

## 2017 Women's Health Research Institute Catalyst Grants Application Instructions

### Important dates

Application Deadline	July 7, 2017
Anticipated Notice of Decision	Sept 15, 2017
Funding Start Date	October 1, 2017 (note that half the funds will be released, and the balance will be released upon receipt of a 6-month progress report)

### Description

The WHRI Catalyst Grants support pilot studies in Women's Health, which aim to generate preliminary data; test new approaches, methodologies or tools; bring new teams together; and/or support new research in women's health from established researchers. The funding supports activities that will generate data/information that is to be used to leverage larger funding applications in the future.

### Funds Available

Three awards valued at \$25,000 each, for a one-year period.

### Applicant Eligibility

The Catalyst Grants are intended to support researchers in British Columbia engaged in research relevant to women's health.

At the time of application:

- Principal Applicants must be residents of BC
- The Principal Applicant must be a member of the WHRI
- Principal Applicants must be a researcher/clinician (includes midwives, nurses, social workers and physicians) and/or must have completed a post-graduate degree (Masters, PhD or MD) and cannot be enrolled as a student in a degree or diploma program. Postdoctoral Fellows are eligible to apply. It is expected that applicants will have appropriate training and experience in conducting research

## **Eligible Expenses**

Research awards may be used for the following purposes:

- Operating expenses associated with the conduct of the study
- Research project materials and supplies
- Salary support for graduate students, postdoctoral fellows, research assistants and staff providing services to support the research activity
- Release time to enable practitioners and/or researchers to conduct research activities (maximum of 50% of total budget)
- Statistician and data analyst services
- Database development for data collection
- Teleconference, meeting, knowledge translation and conference travel expenses
- Funding for equipment is not encouraged. However, if the equipment is absolutely necessary for an identified project, it may be considered.

## **Project Time Period**

The maximum time frame for the project is 12 months.

## **Communication Requirements**

Grant recipients are required to acknowledge the Women's Health Research Institute in any communication or publication related to the project.

Grant recipients are required to provide an academic report and a lay summary of their research project to the WHRI at the completion of the project.

## **WHRI Fundable Themes**

There are 3 themes that have been identified within the Women's Health Research Institute with 8 cross-cutting themes identified Sex/Gender Methods, Equity in Health Research, Cultural Competence, Vulnerable Populations, Precision Health, Genomics, Lifespan/Trajectories, Patient and Public Oriented Research.

## **Review Process**

A WHRI peer review committee will evaluate the full application for all complete submissions.



## **Evaluation Criteria**

General review criteria will include whether:

- The research focus is innovative and relevant to women's health in British Columbia
- The plans and objectives of the research activities are clear and well justified
- The investigators comprise sufficient expertise relevant to the proposed research direction
- The proposed activities can be achieved within the funding period
- The budget items requested are appropriate and sufficiently justified
- The plan for dissemination of findings is well constructed
- The applicant has fulfilled the requirements specified in "How to Apply".

## **How to Apply**

The application process for this funding opportunity consists of a) Cover Sheet; b) Proposal; C) Appendix; d) Budget and e) CV and letters of support.

## **Format**

Proposals must be written in Arial font (regular) minimum 11pt. Single-spaced text with 2 cm margins on letter size (8½ x 11" (21.2 x 27.5 cm))

### **a) Cover sheet (up to 2 pages)**

- i. Names and affiliations of investigators
- ii. Contact information for Principal Investigator and co-investigators, if any. Provide the name, title, name of institution, department name, mailing address, phone number and email address for each investigator
- iii. Contact information for Project Contact if different from Principal Investigator.
- iv. Contact information for the financial administrator: mailing address, phone number, ad contact email address
- v. Information on host institution: The host institution is most commonly a publicly-funded BC health research institution or university, responsible for administering award funds.
- vi. Project title / Team Name
- vii. Expected duration of the project, including anticipated start and end dates
- viii. Total budget amount
- ix. Amounts and sources of other funding, if applicable.
- x. Lay summary with title – separate page – maximum length of 250 words.

### **b) Proposal (4 pages)**

The proposal should include a clear, concise description of the research plan that includes:

- i) Overall objectives;
- ii) Rationale for the study (Including Background);
- iii) Study hypothesis and aims;
- iv) Study design, methodology and analysis plan
- v) Anticipated results;
- vi) Study timeline
- vii) Relevance to the health of women in British Columbia

**c) Appendix (3 pages maximum)**

- i) Dissemination plan for the results
- ii) Future goals outlining how the catalyst grant will facilitate funding and research
- iii) References

**d) Budget and Justification (1 page maximum)**

**e) CV and Letters of Support:**

- i) Letter of departmental or institutional support
- ii) Letter(s) of support from other organizations involved with the research study, if applicable
- iii) CV of principal and co-investigators – CIHR Project Biosketch Application Format.

**Submission**

Email a copy of the full application package in one document (including appendix) in PDF format to Kathryn Dewar, [kdewar@cw.bc.ca](mailto:kdewar@cw.bc.ca) by **4:00pm Friday, July 7, 2017.**

Kathryn Dewar, Senior Research Manager  
Women's Health Research Institute  
BC Women's Hospital & Health Centre  
Room E204 - 4500 Oak Street  
Vancouver, BC V6H 3N1  
Tel: 604-875-3459  
Fax: 604-875-3895  
Email: [kdewar@cw.bc.ca](mailto:kdewar@cw.bc.ca)