Department *of* Medicine

DEPARTMENT of MEDICINE (DOM) RESEARCH AWARDS PROGRAM

These research awards are intended to assist investigators to: (a) generate pilot or feasibility data for a larger study; or (b) conduct translational research studies with the potential to integrate basic scientific discoveries into clinical practice. The funds seek to build programs, develop research careers and leadership opportunities for the recipient(s). The Department is home to a large number of basic scientists as well as clinical investigators, an environment that favors the enhancement of collaborative research between basic and clinical investigators. The intention of awards (b) therefore is to support the development of translational research where there is the potential to integrate basic scientific discoveries into clinical practice.

For each of the two categories of Research Awards, 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 Vice-Chair Research DOM, prior to submission, and should also consider seeking funds from within the Education programs in DOM.

The DOM 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.

Two competitions for research awards will be held annually: deadline dates for submission are May 1, and November 1. The DOM Research Awards are intended for projects that can be conducted over a maximum period of 2 years. Members can hold a maximum of two grants as Principal or Co-Principal Investigator per five-year cycle. Applications should be submitted electronically to the DOM Administrative office, c/o Ms. Tara Routh (trouth@toh.ca).

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.

Department *of* Medicine

a)   **Pilot/Feasibility Projects**

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) <u>Title page</u>: 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) <u>Abstract</u>: All applications *must include a structured abstract* (**one-page** maximum).

(iii) <u>Project description</u>:   **Maximum 5 pages** and should include

    - Background section (including any preliminary data)

    - 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.**

    - 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) <u>References/figures</u> (no page limit).

(v) <u>Budget and budget justification</u> (**two-page** limit).

    o   Note that equipment requests should not exceed $5000 and should be fully justified. Travel costs should not exceed $1500.

(vi) <u>Abbreviated CVs of the PI and co-PIs</u> 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**).

(vii) <u>Supporting letters, documents.</u>

(vii) Application resubmissions require a response to reviewers and must be enclosed following the title page. Clearly outline how the reviewer's points have been addressed in the application.

a.2   **Review Criteria**

(i) Evidence of research feasibility or prior productivity.

(ii) Importance and relevance of research.

(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 leadership or other career opportunities for the recipient.

(vi) Potential for obtaining peer-reviewed funds.

(vii) Level of integration with priority programs of the Division, Department or OHRI

a.3 <u>**Conditions of award**</u>

(i) The Principal applicant must be a <u>member of the University of Ottawa Medical Associates</u> 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 from DOM may be up to **$40,000** total (dispensed over 1 or 2 years).

(v) 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, the OHRI, 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.

(vi) Awardees are expected to acknowledge the support of the DOM in any presentations or publications that arise from the project.

b) Translational Research Projects

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.

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)
   o   Note that equipment requests should not exceed $5000 and should be fully justified. Travel costs should not exceed $1500.

(vi) 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 (**2-page maximum**).

(vii) Supporting letters, documents.

(vii) Application resubmissions require a response to reviewers and must be enclosed following the title page. Clearly outline how the reviewer's points have been addressed in the application.

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 or OHRI.

b.3 **Conditions of award**

(i) There must be at least **two Co-PIs**. One Co-PI must be a <u>clinician</u> with a primary appointment in any division within DOM.

(ii) The other Co-PI must be an <u>OHRI Scientist or Senior Scientist</u> who is a <u>PhD basic scientist</u> (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).

(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) For 2017, a maximum of **three** translational grants will be funded. Each division can be awarded only one translational grant per year.