



Department *of* Medicine

INTERNALLY FUNDED
RESEARCH AWARDS PROGRAM

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DEPARTMENT of MEDICINE INTERNALLY FUNDED RESEARCH AWARDS PROGRAM

PROGRAM OVERVIEW

These research awards are intended to assist investigators to: (a) generate pilot or feasibility data for a larger study, (b) conduct translational research studies with the potential to integrate basic scientific discoveries into clinical practice, (c) support research into the expanding field of virtual clinical care, (d) support research in medical education. The funds seek to build programs, develop research careers and leadership opportunities for the recipient(s).

The Department of Medicine (DoM) Internally Funded Research Awards support research operations, with funds directed at specific research projects. Applications consisting of infrastructure requests (e.g. development of a database, research equipment request) without a proposed specific research project, will not be considered.

Equity, Diversity and Inclusion in Research: The DoM is committed to ensuring equitable access to funding opportunities for all researchers. We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to,

- BIPOC (Black, Indigenous, and People of Colour) inclusive of First Nations, Métis and Inuit peoples, and all other Indigenous peoples
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin
- persons with visible and/or invisible (physical and/or mental) disabilities
- persons who identify as women
- and persons of marginalized sexual orientations, gender identities, and gender expressions inclusive of 2SLGBTQIAA+ peoples (two-spirit, lesbian, gay, bisexual, transgender, queer, intersex, agender, asexual)

All applications must be accompanied by a cover letter that briefly highlights Equity, Diversity and Inclusion considerations in the research design and/or team membership.

All applications should be written in 12-point font, single spaced (Times New Roman is the recommended font), with no condensed spacing and a minimum margin space of 2 cm around the page. Applications must adhere to the page limit guidelines as outlined below. Failure to adhere to page limits will render the application inadmissible. All application materials (including letters of support, budget pages, or other supporting documents) must be submitted by the deadline date, or the application will not be evaluated. It is the responsibility of the applicant to ensure that all materials are submitted by the deadline. **Applications must be submitted in a single PDF file.**

For each of these award categories successful applicants should submit a brief (1 page) final report to the Department outlining a) status of the project; b) presentations, publications or large grants that have arisen; and c) final expense report within 6 months of study completion. Any unused research funds should be returned to the Department of Medicine. Grant funding may be transferred between PIs one time only with the approval of the relevant Vice Chair (Education or Research) for reasons of departure from the DoM or department-approved extended leave. Funding must be released within 1 year of transfer date or the original release deadline, whichever is greater (extension can be provided where there are delays occur due to REB and contracts delays and must be approved by VC Research and/or Education as appropriate).

RESUBMISSION OF PRIOR GRANTS

Revised applications can be resubmitted in a subsequent competition up to a maximum of three total submissions (i.e. two resubmissions). A resubmission must be noted as such on the title page. The resubmission must include a “response to reviews” section (maximum 2 pages) where prior questions are listed or summarized, as appropriate. The responses should direct the committee to the section within the proposal where changes were made. However, the response to reviews section cannot be used in a fashion to provide novel information, additional supporting data, or to otherwise extend the length of the proposal: the committee will use this response to reviewers section as a resource and reference, but will score the grant based only on the information provided in the core 5-page proposal. The early career investigator status of the PI/co-PI will be established based on the timing of the initial submission, i.e. a year 6 applicant will still be considered an early career investigator if the resubmission at the subsequent competition puts them beyond the 7-year limit.

PILOT/FEASIBILITY, TRANSLATIONAL RESEARCH and VIRTUAL CARE INNOVATION GRANTS

For the categories of pilot/feasibility grants, translational research grants and virtual care innovation grants, priority will be given to proposals that are clearly and primarily linked to *medical research* scholarly activity. Applicants who propose *educational* initiatives that might otherwise fit into one of these awards should consult with the DoM Vice-Chair Research and DoM Vice-Chair Education prior to submission and should also consider seeking funds from the *DoM Medical Education Project Grants*.

Two competitions for research awards will be held annually: deadline dates for 2021 submissions are May 3, and November 1. These DoM Research Awards are intended for projects that can be conducted over a maximum period of 2 years. Members can hold a maximum of one grant as Principal or two grants as Co-Principal Investigator per five-year cycle. Only one application per PI/co-PI per competition will be considered. Projects may be submitted for review to a maximum of three times. **Applications for pilot/feasibility,**

translational research and virtual care innovation grants should be submitted electronically to the DoM Administrative office, c/o Ms. Tara Routh (trouth@toh.ca).

