

SEED GRANT

2022 COMPETITION

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Application deadline: Tuesday, December 6, 2022 by 4 pm PST

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APPLICATION GUIDELINES (Cycle 2 - Fall 2022)

I. BACKGROUND

As part of the Victoria Hospitals Foundation's (VHF's) *Emerge Stronger* campaign, the VHF will fundraise to enable seed grants for research projects aligned with Island Health's priorities and the campaign's themes to benefit care delivery locally and beyond.

II. OBJECTIVES

These bi-annual awards aim to provide funding for new and developing Island Health researchers who:

- Engage health professionals in research to support the acquisition of research experience, and to increase competitiveness for external funding opportunities;
- Support provision and delivery of care in the South Island and/or Island-Wide;
- Align with Island Health's priorities and [Strategic Framework](#);
- Have a tangible impact on local patient care and building local research capacity; and
- Do not replicate other current research projects.

III. AWARDS

Term of Awards – Cycle 2

- A total of \$22,500 is available for this cycle, with a maximum of \$7,500 per award.
- All activities must be completed and all funds must be spent within the term of the award (11 months: by or before **February 29, 2024**); no extensions can be granted.

Seed Grant Timeline	CYCLE 2 (Fall 2022)
Call for Applications	September 6, 2022
Application Deadline	December 6, 2022 by 4 pm
Notification	March 15, 2023
Disbursement and Start-date	April 3, 2023
Grant End-date	February 29, 2024
Final Report Due	April 1, 2024

IV. APPLICATION PROCESS

Eligibility

- The Lead or Co-Lead must be an Island Health employee or affiliated health professional. An affiliated health professional is a qualified practitioner granted privileges to practice within their scope in the facilities and programs operated by Island Health.
- Academic partners may apply as a Co-Lead with an Island Health Co-Lead. Collaboration is encouraged and research team members may come from other organizations.
- Lead or Co-lead (at least one) shall not have received a federal research grant as principal applicant in the course of their career to date.



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Application Submission

- The online application form must be completed and submitted by **4 pm PST on Tuesday, December 6th, 2022**. Access the online application form through this link: <https://redcap.viha.ca/redcap/surveys/?s=D8WTFPCJ3HKYRX3K>
- See p. 9 (APPLICATION CHECKLIST AND) below for full details.
- Late or incomplete applications are ineligible and will not be reviewed for funding.

Self-Identification Questionnaire

- Following application submission, the lead applicant will be directed to an online self-identification Equity and Diversity Questionnaire. This survey allows us to collect data on important equity dimensions including gender, age, identity, and disability.
- All answers will be kept confidential; aggregate data will be used only by research department staff to improve future competitions.
- Applicants have the option to choose "I prefer not to answer" for each question.

Research Alignment

Applications must indicate how the proposed research aligns with at least one of each of the following:

1) Island Health Research Priorities:

- | | |
|--|--|
| • Indigenous Health | • Underserved and/or Marginally Housed |
| • Mental Health and Substance Use | • Acute and Ambulatory Services |
| • Seniors Health | • Care Team Safety and Wellness |
| • Primary Care Networks and Clinics | • Virtual and Technology Enabled Care |
| • Population Health and Health Promotion | • COVID-19 |

2) Island Health's 2020-2025 [Strategic Framework](#):

- Goal 1: Improve the experience, quality, and outcomes and health and care services for patients, clients and families.
- Goal 2: Improve the experience, health, and well-being of all people working and volunteering at island Health.
- Goal 3: Increase health system value and ensure the sustainability of health and care services.
- Goal 4: Improve the Health and Wellness of the Population

V. EVALUATION

Screening

- All applications will be screened to ensure they are complete and meet eligibility requirements. Incomplete or ineligible applications will not be reviewed.

Review

- Eligible applications will be evaluated by a qualified panel drawn from across Island Health and partner organizations, including patient partners.



