

# GUIDELINES

Updated: August 13, 2021

## University Hospital Foundation Medical Research Competition (UHFMR) – 2021

### BACKGROUND

The **University Hospital Foundation (UHF)** raises funds to advance patient care, research and innovation at the University of Alberta Hospital, the Mazankowski Alberta Heart Institute and the Kaye Edmonton Clinic, as well as research at the University of Alberta and care in the community through Alberta Health Services (AHS).

As agents of hope, we boldly seek solutions to seemingly insurmountable challenges, matching the determination and purpose-driven intensity of the healthcare teams we support. Using innovative approaches to philanthropy, including new partnerships and bold ideas to bring the right people, resources and solutions together, we are improving health, reducing the devastating impact of disease and addressing the inequitable health challenges faced by members of diverse cultures.

The **Faculty of Medicine & Dentistry (FoMD)** is dedicated to the health and wellness of all through excellence in education, discovery and clinical care. Its mission is to serve the public through partnerships, leadership, and innovation in education, research and health care.

### OBJECTIVES

To provide one-year research catalyst operating grants for up to \$35,000 to fund innovative research with a focus on T1 and T2 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, immunology, respiratory sciences, oncology and diabetes.

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.
- (4) Preference is given to projects that catalyze a larger project and/or benefits a program of research.

### 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 faculty member, in either the PI or co-PI role.
- Applicants can only hold one UHFMRRC 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, 2021.
- 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.

## **GUIDELINES**

### **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. In accordance with availability of funds for specific research areas, 65% of the funding is restricted to Alzheimer's disease, cardiac sciences, hematology, immunology, respiratory sciences, oncology and diabetes. Diabetes and oncology each comprise approximately 20% each out of the 65% of the total restricted funds; with 25% for the remaining restricted areas and the final 35% unrestricted.

### **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: Thursday, September 23, 2021 at 4:01 p.m.
- (2) Full Application: Thursday, October 14, 2021 before 4:01 p.m.

**Late applications will not be accepted**

## Registration Procedure

- It is mandatory that you register through the online system at <https://uhf-apply.smapply.ca/prog/uhfmrc/> before the registration deadline. Registration requires contact and appointment details for the PI, and co-PI to review applicant eligibility (see above); and the tentative title of the proposed research study. The name of the registered PI is unchangeable, but the co-PI and co-applicants can change in the application stage.

## Application

Invitations to submit a full application will be sent to the registering PI for projects that meet the eligibility requirements. Applicants can expect access to the full application in the online system, within 3 business days of registering. If applicants do not meet the eligibility requirements, they will be contacted to amend their registration.

The main components of the application are the:

- Applicants details (PI, co-PI and co-applicants)
- Abridged CV (for the PI only)
- Research grants held by the PI in the past five years, including those presently held or pending decision
- Lay summary of proposal (maximum 300 words)
- Research proposal (maximum 1700 words plus references and 2 pages for figures/appendices)
- Budget details & justification (maximum 500 words for the justification)
- Signatures from the PI, CoPIs and co-applicants in the online system. Alert – It is possible to submit your application without the coPIs and co-applicants signatures, but these signatures are mandatory for the review of your application.

The required attachments are:

- An abridged CV for the Principal Investigator. Only include the following sections:
  - Personal Information (Name and contact details)
  - Education (Degrees and credentials)
  - Recognitions (Prizes, Honors and Awards; Provide a maximum of 10)
  - Employment (Academic, Research and Work Experience)
  - Contributions: List research publications or communications for the past five years under the following general headings (including only those actually published or "in press"): 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 of the lead clinical applicant (PI or CoPI) stating that the applicant is primarily involved in the care of adult patients at the University of Alberta Hospital and this is their major site of service delivery.
- New proposal/application request form generated from the University of Alberta Researcher Home Page, indicating on-line approvals by your department, FoMD and Research Services.

To generate a PDF of the application for obtaining internal approval, select "Preview" and then "Download". The system will embed links in the PDF to all the attachments.

