

## **Resident/Clinical Fellow Trainee Research Grant (RCFTRG) Application Guidelines**

These guidelines provide detailed information regarding the RCFTRG program offered through a partnership between the Department of Pediatrics and the Women and Children's Health Research Institute (WCHRI) at the University of Alberta.

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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## 1.0 Award Overview

The purpose of the RCFTRG award 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 must be submitted at any time prior to the onset of the research. By submitting applications before research projects are underway, applicants can incorporate feedback from reviewers, which enhances the methodological quality and scientific rigor of their proposed research. Only in exceptional circumstances will an application be considered eligible for funding if it is submitted after the project has started. Mentors are expected to play an active and engaged role in the development of the application and implementation of the research project.

## 2.0 Eligibility

To apply for this competition, applicants must:

- be registered in a Pediatrics residency, subspecialty residency, or clinical fellowship program at the University of Alberta;
- present an application with a detailed mentorship plan;
- commit to completing the work by their program end date;
- generate academic output, including an academic poster or oral presentation at a relevant meeting (e.g., Pediatric Research Day) and a peer-reviewed manuscript (when possible).

The research mentor must be a member of WCHRI; membership is free and complete information about applying can be found on the WCHRI website at [wchri.org/membership](http://wchri.org/membership). Residents and fellows are not required to be WCHRI members.

Trainees are eligible to hold this award once per eligible training program. All awardees are expected to remain compliant with the general policies and conditions governing this award.

If applicants are unsure if they meet the eligibility criteria, they are encouraged to contact the Pediatric Research Office ([pedsr@ualberta.ca](mailto:pedsr@ualberta.ca) or 780.248.5405).

### 2.1 **Additional Eligibility for General Pediatrics Residents**

General Pediatric Residents are strongly encouraged to apply for this award in year 1 of their residency program. While General Pediatrics Residents remain eligible to apply within (but not beyond) year 2 if they did not receive a research block in year 1, limited time availability may have a negative influence on the feasibility and implementation of their proposed research.

### 2.2 **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.

## 3.0 Award Details

The maximum value of the grant is up to \$2,000 (plus up to \$780 for biostatistical support). This award may be held for a period not exceeding the trainee's actual program end date except for publication fees, which will be paid ≤24 months after the program completion end date. It is expected that all awardees will complete the research project as outlined in the approved application, under the guidance of their mentor(s).

### 3.1 Budget

Both the budget summary and justification are mandatory components of the grant application. All budgeted items must be listed and justified clearly. 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 proposed research.

Please note that all applicants are expected to generate academic output based on their research (e.g., peer-reviewed manuscript). Expenses for publishing manuscripts in open access journals can be included in the budget. If publication costs exceed the value of the award, applicants must describe clearly how complementary funds will be available to support their planned research activities (e.g., in-kind support, supplemental funds provided by mentor).

### 3.2 Support through WCHRI Research Platforms

WCHRI can provide support for applications through their research platforms and services. To access services, applicants must complete a WCHRI [Project Request Form](#). Please note that requests for WCHRI support should be submitted  $\geq 3$  weeks before the grant is submitted.

#### 3.2.1 REDCap

Applicants are strongly 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: [REDCap Project Initiation](#)
- To receive REDCap training, register for: [REDCap Training Session](#)
- To access WCHRI's REDCap expert services, complete the WCHRI [Project Request Form](#).

#### 3.2.2 Biostatistics Support

Applicants are eligible to receive up to 13 hours of biostatistics support through WCHRI. Access to this service is considered in-kind support and not included in the overall grant amount/limit, which is up to \$2,000.

Applicants requiring biostatistics support must meet with the WCHRI biostatistician prior to submission of their application. Early engagement with the WCHRI biostatistician can help with several aspects of project development, including study design, sample size calculation, and data analysis.

Applicants who wish to access WCHRI biostatistics support must provide a quote with the submitted application. To acquire a quote for service, please contact the WCHRI biostatistician using the WCHRI [Project Request Form](#).

### 3.3 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 (e.g., 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.*, document recipient initials). If gift cards remain unused upon project completion, they can be returned to the Pediatric Research Office ([pedsr@ualberta.ca](mailto:pedsr@ualberta.ca) or 780.248.5405).

### **Ineligible Expenses**

- travel to or registration fees for conferences, workshops or symposia (see [FGSR Travel Awards](#) or [WCHRI Trainee Travel Grant](#) as alternatives);
- computer hardware and accessories (e.g., printing cartridges);
- professional association membership, dues or fees;
- general office supplies;
- research assistants unless they are doing work that the trainee is not capable of doing (e.g., specialized laboratory procedures).

### **3.4 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 must be obtained from the Pediatric Research Office. If this situation arises, please contact the Pediatric Research Office ([pedsr@ualberta.ca](mailto:pedsr@ualberta.ca) or 780.248.5405).

## **4.0 Mentorship**

All trainees are required to complete their proposed research 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.

### **4.1 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 mentor's expertise and experience in mentorship, or (3) request the addition of an experience mentor (co-mentor) to the research mentoring team.

### **4.2 Mentorship Team**

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

### **4.3 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.

## **5.0 Application**

### **5.1 Application Process**

Please read the application, guidelines and instructions before completing the application form. An original, signed, and complete application can be submitted electronically to the Pediatric Research Office ([pedsr@ualberta.ca](mailto:pedsr@ualberta.ca), 780.248.5405). Applications that are incomplete or non-compliant with the program guidelines will not be considered for funding.

## **6.0 Review Process**

All applications are evaluated by up to two faculty members within the Department of Pediatrics. All applications are assessed using the scoring template, which is included in the application form.

## **7.0 Reviewer Comments & Result**

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.

## **8.0 Funding**

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

## **9.0 Leaves of Absence/Extensions Requests**

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

## **10.0 Reporting**

Within the last two months of their training, awardees will receive a Final Report template from the Pediatric Research Office. They will be asked to provide summative details of their project, including all academic output (abstracts, presentations, manuscripts). All recipients are expected to complete this form as a condition of their award.

### **Research Day Presentation**

As a condition of this award, recipients are expected to present their research at relevant annual meetings, including Pediatric Research Day and WCHRI Research Day.

## **11.0 Communications & Funding Acknowledgement**

The Department of Pediatrics and WCHRI expect that all academic output (poster and oral presentations; published manuscripts) will acknowledge the funding sources. For example:

**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 awardees that 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](#) 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 an academic 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](#).

## **12.0 Award Termination**

The 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 mentor 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.

## **13.0 Contact Information**

If you have any questions regarding the Resident/Clinical Fellow Trainee Research Grant Program or the application process, please contact the Pediatric Research Office ([pedsr@ualberta.ca](mailto:pedsr@ualberta.ca) or 780.248.5405).