



2020 Health Sciences Internal Grant Competition

Terms of Reference, Application and Review Process

Registration Deadline: January 24, 2020

Application Deadline: March 20, 2020

(See instructions for Prostate Cancer [PCFF/RFD] registrants/applications)

Kingston Health
Sciences Centre

Centre des sciences de
la santé de Kingston

Providence
Care

Introduction

An internal funding competition is held each year for Faculty of Health Sciences (FHS) full-time faculty conducting basic, clinical and health services investigations at Queen's University, the Kingston Health Sciences Centre (Kingston General Hospital, Hotel Dieu Hospital) and/or Providence Care.

Grants are made available from various sources of funding, including the FHS trust and endowment funds, and bequests and donations made to the University Hospitals Kingston Foundation (UHKF) to support research in the Kingston hospitals.

FHS trust and endowment funds are normally financially administered by Queen's financial services; UHKF research funds provided to the Kingston Health Sciences Centre and Providence Care are financially administered by the Kingston General Health Research Institute (KGHRI).

Eligibility

The research funds are designed primarily to enhance/transform the research programs of those with a primary appointment in the Faculty of Health Sciences who have a research program as part of their letter of appointment, or a scientist appointment in one of the hospital research institutes. This includes those within the QUFA tenure-track stream or SEAMO and other AFP clinical members of Faculty. Adjunct appointees are not eligible to apply as a Principal or Co-Principal Investigator, except for Adjunct 1 appointees in the Departments of Oncology or Diagnostic Radiology who have significant protected time for research.

Applicants may only apply for one grant per competition cycle as a principal investigator or co-principal investigator.

Additional restrictions on eligibility may apply for specific funds. See specific funding information on pages 4 to 7.

Summary of Funding Available

The 2020 internal grant competition is providing funding for projects in the areas of:

- Neurological Sciences and Encephalitis (using FHS **Botterell, Howe** and **Powell** funds)
Amounts requested **should not exceed \$25,500**. Funding for a maximum of **2 awards** is available.
- Cardiovascular Research (using FHS **Garfield Kelly** funds)
Amounts requested **should not exceed \$27,000**. Funding for a maximum of **1 award** is available.
- Pulmonary and Respiratory Diseases Research (using FHS **Spear** and **Start** funds)
Grants are expected to **be in the \$25,000-\$30,000 range**. **Up to 7 awards** will be granted.
- **NEW:** Spinal Cord Research (using FHS **Mark S. Lodge** fund)
Amounts requested **should not exceed \$13,500**. Funding for **1 award** is available
- **NEW:** Pain Management (using UHKF **Women's Giving Circle** Fund)
Amounts requested **should not exceed \$53,500**. Funding for **1 award** is available
- Cancer (general) (using UHKF **Clare Nelson Bequest Fund**)
Amounts requested **should not exceed \$28,000**. Funding for **1 award** is available.
- Prostate Cancer (using UHKF **Prostate Cancer Fight Foundation/Telus Ride for Dad** funds)
The funding for this program has not yet been announced. **Please register as soon as possible** to receive up-to-date information as it becomes available. We anticipate granting up to 2 awards this year.

Funding Period

Grants are provided for a one-year period from July 1st to June 30th of the following year.

If successful, it will be the responsibility of the principal investigator or delegate to ensure the TRAQ DSS form application for this project has been fully approved, and if applicable, to ensure that ethics, biohazard, or animal care approvals are obtained within 3 months of notification of award so that the project can be started on July 1st or as early as possible and completed by the June 30th project end date. Funding will not be released until all approvals and certificates are in place, and the project end date will not be automatically extended if there is a delay. If the project is not established within 3 months of the project start date (eg, by September 30th), the grant will be revoked.

Registration

Principal Investigators must register for the Internal Grant Competition by **Friday, January 24, 2020**.

NOTE: Investigators intending to apply for the **Prostate Cancer Fight Foundation/Ride for Dad** (PCFF/RFD) fund should register as soon as possible so they can be provided with up-to-date information as soon as it is available. There is a two-step application process for the PCFF/RFD funds, with an advanced internal application deadline, and for the successful applicant(s) there will be a second application to be submitted to the PCFF/RFD which is expected to be due on/about March 1, 2020.

