COLLEGE OF MEDICINE RESEARCH AWARD: RESEARCH RESUMPTION

2020 GUIDELINES

APPLICATION DEADLINE: SEPTEMBER 2, 2020

SUBMIT APPLICATION SHAREPOINT:
HTTPS://SHARE.USASK.CA/MEDICINE/ADR/COMRAD/SITEPAGES/HOME.ASPX
2020 CoMRAD: Research Resumption

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Note: Guidelines and requirements contained in this package are specific to 2020 CoMRAD: Research Resumption call and not generalizable to the Office of the Vice Dean Research’s regular CoMRAD program call, which will resume 2021.

Contact

For all inquiries, please contact:

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Purpose

The Office of the Vice Dean Research (OVDR) is proud to announce the College of Medicine Research Award (CoMRAD): Research Resumption. This is a special edition of the CoMRAD to enable the resumption of research in the College of Medicine (CoM). Similar to previous years, the CoMRAD will provide seed funding for novel pilot and/or feasibility studies that will facilitate future applications to provincial, national, and global funding opportunities.

Important Dates

<table>
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<tr>
<th>Competition Launch:</th>
<th>July 2, 2020</th>
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<td>Expression of Interest Deadline:</td>
<td>July 15, 2020</td>
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<td>Application Deadline:</td>
<td>September 2, 2020</td>
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<tr>
<td>Funding Decision:</td>
<td>November 18, 2020</td>
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<td>Funding Start Date:</td>
<td>January 2021</td>
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Funding Available

Applicants may request up to $30,000.

The number of projects selected for funding will be dependent on the following criteria: proposed topics, budgets requested, number of applications, and quality of applications. In order to be considered for funding, all applications must comply with the guidelines and meet the minimum required adjudicator score of 70%.

Duration

Projects may be up to one year in length – to be completed between January 1, 2021, and December 31, 2021. All unused balances remaining at the end of the funding period will be returned to the OVDR. Extensions will only be available in cases of institutionally approved leaves (e.g. family-related or medical leaves, etc.).

Eligibility

Faculty must have a primary academic appointment in the CoM that will continue until the end of the full granting period. All CoM faculty are eligible to apply, including those employed by ACFP, other contracts, or USFA, who do not hold primary academic appointments outside of the CoM.
Principal Investigator Category

All applications, regardless of category, must have a minimum overall adjudication score of 70% to be considered for funding.

- **Clinician Career Development – NEW!**
  - The OVDR has earmarked funding for clinical faculty members who are new or returning to research and have less than 0.4 FTE Research Time. Seed funding and funds for planning and pilot work will be available to support studies that improve health or influence practice and health-care delivery.
  - The key goals for this funding are: to increase the number of clinical research studies; to increase the CoM success in attracting Tri-Council funding for clinical studies; and to improve the health of Saskatchewan people.

- **Early Career Faculty**
  - Faculty member who, at the time of the application deadline, has assumed their first independent academic appointment (term or tenure track) within the last six years (72 months). The six-year window for being considered Early Career Faculty can be adjusted to account for instances where a researcher has had an institutionally approved delay in research or period of inactivity (e.g., parental, bereavement, medical, or administrative leave). Please contact our office to confirm status. Applicants who have taken leaves of absence may address them in the appropriate section of the CV.
  - Given funding priority to build further research capacity.

- **General Faculty**
  - Primary academic appointment in the CoM
  - Principal Investigators and Co-Principal Investigators are required to make a time commitment of at least 0.10 FTE (four hours/week) Research Time

- **Regina Faculty**
  - Given funding priority to build further research capacity.

Multiple Applications

Eligible faculty members may submit:

- **One** application as PI/Co-PI
- Up to two applications as Co-I

**OR**

- No applications as PI/Co-PI
- Up to three applications as Co-I
**Adjudication Process**

Applications will be assessed by 2 – 3 reviewers external to the University of Saskatchewan with a range of expertise in the following research fields: Biomedical Sciences, Clinical Sciences, Health Services and Education, and Social, Cultural, Environmental, and Population Health.