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- Applications will be evaluated using the following scale: Outstanding (90 – 99%), Excellent (80 – 89%), Very Good (70 – 79%). Only applications rated 70% or higher are eligible for funding.
- Applications will be evaluated using the following criteria:

Alignment (25%):

- The stated objectives of the project are well developed, and align with Island Health's vision of "Excellent health and care for everyone, everywhere, every time."
- The research addresses one or more research priority areas.
- Proposed outcomes align with Island Health's 2020-2025 Strategic Framework.

Project (60%):

- The background and significance of the problem or knowledge gap are relevant and comprehensive.
- The plan to engage relevant collaborators (e.g. patients, family members, community members, healthcare providers, other organizations) is appropriate and meets CIHR's [guiding principles for patient-oriented research](#), as applicable.
- The proposed design and methods are well suited to answering the research question.
- Findings may benefit care locally and/or population or community health more broadly.
- The timeline and activities are appropriate and achievable within the term of the award.
- The plans to share results and/or expand the project through knowledge exchange or further grant applications are appropriate and sustainable.
- The justice, equity, diversity and inclusion considerations are appropriate and thoughtful.
- The proposal is clear and compelling, and the application is complete and well written.

Budget (10%):

- The proposed budget and justification are reasonable and appropriate.

Team (5%):

- The team has sufficient experience and/or knowledge to conduct this research, or is well positioned to gain relevant research experience and training through this project.

Committee Review

- The top-ranked applications will be forwarded to Island Health's Strategic Research Committee and/or senior leadership for final approval.

VI. CONTACT

- Please direct any inquiries or requests to the Grant Facilitator (Isabel.Moore@islandhealth.ca)



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VII. FREQUENTLY ASKED QUESTIONS

Below we've answered some common questions. Let us know if you have one we haven't answered!

Eligibility

- **Can researchers who are not Island Health employees or affiliated health professionals act as lead?** No, but they can apply as co-lead with an Island Health co-lead.
- **Who is considered an affiliated health professional?** An affiliated health professional is a qualified practitioner granted privileges to practice within their scope in the facilities and programs operated by Island Health.

Funding

- **Do the awarded funds have to stay within Island Health?** Yes; funds must be held in operating accounts at Island Health. Transferring funds to other institutions is time-consuming and reduces the time available to conduct the research.

Applications

- **Do we require letters of support?** No, but we recommend that you engage with all potential partners or departments prior to submitting your application to ensure their support and the feasibility of your project.
- **Is there a character or word limit?** Questions with text boxes have a word limit indicated in the online application form and the PDF copy.
- **Can I view the application without an Island Health login?** Yes. The application form is available on the internet and can be accessed publicly, although an Island Health co-lead is still required on the team in order to be eligible for the award. We recommend using the worksheet to answer all questions before completing the online application form; you can also "save and return" to a partially completed online application if you request and write down a survey return code. See instructions in the online application form for more details.

Other

- **Do you have a list of previously awarded grants?** Island Health Research has run internal research grant competitions since 2013. While the aims of these grants remain similar, the 2022 competitions have new objectives, application forms, and evaluation criteria. Cycle 1 seed grant-winners from 2022 can be viewed [here](#); previous awards can be viewed [here](#).

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CONDITIONS OF AWARD

Lack of compliance with these Conditions of Award will be subject to review under Island Health's [Research Integrity Policy 25.3](#).

I. Award winners

- Will identify an Operating Cost Centre to receive and hold the funds within Island Health;
- Ensure staff hours are charged to the cost centre through timekeeping, as applicable;
- Manage project activities, team members, expenditure, and timelines to complete the project successfully and within budget;
- Ensure the eligibility of all expenses in accordance with these conditions;
- Obtain approval from the Research Department prior to making changes in excess of 10% to the items listed in the overall budget submitted at the beginning of the project. Requests may be made via email;
- Ensure compliance with all applicable Island Health research policies and procedures, including receiving institutional approval prior to beginning research activities;
- Ensure that anyone working on the project does so in compliance with relevant Island Health policies and procedures;
- Report change in status of their relationship to Island Health (e.g. change of role);
- Provide progress and financial reports to the Research Department per Section IV below;

II. Eligible Costs

All costs must be in keeping with Island Health policies and must be directly related to the research project.

