



2018 Health Sciences Internal Grant Competition

Terms of Reference, Application and Review Process

Registration Deadline: December 15, 2017

Application Deadline: March 16, 2018 (An expedited deadline and review process will be in place for PCFF/RFD applications)

Kingston Health
Sciences Centre

Centre des sciences de
la santé de Kingston

Providence
Care

Introduction

An internal funding competition is held each year for Faculty of Health Sciences (FHS) full-time faculty conducting basic, clinical and health services investigations at Queen's University, the Kingston Health Sciences Centre (Kingston General Hospital, Hotel Dieu Hospital) and/or Providence Care.

Grants are made available from various sources of funding, including the FHS trust and endowment funds, and bequests and donations made to the University Hospitals Kingston Foundation (UHKF) to support research at the Kingston hospitals.

FHS trust and endowment funds are administered by Queen's financial services; UHKF research funds are administered by the Kingston General Health Research Institute.

Eligibility

The research funds are designed primarily to enhance/transform the research programs of those with a primary appointment in the Faculty of Health Sciences who have a research program as part of their letter of appointment, or a scientist appointment in one of the hospital research institutes. This includes those within the QUFA tenure-track stream or SEAMO and other AFP clinical members of Faculty. Normally, this does not include those who hold an Adjunct I appointment.

Additional restrictions on eligibility may apply for specific funds. See specific funding information on pages 4 to 6.

Applicants may only apply for one grant per competition cycle as a principal investigator or co-principal investigator.

Summary of Funding Available

The 2018 internal grant competition is providing funding for projects in the areas of:

- Neurological Sciences and Encephalitis (using FHS **Botterell, Howe** and **Powell** funds)
Amounts requested **should not exceed \$15,000**. Funding for a maximum of **3 awards** is available.
- Cardiovascular Research (using FHS **Garfield Kelly** funds)
Grants expected to be in the **\$15,000 to \$17,000 range**. Funding for a maximum of **2 awards** is available.
- Pulmonary and Respiratory Research (using FHS **Spear** and **Start** funds)
Grants expected to be in the **\$20,000-\$30,000 range**. An estimated **5 to 6 awards** will be awarded.
- Cancer (general) (using UHKF **Clare Nelson Bequest Fund**)
Amounts requested **should not exceed \$13,630**. Funding for a maximum of **1 award** is available.
- Critical Care, including palliative and end of life research (using UHKF **Women's Giving Circle** funds)
Amounts requested **should not exceed \$25,000**. Funding for a maximum of **2 awards** is available.
- Prostate Cancer (using UHKF **Prostate Cancer Fight Foundation/Telus Ride for Dad** funds)
Amounts requested **should not exceed \$40,000**. Funding for a maximum of **1 award** is available.

The source of the funding must be acknowledged in all publications.

Successful applicants of UHKF funds (Clare Nelson Bequest Fund, Women's Giving Circle and Prostate Cancer Fight Foundation/Ride for Dad) must hold their awarded funds within a research account held at the Kingston General Health Research Institute (KGHRI).

Funding Period

Grants are normally provided for a one-year period from July 1st to June 30th of the following year.

Registration

Principal Investigators must register for the Internal Grant Competition by Friday, December 15, 2017. Send an email to Gladys.Smith@queensu.ca stating:

- the name of the Principal Investigator and his/her primary department. Include the names of Co-Principal Investigator(s) if applicable, and their primary department(s).
- the Fund you are applying for, and
- the Title of the project.

Application Submission

The deadline for completed Internal Grant Competition applications is Friday, March 16, 2018. An expedited review is in place for applications for the Prostate Cancer Fight Foundation/Ride for Dad (PCFF/RFD) grant to facilitate the requirement for a subsequent application to the PCFF/RFD foundation. The deadline for the PCFF/RFD applications is Friday, January 19, 2018

A TRAQ DSS FORM (<http://www.queensu.ca/traq/signon.html>) **must** be completed for all applications in order to be considered for funding and, if successful, for the administration of the project. TRAQ will electronically route your application for department head and/or additional review and authorization. Applicants using hospital resources must allow sufficient time (at least 15 business days prior to deadline submission) for hospital operational directors' review and approval.

Applicants must use the Internal Grant Application Form, complete all applicable fields, and append only the requested information. The completed Internal Grant Application Form must be uploaded to the TRAQ DSS FORM.

On/before the submission deadline, send an email with the pdf of the Internal Grant Application Form to Gladys Smith (Gladys.Smith@queensu.ca) and include the TRAQ DSS FORM five-digit registration number for your application in the email.

Review Process

Each application will be peer reviewed. The reviewers' comments, recommendations and scores of the reviewers will be consolidated and ranked, and submitted to the FHS Vice-Dean of Research/KHSC Vice President of Health Sciences Research for final decisions.

Results of the reviews and adjudication are expected to be communicated to applicants by the end of April, early May 2018. NOTE: An expedited review will be in place for applications for Prostate Cancer Fight Foundation/Ride for Dad (PCFF/RFD) funding to facilitate the requirement for a subsequent application to the PCFF/RFD foundation. PCFF/RFD applications will be due on Friday January 19; results of the review will be communicated on/before February 9th to allow time for the PCFF/RFD application due on March 1, 2018.

