

Primary Health Care System (PHCS) Seed Funding Application Form –2012

Application Deadline: 7 September 2012 - midnight

Background and Criteria

Background:

The **Primary Health Care System (PHCS) Program** is a province-wide network dedicated to providing evidence-based advice to the Ontario Ministry of Health and Long-term Care (MOHLTC) as well as participating collaboratively with PHCS researchers across Ontario.

GOAL: *the goal of this program is to create a community of Ontario PHCS researchers available to respond to MOHLTC priorities, to share research ideas and innovations, and to integrate the PHCS research being conducted and planned for the future.*

The seed funding competition grants are intended to build research capacity in primary health care system research in Ontario. The study should address areas of research related to the primary health care system and should be designed to produce findings that can be used to support the preparation of a larger research proposal submitted for other external funding within 2013/2014.

The maximum funding allotted to a project will be up to \$10,000 ending March 31, 2013.

Criteria for accessing PHCS seed funding:

- The project needs to focus on areas of research related to primary health care.
- The principal investigator of the proposed project must be a Faculty member at an Ontario University. (*Note: Students, residents, and fellows may not serve as the Principal Investigator for this research project*)
- Seed funding projects must meet the usual requirements for approval by a Research Ethics Board (or equivalent organization) if applicable.
- The grant may serve as the total support for a project, or supplement an existing research effort, as long as a specific portion of the research is identified as being made possible by this grant, and provided that the investigator states specifically how the balance will be funded, providing evidence of its guaranteed availability. The grant must not duplicate funding for a research project.
- Examples of seed funding projects could include: development and testing of a new survey instrument, a needs assessment, qualitative work to develop a survey instrument, a systematic review, or testing of an intervention.
- The project must have a **final deliverable** for March 31, 2013

Expectations

If you are successful in this competition,

- you must be willing to report your grants to the PHCS Program to include in reports to the Ministry of Health and Long-Term Care
- you (or a team member) are expected to submit an abstract to the Trillium Primary Health Care Research Day held in June
- you are expected to submit a progress report (approx half way through funding) and a final report at the end of the funding period.

**Application package adapted from the McMaster University Pilot Research Funding Application*

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Guidelines for Submission of a Funding Application

The application should be **no more than four pages** (excluding cover page, budget and references) and should provide information about each of the following:

- Background / rationale
- Research question
- Study design
- Study sample
- Intervention studied (if applicable)
- Measurement of outcomes
- Planned analyses
- Ethical issues
- Next steps: Plan for how the seed funding project will facilitate the development of a full scale research proposal (including suggested funding agencies / sources targeted for application)
- Justification of how the proposed project fits within the Primary Health Care System
- Timeline (Note: Must be complete by March 31, 2013)
- Implementation plan including the need to hire staff, acquire computer resources, designate workspace
- Knowledge Translation (*Note: An overview/summary of the research findings must be made available to the PHCS Program to post on its website and share via email with network members*)
- Description of the investigator team
- Budget and budget justification (no more than 1 page). Further details about budget items and allowable expenses are provided in Appendix 1.

Submission

The **submission should consist of the following:**

- Application cover sheet (fillable PDF form)
- Research proposal (maximum 4 pages; please include a header with PI name and page number)
- An abbreviated 2-page CV of the Principal Investigator, highlighting clinical and educational accomplishments, as well as research, relevant to the proposal

The applicants may also submit the following as optional items:

- Appendices of no more than 2 pages related to the work proposed

Proposals should be submitted by **Friday September 7, 2012** to Leslie Meredith either electronically to phcs@uwo.ca or by fax to 519-858-5029.

***Note: There is a limit of one application per Principal Investigator.
This opportunity is subject to the availability of funding***

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Expected start of Funding: September 2012

Funding decisions:

- The proposals will be reviewed by members of the PHCS Program Management Committee (if not in conflict). The criteria contained in Appendix 2 will be used to review the projects.
- Decisions will be communicated to the applicants by mid-September 2012.

Administrative considerations:

- Upon approval, the principal investigator will receive an email confirming this success. A project that has been funded will need to meet the administrative requirements of the home institution of the grant award recipient.
- The home institution will be asked to invoice the PHCS Program for the amount awarded.
- If progress reports are not submitted, or the progress of the project is deemed unsatisfactory based on the proposal submitted, then it will be required that the funds be returned to the PHCS Program.

Project Reporting:

- The successful applicants will be asked to complete a brief progress report half way through the project and a final report at the end of the project period. This will vary based on the timeline of each project and will be clarified upon receipt of the grant.

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Appendix 1: Budget Items and Allowable Expenses

Budget items may include:

- Research personnel costs
- Administrative personnel costs including secretarial and financial administration support related to the work proposed.
- Supplies and expendables
- Equipment to a maximum cost of \$750
- Participant costs
- Knowledge Translation/Dissemination
- Fieldwork travel and travel to one conference

Ineligible expenses:

- Institutional or administrative overhead
- Salary support for the Principal Investigator or Co-investigators

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Appendix 2: Review Criteria for Proposals

BACKGROUND AND RATIONALE (10 points): Are the specific aims/hypothesis for the research project clearly stated? Does the proposal explain why this project should be undertaken? Does it reflect an adequate review of the literature?

SIGNIFICANCE (10 points): Is the project relevant to primary health care system? Is the proposed project original or unique in any respect (new problem or question, new or unique study method or evaluation technique, etc.)? Will the outcome of the project likely help to advance primary health care system?

METHODS (40 points): Do the proposed methods appropriately address the specific aims/hypotheses? Are the methods well described? Are methodological problems anticipated and alternative approaches proposed?

INVESTIGATORS (10 points): Are the professional (including clinical, educational or research) competencies and previous research experiences of the principal investigator and co-investigators appropriate to carry out the project? Do the previous research experiences, or the clarity in presentation of the research methods indicate that the investigators are familiar with the research methods being employed?

FEASIBILITY (10 points): Will sufficient subjects be available for completion of the project within the proposed timetable? Is the project's proposed timetable reasonable?

BUDGET (10 points): Is the budget matched to the resource requirements to complete the project? Is the probable outcome worth the time and money involved? Will the grant serve as the total sum for the project or supplement an existing research effort? If the grant will provide only partial support for the project's total budget or any personnel, has the investigator stated specifically how the balance will be funded and provided evidence of its guaranteed availability?

LIKELIHOOD TO CONTRIBUTE TO FUTURE RESEARCH ENDEAVOURS (10 points): Will the project most likely generate findings that can support a future full scale grant application?

APPLICATION PROCEDURES: Did the investigator(s) follow the proposal instructions?