All applicants must ensure they use language understandable to adjudicators who may be outside their field of research and to write their project description as clear and well-organized as possible, avoiding unnecessary jargon and explaining abbreviation.

**Evaluation Criteria**

The following evaluation criteria will be used:

1. Strength of Research Team (20%)
2. Research Proposal (60%)
   - A. Research Question, Background and Objectives (20%)
   - B. Research Design, Methods and Planning (20%)
   - C. Expected Outcomes, Impact and Outputs (20%)
3. Budget Justification (20%)

Please see the 2020 CoMRAD: Research Resumption Adjudication Guide for a more detailed breakdown of what is expected from each section.

Applicants will be notified by email of the application outcome.

**Sex and Gender Equity Inclusion**

Following CIHR’s implementation of accounting for sex and gender in health research, the CoMRAD will also incorporate this into the application and review process. Where appropriate, applicants will integrate sex and gender into their program of research. Biological (sex) and socio-cultural (gender) differences exist between women, men, boys, girls, and gender-diverse people, which significantly contribute to health differences and disparities. Considering sex and gender in your health research has the potential to improve the rigor, reproducibility, and applicability of your work. Applicants must ensure they not only fill out the check boxes and text boxes but also incorporate these considerations into the rest of the proposal. For any questions on how to incorporate sex and gender into a research proposal, applicants should contact Erin Prosser-Loose, CoM Research Equity and Diversity Specialist (erin.prosser-loose@usask.ca).

**Indigenous Health Research**

Includes research in any field of discipline that is conducted by, grounded in, or engaged with First Nations, Inuit, Métis or other Indigenous nations, communities, societies or individuals, and their wisdom, cultures, experiences or knowledge systems, as expressed in their dynamic forms, past and present.

**Patient Oriented Research**

For Patient Oriented applications, please specify alignment with patient oriented research engagement strategy: [https://www.scpor.ca/scpor-patientoriented-research-level-of-engagement-tool](https://www.scpor.ca/scpor-patientoriented-research-level-of-engagement-tool).
Application Instructions

The application includes four parts:

1. Research Proposal (four page maximum)
2. References
3. Budget and Justification
4. Letters of Support (two pages maximum)

Formatting

All application attachments should adhere to the following formatting rules:

- **Header**: Include Applicant’s last name and title/label (e.g., Smith, Project Title)
- **Footer**: Page X of X
- **Margins**: 1”
- **Page**: 8.5” x 11”
- **Font**: Arial, 11 point
- **Line Spacing**: single-spaced
- **Figures/Tables**: must fit into the four page limit and follow the formatting guidelines specified above. No additional space is provided for figures/tables.

Research Proposal

Four page maximum, addressing the following sections:

A. **Research Question, Background and Objectives**
   - Research Question or Hypothesis
   - Rationale for Research
   - Objectives of the Research
   - Quality and Clarity
   - Novelty of Project

B. **Research Design, Methods and Planning**
   - Research Design and Methods
   - Applicant’s Detailed Timeline
   - Availability of Resources
   - Roles in Proposed Research
   - Consideration of Sex and Gender
   - Project Feasibility

C. **Expected Outcomes, Impact and Outputs**
   - Expected Outcomes and Impact
   - Intended Outputs
Cited References
- Use the Harvard style referencing method
- Provide full citations (no shortened formats)
- Bold your name in any references in which you were an author.
- Number your entries
- Not included in the four-page project proposal limit

Budget and Justification
A detailed budget is required and all expenses must be justified. The level of financial support will be influenced by the budget justification. Justify personnel and salaries, general operating expenses, travel, and equipment directly related to the project. List all amounts inclusive of taxes, both provincial and federal.

Any applications that do not provide a sufficiently detailed outline of their expenses for the full year may be disqualified. When writing up your budget, it is best to err on the side of caution and thoroughly explain all expenses. Any application asking for more than the maximum amount ($30,000) will not move forward to adjudication.

We recommend that you send an electronic draft of your application and budget to your Research Facilitator/Coordinator for review and comment prior to submission. To find the research facilitator responsible for your department, please see a full list here.