DoM is committed to supporting the launch and development of junior investigators. The DoM research awards program requires the **nominated PI** for *pilot/feasibility* and *translational research projects* to be an early career investigator, defined as **less than 7 years** since the first full-time faculty position.

A. Pilot/Feasibility Grants

These grants are intended for projects that require generation of preliminary data (pilot data or demonstration of feasibility) for larger peer review grant submissions.

A.1 Application Requirements

- i. Title page: Should include Title of project, Names/affiliations of applicants (designate Nominated PI and Co-PIs, if applicable), category of grant (Pilot Study), funds requested and the timeframe of the grant (1 or 2 years).
- ii. Abstract: All applications *must include a structured abstract (one-page maximum)*.
- iii. Project description: **Maximum 5 pages** and should include:
 - a. Background section (including any preliminary data)
 - b. Objectives or hypotheses: Note that the objectives/hypotheses of the pilot or feasibility study must be clearly distinguished from the proposed larger study, which might require more extensive funding support.
 - c. Methods/Protocols
 - d. Roles of the applicants, deliverables and timetable
 - e. Brief description of a plan for submission of the larger project for peer-reviewed funding.
- iv. References/figures (no page limit).
- v. Budget and budget justification (**two-page** limit).
- vi. Note that equipment requests should not exceed \$5000 and should be fully justified. Travel costs should not exceed \$1500 and are generally discouraged unless supporting a trainee.
- vii. Abbreviated CVs of the PI and co-PIs highlighting recent major research contributions (include key grants and publications from last five years), track record for research training of students/fellows, and research awards and distinctions (**2-page maximum**).
- viii. Supporting letters, documents.

A.2 Review Criteria

- i. Importance and relevance of research.
- ii. Evidence of research feasibility and methodological rigour.

- iii. Potential for impact on patient care.
- iv. Evidence that the new program will assist in team building in a theme of interest for the recipient.
- v. Evidence that the award will assist in developing team leadership skills.
- vi. Evidence of prior productivity and potential for obtaining peer-reviewed funds.
- vii. Level of integration with priority programs of the Division, Department of Medicine, Faculty of Medicine, Ottawa Hospital and/or OHRI.

A.3 Conditions of Award

- i. The Principal applicant must be a member of the University of Ottawa Medical Associates practice plan.
- ii. Principal or Co-Principal applicants must hold an academic rank (Lecturer, Assistant Professor, Associate Professor or Professor).
- iii. Funds will be allocated on a competitive basis (peer review process).
- iv. Awards will be dispensed over 1 or 2 years. Funds must be transferred to the awardee and the project initiated within 24 months of the grant notification letter.
- v. Applicants must discuss the total budget request with their Division Heads and must provide a Division Head letter of support with the application. The letter of support must commit funds no less than 25% of the total request from Divisions (and/or other sources). While there is no maximum budget, the DoM contribution cannot exceed \$35,000. Examples:
 - vi. A total budget request of \$48,000 will require a commitment of \$13,000 from the Division (27%) to match the maximum contribution of \$35,000 from DoM.
 - vii. A total budget request of \$40,000 will require a commitment of \$10,000 from the Division (25%) to match the contribution of \$30,000 from DoM.
- viii. Awardees are expected to acknowledge the support of the DoM in any presentations or publications that arise from the project.

B. Translational Research Grants

These projects require the formation of a collaborative partnership between a PhD basic scientist (i.e. wet lab-based researcher) and a clinician with the goal to integrate basic scientific discoveries into clinical practice. At least one PI (the nominated applicant) must be an early career investigator, as defined above.

B.1 Application Requirements

- i. Title page: Should include Title of project, Names/affiliations of applicants (designated Nominated PI and Co-PI), category of grant (Translational Research Project), funds requested and the timeframe of the grant (1 or 2 years).
- ii. Abstract: All applications must include a structured abstract (one-page maximum).
- iii. Project description: Maximum 5 pages and should include:
 - Background section (including any preliminary data)
 - Objectives or hypotheses
 - Methods/Protocols

- Roles of the applicants, deliverables and timetable
- Brief description of a plan for submission of the larger project for peer reviewed funding
- iv. References/figures (no page limit)
- v. Budget and budget justification (two-page limit)
- vi. Note that equipment requests should not exceed \$5000 and should be fully justified. Travel costs should not exceed \$1500 and are generally discouraged unless supporting a trainee.
- vii. Abbreviated CVs of the Co-PIs highlighting recent major research contributions (include key grants and publications from last five years), track record for research training of students/fellows, research awards/distinctions and contributions to DOM
- viii. (2-page maximum).
- ix. Supporting letters, documents.

