**Department of Pediatrics - WCHRI**

**Resident/Clinical Fellow Trainee Research Grant Guidelines**

These guidelines provide detailed information regarding the Resident/Clinical FellowTrainee Research grant program offered by the Department of Pediatrics and the Women and Children’s Health Research Institute (WCHRI).

These guidelines are reviewed periodically and may be subject to amendment. It is the responsibility of awardees to ensure continued compliance with the guidelines.

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14. **Award Overview**

The purpose of this grant is to provide resources and support for eligible trainees to gain experience in the components of completing a research grant from start to finish, including developing research skills and tools that may be helpful in their future clinical practice.

Applications may be submitted at any time prior to the onset of the research. Mentors are expected to provide an active and engaged role in the development of the application and research project.

1. **Eligibility**

To apply for this competition, the trainee must:

* be registered in a residency , subspecialty residency or clinical fellowship program at the University of Alberta;
* present an application with an effective, detailed mentorship plan;
* commit to completing the work by the program end date and publish a manuscript if at all possible.

Both the trainee and mentor must be members of WCHRI; membership is free and complete information may be found on the WCHRI website at [wchri.org/membership](http://wchri.org/membership). Trainees may hold this grant once per eligible training program type.

All awardees are expected to remain compliant with the general policies and conditions governing this award.

**2.1 Additional Eligibility for General Pediatrics Residents**

General Pediatric Residents must apply in year one of the residency program; applications outside this timeframe may not be accepted.

* 1. **Ethical Considerations**

Institutional approvals are required. These include human research ethics, biohazards & environmental safety, and/or animal welfare. Department of Pediatrics (internal funding) can be listed as the award sponsor.

1. **Award Details**

The value of the grant is up to a total maximum of $2000 (plus up to $780 for biostatistical support). This grant may be held for a period not exceeding the trainee’s actual program end date with the exception of publication fees which will be paid up to 24 months after program completion. It is expected that all awardees will complete the research project as outlined in the approved application, under the guidance of the recognized mentor.

* 1. **Budget**

Both the budget summary and the budget justification are mandatory components of the grant application. All budgeted items must be clearly listed and justified. The candidate’s mentor may be required to contribute to the candidate’s proposed project to ensure that adequate financial resources are in place to complete the work proposed.

Please note that all applicants are expected to publish the results of the project, therefore must either include publication costs in the proposed budget or identify sources of funding specifically for the purpose of paying publication costs. In the event that costs associated with the project exceed the award value limitations, applicants must clearly account for the budget excesses in the Summary and Justification sections of the application form.

* 1. **Support through WCHRI Research Platforms**

WCHRI can provide support for applications through their research platforms. In order to access services applicants must complete a WCHRI [Project Request Form](https://redcap.med.ualberta.ca/surveys/?s=MvcSPz). Please note that requests for WCHRI support should be submitted at least 3 weeks before the grant is submitted.

**3.2.1 REDCap**

Applicants are encouraged to use REDCap as the data management system for all quantitative and/or mixed methods studies. REDCap is a secure, web-based application for building and managing online research projects. Using REDCap can significantly improve research data security and quality. Through collaboration with WCHRI, the Faculty of Medicine & Dentistry, and the Northern Alberta Clinical Trials and Research Center (NACTRC), this research support is available to all members of the University of Alberta. Initial project setup and training sessions are provided free of charge.

* To setup a new REDCap project go to: <https://redcap.med.ualberta.ca/surveys/?s=VHG6Zy>
* To receive REDCap training: <http://www.wchri.org/redcap-sessions>
* To access WCHRI’s REDCap expert services, complete the WCHRI [Project Request Form](https://redcap.med.ualberta.ca/surveys/?s=MvcSPz).

It is a condition of WCHRI's licensing for REDCap that researchers reference REDCap in their publications.

**3.2.2 Biostatistics Support**

As a component of this grant, all applicants are eligible for a maximum of 13 hours of biostatistics support. Access to this service is considered as in-kind support and not included in the overall operating grant amount/limit.

All applicants requiring biostatistics support must meet with the WCHRI biostatistician prior to submission of their application. Early engagement of the biostatistician will enable assistance with the project design, sample size calculations, and analysis plan.

All applicants that wish to access WCHRI biostatistics support must provide a quote with the submitted application. To acquire a quote for service, please contact WCHRI’s biostatistician via the WCHRI [Project Request Form](https://redcap.med.ualberta.ca/surveys/?s=MvcSPz).

* 1. **Budget Expenses and Eligibility**

**Eligible Expenses** include (but are not limited to):

* direct research project laboratory supplies;
* poster printing, photocopying, library charges;
* manuscript/publication costs;
* postage/courier;
* reference books directly related to the funded research project;
* mileage for data collection (reimbursed as either gas *or* kilometers.)

The following expenses are considered eligible provided quotes are submitted with the application

* computer software purchased through the University of Alberta (i.e. SPSS);
* study participant honorariums payable by gift card or other non-cash incentive, limited to $25 per participant;
* WCHRI research platform support (see item 3.2 for further information).