All expenditures must occur during the period of time in which the research grant has been awarded. Expenses incurred prior to January 1, 2021, or after December 31, 2021, will not be eligible.

Personnel and Salaries
Tasks for all members of the research team need to be described. Please ensure to
- List names and time commitments of all staff on the application form and budget, including any part-time and/or casual assistants.
- List salaries of proposed personnel in the budget. Show the role, hours committed, wage including benefits, and, where known, the name of the individual.
- Provide a full description of the tasks of the research staff and fully justify the amount of work to be carried out by the research staff.
- Salary for PIs, Co-Is, and/or collaborators is a non-eligible expense from CoMRAD funds.
- Follow University policy for salary costs and clearly indicate the number of hours to be worked by each individual at $XX/hour plus benefits.

Student Pay:
CoMRADs are intended to support an applicant’s own research program. Although students may contribute to the research project, the achievement of the project should not depend on the efforts of the students whose own research is expected to be supported through other sources. Those seeking student funding should apply to the CoMGRAD funding initiative. Applicants can request funding for
wages to be paid to graduate students. Graduate students can work up to 12 hours/week provided the research being undertaken is independent from thesis work.

**Personnel Planning Resources:**
2020 Student salary rates from the Human Resources page on the [University website](#).

Research support staff guidelines and salary rates from the Human Resources page on the University website. In instances where research support staff are non-unionized employees, their salaries will still align with the pay scales of ASPA and/or CUPE.

- Classification Guidelines for Research Funded Positions can be found [here](#).
- ASPA Family & Phase Criteria Matrix can be found [here](#).

Employee benefit details are available on the [University website](#).

**General Operating Costs**
- Includes consumables and minor equipment
- Consumables and equipment should be listed individually under operating expenses and fully justified, including a statement about the availability of any requested equipment elsewhere. A listing in itself does not constitute a justification.
- User-charges for equipment must be carefully justified and detailed, and accompanied by a written quote from the Administrator of the Department in which the equipment is housed.

**Research Equipment**
Applicants must attach quotes for requested equipment to their application. Requests for funding of equipment (including computers and software) may be put forward only if the item:
- Could not normally be expected to be available in a department
- Is essential to the project because of its specialized research nature and fundable only by the CoMRAD rather than from other sources
- Equipment purchased from College of Medicine Research Awards becomes the property of the University of Saskatchewan

**Travel**
Conferences are not an eligible expense for the CoMRAD. Travel, accommodation, and meal per diem expenses will be funded only where the research cannot be conducted without the requested travel. Only key stakeholders, individuals paid salary from the grant, applicants, and research participants are eligible to receive travel, accommodation, and/or meal per diems. All travel requests must be fully justified.

Eligible travel expenses include:

1. **Travel to access specific physical locations**
   a. Archives or special collections not available through electronic or published means, field sites, or, in limited cases, specialized equipment that requires the PI to operate it.
2. Travel to access individuals or groups in specific locations,
   a. Community focus groups or clinical research participants, where other means (such as
      phone, Skype, or electronic communication) are inappropriate for the people, subject
      matter, or methodology.

3. Travel to access a specific named research Co-I who needs to be physically present to undertake the
   project. This might require the investigator to travel to the Co-I or vice versa.
   a. Such travel is to undertake the research itself as opposed to planning research or
      accessing a particular skill or technique.

Applicants including travel costs must address the following points (as applicable):

- Applicants should provide detailed explanation for travel over 14 consecutive days, which should align
  to the Project Methodology and Timeline in Section 2.
- Requests for accommodation and sustenance should be based on actual and reasonable rates but
  may not exceed the University Guidelines:
  https://www.usask.ca/fsd/resources/guidelines/travel_expense_guidelines.php

Research Participant Payment and Honoraria

Honoraria paid to research participants must be no greater than $100 and follow University of
Saskatchewan guidelines. Expenses for Indigenous protocol and Elder honoraria are eligible expenses. The
U of S Research Ethics Board must approve payment amounts.

