

2023 New Investigator Seed Grant Competition

Registration and Application Instructions

Please read all instructions carefully. Failure to follow formatting requirements will result in **disqualification** of your application.

Formatting Requirements: Registration and Application

- Type application on letter-sized (8.5" x 11") paper.
- Use Times New Roman font, 12 point size, black type only
- Single line spacing. No condensing of text, vertically or horizontally.
- Minimum 1" margins (top, bottom and sides) on all pages, including attachments.
- Indicate the page number clearly at the bottom, right hand corner of each page.
- Include Principal Investigator name in the header of each page.
- Adhere to all page limitations** for each section. **Any excess pages will be removed and discarded.**

Registration Instructions

To register, submit a **maximum of one page**, with the following information:

1. Project Title

2. Principal Investigator

- Name
- Title
- Department and Alberta Post-Secondary Institution (as applicable)
- Department of Alberta Health institution (as applicable)
- Email address (will be used for all application-related correspondence)

The **Principal Investigator** will:

- Be responsible for directing the research project.
- Assume the administrative and financial responsibility for the grant.
- Receive all related correspondence from the funding sponsor (CC SCN™).

****NOTE:** Collaborators and co-applicants do not need to be identified at the time of registration.

3. Summary of Research Proposal

- Brief summary of background and study rationale.
- Primary research question(s) or objective(s).
- Brief description of planned study methodology.

Please email your registration, in **PDF format**, to: samantha.bowker@ahs.ca by **Friday January 5, 2024, 16:00 (MST)**. **Late registrations will NOT be accepted. Failure to register by the deadline will preclude eligibility for the full application process.**

Application Instructions

All of the following sections are to be included in your application **in the order** listed. Please **include all seven section headings**, as listed, in your application document. **Adhere to all page limits for each section** (e.g., if less space is used in one section, the saved space CANNOT be used in other sections). **Excess pages will be discarded.**

Application

SECTION 1: Title and Study Team (maximum 1 page)

Study Title

Principal Applicant

- Name
- Title
- Department and Post-Secondary Institution (as applicable)
- Department of Alberta Health institution (as applicable)
- Mailing Address
- Telephone number
- Email address (will be used for all application-related correspondence)

Co-Applicant(s)

- Name
- Institutional Affiliation

Collaborator(s)

- Name
- Institutional Affiliation

Definitions:

Principal Applicant: the individual responsible for the direction of the research project

Co-investigator: an individual who contributes to and participates in the proposed research project activities

Collaborator: an individual whose role in the proposed activities is to provide a specific service (e.g., access to equipment, training or education, statistical analysis, access to a patient population, etc.)

****NOTE:** At least one study team member must have Alberta Health Services (AHS) affiliation.

SECTION 2: Research Abstract (maximum 250 words on 1 page)

Using terminology suitable for a lay audience, describe the background and rationale for the project, the research question(s) or objective(s), the proposed study methodology, and how the results will be used.

SECTION 3: Research Proposal (maximum 4 pages)

Your research proposal should contain all relevant information about your research plan and should provide a complete description of your project. All of the following sub-sections must be included in the research proposal:

1. Background/Rationale

Include a clear statement of the research question or topic. Clearly identify the purpose, significance, and innovative aspect of the proposed research. Summarize key relevant literature that justifies the

proposed research. Define important terms and concepts, and *be sure that this section is understandable to a reader who is not a content expert.*

2. Objectives and/or Research Question

State the study objectives and/or research question(s). These may also be phrased as hypotheses.

3. Study Design

Indicate the study design that will be used (e.g., case study, retrospective cohort, prospective cohort, randomized controlled trial, grounded theory, etc.).

4. Methods

- Describe the study setting and the study population of interest, including an estimate of the size of the population of interest. List any relevant inclusion and exclusion criteria.
- If study participants will be enrolled prospectively, describe the recruitment strategies, anticipated participation rates, and losses to follow-up.
- If you are planning an intervention, describe the intervention(s) for each study group in sufficient detail to permit replication. Describe how you will allocate participants to study groups (i.e. randomization, etc).
- Describe/define your primary outcome variable. It must be directly linked to your primary question/hypothesis/objective.
- Describe/define any secondary outcome variable(s), if applicable.
- Indicate from where and how all study data will be obtained, and list all variables to be collected/measured.
- Describe your sample size (or power calculation), and how it was determined. If you have determined that a sample size (or power) calculation is not necessary, describe your rationale for this decision.
- Describe the proposed statistical analyses for your study.

