



# 2021 Health Sciences Internal Grant Competition

Terms of Reference, Application and Review Process

Registration Deadline: March 1, 2021

Application Deadline: April 8, 2021

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 research 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 in the Kingston hospitals.

FHS trust and endowment funds are normally financially administered by Queen's financial services; UHKF research funds provided to the Kingston Health Sciences Centre and Providence Care are financially administered by the Kingston General Health Research Institute (KGHRI).

## 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. Adjunct appointees are not eligible to apply as a Principal or Co-Principal Investigator, except for Adjunct 1 appointees in the Departments of Oncology or Diagnostic Radiology who have *significant protected time for research*.

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

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

## Summary of Funding Available

The 2020 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 \$24,500**. Funding for a maximum of **2 awards** is available.
- Cardiovascular Research (using FHS **Garfield Kelly** funds)  
Amounts requested **should not exceed \$28,000**. Funding for a maximum of **1 award** is available.
- Pulmonary and Respiratory Diseases Research (using FHS **Spear** and **Start** funds)  
Amounts requested **should not exceed \$30,000**. Funding for **5-6 awards** is available.
- Cancer (general) (using UHKF **Clare Nelson Bequest Fund**)  
Amounts requested **should not exceed \$12,500**. Funding for **1 award** is available.
- **NEW:** Neurological Diseases (using UHKF **Women's Giving Circle** Fund)  
Amounts requested **should not exceed 38,000**. Funding for **1 award** is available

## Funding Period

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

If successful, it will be the responsibility of the principal investigator or delegate to ensure the TRAQ DSS form application for the project has been fully approved, and if applicable, to ensure that ethics, biohazard, or animal care approvals are obtained in a timely manner so that the project can be started on July 1<sup>st</sup> or as early as possible and completed by the June 30<sup>th</sup> project end date. Funding will not be released until all approvals and certificates are in place, and the project end date will not be automatically extended if there is a delay.

## Registration

Principal Investigators must register for the Internal Grant Competition by **March 1, 2021**.

Send an email to [Gladys.Smith@queensu.ca](mailto:Gladys.Smith@queensu.ca) with the following information (no additional information is required, other than):

- Name of the Principal Investigator, primary department, and position.
- Name(s) of Co-Principal Investigator(s) – if applicable – their primary department(s) and position.
- Fund you are applying for (eg: Botterell/Howe/Powell, Spear/Start, Clare Nelson), and
- Title of the project.

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

Adjunct appointees are not eligible to be a Principal Investigator or Co-Principal Investigator (except for Adjunct 1s in Oncology or Diagnostic Radiology who have *significant protected time for research*).

## Application Submission

The deadline for completed applications is **April 8, 2021**.

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. The TRAQ DSS FORM should be submitted at least five business days prior to the application deadline. 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. Once completed, a pdf of the Internal Grant Application Form including appendices, must be uploaded to the TRAQ DSS FORM.

**NEW for 2021:** Recipients of active 2019 and 2020 Health Sciences Internal Grants will be required to provide additional information on the application form, in the "Supplemental Information" section, justifying the requirement for additional funding while previous grants have not been spent.

On/before the submission deadline, send an email with the pdf of the Internal Grant Application Form to Gladys Smith ([Gladys.Smith@queensu.ca](mailto:Gladys.Smith@queensu.ca)). Include the TRAQ DSS FORM five-digit registration number or the six-digit application number in the email message.

## Review Process

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

Results of the reviews and adjudication for all other applications are expected to be communicated to applicants by the end of May 2021.

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](mailto:Gladys.Smith@queensu.ca)) | (613-533-6627).

## Submission Instructions:

1. Complete the 2021 Health Sciences Internal Grant 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 PI and co-PIs. Do not send cvs for co-investigators, collaborators or other research personnel proposed for the study. **NOTE:** Additional information that is not requested in the application will be removed.
5. All applications **must** be registered in the TRAQ DSS FORM application system at the time the application is submitted. "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 Health Sciences Centre) 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 a short-form name for the fund you are applying for, followed by a hyphen (-) and the last name and initial of the PI (eg: SpearStart-SmithS.pdf; GarfieldKelly-DeeleyR.pdf; WGC-FisherJ.pdf)
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. Provide the five-digit TRAQ DSS FORM registration number or six-digit application number in the email with your application. Email: [Gladys.Smith@queensu.ca](mailto: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](mailto:Gladys.Smith@queensu.ca)) | (613-533-6627).

## **2021 Health Sciences Internal Grants Available**

### **REMINDERS:**

- 1) Applicants may only apply for one grant per competition cycle as a principal investigator or co-principal investigator. Adjunct appointees are not eligible to be either a principal investigator nor co-principal investigator (except for Adjunct 1 appointees in Oncology or Diagnostic Radiology who have significant protected time for research).
- 2) Recipients of 2019 and 2020 Health Sciences Internal Grants which are still active will be required to provide an additional information on the application form, justifying the requirement for additional funding while previous grants have not been spent.

### **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 \$24,500. Funding for a maximum of 2 awards is available.

On the application form select 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".

### **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.

Amounts requested should not exceed \$28,000. Funding for a maximum of 1 award is available.

On the application form select 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".

## Pulmonary and Respiratory Diseases 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.

Amounts requested should not exceed \$30,000. Funding for 5-6 awards is available.

On the application form select 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”.

## 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 \$12,500. Funding for a 1 award is available.

Grants selected for the **Clare Nelson Bequest Fund** are financially administered by the Kingston General Health Research Institute. At the end of the 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 HEALTH SCIENCES CENTRE as the “Agency”; and
- select UHKF - CLARE NELSON BEQUEST as the “Program”.

## Neurological Diseases

The **Women's Giving Circle** has identified neurological diseases as the focus for funding in the 2021 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 38,000**. Funding for a maximum of 1 **award** is available.

Grants selected for the *Women's Giving Circle Fund* are administered by the Kingston General Health Research Institute. At the end of the 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 HEALTH SCIENCES CENTRE as the "Agency"; and
- select UHKF - WOMEN'S GIVING CIRCLE as the "Program".