Send an email to Gladys.Smith@queensu.ca with the following information (no additional information is required, other than):

- Name of the Principal Investigator, position and primary department
- Name(s) of Co-Principal Investigator(s) – if applicable - and his/her/their positions and primary department(s).
- Fund you are applying for (eg: Botterell/Howe/Powell, Spear/Start, Clare Nelson), and
- Title of the project.

Applicants may only apply for one grant per competition cycle as a principal investigator or co-principal investigator.

Adjunct appointees are not eligible to be a Principal Investigator or Co-Principal Investigator (except for Adjunct 1s in Oncology or Diagnostic Radiology who have significant protected time for research).

Application Submission

The deadline for completed applications for all funds except Prostate Cancer Fight Foundation/Ride for Dad is **Friday, March 20, 2020**. Registrants for the PCFF/RFD funds will be provided with timelines and instructions as soon as it is available.

A TRAQ DSS FORM (<http://www.queensu.ca/traq/signon.html>) **must** be completed for all applications in order to be considered for funding and, if successful, for the administration of the project. TRAQ will electronically route your application for department head and/or additional review and authorization. The TRAQ DSS FORM should be submitted at least five business days prior to the application deadline. Applicants using hospital resources must allow sufficient time (at least 15 business days prior to deadline submission) for hospital operational directors' review and approval.

Applicants must use the Internal Grant Application Form, complete all applicable fields, and append only the requested information. Once completed, a pdf of the Internal Grant Application Form including appendices, must be uploaded to the TRAQ DSS FORM.

On/before the submission deadline, send an email with the pdf of the Internal Grant Application Form to Gladys Smith (Gladys.Smith@queensu.ca). Include the TRAQ DSS FORM five-digit registration number for your application in the email.

Review Process

Each application will be peer reviewed. The reviewers' comments, recommendations and scores will be consolidated and ranked, and submitted to the FHS Vice-Dean of Research/KHSC Vice President of Health Sciences Research and FHS Director of Research (if applicable) for final decisions.

An expedited review will be in place for applications for PCFF/RFD funding to facilitate the requirement for a subsequent application to the PCFF/RFD foundation. Timelines and instructions will be provided to registrants (and only registrants for this fund) as soon as it is available.

Results of the reviews and adjudication for all other applications are expected to be communicated to applicants by mid-May 2020

In assessing applications, priority will be given to requests for seed funding for pilot projects expected to lead to and strengthen applications for external funding agencies, rather than to fill shortfalls in ongoing research programs. Requests for equipment that will benefit the research of multiple investigators are also encouraged.

For further information on the application submission, review process, or if you are having problems with the application form, please contact Gladys Smith in the FHS Research office by email or phone (Gladys.Smith@queensu.ca) | (613-533-6627).

Submission Instructions:

1. Complete the 2020 Health Sciences Internal Grant Application Form by filling in all applicable fields.
2. Append additional budgetary information (eg: quotes for equipment) IF APPLICABLE.
3. Append a document, up to three pages, providing essential figures/tables and description of key methods for your application IF APPLICABLE.
4. Include Personal Data/abbreviated cvs (five pages), plus a list of publications for past five years for the PI and co-PIs. Do not send cvs for co-investigators, collaborators or other research personnel proposed for the study. **NOTE:** Additional information that is not requested in the application will be removed.
5. All applications **must** be registered in the TRAQ DSS FORM application system at the time the application is submitted. "See TRAQ DSS FORM Instructions...pdf" for detailed instructions.
6. When completing the TRAQ DSS FORM, under the "Project Sponsor" tab, applicants **must** select the appropriate "Agency" (Queen's University or Kingston Health Sciences Centre) and "Program" to match the Source of Funds Requested for this application. See specific instructions below for the Fund you are applying for.
7. Combine all of the application documents (1 through 4 above) in order, into one pdf document. Title your document starting with a short-form name for the fund you are applying for, followed by a hyphen (-) and the last name and initial of the PI (eg: SpearStart-SmithG.pdf; GarfieldKelly-DeeleyR.pdf; WGC-FisherJ.pdf)
8. Upload the pdf of your completed application to your TRAQ DSS FORM (go to the "Attachment" tab to upload the document), to facilitate the URS/KGHRI review of the application and if successful,

the administration of the grant. If applicable, upload the Hospital Departmental Impact & Information Form to your TRAQ DSS FORM.

