

2018 Women's Health Research Institute Catalyst Grants

Application Instructions

Important dates

Letter of Intent (LOI)	July 20, 2018 11PM PDT
Invitation to Submit Full Application	August 7 th 2018
Application Deadline	September 20, 2018 11PM PDT
Anticipated Notice of Decision	November 20, 2018
Funding Start Date	December 1, 2018

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:

- The Principal Applicant 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), must have completed a post-graduate degree (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.
- The Principal Applicant must not have received previous funding from a WHRI Catalyst Grant in the last two years

- The funds must be used for a single project that is not already funded from other sources. If the recipient receives another grant for the same project, it is our expectation that one of those must be declined.
- An individual cannot submit more than one application as Principal Investigator

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 4 themes that have been identified within the Women’s Health Research Institute with 8 cross-cutting themes.



Review Process

A WHRI peer review committee will evaluate the full application for all complete eligible 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 completed the LOI and fulfilled the requirements specified in "How to Apply".

How to Apply

The application process for this funding opportunity consists of a letter of intent and full application. It is the responsibility of the applicants to ensure that their letter of intent and application is complete prior to submission.

1) Letter of Intent

Applications that fail to submit a letter of intent will not be eligible for funding. The Letter of Intent should include the following information;

- i. Information for Principal Investigator and co-investigators, if any. Provide the name, title, name of institutional affiliations email address
- ii. Contact information for Project Contact if different from Principal Investigator
- iii. Project title
- iv. Abstract title (maximum length of 250 words)
- v. WHRI Themes
- vi. Keywords

The LOI is due on **July 20, 2018 at 11 PM PDT**.

It must be submitted using the following link:

<https://rc.bcchr.ca/redcap/surveys/?s=KE9R8YE4F9>

Please note you will not be able to save the LOI once it has been started so ensure you can complete the LOI in a single sitting.

Full Application

After August 7th 2018 an email invitation to submit a full application will be sent to each principal investigator which will allow them to upload and submit the full application in pdf format.

The full application is due on **September 20th 2018 at 11pm PDT.**

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) and saved as a pdf with the title the last name of the principal applicant.

A) Cover sheet (Up to 1 page)

- i. 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
- ii. Contact information for Project Contact if different from Principal Investigator.
- iii. Contact information for the financial administrator: mailing address, phone number, and contact email address
- iv. Information on host institution: The host institution is most commonly a publicly-funded BC health research institution or university, responsible for administering award funds.
- v. Project title / Team Name
- vi. Expected duration of the project, including anticipated start and end dates
- vii. Total budget amount
- viii. Lay summary with title (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) Amounts and sources of other funding (1 page maximum)

Give titles, brief description, amounts and duration of awards, along with nominated principal investigator and all co-investigators. Indicated percent overlap and in cases with overlap give a brief explanation of percent overlap with the current application.

F) 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 Instructions

The LOI is due on **July 20, 2018 at 11PM PDT**. It must be submitted using the following link:
<https://rc.bcchr.ca/redcap/surveys/?s=KE9R8YE4F9>

Please note you will not be able to save the LOI once it has been started so ensure you can complete the LOI in a single sitting.

The full application is due on September 20th 2018 at 11pm PDT. A link to the application platform will be emailed on August 7th 2018 to principal investigators who submitted an LOI.

Questions about the application process can be sent to Kathryn Dewar (KDewar@cw.bc.ca)