**2018 Health Sciences Internal Grant Competition**

**APPLICATION FORM**

**Application Deadlines: Prostate Cancer Fight Foundation/Ride for Dad applications due on January 19, 2018; All others due Friday, March 16, 2018**

**Principal Investigator**

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| Last Name  **Enter Last Name** | First Name  **Enter First Name** | Position (eg: Professor, Assistant Prof, etc.)  Position at Queen’s | |
| Department  Primary Department | | Phone #  Phone number | Email Address  Email address |

**Co-PIs and Co-Applicants:** List names, departments and roles of co-principal investigators if applicable and co-applicants. Do not list research associates, students or other staff/personnel for this study. PIs and Co-PIs may only apply for one fund per grant year. PIs and Co-PIs are also required to submit personal data/abbreviated *CV*s.

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| **Name** | **Department** | **Role** (eg: co-PI, co-applicant, collaborator, etc.) |
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**Source of Funds Requested:**

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| Using the drop down list below, select the fund you are applying for. Refer to “2018 Internal Grants Available and Application/Review Process.docx” for available funds in this competition.  Choose an item.  Use this selection for the “Program” in your TRAQ DSS FORM application. |

**Project Information:**

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| Short title of proposed research project:  **Title of Project** |

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| **Budget Summary:** | | **Amount** | Provide complete  budget details  on the next page |
| a) | Personnel  Clerical/Administrative | $0.00 |
|  | Research Staff/Assistants | $0.00 |
|  | Students/Residents/Trainees | $0.00 |
|  | Other (specify on Page 2) | $0.00 |
| b) | Equipment | $0.00 |
| c) | Supplies and materials | $0.00 |
| d) | Animals and care | $0.00 |
| e) | Clinical research costs | $0.00 |
| f) | Other (specify on Page 2) | $0.00 |
| **TOTAL Grant Request** | | **$0.00** |

The personal information on this form is collected under the authority of the Queen’s Royal Charter of 1841, as amended, and will become part of the records held at the Queen’s University Faculty of Health Sciences (FHS) Research office, the University Hospitals Kingston Foundation (UHKF), and the FHS or KGHRI financial office as applicable. The application form will be provided to the reviewers of the competition, and will be used for the financial administration of your research program if successful. Information collected may also be used in internal reports of the university, the UHKF, and/or hospital research institute. Information used for external reports will be anonymized and/or limited to information already in the public domain. If you have any questions or concerns about the information collected please contact the FHS Research office by email ([Gladys.Smith@queensu.ca](mailto:Gladys.Smith@queensu.ca)) or phone (613-533-6627).

**Budget Detail:** Provide the applicable budget details for your application. Limit this section to one page.

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| **a) Personnel**: Provide the # of personnel in each category, the monthly salary, period of employment. If known, provide the names and qualifications of personnel. An estimate of 30% of full-time support staff salaries should likely cover University fringe benefits or an estimate of 25% of full-time support staff salaries should likely cover hospital fringe benefits in most cases. Researchers should call into their appropriate HR department as these values are only estimates and the percentages may vary if research personnel have pensions.  Details for Personnel budget line |
| **b) Equipment**: Provide details of equipment requests, including a recent dated quotation from the supplier. A major equipment item is considered to be one costing $1,000 or more.  Details for Equipment budget line |
| **c) Supplies**: Provide details of supplies requested for the study.  Details for Supplies budget line |
| **d) Laboratory Animals**: Provide details of laboratory animal care requirements.  Details for Laboratory Animals budget line |
| ***e)* Clinical Research Costs**: Provide details of clinical research costs.  Details for Clinical Research budget line |
| **f) Other**: Provide details of other costs if not specified elsewhere. Travel and conference costs are not permitted.  Details for Other budget line |
| NOTE: If your application is a request for supplementary funds, you must clearly indicate why the funds approved by the granting agency are considered to be inadequate. Applicants are expected to seek external support. If you have not done so, please provide a full explanation.  Explain the requirement for supplemental funds |

**Grant Application:** Restrict this section to three pages excluding references. An appendix of up to three pages may be attached to provide essential figures/tables and/or description of key methods - This is the only appendix allowed in the application.