B.2 Review criteria

- i. Priority will be given to new collaborations between successful investigators working in Ottawa.
- ii. Evidence that the research partnership between the clinician and PhD basic scientist is a true collaborative research program.
- iii. Evidence of feasibility of the project and prior research productivity.
- iv. Potential for translation of research outcomes to clinical applicability.
- v. Evidence that the new program will assist in team building in a theme of interest for the recipients.
- vi. Potential for obtaining peer-reviewed funds (relevance and importance).
- vii. Level of integration with priority programs of the Division, Department of Medicine, Faculty of Medicine, Ottawa Hospital and/or OHRI.

B.3 Conditions of Award

- i. There must be at least two Co-PIs. One Co-PI must be a clinician with a primary appointment in any division within DOM and UMA.
- ii. The other Co-PI must be an OHRI Scientist or Senior Scientist who is a PhD basic scientist (i.e. wet lab-based researcher) with a primary or cross-appointment in DoM.
- iii. Either Co-PI can be the Nominated PI and this should be decided before the application is submitted.
- iv. Both Co-PIs must hold an academic rank (Lecturer, Assistant Professor, Associate Professor or Professor).
- v. Funds will be allocated on a competitive basis (peer review process).
- vi. Awards may be up to \$40,000 total with \$20,000 coming from DoM and \$20,000 from OHRI (dispensed over 1 or 2 years). Funds must be transferred to the awardee and the project initiated within 24 months of the grant notification letter.
- vii. Applicants must provide a letter of support for the application from Division Heads. The letter of support must also commit funds (no less than \$8,000, for a total budget request up to \$48,000) from Divisions, hospital or the University, or

- discretionary accounts. If the required budget exceeds this amount (\$48,000), the applicant must describe other funding sources or contingency plans.
- viii. Awardees are expected to acknowledge the support of the DoM in any presentations or publications that arise from the project.
 - ix. Each year, a maximum of two translational grants will be funded. Each division can be awarded only one translational grant per year.

C. Virtual Care Innovation Grants

Virtual Care Innovations Grants (VCIGs) support the need for research into the rapidly expanding role of virtual care in clinical medicine. These projects require the formation of a collaborative partnership between a PhD Ottawa Methods Centre scientist (i.e. epidemiologist, implementation scientist, statistician, health economist, qualitative researcher etc) and a DOM clinician.

C.1 Application Requirements

- i. Title page: Should include Title of project, Names/affiliations of applicants (designated Nominated PI and Co-PI), category of grant (VCIG), funds requested and the timeframe of the grant (1 or 2 years).
- ii. Abstract: All applications must include a structured abstract (one-page maximum).
- iii. Project description: Maximum 5 pages and should include:
 - a. Background section (including any preliminary data)
 - b. Objectives or hypotheses
 - c. Methods
 - d. Roles of the applicants, deliverables and timetable
 - e. A brief description of the role of patient partners is encouraged
 - f. References/figures (no page limit).
 - g. Budget and budget justification (two-page limit)
- iv. Note that equipment requests should not exceed \$5000 and should be fully justified.
- v. Travel costs will not be considered given the nature of the initiative.
 - h. Abbreviated CVs of the Co-PIs highlighting recent major research contributions (include key grants and publications from last five years), track record for research training of students/fellows, research awards/distinctions and contributions to DoM
- vi. (2-page maximum).
 - i. Supporting letters, documents.

C.2 Review Criteria

- i. Priority will be given to new research studies seeking to advance the knowledge and integration of virtual care through novel initiatives including but not limited to effectiveness studies, implementation research, and economic analyses, with clear measurable outcomes.
- ii. Evidence that the research partnership between the clinician and PhD Ottawa Methods Centre scientist is a true collaborative research program. The new program should assist in team building in a theme of interest for the recipients.
- iii. Pilot studies will be considered where there is a clear plan, path and potential for obtaining peer-reviewed funds.
- iv. Evidence of feasibility of the project and prior research productivity.
- v. Level of integration with priority programs of the Division, Department of Medicine, Faculty of Medicine, Ottawa Hospital and/or OHRI.

