

Dean of Medicine Collaborative Clinical and non-Clinical Research Grant

Announcement and Application Guidelines

Submission Deadline: October 16th, 2023

Purpose of the Fund

The primary purpose of this research fund is to foster the development of collaborative clinical and non-clinical research projects in the Faculty of Medicine (FoM). It is to support one \$30,000 operating grant to be awarded to a research team consisting of at least two FoM members (one clinical, and one non-clinical) for a multi- and/or inter-disciplinary research project.

Application Guidelines

Eligibility

The Nominated Principal Investigator (NPI) and Co-PI must be full or part-time faculty members within the Faculty of Medicine (includes jointly appointed faculty, but not cross appointed faculty). Unspent funds will be returned to the Collaborative Research Fund if the NPI is no longer a full- or part-time member of the Faculty of Medicine (unless responsibilities are transferred to a Co-PI who is a faculty member in the Faculty of Medicine).

Additionally, applicants are not able to apply to the **Dean of Medicine Collaborative Clinical and non-Clinical Research Grant** as well as the MRF Fall 2023 competition with the same application.

Application Content

To be considered for this fund, applicants must provide the following which should be compiled as a single PDF file:

The 6 page application form makes use of the [MRF Application Form](#) and should consist of:

Page 1. Cover Page. This page requests basic information and the signatures of the NPI, Co-PI, and the corresponding Clinical Chair and Associate Dean of the PI's home units. Signatures are not required from other co-investigators. For Application type, please indicate the **Dean of Medicine Collaborative Clinical and non-Clinical Research Grant** under "Other" to be considered for this fund.

A scanned copy of the signed cover page may be included in the PDF file. Alternatively, a hardcopy of the signed cover page may be delivered to the Faculty of Medicine's Office of Research and Graduate Studies (suite 2M409A, Medical Education Building) separately from the electronically submitted application file. Both documents need to be submitted by the deadline date.

Page 2. Checklist of all application components.

Page 3. Investigator Information. This page requests contact information for the Principal Investigator, co-PI, and all co-investigators. For grants involving more than a total of four investigators, additional pages must be appended (Appendix 7).

Page 4. One-page Summary of Research Proposal. The Summary Page is arguably the most important page of an application to any funding agency as well as Faculty of Medicine, MRF. All the Review Committee members will participate in the scoring of the application, and Review Committee members other than the primary and secondary reviewers are likely to rely heavily on the Summary Page. Please also note that the members of the Review Committee come from very diverse backgrounds. The key point of the one-page summary should be made using language that is clear and relatively non-technical (readily understood by researchers without expertise in the specific field).

An ideal Summary Page should contain clearly labeled sections that provide the following information:

- I. Background
- II. Main objectives and questions and/or hypotheses to be addressed
- III. Research Plan, including key features of the approach/methodology employed
- IV. Significance of the Proposed Work. This section may address how the proposed project fits within the applicant's long-term research plan, any aspects of the proposal that are innovative or otherwise remarkable, and any notable issues of feasibility or expertise.

Page 5. Budget Summary.

Page 6. Review information.

- I. Key words (up to 8): Key words will be used to help assign reviewers.
- II. Names, contact information and expertise of suggested external reviewers.
- III. Names of reviewers to be excluded (please provide reasons).

External reviewers may be consulted at the discretion of the Dean of Medicine or her/his designate. The suggested reviewers should be members of Memorial University, but not limited to those in the Faculty of Medicine.

Please avoid suggesting those with whom you have collaborated closely in the past 5 years, or have personal or professional relationships that could bias the assessment.

Application appendices include the following:

Appendix 1. Budget Justification – 2 page limit (required). Please explain and/or justify specific operating costs, services, equipment, salary of research personnel, fellows and students, travel, etc. Budgeted travel must be for data collection in the field or for presenting results at conferences.

Travel amounts beyond \$3,000 must constitute a critical component of the research plan and be well justified in the application.

Appendix 2. CIHR formatted Common CV of the NPI and Co-PI (required). A Common CV is not necessary for co-investigators, or collaborators. If co-investigators, and/or collaborators have special qualifications that are critical to the application, this should be established within the body of the research proposal.