**Internal On-line Approvals:** Before submitting, all applications must be reviewed and approved by Research Services. Please complete a [New Application/Proposal/Project](#) request via the Researcher Home Page, attach your application and submit for online approvals. Research Service'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 approvals from UofA co-PIs, departments and the FoMD is obtained before the end of day October 6, 2021. After Research Service's approval is obtained, print the form that shows the on-line approvals and attach in the application system. Additional instructions for on-line approvals can be found on the [Research Services website](#).

Please submit the completed full application in the UHF SurveyMonkey Apply portal before **Thursday, October 14 at 4:01 p.m.** Submitting a paper copy of your application is **not** required.

- If funds are held from a previous UHFMRRC, please email [mrcadmin@ualberta.ca](mailto:mrcadmin@ualberta.ca) and indicate that a [final report](#) will be submitted prior to December 31, 2021.

## **REVIEW PROCESS & EVALUATION**

The UHFMRRC Review Committee will review all applications except for in the areas of oncology and diabetes research. Applications in the areas of oncology and diabetes research will be reviewed by subcommittees specific for these restricted areas. The main UHFMRRC review committee is selected by the Committee Chair, approved by the FoMD Vice Dean Research (Clinical), and will include broad representation from within the faculty. Members of area specific subcommittees are selected by subcommittee chairs with approval by the FoMD Vice Dean Research (Clinical) in collaboration with the applicable Institute Directors. The committee and subcommittees follow the same Terms of Reference (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
4. Budget considerations (e.g. appropriate items, projects already funded by other funding sources)

Review of applications from early career investigators: All applications are reviewed using the same criteria with a 5-point score. Reviewers are asked to consider early career status favorably when considering the track record of the applicant.

## **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 UHFMRRC Grant Administrator prior to fund release.

### **Funding**

Awarded funds will be administered by Research Services at the University of Alberta; it is expected that the funding period starts on January 1, 2022. Funds should be spent within one year of the award start date, and applicants cannot simultaneously hold unspent UHFMRRC 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 UHFMRRC 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

Grant recipients are provided an automatic one-year extension period for using the grant funds, if funds remain in the recipient's University of Alberta account. Further requests are only considered in cases of extended leaves of absence during the grant period or an uncontrollable event or condition. To request authorization to use funds beyond the one-year automatic extension, a letter explaining the reason for the extension and for how long must be provided to the UHFMRRC [Grant Administrator](#).

## NEW PROCEDURES FOR UHFMRRC APPLICATION PROCESS

- Approvals by your department, the FoMD and Research Services are obtained electronically instead of by wet signatures. See the instructions above in the Application Details section (this has been the process since the 2019 competition).
- Registration and the full application is submitted in an online system, as described under "Application Details".
- An automatic one-year extension period for using grant funds is provided to recipients of a 2021 UHFMRRC grant, if funds remain in the recipient's University of Alberta account.

## CHECKLIST FOR APPLICATION:

For details see above, under **APPLICATION DETAILS**

<input type="checkbox"/>	Signatures of applicants in the online application system (PI, co-PI and co-applicants)
<input type="checkbox"/>	One application per PI or Co-PI
<input type="checkbox"/>	Researcher Home Page - New Application Request form with on-line approvals
<input type="checkbox"/>	Abridged CV (PI only)
<input type="checkbox"/>	Lay summary
<input type="checkbox"/>	Research proposal
<input type="checkbox"/>	Research proposal appendices (figures, tables and references)
<input type="checkbox"/>	Budget details
<input type="checkbox"/>	Budget justification
<input type="checkbox"/>	Letter from Department Chair or Divisional Director
<input type="checkbox"/>	Complete application submitted in the Survey Monkey Apply portal

**TIPS FOR SURVEYMONKEY APPLY**

- Select “Save and Continue Editing” often
- Special characters are not possible in the text boxes
- You may add collaborators to view or contribute to your application in SM Apply
- Do not select “Submit” until you are ready to submit the final application.

**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](mailto:mrcadmin@ualberta.ca)).