



VICTORIA HOSPITALS  
FOUNDATION

# SEED GRANT

## 2022 COMPETITION CYCLES

### APPLICATION GUIDELINES

#### I. BACKGROUND

As part of the Victoria Hospitals Foundation's (VHF's) *Emerge Stronger* fundraising campaign, the VHF will fundraise to enable Seed Grants to support projects that align with Island Health priorities and the campaign's themes, to benefit care delivery both locally and more broadly.

#### II. OBJECTIVES

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

- 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 priorities and [Strategic Framework](#);
- Reflect [C.A.R.E values](#);
- Have a tangible impact on local patient care and building local research capacity; and
- Do not replicate other research being completed locally or nationally.

#### III. AWARDS

##### Term of Awards

- A total of \$50,000 is available.
- Applicants may apply for an award up to \$10,000.
- Applicants may apply for multiple cycles.
- Award term is one year, starting April 1, 2022.
- A single extension of a maximum of 6 months may be requested.
- Unspent funds must be returned.

	<b>SPRING/CYCLE 1:</b>	<b>FALL/CYCLE 2:</b>
<b>Grant Announcement:</b>	December 8, 2021	December 8, 2021
<b>Application Deadline:</b>	January 31, 2022	June 27, 2022
<b>Award Notification:</b>	March 15, 2022	August 15, 2022
<b>Funding Disbursement:</b>	April 1, 2022	September 1, 2022
<b>Grant Close</b>	March 31, 2023	March 31, 2024



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### IV. APPLICATION PROCESS

#### Eligibility

The Lead or Co-Lead must be an Island Health employee or affiliated health professional. 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 previously received a federal funding as a principal applicant.

#### Application

The application form must be completed and submitted online through [REDCap](#) by **4 pm PST on January 31, 2022** (spring cycle). *Note: Island Health intranet access required for access to the form.*

A CV for the Lead and Co-Lead (if applicable) must be uploaded in the application. CVs may follow any content format, but must be uploaded in PDF file format.

Late or incomplete applications are ineligible and will not be reviewed for funding.

#### Budget

An [Island Health financial analyst](#) must review the application budget and be identified in the application. Please provide the financial analyst with adequate time to review the budget (at least one week) before including the reviewed budget in the application. The identified financial analyst will be notified for verification upon submission of application.

Applications that are not endorsed by a financial analyst will be deemed incomplete.

#### Research Alignment

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

- 1) Island Health Research Priorities:
  - Indigenous Health
  - Mental Health and Substance Use
  - Seniors Health
  - Primary Care Networks and Clinics
  - Population Health and Health Promotion
  - Underserved and/or Marginally Housed Populations
  - Acute and Ambulatory Services
  - Care Team Safety and Wellness
  - Virtual and Technology Enabled Care
  - COVID-19

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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

3) Island Health C.A.R.E. Values:

- COURAGE: To do the right thing—to change, innovate and grow
- ASPIRE: To the highest degree of quality and safety
- RESPECT: To value each individual and bring trust to every relationship
- EMPATHY: To give the kind of care we would want for our loved ones

## V. EVALUATION

### Screening

Island Health's Research Grant Facilitation Office will review all applications to confirm the application is complete and meets eligibility requirements. Applications that are incomplete or do not meet the eligibility requirements will not move forward in the evaluation process.

### Peer Review

Eligible applications will be evaluated by a qualified review panel drawn from across Island Health and partner organizations.

Applications will be evaluated using the following guidelines: outstanding (90 – 99%), Excellent (80 – 89%), Very Good (70 – 79%). Only applications rated 70% or higher are eligible for shortlist and consideration of funding.

1. **Alignment (25%):**

- The stated objectives of the project are well developed, and are aligned with Island Health's vision of Excellent health and care for everyone, everywhere, every time.
- The research addresses one or more priority areas.
- The team's C.A.R.E (Courage, Action, Respect, and Empathy) statement is comprehensive and captures Island Health's values.
- Proposed outcomes are aligned with Island Health's 2020 to 2025 Strategic Framework.
- Proposed outcomes are aligned with VHF Emerge Stronger Campaign

2. **Project Proposal (60%):**

- The introduction and background to the problem or knowledge gap are relevant and comprehensive.

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- The timeline and activities are appropriate and achievable within the one-year term of the award.
  - The proposed design and methods are suitable and will address the research question.
  - Research findings may benefit care delivery both locally and population or community health more broadly;
  - The outlined justice, equity, diversity and inclusion considerations are appropriate for the project.
  - The plans to disseminate and/or expand the project through knowledge exchange or grant applications are appropriate and sustainable.
  - The proposal is clear and compelling, and the application is complete and well-written.
3. **Budget (10%):**
- The proposed budget and justification is reasonable and appropriate.
4. **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 ranking applications will be forwarded to the Island Health's Strategic Research Committee for final approval.

## VI. CONTACT

Please direct any inquiries or requests to the Grant Facilitator ([Andrea.ZeelieVarga@islandhealth.ca](mailto:Andrea.ZeelieVarga@islandhealth.ca))

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### CONDITIONS OF AWARD

#### I. Award winners

- Must work with the Research Department to establish a Research Special Purpose Fund or subaward agreement specific to the award in accordance with Island Health's Special Purpose Fund Policies 4.7.1 Special Purpose and Endowment Funds and 25.7.705 Research Finance Policy.
- Ensure staff hours are charged to the SPF through timekeeping;
- Manage the related 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; and
- Report change in status of their relationship to Island Health (e.g. change of role)

#### II. Eligible costs

All costs must be in keeping with Island Health policies.

- **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 or minor equipment 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 study 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

- Amortization costs;
- Island Health Desktop Standard Hardware;
- Retaining team members beyond the award;
- Patent-related expenses;
- Costs incurred prior to the effective start date

### IV. Reporting

Award-winners must complete quarterly reports on project results and finances through an on-line database.

Award-winners agree to have 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

All projects can apply for one no-cost extension of 6 months. No further extensions will be granted.

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 will be required to be returned.

Any unspent funds must be returned.

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.

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



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### 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.

Should the Investigator be aware of any potential IP arising from planning the project, he/she shall inform Island Health Research for preview of any potential knowledge translation materials, including journal articles, so that appropriate protection may be sought prior to any public disclosure. Island Health Invention Disclosure Form 20.2.1 will be completed by the Investigator and submitted to the Research Business Manager ([Dawn.Waterhouse@islandhealth.ca](mailto:Dawn.Waterhouse@islandhealth.ca)).