For gift cards, awardees are to maintain records for the purchase and distributing of gift cards. The documentation will include the type and amount of gift card with purchase details as well as a list of the individual research participants that they were distributed to with evidence that the gift cards were received (i.e. recipient initials). Residual gift cards must be returned to the Department of Pediatrics at the end of the Resident Research Grant period of support.

**Ineligible Expenses**

* travel to or registration fees for conferences, workshops or symposia (see [FGSR Travel Awards](http://www.gradstudies.ualberta.ca/en/awardsfunding/scholarships/travel.aspx) or [WCHRI Trainee Travel Grant](http://wchri.srv.ualberta.ca/content/trainee-travel-grants) as alternatives);
* computer hardware and accessories (such as printing cartridges);
* association membership, dues or fees;
* general office supplies;
* research assistants unless they are doing work that the trainee is not capable of doing (such as some laboratory procedures).
  1. **Changes to the Proposed Research and/or Budget**

The research project should not be changed once the grant has been reviewed and approved for funding. If changes must be made in the project or the budget, express written approval from the Pediatric Research office must be obtained.

1. **Mentorship**

All trainees are required to complete this research award under the faculty mentor who sponsored their application. A strong research mentor is a requirement of this award. A mentorship plan must be detailed in the grant application. Submissions that do not clearly detail the roles, access and purpose of the mentor and/or mentorship team, including co-mentor, may not be eligible for funding.

* 1. **Mentorship Expectations and Track Record**

All mentors are expected to have a proven track record mentoring trainees that is commiserate with their faculty level and research experience. Where the proposed mentor has not previously sponsored a resident grant through to successful completion, and may have limited experience in the mentorship of trainees, Department of Pediatrics may (1) determine eligibility to participate as a research mentor, (2) request evaluation of the proposed mentors expertise and experience in mentorship, or (3) request the addition of an experience mentor to the research mentoring team.

* 1. **Mentorship Team**

One (1) co-mentor may be identified on the application.

* 1. **Change in Mentorship**

Under special circumstances, consideration may be given to a change in mentorship. This will be assessed on a case-by-case basis. Where a change in mentorship affects the project and/or project outcomes, the applicant may be required to re-apply to this program with a new project and mentor.

1. **Application**
   1. **Application Process**

Please read the application, guidelines and instructions before filling out the application form.

The original, signed application must be submitted on a current application form, with the requested supporting documentation to the Pediatric Research office (3rd floor reception, ECHA).

Applications that are either: i) incomplete, or ii) non-compliant with the program guidelines and/or application instructions may not be forwarded for review / funding consideration.

1. **Review Process**

All applications are evaluated by up to two faculty members. All applications are assessed using the Resident Research Grading Grid provided in the application form.

1. **Competition Results**

Official result letters and competition feedback will be emailed to the applicant and their Mentor with the application outcome. Details on successful applications may be posted on the WCHRI and/or Department of Pediatrics websites.

1. **Funding Access**

Once awarded, funds will be administered by Department of Pediatrics through the completion of expense reimbursement forms for which all original receipts must be supplied. All applicable approval documentation for ethics, animal care, and/or biosafety certification must be received prior to the release of award.

* 1. **Extension Requests**

It is expected that the funded research will be carried out within the timeframe offered at the time of implementation. Pediatric Research may consider extending the term of the grant provided a request for extension is approved prior to the termination of the period of support.

1. **Reporting**

The awardee will be sent a standard form to complete from the Pediatric Research office during their last two months of training. They will be asked to provide the names of all meetings where they presented their project and the current status of their manuscript. The trainee agrees to complete this form if they have received a grant.

**Research Day Presentation**

Research funded through this program must be presented at WCHRI Research Day.

1. **Communications & Funding Acknowledgement**

WCHRI and Department of Pediatrics expect that all outcomes of work funded through this program will be published.

All publications, including public messages, arising from research supported by WCHRI grants and/or awards must acknowledge the support of WCHRI and the appropriate funder.

**For research projects related to children's health:** “This research has been funded by the generous support of the Stollery Children's Hospital Foundation through the Women and Children’s Health Research Institute.”

**For those awardees that have used REDCap**, it is a condition of WCHRI's licensing for REDCap that researchers reference REDCap in their publications. Please refer to the [WCHRI website](http://www.wchri.org/redcap) for correct and current wording.

Awardees are asked to inform WCHRI and Department of Pediatrics communications in advance if their research will be published in a major journal and/or receive media coverage. WCHRI reserves the right to publish and/or disseminate information relevant to grants and awards.

Downloadable logos may be found on the [WCHRI website](http://www.wchri.org/acknowledgments-and-logos).

1. **Award Termination**

Department of Pediatrics reserves the right to terminate any award if the conditions of the award are not met, or if there is evidence of unsatisfactory progress. The applicant and/or preceptor must immediately notify the Pediatric Research office of any changes that may affect continued eligibility to hold the award. This includes, but is not limited to, changes in employment/program status and leaves of absence.

1. **Contact Information**

If you have any questions regarding the Resident/Clinical Fellow Trainee Research Grant Program or application process, please contact Dr. Joan Robinson (General Pediatrics Residents) and/or Dr. Gary Lopaschuk, Associate Chair Research (all other applicants).