5. Relevance

- Clearly describe how your proposed research aligns with the Critical Care SCN Transformational Roadmap (<https://www.albertahealthservices.ca/assets/about/scn/ahs-scn-cc-trm-2019-2024.pdf>) Strategic Directions.
- Describe how your proposed research is innovative or an innovative way to improve health outcomes among critically ill patients.
- Indicate whether your proposed research primarily aims to generate new knowledge or to implement existing knowledge. Will the project improve understanding in the field of study?

6. Anticipated Impact

- Indicate how you anticipate using the results of the study to generate improved health outcomes for critically ill Albertans and/or positive impacts for the health system. As applicable, you may consider the following:
 - Significance of issue (e.g., burden of disease)
 - Likely significance of the project in generating beneficial results beyond the project participants
 - Potential for impact within and beyond the local institution/jurisdiction and the academic community
 - Likely significance of the project in transferring new knowledge – this includes development of pilot data
 - Ability to use the results to pursue later funding for a larger study

7. Integrated Knowledge Sharing/Translation Plan

- Describe the potential knowledge end-user(s) of your proposed research and how you have engaged these individuals in the development of your proposal.
- Describe how you plan to work with these individuals to move your proposed research to the next stage (e.g., operationalize, apply for additional funding elsewhere, etc.).

SECTION 4: Team Member Roles (maximum 1 page)

For each member of the study team listed in Section 1, provide a brief description (1-2 sentences) of the role they will play in the proposed research and their relevant expertise.

SECTION 5: Proposed Project Timeline (maximum 1 page)

Provide an outline of the proposed project timeline (cannot exceed 12 months), and the deliverables expected at each milestone.

SECTION 6: Study Budget (maximum 1 page)

Please list, and provide sufficient details and justification for, all anticipated study expenditures. For example, if staff are included in the budget, please provide position title, FTE, hourly rate (including benefits), and a description of what the position will do to advance the project.

If you have secured in-kind support for the project, please describe this as well.

The budget request cannot exceed **\$15,000**.

Attachments

The following attachments are to be included with your application:

- 1. References (maximum 2 pages)**
- 2. Additional Pages (maximum 2 pages)**

You may append up to two pages of supplemental information to your application (e.g., data collection sheet, figures, flow charts, etc.). These additional pages cannot be used to add information that should have been included in other sections of the application.

- 3. Signature Page(s)**

- A complete, signed signature page from the Research Services Office (or equivalent) of the Principal Investigator's academic institution (i.e., the institution that will administer the research funds) must be attached.
 - Processes and forms vary by institution. It is the responsibility of the Principal Investigator to ensure that all institutional requirements have been met prior to submitting the application to the CC SCN™.
 - Please note** that the **institutional deadlines for approvals may be several days earlier than the CC SCN™ deadline**. Be sure to **allow sufficient time** to obtain all required signatures.

- 4. Principal Applicant CV (no page limit)**

Section 7: Equity, Diversity, and Inclusion

The Strategic Clinical Networks (SCNs) and Provincial Programs are collecting information to understand the demographic diversity of the applicants to our Scientific Office funding competitions. All SCNs and Provincial Programs are participating in this learning initiative. The data are anonymous; will not be linked to individuals; and will not be available for, or used in, determining the outcome of funding competitions. Further information is provided within the survey preamble. Please follow the link below to the survey:

<https://redcap.albertahealthservices.ca/surveys/?s=M78XHMM4KT4HWDTW>

Please check the following box to confirm you have completed the demographic survey:

Those who are awarded funds will be asked to complete a separate awardee demographic survey.

Application Submission

Please compile your application (all six sections – **9 pages maximum**), references (**2 pages maximum**), additional pages (if including, **2 pages maximum**), and signature page(s) into a **single PDF document**. **Keep the Principal Investigator's CV as a separate PDF document.**

Email the application and the Principal Investigator's CV to: samantha.bowker@ahs.ca no later than **Wednesday, February 14, 2024, 16:00 (MST)**. **Late applications will NOT be accepted.**

Thank you for applying to the CC SCN™ 2023 Seed Grant Competition