



2023 Health Sciences Internal Grant Competition

Terms of Reference, Application and Review Process

Registration Deadline: February 23, 2023

Application Deadline: March 24, 2023

Kingston Health
Sciences Centre

Centre des sciences de
la santé de Kingston

Providence
Care

Introduction

An internal funding competition is held each year for Queen's Health Sciences (QHS) 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 QHS trust and endowment funds, and bequests and donations made to the University Hospitals Kingston Foundation (UHKF) to support research in the Kingston hospitals.

QHS 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 3 to 5.

Summary of Funding Available

The 2023 internal grant competition is providing funding for projects in the areas of:

- Neurological Sciences and Encephalitis (using QHS **Botterell, Howe** and **Powell** funds)
Amounts requested **should not exceed \$27,000**. Funding for a maximum of **2 awards** is available.
- Pulmonary Research (using QHS **Spear** funds)
Amounts requested **should not exceed \$30,000**. Funding for up to **4-5 awards of \$25,000-\$30,000** is available.
- Spinal Cord Research (using QHS **Lodge** funds)
Amounts requested **should not exceed \$21,000**. Funding for up to **1 award** is available.
- Cancer (general) (using UHKF **Clare Nelson Bequest Fund**)
Amounts requested **should not exceed \$20,000**. Funding for **1 award** is available.
- Prostate Cancer (using UHKF **Prostate Cancer Fight Foundation/Telus Ride for Dad** funds)
Amounts requested **should not exceed \$60,000**. Funding for up to **1 award** is available.

Funding Period

Grants are provided for a one-year period from July 1st to June 30th 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 1st or as early as possible and completed by the June 30th 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 **February 23, 2023**.

Send an email to QHS_Research@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(s).
- Fund you are applying for (e.g.,: Botterell/Howe/Powell, Spear, 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 **March 24, 2023**.

Applicants must use the Health Sciences Internal Grant Application Form, complete all applicable fields, and append only the requested information.

Note: Recipients of active 2019, 2020, 2021, and 2022 Health Sciences Internal Grants are 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 QHS_Research@queensu.ca. Please include your Department Head as a recipient in this email for their acknowledgement of your application.

Submission Instructions:

1. Complete the 2023 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. 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)

6. Email the pdf of the application to QHS_Research@queensu.ca on/before the end of day of the submission deadline.

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 the QHS Research office by email or phone (QHS_Research@queensu.ca) | (613-533-6627).

Review Process

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

Results of the reviews and adjudication for all other applications are expected to be communicated to applicants by mid May 2023.

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 the QHS Research office by phone (613-533-6627) or email (QHS_Research@queensu.ca).

2023 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, 2020, 2021, and 2022 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 \$27,000. Funding for a maximum of 2 awards is available.

On the application form select BOTTERELL/HOWE/VIOLET E POWELL under “Source of Funds Requested”.

Pulmonary Research

William M. Spear Endowment Fund in Pulmonary Research was established to foster the development of pulmonary research at Queen’s.

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.

These funds are open to all faculty members who are engaged in pulmonary research, with a preference for members of the Division of Respiratory & Sleep Medicine (Department of Medicine). Priority will be given to early career researchers particularly those who partner with established investigators.

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 up to 4-5 awards of \$25,000-\$30,000 is available.

On the application form select SPEAR ENDOWMENT under “Source of Funds Requested”.

Spinal Cord Research

The **Mark S. Lodge Fund in Spinal Cord Research** shall be used to advance spinal cord research at Queen’s University. The funds will be directed to spinal cord research activities including, but not limited to student laboratory work, and equipment and materials.

Amounts requested should not exceed \$21,000. Funding for 1 award is available.

On the application form select HEALTH SCI-MARK S. LODGE FUND under “Source of Funds Requested”.

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 Health Sciences Centre 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.

Amounts requested should not exceed \$20,000. 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".

Prostate Cancer Research

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.

One grant, for up to **\$60,000**, will be selected this year. The successful applicants 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 February 1, 2023.
- Applicants will be advised of the review decisions on/before February 14, 2023.
- The PCFF/RFD application is due on February 28, 2023.

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 PCFF/RFD are financially administered by 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".