Resident Research Awards Grading Grid

Section Scoring

All applications will be reviewed by the Office of the Vice Dean Research (OVDR) Executive Committee. Applications will be reviewed and scored based on the below criteria. Each section must include the points listed under it.

<table>
<thead>
<tr>
<th>Section 1: Project Details</th>
<th>30 point maximum</th>
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<tbody>
<tr>
<td>o Objectives of the Research</td>
<td></td>
</tr>
<tr>
<td>o Methodology of Proposed Research</td>
<td></td>
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<tr>
<td>o Analysis and Interpretation of Proposed Research</td>
<td></td>
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<tr>
<td>o Relevance of Proposed Research</td>
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<tr>
<td>o Originality of Proposed Research</td>
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<tr>
<td>o Responsibilities and Mentorship Plan</td>
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<tr>
<td>▪ Role of Resident</td>
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<tr>
<td>▪ Role of Supervisor</td>
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<tr>
<td>▪ Mentorship Plan and Expectations</td>
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<tr>
<td>o Overall Impression of Proposed Research Project Feasibility</td>
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<tr>
<td>o Formatting</td>
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<tr>
<td>o References Cited</td>
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<tr>
<td>o Timeframe</td>
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<thead>
<tr>
<th>Section 2: Applicant Objectives and Potential</th>
<th>12 point maximum</th>
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<tbody>
<tr>
<td>o Education, Training and Career Objectives</td>
<td></td>
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<tr>
<td>o Supervisor Statement</td>
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<td>o Applicant’s C.V.</td>
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<tr>
<th>Section 3: Supervisor Google Scholar Profile</th>
<th>2 point maximum</th>
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<tr>
<th>Section 4: Detailed Budget</th>
<th>6 point maximum</th>
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<tr>
<th>Total Maximum Points Available:</th>
<th>50 point maximum</th>
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College of Medicine Resident Research Awards Guidelines

Comments
Comments are an important method of improving unsuccessful applications for future rounds. This allows applicants to reflect on their applications and modify accordingly.

Please leave a brief comment for each section explaining your selection. This allows you to justify the score given and will be helpful for panel and applicant review. This is particularly important for those who do not receive funding, as it allows for perspective regarding which sections were weaker than others.

Budget Justification
A detailed budget is required and all expenses must be justified. The level of financial support will be influenced by applicant’s budget justification. Applicant must provide a detailed budget for the research and explain the items included. They must also justify general operating expenses, travel, and equipment directly related to the project (See below for items that are/are not fundable). All amounts listed should be inclusive of taxes (provincial and federal).

Consumables and Minor Equipment
- **Consumables and Equipment** should be listed individually under operating expenses and fully justified. A listing in itself does not constitute a justification.
- **User-charges for Equipment** must be carefully justified and detailed, and accompanied by a written quotation from the Administrator of the Department in which the equipment is housed.
- **Equipment and Textbooks** purchased from College of Medicine Research Grants become the property of the College of Medicine.

Travel
There are two types of travel that might be funded:
- **Travel to access individuals or groups in specific locations**, such as community focus group or clinical research participants, where other means, such as phone, skype or electronic communication are inappropriate to either the subject group or the methodology. Access to the individual or group may, at times, require personnel to accompany the PI.
- **Travel to conferences** in which the residents has been accepted as a presenter. Residents must provide documentation demonstrating acceptance to present. Once confirmed, residents may use up to $500 of the operating costs to support travel.

Requests for accommodation and sustenance should be based on actual and reasonable rates but may not exceed the University guidelines:

Items not Funded
- General reusable laboratory consumables (e.g. glassware, safety glasses etc.)
- General communication costs
- Computers, including laptops, hardware and accessories (e.g. printing cartridges) \(^1\)
- Parking
- General office supplies
- Memberships, dues or fees

\(^1\) These are considered to be standard Departmental items. In exceptional circumstances a detailed justification is required for these items.
Resident Research Awards Adjudication Grading Grid

Section 1: Project Details (Score of 0 to 30 points total)

Objectives of the Research
Applicant must explain the short, medium or long-term objectives they are expecting from the research.