9. Email the pdf of the application (not the TRAQ DSS FORM) to Gladys Smith on/before the end of day of the submission deadline. Provide the five-digit TRAQ DSS FORM registration number in the email with your application. Email: Gladys.Smith@queensu.ca

TIPS FOR COMPLETING THE APPLICATION FORM

It may be helpful to compose your text in a separate document and then copy it into the applicable field on the form. This will enable multiple text formatting such as underline, bold, etc.

If you are having problems with the application form, please contact Gladys Smith in the FHS Research office by email or phone (Gladys.Smith@queensu.ca) | (613-533-6627).

2020 Health Sciences Internal Grants Available

REMINDER: Applicants may only apply for one grant per competition cycle as a principal investigator or co-principal investigator. Adjunct appointees are not eligible to be either a principal investigator nor co-principal investigator (except for Adjunct 1 appointees in Oncology or Diagnostic Radiology who have significant protected time for research).

Neurological Sciences and Encephalitis

The ***Harry Botterell Foundation for the Neurological Sciences and the Dr. James B Howe Endowment Fund*** support research in the neurological sciences. The ***Violet E. Powell Research Fund*** has a focus on encephalitis. The Howe fund has an emphasis on Alzheimer's Disease and Dementia.

Applications may be for operating grants, equipment, or for support of personnel. Funds are not available for salary support of members of the academic staff. Applications may be considered for funds for special purposes other than those above.

Grants normally for a period of one year and are not renewable.

Amounts requested should not exceed \$25,500. Funding for a maximum of 2 awards is available.

On the application form select HEALTH SCI-BOTTERELL/HOWE/VIOLET E POWELL under "Source of Funds Requested".

In your TRAQ DSS FORM, under the "Project Sponsor Info" tab:

- select QUEEN'S UNIVERSITY as the "Agency"; and
- select HEALTH SCI - BOTTERELL/HOWE/VIOLET E POWELL as the "Program".

Cardiovascular Research

The ***Garfield Kelly Cardiovascular Research and Development Fund*** was established to support the development of new knowledge and understanding of cardiovascular function and disease, through a wide spectrum of research, embracing basic and clinical studies.

Funds may be used for the support of personnel, equipment, or space and may be used to supplement grants received from other agencies.

Amounts requested should not exceed \$27,000. Funding for a maximum of 1 award is available.

On the application form select HEALTH SCI-GARFIELD KELLY under “Source of Funds Requested”.

In your TRAQ DSS FORM, under the “Project Sponsor Info” tab:

- select QUEEN'S UNIVERSITY as the “Agency”; and
- select HEALTH SCI - GARFIELD KELLY as the “Program”.

Pulmonary Research

William M. Spear Endowment Fund in Pulmonary Research was established to foster the development of pulmonary research at Queen’s, and the **Richard K. Start Memorial Fund (Respiratory Diseases)** was established to provide funding for research in respiratory diseases.

These funds provide a source of financial support for:

- Promising research that is newly developing and/or partially supported (“seed” or “bridge” funding);
- Initiation of new research collaborations; or
- Established research that would benefit incrementally from further financial support.

Funding shall not be used for salary support of faculty members, graduate students or postdoctoral fellows, or for travel awards.

Grants are expected to be in the \$25,000-\$30,000 range. Up to 7 awards will be granted

On the application form select HEALTH SCI-SPEAR ENDOWMENT/START MEMORIAL under “Source of Funds Requested”.

In your TRAQ DSS FORM, under the “Project Sponsor Info” tab:

- select QUEEN'S UNIVERSITY as the “Agency”; and
- select HEALTH SCI - SPEAR ENDOWMENT/START MEMORIAL as the “Program”.

Spinal Cord Research

The **Mark S. Lodge Fund in Spinal Cord Research** shall be used to advance spinal cord research at Queen’s University. The funds will be directed to spinal cord research activities including, but not limited to student laboratory work, and equipment and materials.

Amounts requested should not exceed \$13,500. Funding for 1 award is available.

On the application form select HEALTH SCI-MARK S. LODGE FUND under “Source of Funds Requested”.

In your TRAQ DSS FORM, under the “Project Sponsor Info” tab:

- select QUEEN'S UNIVERSITY as the “Agency”; and
- select HEALTH SCI - MARK S. LODGE FUND as the “Program”.

Cancer

The **Clare Nelson Bequest Fund** shall be used to support studies which will further knowledge of the origin and cure of cancer.