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| 1. **Brief description of the proposed research project.**   Research project description |
| 1. **Relevant background literature/current state of knowledge with key references.**   Relevant background literature/current state of knowledge |
| 1. **Research rationale, research hypothesis(es) and objectives.**   Rationale, hypothesis(es) and objectives |
| 1. **Experimental approach/research plan involving experimental design and number of participants, methods and procedures, and statistical analysis.**   Experimental approach/research plan |
| 1. **State the significance/relevance of your proposed project to the health research problem that is being addressed.**   Relevance of research to problem |

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| **Research Approvals Required:** (Click on the boxes for “yes” or “no” responses as appropriate) | | **Yes** | **No** |
| 1. | Are Animals to be used? |  |  |
|  | If YES, is the appropriate approval in place or pending |  |  |
|  | Indicate the Animal Care Committee Protocol # **AC Protocol #** |  |  |
| 2. | Is the research involving biohazardous material? |  |  |
|  | If YES, have you the appropriate approval for project and lab? |  |  |
|  | Indicate the Permit # **Biohazard Permit #** |  |  |
| 3. | Does this research involve human participants? |  |  |
|  | If YES, have you the appropriate approval from the Queen’s University Health Sciences and Affiliated Teaching Hospital’s Research Ethics Board (REB)? |  |  |
|  | Indicate the REB Approval #: **REB Approval #** |  |  |
| 4. | Will Hospital facilities (i.e. laboratories, imaging, medical records, diagnostic lab, pharmacy, etc.) be required for standard of care and/or to do extra work because of this study? |  |  |
|  | If YES, include charges in the Budget Detail sections (page 2); ensure the “Hospital Departmental Impact & Information form” is completed and uploaded to your TRAQ DSS FORM; and, ensure you have identified all relevant Hospital Operational Directors (HODs) under the “Approvals Tab” in your TRAQ DSS FORM. |  |  |

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| **Personal Data:** To be provided by the Principal Investigators (PI) and Co-PIs only.  Attach a current, abbreviated cv (maximum five pages) which includes:   1. degrees 2. positions held at Queen’s University, Kingston Health Sciences Centre (KGH, HDH) or Providence Care 3. academic research experience over the past five years 4. names, amounts, funding period, agency and your role for grants and contracts held, previously held, and applied for/pending, from internal (university and hospital sources), and external agencies, over the past five years.   Add to your abbreviated cv (in addition to the five page limit above)   1. list of papers published in peer-reviewed journals during the past five years (full citation, including authors, titles, journal, volume, page limits and year). 2. list of abstracts, theses, books and other publications during the past five years |
| **Publications:**  Report the total number of papers which the PI and Co-PI (if applicable) is author or co-author, published to date in peer-reviewed journals.  Total # of papers |
| **Patents:**  Provide details of patents held by PI and Co-PI (if applicable).  Patent details |

SUBMISSION INSTRUCTIONS:

* Complete this application form by filling in all applicable fields. Note page limits where specified.
* Create a TRAQ DSS FORM application and complete all applicable fields of information.
* Combine the application documents, in order, into one pdf document. Title your document starting with your last name and initial, and other meaningful information (eg: SmithG-BCAK 2018.pdf)
* Upload the application/pdf to your TRAQ DSS FORM. If applicable, upload the “Hospital Departmental Impact and Information form”, required for UHKF funds administered by KGHRI
* Email the pdf of the application (not the TRAQ DSS FORM) to Gladys Smith (Gladys.Smith@queensu.ca) by the due date: Friday, March 16, 2018. Provide the TRAQ DSS FORM reference number in the email with the application.  
  **NOTE:** Applications for Prostate Cancer Fight Foundation/Motorcycle Ride for Dad applications are due on Friday, January 19th for an expedited review and subsequent application to the foundation.