C.3 Conditions of Award

- i. There must be at least two Co-PIs. The nominated PI must be a clinician with a primary appointment in any division within DoM.
- ii. At least one Co-PI must be an OHRI Scientist who is a PhD Ottawa Methods Centre scientist.
- iii. All Co-PIs must hold an academic rank (Lecturer, Assistant Professor, Associate Professor or Professor).
- iv. Awards will be allocated on a competitive basis (peer review process).
- v. Awards may be up to \$30,000 total with \$15,000 coming from DOM, \$10,000 from OHRI, and a \$5,000 match from the applicant's Division (see below). Funds will be dispensed over 1 or 2 years and must be transferred to the awardee with the project initiated within 24 months of the grant notification letter.
- vi. Applicants must provide a letter of support for the application from Division Heads. The letter of support must also commit funds (no less than \$5,000) from the Division, hospital or the University, or discretionary accounts. If the required budget exceeds the \$30,000 total, the applicant must describe other funding sources or contingency plans.
- vii. Awardees are expected to acknowledge the support of the DOM and OHRI in any presentations or publications that arise from the project.
- viii. Each year, a maximum of two VCIGs will be funded. Each division can be awarded only VCIG per year.

MEDICAL EDUCATION PROJECT GRANTS

The Education Grants program in the Department of Medicine developed this award to provide members of the Department of Medicine with an opportunity to develop research projects in medical education.

Eligibility

Applicants must be members of the Department of Medicine. The Principal Investigator (PI) must be a member of the University of Ottawa Medical Associates practice plan or a member of the Division of Medical Oncology.

A peer review panel will review each application and rank the projects according to merit. Note: We strongly encourage new applicants (i.e. those who have never received a grant previously) to seek advice prior to submitting the final application. Guidance is available from the Methods Centre or DIME. Contact Dr. Susan Humphrey-Murto at shumphrey@toh.on.ca at least 4-6 weeks in advance of deadline if needed.

Two competitions for these awards will be held annually: deadline dates for 2021 submissions are May 3, and November 1. These DoM Research Awards are intended for projects that can be conducted over a maximum period of 2 years. Members can apply for a maximum of one grant per competition as Principal Investigator. **Applications for medical education project grants should be submitted electronically to the DoM Administrative office, Jean Michel Bouchard (jeanbouchard@toh.ca).**

Please provide the following:

Section 1: Application Requirements

Title Page: Include the Title of the Project, name of principal investigator, list of co-investigators, and contact information for PI (address, phone, and email address).

Abstract: Provide a structured abstract of the research project or innovation (maximum 250 words) with provided headings below.

Project Description: Use headings background/ purpose, methods (maximum 4 pages). The page count does not include bibliography, appendices, and other sections.

Background/Purpose: The background should include the rationale or basis for the project and the research question or innovation you are developing for funding support. The methods section should describe the process including how data will be collected and analyzed or how the innovation will be integrated and evaluated. Please use appropriate headings provided below:

- i. Research Projects:

- Objectives
 - Description of Methods
 - Potential Implications of Results
- ii. Innovations Projects:
- Describe your innovation (Innovations may take many forms including changes to the curriculum, assessment tools, or faculty development programs).
 - Potential Evaluation and Implications of Innovation.
- iii. References

Section 2: Timeline and Feasibility

Please provide a timeline for the development for the project and describe the feasibility of completing this project (maximum one page).

Section 3: Collaborators

Please describe all collaborators who will assist in the development and implementation of this project (maximum ½ page).

Section 4: Mentorship

Please list (if applicable) all faculty mentors that you have identified to assist you in the development and implementation of this project (maximum ½ page).

Section 5: Project Budget

Please submit a detailed proposed budget for the project. A maximum of \$40,000 will be allocated per grant with a maximum of \$1,000 for travel.

Section 6: Dissemination

Dissemination of the research or innovation is required. Please list potential venues. Successful applicants must present their findings at the Meridith Marks Day and submit for presentation at any of the Canadian Conference on Medical Education (CCME) OR other medical education conference (e.g. International Coreference for Medical Education (ICRE), Association for Medical Education in Europe (AMEE) or other appropriate national level conference). Successful applicants must acknowledge financial support from the DOM in all presentations and publications.

Section 7: External Funding Application

All members must also apply for external funding for the same project. The only members that are exempt from this requirement are faculty member within 2 years of their faculty appointment. Please indicate which external grant funding agency has been or is being applied for within 6 months.

Section 8: Curriculum Vitae

Please submit the current Curriculum Vitae (3-page summary) for all investigators.

Submission Process

All project proposals must be submitted electronically to Jean Michel Bouchard ("Jean-Michel Bouchard" - jeanbouchard@toh.ca) by midnight of the competition deadline. A decision related to funding will be completed within 4 weeks. Late submissions will not be accepted.

Release of Funds

Funds will be contingent on successful approval of a Research ethics application. Awards will be dispensed over 1 or 2 years. Funds must be transferred to the awardee and the project initiated within 12 months of the grant notification letter. If extenuating circumstance preclude release of funding within 1 year, please inform Jean-Michel.