2017 Pilot Call Guidelines

Resident Research Awards

One Electronic Copy of the Application must be submitted to resident.research@usask.ca by 4:00 pm on July 10, 2017.
Program Description

Primary Purpose

The purpose of the Resident Research Awards is to provide resources and support to residents to carry out an independent research project that will be, or has already been, translated into advancements in science. These awards are short-term, concise health research projects, which have been largely developed by the resident who demonstrates a passion for research. The majority of the work involved in completing the research must be done by the resident.

The goals of the Resident Research Awards program are to:

- Support research projects conducted by residents who require funding to undertake pilot studies or initial research that will lead to the development of a research program,
- Support residents who require funding to complete their required research project,
- Improve the quality of research projects conducted by residents, and
- Promote the research conducted by residents.

The proposed work should be within the applicant’s ability to execute independently, within the time available, with the support of the proposed supervisor. This opportunity is often the applicant’s first foray into research.

Award Length and Amount

This year, there is funding available for up to 30 residents for a one year term, with award amounts up to a maximum of $2,000. There will be two calls per year and funding will be distributed based on the quality and quantity of applications for each call.

After review of the applications and their detailed budgets, the Executive Committee reserves the right to award less than the maximum award value to selected projects. All funding will be directed towards expenses that enable the research to be completed.

Applicants must ensure they provide a detailed timeline as feasibility is an important component of the adjudicators marking scheme. The application must clearly outline the work that will be completed during the timeframe outlined in the application.

Number of Applications

The Resident Research Awards exist as two independent calls through the year: one in the Spring/Summer, and one in the late Fall. Only one successful application will be awarded to any eligible resident during their residency. If you are unsuccessful you can re-apply in future calls.

Supervisors may submit more than one application; however, the projects must be distinct and cannot be with the same resident. Supervisors must have an appropriate mentorship plan as per the application.
Eligibility

All applicants must be resident physicians at the University of Saskatchewan. Faculty listed as supervisors must be faculty in the College of Medicine for the duration of the award period and must be eligible to hold funding within the College of Medicine. The supervisor will be expected to administer the funds on behalf of the resident.

Any questions regarding your eligibility should be directed to resident.research@usask.ca. Please be sure to approach our office at least a week before the deadline so that we have the opportunity to assist you with getting your eligibility in order.

**Late submissions will not be accepted from those who did not follow up with our office prior to the deadline.**

Supervisors

In order to supervise a project funded by a Resident Research Award supervisors must set up a Google Scholar profile in place of their CV 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 (see application form).

It is expected that all applicants will work with their supervisor to develop the application, particularly with respect to the research proposal. Additionally, supervisors are expected to provide mentorship to ensure satisfactory project completion and timely research outcomes.

Applicants

To be eligible for a Resident Research Award, the resident must meet each of the following criteria:

- Registration in a recognized residency or fellowship program at the University of Saskatchewan leading to certification by the Royal College of Physicians & Surgeons or the College of Family Physicians.
- Commit to completing the work by the funding end date.
- Must be supervised by a College of Medicine faculty.
Ineligible Applicants for a Resident Research Award

Resident Research Award applications that will not be considered:

- Incomplete applications: it is the applicant’s responsibility to ensure the application is complete when submitted.
- Applicants whose residency will end prior to the project end date.

Eligibility in Subsequent Years

The intent of the Resident Research Awards is to give residents an opportunity to develop and carry out an independent, short-term, health research project. It is not to be a continuous funding source for any one resident. As such, recipients are only eligible to receive a Resident Research Award once during the course of their residency.

Assessment

Assessment Panels

Applications will be assessed by the Office of the Vice Dean Research (OVDR) Executive Committee internal to the College of Medicine. In such a case where a member of the OVDR Executive Committee is asked to be a supervisor, they will be excused from the adjudication process.

Assessment Criteria

In their assessment, the adjudication panel will assess the applications using a standardized rubric and determine the amount of funding that should be awarded. In order to access this grading rubric please contact the OVDR at resident.research@usask.ca.
Application Information

General Information

1. **Formatting for Project Description:**
   - **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

2. **Figures/tables:** Any figures/tables must fit into the page limit and must follow the font guidelines specified above. No additional space is provided for extra figures and tables. No additional appendices are allowed.