- **Personnel:** Wages/salaries and benefits for research team members (including students)
- **Supplies and Materials:** Study supplies
- **Services:** Professional Services specific to the project
- **Equipment:** Minor software (to a maximum of \$2000) or minor equipment (to a maximum of \$5000) related to the project.
 - Equipment purchased with award funds will remain the property of Island Health Research at project end
- **Travel and Meeting Costs**
 - Reasonable travel costs related to the research study
 - Meeting and conference costs related to the research study
- **Honoraria:** Honoraria for peer engagement or participation in meetings and related events
 - Honoraria are not intended for Island Health employees
- **Other:**
 - Education or training required for and specific to the research project.
 - Other pre-approved and related research study costs



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III. Ineligible costs

In addition to the below ineligible costs, Island Health Research will not be responsible for any expenditure over and above the approved amount of the Award, or for any expenses incurred prior to or following the effective start and end dates of the Award.

- Amortization costs;
- Island Health Desktop Standard Hardware;
- Retaining team members beyond the term of the award;
- Indirect costs;
- Patent-related expenses.

IV. Disbursal of Funds and Reporting

- VHF will only disburse funds to Island Health. Award-winners must identify an operating cost centre into which funds can be transferred.
- Award-winners must complete a final narrative and financial report through an online form by or before April 1, 2024. A link to the form will be emailed in advance.
- Award-winners agree to have project results highlighted in Victoria Hospitals Foundation, Island Health and/or research communications (in compliance with ethics, privacy, and intellectual property policies).
- Award-winners agree to engage with the VHF and donors to report on progress, as requested.
- Award-winners will notify Island Health Research of any publications resulting from the award.

V. Extensions and Return of Award

- No extensions will be granted. Projects must be completed and funds spent by **February 29, 2024**.
- Any unspent funds must be returned to the Research department prior to **March 31, 2024**.
- If the award is not used in accordance with these Conditions, if the Award-winner's status with Island Health changes, or if the project is halted or incomplete, the award must be returned.

VI. Acknowledgements

- Award winners are required to acknowledge financial support from Island Health in any public presentations, press communications, or publications.

VII. Intellectual Property

- Any intellectual property developed as a result of this award will be disclosed and owned in accordance with Island Health Policy [20.3](#) on Intellectual Property unless otherwise negotiated.



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APPLICATION CHECKLIST AND REQUIREMENTS

Applications must be submitted through an online form. Access the form through this link:

<https://redcap.viha.ca/redcap/surveys/?s=D8WTFPCJ3HKYRX3K>

- See this [PDF copy of the application form](#) for text and checkbox fields to be completed.
- The following attachments must be uploaded to the online form:
 - ☐ **CVs** in PDF format for the lead applicant and co-lead (if applicable).
 - ☐ A **budget** spreadsheet in Excel, using [the template provided](#).
 - ☐ A **research proposal** of no more than 5 pages; a list of references may be included in addition to the 5 page maximum. The research proposal can be in any format, but should include:
 - **Aims:** What are the specific objectives of the project? Include the research question/s (if applicable).
 - **Background and Significance:** Provide an introduction to the problem or knowledge gap to be addressed (including a review of relevant literature).
 - **Engagement:** how will you engage relevant collaborators in this project, and in what stages/roles? Plans should reflect CIHR's [guiding principles for patient-oriented research](#) (if applicable).
 - **Methods:** how will you answer your research question? Consider (for example) study design; population; sample size, justification, and feasibility; enrollment (if applicable); intervention; measures and data collection; data analysis plan.
 - **Timeline:** include all planned activities and deliverables (by month or quarter) over the term of the award (April 1, 2023 - February 29, 2024).