

Application Guidelines

1.0 Award Overview

This grant competition offers funding for research studies that lead to improved health outcomes for the Glenrose Rehabilitation Hospital (GRH) patient population. The grant may be used for pilot studies which lead to grant applications to larger funding agencies, and smaller studies focused on GRH patient populations for which other funding sources are limited.

2.0 Purpose

- a) To support well-defined, innovative and feasible research studies that are of high quality, relevant to GRH patient populations and have the potential to impact clinical practice and/or improve health outcomes.
- b) To build research capacity at the Glenrose Rehabilitation Hospital by providing opportunities for front-line clinicians to be engaged in the research process by addressing a clinical issue (enhance research skills and increase understanding of research processes).
- c) To provide support for clinical research that is relevant or translatable to improving one of the four pillars of research.

3.0 GRH Pillars of Research

- Understanding *Child Developmental Health*
- Improving Function for People with *Chronic Conditions*
- Advancing Function Through *Assistive Technology*
- Anticipating the Needs of an *Aging Population*

4.0 Eligibility

All applications to the Clinical Research Grant must align with the [GRH Strategic Plan's Mission, Strategic Direction and Guiding Principles](#) in order to be eligible for funding.

The **principal investigator** must be a:

- GRH employee (full-time or part-time), or
- GRH nursing and/or allied health professional, or
- Physician affiliated with the GRH, or
- GRH research affiliate.

NOTE: Applicants who are in casual or temporary positions are **NOT ELIGIBLE** to apply. Graduate students including PhD, MSc or BSc may submit an application as a "co-applicant" only, with the application itself submitted by the principal investigator/mentor. Applicants with minimal or no research experience must include the mentor as a member of the research team.

IMPORTANT: All applicants MUST have GRH staff as a collaborator on the study who is familiar with the research project.

5.0 Application Restrictions

Applicants/principal investigators who currently hold a Clinical Research Grant must, at the time of application submission, provide compelling and tangible evidence of the progress of the previous award before further eligibility will be considered.

6.0 Budget Details

All funding requests are limited to a total maximum of \$10,000. The budget request in this grant application represents the total budget for an 18-month period of support.

Eligible Expenses

Eligible expenses include:

- Materials, supplies and other expendables
- Minor equipment costs (computer hardware/software limited to \$1000.)
- GRH allied health professional support/backfill, student/research assistant remuneration
- Publication costs
- Education
- Partial travel support (must comply with UA or AHS Travel/Hospitality Policies)

Ineligible Expenses

- Travel/conference support over \$1000.
- Renovations
- Maintenance or equipment installation
- Membership fees
- Equipment purchases valued at over \$1000.
- Secretarial/clerical support

7.0 Research Proposal

If the project is a pilot study, the researcher should identify how the study will contribute to the development of a larger study/research program and identify the agency to which the application for the next phase will be targeted.

The study protocol must include: **relevance** to GRH patient populations/GRH strategic directions, potential to positively **impact** GRH clinical practice, potential to build **research capacity** at the GRH, **innovation, feasibility**, and a **knowledge translation/mobilization plan**.

The proposal must be included as a separate attachment, typed on 8 ½ by 11" paper, using Calibri 11 point font, with a maximum of five (5) single-spaced pages, with 1" margins.

A **Letter of Support** must be obtained from the GRH Manager of the GRH clinic/program(s) being accessed to inform of the study and confirm that adequate support exists at the clinic/program/service level to achieve the proposed research within said timelines.

The project description should include all sections listed in the application form.

The research proposal must clearly detail the work that will be done by the Lead/Principal Investigator and each Co-Lead/Co-investigator.

8.0 Application Process

The complete, signed application must be submitted on a current GRH Clinical Research Grant application form by the deadline date which can be downloaded from the [GRH Clinical Research Grants web page](#). Ensure that all required items are included as appendices i.e. proposed research protocol, letters of support, progress or final reports, bio sketches, photos, consents are included in the submission. **Late applications will not be accepted.** Applications with

missing information or documentation will be submitted to the Review Panel “as is” provided that eligibility is confirmed. It is the applicant’s/principal investigator’s responsibility to ensure the application is accurate and complete.

9.0 Review Process

The Clinical Research Grant Review Panel uses the [GRH Clinical Research Grant Scoring Guidelines](#) to review applications in this competition.

The Review Panel is composed of experts from the GRH and from the University of Alberta who are broadly representative of the demographic for this grant opportunity. All eligible applications are forwarded to the Review Panel and undergo peer-review according to the review criteria. Review panel members who have a conflict of interest (e.g. investigator on an application etc.) will be excused from the review.

10.0 Review Criteria and Scoring

All applications that are forwarded to the review panel undergo rigorous peer-review. The following review criteria are used:

| Review Criteria | Scoring Allocation |
|---|--------------------|
| Scientific Merit | /5 points |
| Relevance to GRH Patient Populations/Strategic Directions | /5 points |
| Potential to Positively Impact Clinical Practice at the GRH | /5 points |
| Potential to Build Research Capacity at the GRH | /5 points |
| Innovation (research is a novel concept/approach) | /5 points |
| Feasibility (Completion within a reasonable timeframe & within budget) | /5 points |
| Knowledge Translation/Mobilization | /5 points |
| Rating Score | /35 points |
| Overall Impression | /10 points |
| Total Score | /45 points |

Decisions will be made based on the number of applications received and the funds available. The Review Panel will determine based on ratings, the highest rated proposal(s) that will be recommended for consideration of award by the GRH Research Advisory Committee for funding.

11.0 Competition Results

Official result letters will be sent to award recipients within one week of decision date. Award recipient’s names will also be posted on the [GRH Research Grants](#) webpage. Result letters and feedback will be emailed to remaining applicants 1-2 weeks following the competition result posting.

12.0 Disbursement of Funds

All award offers must be implemented within the period of offer as stipulated on the formal award letter. The award will be disbursed as a one-time lump sum payment. GRH intent, ethics approval, site operational approval and AHS administrative approvals must all be received by GRH Research Office prior to disbursement.

NOTE: Any remaining unspent funds at the end of the award must be returned to GRH Research.

13.0 Extension Request

It is expected that the funded research will be carried out within the timeframe offered at the time of study implementation. The Glenrose Research Office may consider a “no-cost” extension to the initial period of support.

14.0 Progress or Final Reporting

The principal investigator must complete and submit a progress report half-way through the study. In addition, a final report at the end of the study period is required to inform the GRH Research Office of study closure. It is expected that results on outcomes related to the research study will be shared at GRH research events etc.

Contact: GRH Research Office @ 780-735-8291 or grhresearch@ahs.ca