Methodology of the Proposed Research
Applicant must describe the research design and methods giving sufficient details of how they intend to carry out the proposal, including statistical analysis as appropriate, and explain why chosen research design and methodology is the most appropriate for the proposal.

Analysis and Interpretation of the Proposed Research
Applicant must describe how they intend analyze and interpret the results of the proposed research.

Relevance of the Proposed Research
Applicant must explain the rationale for the proposed research and relevance of findings to human health, as well as clearly outline how the research will extend or advance current knowledge in this area.

Originality of the Proposed Research
Applicant must state an original and significant research question, hypothesis or any appropriate alternative that captures the central problem to be addressed by the research.

Responsibilities and Mentorship Plan
Role of Resident
Applicant must outline how they will undertake the proposed project, describing their role, and how they will be able to drive the project to completion. The role of the resident should build upon the applicant’s previous expertise and experience.

Role of Supervisor
Applicant must outline the role of the supervisor in the proposed project and how they will assist in driving the project to completion. The applicant should have a supervisor that is engaged in the project and is committed to driving the research project through to completion.

Mentorship Plan and Expectations
Applicant must describe the role of the mentor(s) in the proposed research project with respect to the expertise they will provide. A mentor does not have to be limited to the supervisor. Mentor and mentee expectations must also be included.

Overall Impression of Proposed Research Project Feasibility
The proposed work must be feasible and result in a viable outcome.
Resident Research Awards Adjudication Grading Grid

Formatting
It is expected that all applications will follow the formatting guidelines provided:

- **Header:** Include Applicant’s last name and title/label (ex: Smith, Project Title)
- **Footer:** Page X of X
- **Margins:** 2.5 cm
- **Page:** 8.5” x 11”
- **Font:** 11 point Arial
- **Line Spacing:** single-spaced
- **Spacing:** no condensed type or spacing

References Cited
All applications submitted for funding consideration must include a complete list of references cited with full citations, numbered entrees and identification of applicant in the Harvard referencing method: http://libguides.staffs.ac.uk/refzone/harvard/. Please note: references are not included in the two-page limit.

Timeframe
Applicant must provide a realistic and detailed timeline of key activities and work to be completed during the length of the funding period, identifying who and what will be involved in each phase.

Section 2: Applicant Objectives and Potential (Score of 0 to 12 points total)

*Education, Training and Career Objectives*
Applicant must describe their expectations from this award in terms of research training and educational benefits, e.g. additional knowledge and skills they expect to acquire. They must also describe how the experience will build on their current research interests and/or advance career goals.

*Supervisor Statement*
Supervisor must comment on the applicant’s preparation for research in residency and their potential for high achievement with their research project

*Applicant’s C.V.*
Applicant must include a one page annotated C.V. highlighting:
- Achievements, as pertains to the current application
- Awards received
- Academic background, including:
  - Awards received
  - Prizes and funding
  - Presentations and publications, along with their contribution to that publication (e.g. data collection, writing manuscript, etc.)
- Work experience and/or supervision in the field of medicine
Resident Research Awards Adjudication Grading Grid

Section 3: Supervisor Google Scholar Profile (Score of 0 to 2 points total)

In order to supervise a project funded by a Resident Research Award, supervisors must set up a Google Scholar profile in place of their C.V., and must provide data, such as:

- Number of publications
- Number of citations
- H-factor

An exported PDF of this Google Scholar page is a required document when submitting an application for this award.

Section 4: Detailed Budget (Score of 0 to 6 points total)

See above ‘Budget Justification’ section for details and regulations in relation to the budget.

Applications must provide a detailed budget and all expenses are expected to be fully justified.

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<thead>
<tr>
<th>Recommendation for Funding</th>
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<tr>
<td>Please specify one of the following ratings in this section:</td>
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<tr>
<td>Not Approved</td>
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