

## JANEWAY RESEARCH ADVISORY COMMITTEE

### RESEARCH AWARDS - TERMS OF REFERENCE

#### 1. Mandate of the Committee

The Janeway Research Advisory Committee (JRAC) is a volunteer committee with the responsibility to allocate research funds provided annually by the Janeway Children's Hospital Foundation. The committee's mandate is to encourage and promote pediatric health research in Newfoundland and Labrador and to make recommendations to the Janeway Foundation on how best to do this.

#### 2. Eligibility

The committee requires that research proposals be related directly and primarily to pediatric health care in Newfoundland and Labrador. Pediatric is understood to mean pertaining to infants, children and youth up to their 18<sup>th</sup> birthday. Proposals may include epidemiological, clinical, genetic, quality improvement, and basic science research. Basic science projects should have clear and direct potential for translation to an area of clinical pediatric health care. The proposed research must take place in Newfoundland and Labrador. For projects involving human subjects, it is permissible to recruit subjects from out of province, as long as all other aspects of the research take place in Newfoundland and Labrador. Eligible research includes local research that is part of a national or international collaboration.

The committee will consider applications from independent researchers within Newfoundland and Labrador who have academic, institutional, or professional governing body support. This includes applicants in postdoctoral positions.

Trainee applicants must be enrolled in an academic program or residency program in the province.

Any independent investigator or trainee who has been awarded grants for research projects by the JRAC in two consecutive years will not be eligible for an award in the third consecutive award competition (see exception for PhD candidates below). Such investigators may reapply in the fourth year without prejudice.

A trainee enrolled in a master's program who is awarded a grant that is to be used as part of a graduate student stipend may apply for continued stipend support for one subsequent year for the same project (i.e., two years of total funding), as long as it is demonstrated that significant progress has been made on the funded project in the first year of support.

A trainee enrolled in a PhD program who is awarded a grant that is to be used as part of a graduate student stipend may apply for continued stipend support for up to three subsequent years for the same project (i.e., four years of total funding), as long as it is demonstrated that significant progress has been made on the funded project during the previous year of support.

For graduate students awarded grants covering part of their stipend applying for funding in years subsequent to the first year of their award, instead of a new application, a progress report must be submitted using the Janeway Foundation Research Grant Progress Report form **by the deadline for Janeway applications for that year**. This progress report should outline progress to date, confirm good standing in the program of study, and include a request for further funding with a budget for the upcoming year. This report should be signed by both the student and their thesis supervisor.

### **3. Amount and Expenditure of Award**

The amount awarded for each research award will be to a maximum of \$20,000 for independent investigators, \$6000 for trainees enrolled in a medical or master's program and \$8000 per year for trainees enrolled in a PhD program.

It should be possible to complete proposed projects with the funds awarded by the JRAC. If additional funding will be required to complete a proposed project, this should be made clear in the application. The source(s) of the additional funding required to ensure completion should be identified in the application, and appropriate supporting documentation should be provided. Janeway Foundation grant funds will not be released to the investigator until it is confirmed in writing that the total funding for the project is available. The researcher will be given one year from the date of the award of the Janeway Foundation grant to demonstrate availability of all required funds.

Awarded funds are to be used as described in the submitted timeline and budget. Use of funds for purposes other than those described in the budget is not permitted. If necessary, a request for revision to a project's budget and/or timeline may be submitted to the chair of the JRAC. Such requests will be reviewed on a case-by-case basis, may be subject to review by the entire JRAC, and may or may not be approved.

Overlapping funding (project expenses which are included in the budget submitted to the Janeway Foundation competition but for which other funding is available) is not permitted. If other funds are available to cover specific project expenses, these expenses should not be included in the budget submitted to the Janeway Foundation competition. In any case where this occurs, the JRAC will withdraw the overlapping portion of any awarded funds.

Expenses related to attendance or presentation at scientific meetings, workshops and/or conferences (travel, accommodation, registration fees, poster printing, etc.) are not eligible and should not be included in budgets that are submitted. Publication fees up to 15% of the total budget may be included.

Individuals listed as applicants are not eligible to receive a salary or stipend from the grant applied for, with the exception of graduate student applicants, who may use funds awarded as part of a graduate student stipend.

### **4. Application Process**

The committee will only review complete applications that include required signatures and institutional approvals received by the application deadline. The requirements for the application will be described in the call for proposals. Applications must be accompanied by documentation that confirms the availability of any required space or material resources, and of any required institutional or individual collaborators.

Trainees should be the primary author of their own application for funding, and not rely solely on information provided by their supervisor.

### **5. Review Process**

All eligible research grant applications will be reviewed by the full committee. Committee members with any perceived or actual conflicts of interests regarding an application will be excused during discussion of that application. If the committee feels that specific content expertise is required to competently review a particular application, the assistance of an appropriate outside reviewer will be obtained.

Applications are evaluated based on the scientific merit of the proposal, the feasibility of the proposal, the strength of the research team, and the likelihood of an impact of the project on children's health in Newfoundland and Labrador. Preference will be given for projects that are likely to impact children's health in the short term (3 – 5 years). Each application is evaluated in competition with all other applications submitted that year. There will be no requests for revisions of applications. Comments, scores, or other forms of feedback will not be returned to applicants. All decisions of the research advisory committee are final.

**All grant applications must be submitted via the MUN Researcher Portal. For applicants in the Faculty of Medicine, Division/Discipline approval is handled via the Faculty of Medicine (RGS) Approval Form which must be signed and uploaded as part of applicant's portal entry:**

**<https://www.mun.ca/medicine/research/research-and-graduate-studies/research/internal-deadlines/> (click on Internal Approval Form). Applications require both faculty (appropriate to applicant) and institutional approval (Director of Research Grant & Contract Services, David Miller) prior to submission to the Janeway Foundation Research Grant competition. The institutional deadline is normally 3 business days in advance of the Janeway Foundation deadline and faculty level deadlines will be in advance of that date. These deadlines are strictly enforced.**

## **6. Release of Funds**

Subsequent to approval for funding, researchers will be asked to complete and sign a *Janeway Foundation Research Grant - Statement of Terms & Conditions*, which will be sent to the successful researchers with their award announcement.

There must be approval from the host institution, and from the provincial Health Research Ethics Authority or from Animal Care Services when required, before the disbursement of funds. Researchers are advised to begin obtaining these approvals in advance of the JRAC's decisions regarding funding so as not to unnecessarily delay the disbursement of awards.

Monies granted to researchers but not accessed within one year from the date of award will be reclaimed by the JRAC, unless approval for an extension is given by the chair of the Committee.

## **7. Reporting and Duration of Awards**

Every successful applicant is responsible for providing a report, including a financial summary, at the earlier of the conclusion of their project or 24 months after the date of award. The accomplishments of the project may be identified in reports by the Janeway Foundation. The required form for these progress reports is available from the JRAC; these progress reports must be completed as described in this form and must be signed by the principal researcher (and the principal researcher's supervisor, in the case of trainee awards).

Research grants are for 24 months from the date of award. This can only be extended if approval is given by the chair of the JRAC. Requests for extension can be made with the Janeway Foundation Research Grant Progress Report. Unless an extension has been approved, investigators whose projects are not completed 24 months from the date of award will be required to return the remaining portion of the award to the JRAC.

Support from the Janeway Foundation must be acknowledged in any publications or presentations arising from projects that receive grants from this competition.