Ineligible Expenses:

- Student stipends
- Salary for applicants or collaborators
- Travel to conferences
- Miscellaneous items of stationery, printer paper, postage, and courier. The cost of printing and
  postage may be requested in applications where large surveys form part of the research proposal.
  This needs to be fully justified and items costed in detail.
- General photocopying
- General reusable laboratory consumables (e.g., glassware, safety glasses, etc.)
- General computer discs, storage, software, and license fees
- General communication costs
- Computers, including laptops, for routine data analysis and word processing
- Any other expenses normally paid for by departmental funds
- Travel and other expenses to fund overseas researchers visiting the CoM
- Publication costs
Submission
A full application consists of:

1. Completed Application Form
2. Research Proposal and References
3. Letters of Support (if applicable)
4. CIHR Biosketch Canadian Common CV for PI’s, Co-PI’s and CoI’s

Applications must be submitted in full to SharePoint no later than 4:00 pm on September 2nd, 2020. Late and incomplete submissions will not be considered for funding.

When logging onto the SharePoint site, applicants must login using their NSID and password with either Internet Explorer or Firefox as the browser. This is particularly important for accessing SharePoint from a non U of S computer; applicants must use usask\“nsid” (e.g, usask\abc123) to login to the SharePoint site.

Applicants will receive a confirmation email after they press submit. If you do not receive this confirmation email, contact com.rad@usask.ca immediately. Late submissions will not be accepted from those who did not follow up with our office prior to the deadline.

All grant applications must be approved by the Department Head which is done via electronic approval on the SharePoint site. Once approved, the applicant will be notified via a workflow email and the application will move forward to the external adjudicators. Please note that the Department Head has an additional week after the application deadline to provide their SharePoint approval. Where the applicant is the Department Head, the Vice-Dean Research will review and approve the application.

Award Conditions

Research Eligibility
CoMRAD funding is intended as seed funding for a project and/or feasibility study. All projects must be clearly distinct from any of the applicants’ research projects currently funded by external research agencies or internal sources (e.g. Departmental or College). This funding does not cover shortfalls in external funding.

Alternative Funding
The OVDR recognizes that most research active faculty apply for funding from several external agencies concurrently. When applicants are awarded alternative funding (either fully or partially) for the project outlined in this application, CoMRAD funding must be returned proportionally to the OVDR. If overlapping funding is secured and is not reported to the OVDR, this individual may not be eligible to apply for any future funding from the OVDR.

Approvals
PI’s are responsible for securing any approvals required for the project. Any research or study conducted at University facilities, or undertaken by persons connected to the University, involving human subjects, animals, or biohazardous materials must be reviewed and approved by the appropriate Research Ethics Board (REB) or Committee.
Recipients must send the Ethics Certificate of Approval number to our office to confirm that the ethics application has been submitted within one month of receiving the award letter. If this is not possible, recipients must contact the OVDR why the necessary paperwork will be delayed.

Research must also comply with the Occupational Health and Safety Act (and related federal, provincial, and municipal regulations), University policies on Occupational Health Safety and Environmental matters, and all University research-related policies. A copy of approvals must be forwarded to the Research Services and Ethics Office, before the grant account can be activated.

A research account cannot be opened until appropriate protocols have been approved. Recipients must secure the appropriate approvals by December 31, 2020, to receive their funding.

**Reporting Requirements**

**Written Report**
A brief report will be emailed to PI to complete and return following the end date of their research fund and continuing on an annual basis.

Failure to submit the reports will exclude the PI from being eligible to apply for future funding from the OVDR.

**Proof of External Submission(s)**
Applicants who have been awarded a CoMRAD in previous years must submit, as Principal Investigator, at least one application to external funders proposing to expand on their CoMRAD research before they are eligible to apply for another CoMRAD. As evidence of their external application, PIs must provide the OVDR with the following information:

- The project name of the externally applied for application
- The funding agency and grant program
- Application status (e.g., pending, awarded, not-funded, etc.)

**Presentation**
Successful applicants must participate in the Annual CoMRAD Research Symposium in early 2022 (date TBA).

**Publication Acknowledgement**
All publications resulting from the research funded by the grant must acknowledge University of Saskatchewan, College of Medicine Research Award (CoMRAD): Research Resumption funding.