Grants for the support of research carried out in the Kingston General Hospital shall be given priority, although support may be recommended for projects conducted in laboratories of Queen's University.

Grants may be made for salaries and fellowships, technical assistance, equipment, supplies and expenses. Non-expendable supplies and equipment shall, upon termination of the grant, remain the property of the Kingston Health Sciences Centre/Kingston General Hospital.

Amounts requested should not exceed \$28,000. Funding for a 1 award is available.

Grants selected for the *Clare Nelson Bequest Fund* are financially administered by the Kingston General Health Research Institute. At the end of the grant year, the applicant shall be asked to sign a statement as follows: "These funds have been expended for the purpose of the project approved".

On the application form select CLARE NELSON BEQUEST under "Source of Funds Requested".

In your TRAQ DSS FORM, under the "Project Sponsor Info" tab:

- select KINGSTON HEALTH SCIENCES CENTRE as the "Agency"; and
- select UHKF - CLARE NELSON BEQUEST as the "Program".

Pain Management

The **Women's Giving Circle** has targeted pain management as the focus for the 2020 Health Sciences Internal Grant Competition. Grants are for the support of research carried out in the Kingston General Hospital, Hotel Dieu Hospital or Providence Care.

Funds provided to support with priority given in the following order:

1. Initiation of new research collaborations;
2. Promising research that is newly developing and/or partially supported (ie 'seed' or 'bridge' funding);
3. Established research that would benefit incrementally from further support.

The fund does not support overhead, faculty salaries, equipment or travel.

Amounts requested **should not exceed 53,500**. Funding for a maximum of 1 **award** is available.

Grants selected for the *Women's Giving Circle Fund* are administered through the Kingston General Health Research Institute. At the end of the grant year, the applicant shall be asked to sign a statement as follows: "These funds have been expended for the purpose of the project approved".

On the application form select WOMEN'S GIVING CIRCLE under "Source of Funds Requested".

In your TRAQ DSS FORM, under the "Project Sponsor Info" tab:

- select KINGSTON GENERAL HEALTH RESEARCH INSTITUTE as the "Agency"; and
- select WOMEN'S GIVING CIRCLE as the "Program".

Prostate Cancer

Please register as soon as possible. Registrants for this fund will be provided with up-to-date information on the timelines and process as it becomes available.

The **Prostate Cancer Fight Foundation** funds raised by Kingston-Quinte chapter of the **Telus Motorcycle Ride for Dad** and Big Rideau Watercraft Ride for Dad (PCFF/RFD) are provided to save

lives through prostate cancer research and education/awareness. Research grants are intended to impact the understanding of prostate cancer and to lessen the burden of this disease.

One or two grants will be selected this year. The successful applicant of this internal competition will also be required to complete a Prostate Cancer Fight Foundation (PCFF) application. An expedited internal review process will be implemented.

Timelines for Prostate Cancer Funding applications:

- The internal deadline for PCFF/RFD applications is **TBD**.
- Applicants will be advised of the review decisions on/before **TBD**.
- The PCFF/RFD application is expected to be due on Sunday, March 1, 2020

PCFF/RFD will NOT fund the purchase of equipment; travel expenses or sabbatical leaves; meetings, seminars or conferences (including any expenses related to these activities including registration fees, travel, etc.); living expenses; clinical drug trials; pamphlets and/or brochures regarding general prostate cancer information; and, no portion of the grant money is to be used to cover administration costs.

The funding period for successful grant applications may fall outside the granting period (normally July 1-June 30 for other internal funds). Previous recipients of PCFF research funds who have not submitted their interim/final reports nor provided a 2-3 minute video to the RFD are not eligible to apply. Grants are for one year only; multi-year funding is not permitted.

Grants selected for the PCFF/RFD are financially administered by the Kingston General Health Research Institute. At the end of each grant year, the applicant shall be asked to sign a statement as follows: "These funds have been expended for the purpose of the project approved".

On the application form select PROSTATE CANCER FIGHT FOUNDATION/MOTORCYCLE RIDE FOR DAD under "Source of Funds Requested".

In your TRAQ DSS FORM, under the "Project Sponsor Info" tab:

- select KINGSTON HEALTH SCIENCES CENTRE as the "Agency"; and
- select UHKF - PROSTATE CANCER FIGHT FOUNDATION/MOTORCYCLE RIDE FOR DAD as the "Program".