage to a clinical problem in adults is required and an emphasis on T1 or T2 translational research is desirable. As specified by donors, a portion of the funds are restricted to the following areas: Alzheimer's disease, cardiac sciences, hematology, oncology, immunology, and respiratory sciences; however, the majority of funds available have no such designation.

Budget

Funding will be limited to a total budget of **\$35,000** per project and will be awarded for one year (see eligible expenses below). Continuation of funding for the same project will only be awarded in unusual circumstances. Renewal of funding is not permitted.

- Eligible costs: publication or open access costs, equipment (maximum \$10,000), and stipends for graduate students, research assistants, technicians, postdoctoral fellows, and research associates.
- Ineligible costs: secretarial/clerical staff support, conference travel, computers, renovations, maintenance/installation of major equipment, institutional overhead and indirect costs of research.

APPLICATION DETAILS

Important Deadlines

- (1) Registration: Wednesday, October 9, 2019 at 4:00pm
 - (2) Full Application: Thursday, October 24, 2019 before 4:00pm
- Late applications will not be accepted**

Registration Procedure

- It is mandatory that you email the [Grant Administrator](#) with the PI, co-PI, and co-applicant names and the tentative title of the proposed research study by October 9 at 4 pm.

Application

Complete your application using the online portal [here](#). The main components are the:

- Applicants details (PI, coPI and co-applicants)
- Biographical sketch (for the PI only); generated within the application portal
- Lay summary of proposal

- Research proposal (maximum 3 pages, 12 font)
- Budget details & justification (1 page)

The online portal will generate a PDF of the application. To this, add the attachments indicated below and create a single PDF of the entire application package (portal generated PDF plus attachments). Upload this application package into the portal and submit. The required attachments are:

- New proposal request form indicating on-line approvals by your department, FoMD and Research Services Office (RSO).
- List of research publications or communications for the past five years under the following general headings: a) full-length papers in refereed journals; b) abstracts; c) books and book chapters; d) published reviews; and e) published keynote addresses and presentations.
- Research proposal appendix for figures and tables (maximum 2 pages).
- List of references cited in the research proposal (no page limit).
- Letter from Department Chair or Divisional Director stating that clinical applicants (PI or co-PIs) are primarily involved in the care of adult patients at the University of Alberta Hospital and this is their major site of service delivery.

Please submit the following materials to the Office of Research (2-13 Heritage Medical Research Centre) **and** submit your electronic copy [online](#) by **Thursday, October 24 at 4:00pm**:

- A paper copy of your application with applicant's signatures and documentation of on-line approval.
- If funds are held from a previous UHFMRRC, please note in writing that the [final report](#) will be submitted prior to December 31, 2019.

On-line Approvals: Before submitting, all applications must be reviewed and approved by the RSO. Please complete a [New Application/Proposal/Project](#) request via the Researcher Home Page (RSO), attach your application and submit for online approvals. RSO's deadline for submission of applications/proposals is typically five business days before the agency deadline. This means complete applications need to be submitted so that online approval from UofA co-PIs, departments and the FoMD is obtained before the end of day October 17, 2019. After RSO's approval is obtained print the form that shows the on-line approvals and append to your application. Additional instructions for on-line approvals can be found on the [RSO website](#).

REVIEW PROCESS & EVALUATION

The UHFMRRC Review Committee will evaluate all eligible applications. The committee will be appointed by the Associate Dean, Clinical/Translational Research (FoMD) with participation of the Committee Chair, and will include broad representation from within the faculty. The Terms of Reference are available upon request.

Applications will be reviewed in accordance with the traditional 5-point [CIHR rating scale for grant programs](#). Upon completion of peer review, a ranked list of all applications in the fundable range will be generated to inform funding decisions; applications will be funded in top-down ranked order as far as the budget will allow. The review committee will meet in early December; applicants can expect notification of funding decisions by mid-December.

Proposals will be assessed based on:

1. Clinical Relevance
2. Significance and Innovation
3. Feasibility

AWARDEE EXPECTATIONS

Failure to abide by the following terms will disqualify researchers from future applications as a PI or Co-PI.

Declaration

Successful applicants are required to sign a declaration relating to the issues described in this section ('Awardee Expectations') prior to release of funds.

Human Ethics, Animal Biosafety & Approvals

Applicants are responsible for ensuring that applications have received the necessary ethics, animal certification and/or biohazard approval. Funds will only be released to successful applicants when the Research Ethics Board approval is provided. Applications utilizing AHS resources must receive operational approval from AHS and a letter confirming this must be submitted to the UHFMRG Grant Administrator prior to fund release.

Funding

Awarded funds will be administered by the Research Services Office (RSO) at the University of Alberta; it is expected that the funding period starts on January 01, 2020. Funds should be spent within one year of the award start date, and applicants cannot simultaneously hold unspent UHFMRG funds from a previous competition. Funds designated for equipment (maximum \$10,000) must be used to purchase the requested equipment. Major changes in how funding is used must be approved by the Chair of the UHFMRG Grants Review Committee and the UHF.

Reporting

An [interim report](#) is due at the one-year anniversary of the grant start date, and a [final report](#) is due at the two-year anniversary of the grant start date. In cases where the project is completed within one year, the final report can be submitted in lieu of an interim report. The program administrator will provide reporting details to awardees.

All reports (interim and final) will be provided to the UHF. The Foundation may share the reports and lay summaries with individual donors to the Medical Research Competition, and in cooperation with the researcher, may publish and/or disseminate information regarding this award with donors and through UHF publications (online and print). Researchers must be available for impact reporting with donors as requested by the Foundation.

Acknowledgement

The University Hospital Foundation must be acknowledged in all publications and presentations.

Extensions

To request an extension, a letter explaining the reason for the extension and for how long must be provided to the UHFMRG [Grant Administrator](#). Once approved by the UHFMRG Administrator, send this information to your Research Facilitator (if the only change is to the end date of your award). Learn more [here](#).

NEW PROCEDURE –

- Approvals by your department, the FoMD and RSO are obtained electronically instead of by wet signatures. See the instructions above in the Application Details section.

CONTACT INFORMATION

This program is administered by the Office of Research, FoMD. If you have questions, please contact Dr. Carol Ladner-Keay by phone (780-492-5345) or email (mrcadmin@ualberta.ca).

CHECKLIST FOR APPLICATION:

- Signatures of applicants (PI, co-PI and co-applicants)

- Researcher Home Page - New Application Request form with on-line approvals from the applicants, department, FoMD and RSO
- Biographical sketch (PI only)
- Biographical sketch attachment (for PI only; publications)
- Research proposal (3 pages maximum)
- Research proposal appendices (figures, tables and references)
- Budget details
- Budget justification attachment
- Letter from Department Chair or Divisional Director stating clinical applicants (PIs or co-PIs, not co-applicants) are primarily involved in the care of adult patients at the University of Alberta Hospital and this is their major site of service delivery.