In assessing applications, priority will be given to requests for seed funding for pilot projects expected to lead to and strengthen applications for external funding agencies, rather than to fill shortfalls in

ongoing research programs. Requests for equipment that will benefit the research of multiple investigators are also encouraged.

For further information on the application submission, review process, or if you are having problems with the application form, please contact Gladys Smith in the FHS Research office by email or phone (Gladys.Smith@queensu.ca) | (613-533-6627).

Submission Instructions:

1. Complete the application form by filling in all applicable fields.
2. Append additional budgetary information (eg: quotes for equipment) IF APPLICABLE.
3. Append a document, up to three pages, providing essential figures/tables and description of key methods for your application IF APPLICABLE.
4. Include Personal Data/abbreviated cvs (five pages), plus a list of publications for past five years for the Principal Investigator and if applicable, the co-Principal Investigator.
5. All applications **must** be submitted via the TRAQ DSS FORM application system. “See TRAQ DSS FORM Instructions...pdf” for detailed instructions.
6. When completing the TRAQ DSS FORM, under the “Project Sponsor” tab, applicants **must** select the appropriate “Agency” (Queen’s University or Kingston General Health Research Institute) and “Program” to match the Source of Funds Requested for this application. See specific instructions below for the Fund you are applying for.
7. Combine all of the application documents (1 through 4 above) in order, into one pdf document. Title your document starting with your last name and initial, and a shortform for the fund you are applying for (eg: SmithG-BCAK 2018.pdf; DeeleyR-GarfieldKelly.pdf; FisherJ-BotterellHowePowell)
8. Upload the pdf of your completed application to your TRAQ DSS FORM (go to the “Attachment” tab to upload the document), to facilitate the URS/KGHRI review of the application and if successful, the administration of the grant. If applicable, upload the Hospital Departmental Impact & Information Form to your TRAQ DSS FORM.
9. Email the pdf of the application (not the TRAQ DSS FORM) to Gladys Smith on/before the end of day of the submission deadline date. Provide the five-digit TRAQ DSS FORM registration number in the email with your application. Email: Gladys.Smith@queensu.ca

TIPS FOR COMPLETING THE APPLICATION FORM

It may be helpful to compose your text in a separate document and then copy it into the applicable field on the form. This will enable multiple text formatting such as underline, bold, etc.

If you are having problems with the application form, please contact Gladys Smith in the FHS Research office by email or phone (Gladys.Smith@queensu.ca) | (613-533-6627).

2018 Health Sciences Internal Grants Available

Neurological Sciences and Encephalitis

The **Harry Botterell Foundation for the Neurological Sciences** and the **Dr. James B Howe Endowment Fund** support research in the neurological sciences. The **Violet E. Powell Research Fund** has a focus on encephalitis. The Howe fund has an emphasis on Alzheimer's Disease and Dementia.

Applications may be for operating grants, equipment, or for support of personnel. Funds are not available for salary support of members of the academic staff. Applications may be considered for funds for special purposes other than those above.

Grants normally for a period of one year and are not renewable.

Amounts requested **should not exceed \$15,000**. Funding for a maximum of **3 awards** is available.

On the application form select HEALTH SCI-BOTTERELL/HOWE/VIOLET E POWELL under "Source of Funds Requested".

In your TRAQ DSS FORM, under the "Project Sponsor Info" tab:

- select QUEEN'S UNIVERSITY as the "Agency"; and
- select HEALTH SCI - BOTTERELL/HOWE/VIOLET E POWELL as the "Program".

Pulmonary and Respiratory Research

William M. Spear Endowment Fund in Pulmonary Research* was established to foster the development of pulmonary research at Queen's, and the **Richard K. Start Memorial Fund (Respiratory Diseases)** was established to provide funding for research in respiratory diseases.

These funds provide a source of financial support for:

- Promising research that is newly developing and/or partially supported ("seed" or "bridge" funding);
- Initiation of new research collaborations; or
- Established research that would benefit incrementally from further financial support.

Funding shall not be used for salary support of faculty members, graduate students or postdoctoral fellows, or for travel awards.

Grants are expected to be in the **\$20,000-\$30,000 range**. It is **estimated that 5 to 6 awards** will be made.

* **NOTE:** The **William M. Spear Endowment Fund** is intended to foster the development of pulmonary research by members of the Queen's Faculty of Health Sciences Pulmonary Research Node of the Cardiac Circulatory & Respiratory Research Program. Members are encouraged to apply to this joint fund.

On the application form select HEALTH SCI-SPEAR ENDOWMENT/START MEMORIAL under "Source of Funds Requested".

In your TRAQ DSS FORM, under the "Project Sponsor Info" tab:

- select QUEEN'S UNIVERSITY as the "Agency"; and
- select HEALTH SCI – SPEAR ENDOWMENT/START MEMORIAL as the "Program".

Cardiovascular Research

The **Garfield Kelly Cardiovascular Research and Development Fund** was established to support the development of new knowledge and understanding of cardiovascular function and disease, through a wide spectrum of research, embracing basic and clinical studies.