Appendix 3. Research proposal – 3 page limit (required). Single spaced, 12 point font, 1 inch margins. This section should contain the following:

- I. Introduction and background information that explains the proposed work's rationale, its relation to previous work done by the investigators and/or others.
- II. Main objectives and/or questions and/or hypotheses to be addressed.
- III. Research plan, including research design, proposed methods of data gathering, analysis, and interpretation. Issues of expertise and feasibility should also be addressed.
- IV. Potential limitations of the research plan, and how they will be dealt with.
- V. Significance of the proposal and its outcome: Why is it important that the collaborative study be undertaken? What are any novel, original, or innovative aspects of the proposal? What is the anticipated impact on advancing clinical and non-clinical knowledge or health care delivery? How will the funding help advance the applicants' research programs (e.g. attract external funding etc.)?

Level of Detail in Research Proposal. Please keep in mind that the Review Committee includes representatives from across the Faculty of Medicine that range widely in their backgrounds, expertise, and expectations (as is also true for review committees of CIHR and other funding agencies), and that all members of the Review Committee will contribute to the scoring of the proposal. External reviewers may also be consulted for their opinion on an application. Therefore, the one page Summary and the Research Proposal should be written with a balanced level of detail so that the plan and significance of the research project can be generally understood by virtually any researcher within the medical field, while also providing details that would likely be expected by experts.

Appendix 4. Research Proposal Supplementary Pages (optional).

Supplementary pages may be appended to provide supporting information for the research proposal. There is no page limit; however, only materials that are relevant and specifically cited in the research proposal should be included.

This may include:

- I. a list of cited references
- II. figures
- III. tables
- IV. surveys, questionnaires
- V. letter of support or collaboration

Please note that while these supplementary materials will be made available for reviewers to examine at their discretion, they are not required to examine the Supplementary Pages or include them in their evaluation and scoring. Therefore, materials necessary to understand the most fundamental aspects of the research plan should be provided within the 3 pages of the Research Proposal, not within the supplement.

Appendix 5. Information on other funding (required if applicable). Please provide one page for each source of funding that is currently held or applied for by the NPI, Co-PI and Co-investigators (but not collaborators with a minor role in the overall project) including:

- I. the project title and funding agency
- II. the amount of funds awarded
- III. the starting and ending dates of the period of funding
- IV. a brief description/summary of the project
- V. a description of the overlap of its subject matter (concept, objectives, aims) and budget with the current application, if any.

To avoid duplicate funding of research budget items, a **Dean of Medicine Collaborative Clinical and non-Clinical Research Grant** award will not be made if there is significant overlap with projects funded by other agencies unless the appropriate separation of the two budgets and/or sets of research objectives was delineated within the application.

Appendix 6. Role of individual investigators and/or collaborators (optional). One page may be used in the case of research teams composed of more than 4 investigators to clarify the role and/or responsibilities of each investigator. This appendix is optional, as the roles and responsibilities of each investigator may also be made evident within the research proposal.

Appendix 7. Additional Contact Information (required if applicable). In cases in which there are more than 4 investigators, the contact information of the additional investigators will not fit on page 3 of the application form and can be provided here.

Application Procedure.

Applications are to be submitted electronically as an email attachment to rgs.researchmanager@med.mun.ca as a single PDF file by 5:00 p.m. on **October 16, 2023**.

An acknowledgment email will be sent to the NPI within one week following the competition deadline to confirm that the complete application package was successfully received. Please contact the RGS Research Manager (rgs.researchmanager@med.mun.ca) if this acknowledgement email is not received.

Reviewing.

Applications are reviewed by a Faculty of Medicine Review Committee such as the MRF Review Committee. The Terms of Reference for the Review Committee are available online ([Review Committee Terms](#)) as are the MRF Review Committee Instructions/Guidelines ([MRF Review Committee Instructions](#)).

Awarding of Funds.

The Dean of Medicine will announce the outcome of applications in letters addressed to the NPIs and account opening will be facilitated through Research and Graduate Studies. Awards will be 2 years in duration; however, the account will be active for 3 years to allow flexibility. Requests for extensions can be made by contacting rgs.researchmanager@med.mun.ca for approval.

Acknowledgment.

The grantee will acknowledge the support of the Memorial University, Dean of Medicine Collaborative Research Support Fund in any publication or other work arising from the funded project.

Further Information.

Questions and feedback should be directed to the RGS Research Manager (rgs.researchmanager@med.mun.ca or 864-6295).