3. **IMPORTANT:** Use language which a non-expert in the field will comprehend.

4. **Attach a complete list of references cited (no page limit).** Please use the Harvard style referencing method: [http://libguides.staffs.ac.uk/refzone/harvard/](http://libguides.staffs.ac.uk/refzone/harvard/)

5. **A detailed budget** is required.
   **Please ensure to:**
   - Justify general operating expenses, travel, and equipment directly related to the project.
   - List all amounts inclusive of taxes (provincial and federal).

8. Supervisors must have/set up a Google Scholar profile in place of their CV and must export this page to PDF and submit it with the application.

9. Applicants must provide a one page Annotated CV with highlights of their achievements, as pertains to the current application, such as highlighting that they are already a published author and what their contribution to that publication was: data collection, writing manuscript, etc., and any awards received.

10. Once you have completed your application, please submit all required documents as one PDF to resident.research@usask.ca.

11. Once you have submitted your application the OVDR staff will confirm receipt within 2 business days and review the application. If approved, it will move forward to the adjudication committee.
Budget Notes

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 Awards 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.
Award Conditions

Notification of Success
Written notification of the outcome of applications will be sent to applicants. After this, the successful applicants will have one week to get their required paperwork to the OVDR or notify the OVDR of any delays in completing the paperwork. Residents have one month after returning their acceptance letter to the OVDR to apply for ethics approval. Failure to submit the proposed project to ethics may result in a loss of funding.

Reporting Requirements

Written Report
A report template will be sent out to individuals awarded the Resident Research Award. All award recipients (residents) are required to submit an electronic report to the OVDR on the use of the award within one month of the completion of your funding period. It is the responsibility of the supervisor to ensure that this report is submitted in a timely manner. Failure to submit a report will exclude the supervisor from being eligible to apply for any future funding from the OVDR.

Presentation
Successful applicants (residents) will be required to participate in a Resident Research Awards showcase.

Publication Acknowledgement
All publications resulting from the research funded by the award must acknowledge the University of Saskatchewan, College of Medicine, Resident Research Award funding.

Award Termination
The OVDR reserves the right to terminate any award if the conditions of the award are not met, or if there is evidence of unsatisfactory progress. The applicant and/or preceptor must immediately notify the OVDR of any changes that may affect continued eligibility to hold the award. This includes, but is not limited to, changes in employment status and leaves of absence.

Contact
For questions about eligibility, program guidelines, or the application please contact resident.research@usask.ca.
### Overview of Application Preparation and Submission Process

Review the following documents:
- Resident Research Awards Call-out memo
- Resident Research Award Pilot Call Guidelines 2017
- Resident Research Award Application
- Resident Research Awards Grading Grid

Ensure you meet the eligibility requirements outlined in the guidelines

Complete the two-page detailed project description, including the following elements:
- Objectives of the study
- Methodology (be as specific as possible in the space allowed)
- Analysis and interpretation
- Relevance of findings to human health
- Originality of the proposed research
- Responsibilities for the applicant and supervisor

Submit your application as one PDF to resident.research@usask.ca. This should include:
- Application form
- Detailed Project Description
- Resident’s Annotated CV
- Exported (PDF) Google Scholar profile for supervisor
- Budget Justification (Appendix A)
- Supervisor Statement (Appendix B)
- Agreement Acknowledged by Resident & Supervisor (Appendix C)

You will receive a confirmation email within 2 business days of submitting your application package. If you do not receive this email and have checked your junk mail folder, please contact resident.research@usask.ca to verify the status of your application.

### Overview of Requirements of Successful Applicants:

- Signed award letter, due within one week of receipt.
- Ethics application, submitted within one month of returning their acceptance letter to the OVDR. Failure to submit the proposed project to ethics may result in a loss of funding.
- Project Report, due to the OVDR within one month of the completion of your funding period. A template and reminder will be sent out.