Funds may be used for the support of personnel, equipment, or space and may be used to supplement grants received from other agencies.

Grants are expected to be in the **\$15,000-\$17,000 range**. Funding for a maximum of **2 awards** is available.

On the application form select HEALTH SCI-GARFIELD KELLY under “Source of Funds Requested”.

In your TRAQ DSS FORM, under the “Project Sponsor Info” tab:

- select QUEEN'S UNIVERSITY as the “Agency”; and
- select HEALTH SCI - GARFIELD KELLY as the “Program”.

Critical Care – including Palliative and End of Life research

The **Women's Giving Circle** has targeted critical care, including palliative and end of life research, as the focus for the 2018 Health Sciences Internal Grant Competition. Grants are for the support of research carried out in the Kingston General Hospital, Hotel Dieu Hospital or Providence Care.

Funds provided to support with priority given in the following order:

1. Initiation of new research collaborations;
2. Promising research that is newly developing and/or partially supported (ie ‘seed’ or ‘bridge’ funding);
3. Established research that would benefit incrementally from further support.

The fund does not support overhead, faculty salaries, equipment or travel.

Amounts requested **should not exceed \$25,000**. Funding for a maximum of **2 awards** is available.

Grants selected for the *Women's Giving Circle Fund* are administered through the Kingston General Health Research Institute. At the end of each grant year, the applicant shall be asked to sign a statement as follows: “These funds have been expended for the purpose of the project approved”.

On the application form select WOMEN'S GIVING CIRCLE under “Source of Funds Requested”.

In your TRAQ DSS FORM, under the “Project Sponsor Info” tab:

- select KINGSTON GENERAL HEALTH RESEARCH INSTITUTE as the “Agency”; and
- select WOMEN'S GIVING CIRCLE as the “Program”.

Cancer

The **Clare Nelson Bequest Fund** shall be used to support studies which will further knowledge of the origin and cure of cancer.

Grants for the support of research carried out in the Kingston General Hospital shall be given priority, although support may be recommended for projects conducted in laboratories of Queen's University.

Grants may be made for salaries and fellowships, technical assistance, equipment, supplies and expenses. Non-expendable supplies and equipment shall, upon termination of the grant, remain the property of the Kingston Health Sciences Centre/Kingston General Hospital.

Amounts requested should **not exceed \$13,630**. Funding for a maximum of **1 award** is available.

Grants selected for the *Clare Nelson Bequest Fund* are administered through the Kingston General Health Research Institute. At the end of each grant year, the applicant shall be asked to sign a statement as follows: "These funds have been expended for the purpose of the project approved".

On the application form select CLARE NELSON BEQUEST under "Source of Funds Requested".

In your TRAQ DSS FORM, under the "Project Sponsor Info" tab:

- select KINGSTON GENERAL HEALTH RESEARCH INSTITUTE as the "Agency"; and
- select CLARE NELSON BEQUEST as the "Program".

Prostate Cancer

The ***Prostate Cancer Fight Foundation*** funds raised by Kingston-Quinte chapter of the ***Telus Motorcycle Ride for Dad*** and Big Rideau Watercraft Ride for Dad (PCFF/RFD) are provided to save lives through prostate cancer research and education/awareness. Research grants are intended to impact the understanding of prostate cancer and to lessen the burden of this disease.

NEW FOR 2018: One grant, for up to \$40,000, will be selected this year. The successful applicant of this internal competition will also be required to complete a Prostate Cancer Fight Foundation (PCFF) application. An expedited internal review process will be implemented.

Timelines for Prostate Cancer Funding applications:

- The internal deadline for PCFF/RFD applications is January 19, 2018.
- Applicants will be advised of the review decisions on/before February 9, 2018
- The PCFF application is due on March 1, 2018

PCFF/RFD will **NOT** fund the purchase of equipment; travel expenses or sabbatical leaves; meetings, seminars or conferences (including any expenses related to these activities including registration fees, travel, etc.); living expenses; clinical drug trials; pamphlets and/or brochures regarding general prostate cancer information; and, no portion of the grant money is to be used to cover administration costs.

The funding period for successful grant applications may fall outside the granting period (normally July 1-June 30 for other internal funds). Previous recipients of PCFF research funds who have not submitted their interim/final reports nor provided a 2-3 minute video to the RFD are not eligible to apply. Grants are for one year only; multi-year funding is not permitted.

Grants selected for the *Prostate Cancer Fight Foundation/Motorcycle Ride for Dad* are administered through the Kingston General Health Research Institute. At the end of each grant year, the applicant shall be asked to sign a statement as follows: "These funds have been expended for the purpose of the project approved".

On the application form select PROSTATE CANCER FIGHT FOUNDATION/MOTORCYCLE RIDE FOR DAD under "Source of Funds Requested".

In your TRAQ DSS FORM, under the "Project Sponsor Info" tab:

- select KINGSTON GENERAL HEALTH RESEARCH INSTITUTE as the "Agency"; and
- select PROSTATE CANCER FIGHT FOUNDATION/MOTORCYCLE RIDE FOR DAD as the "Program".