Pilot Research Project Funding
Background and Criteria

Background:

The Department of Family Medicine (DFM) has set aside $40,000 for the Year 2018/2019 to fund pilot research projects.

- $20,000 where the principal investigator of the proposed pilot project is a faculty member with a primary affiliation to DFM, and a member of Family Medicine Associates
- $20,000 where the principal investigator of the proposed pilot project is a faculty member with a primary affiliation to DFM, and non-member of Family Medicine Associates (i.e. community physician or faculty researcher)

These grants are intended to build research capacity in the DFM. The study should address areas of research related to primary health care. This funding call encourages the use of the McMaster University Sentinel Information and Collaboration (MUSIC) by GFT physicians (members of the FMA). We would like physicians working in the community to be aware of the availability of the MUSIC database if they wish to use it. The projects should be designed to produce findings that can be used to support the development and submission of future research projects within 2 years, which will be externally funded.

The maximum funding allotted to a project will be $5,000.

Criteria for accessing DFM pilot research project funding:

- The project needs to focus on areas of research related to primary health care; it is not for program development.
- The principal investigator of the proposed pilot project must be a DFM faculty member and a member of Family Medicine Associates or a DFM faculty member and a non-member of Family Medicine Associates (i.e. community physician or faculty researcher), whose primary affiliation is with DFM.
- The project needs to have at least two DFM faculty members involved as core investigators. Allied health professionals are welcome to participate as co-investigators, as are students, residents and fellows, but the project must be led by a principal investigator, as defined above.
- Preference will be given to principal investigators who have not received DFM pilot funding within the past two years.

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- Projects must meet the usual requirements for approval by a Research Ethics Board (or equivalent organization) if applicable.

- The grant may serve as the total support for a project, or supplement an existing research effort, as long as a specific portion of the research is identified as being made possible by this grant, and provided that the investigator states specifically how the balance will be funded, providing evidence of its guaranteed availability.

- The grant must not duplicate funding for a research project.

- Examples of pilot studies could include: development and testing of a new survey instrument, a needs assessment, qualitative work to develop a survey instrument, a systematic review, or testing of an intervention.

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Guidelines for Submission of a Funding Application

The application should be no more than four pages (excluding cover page and budget) and should provide information about each of the following:

- Background / rationale
- Research question
- Study design
- Study context
- Intervention studied (if applicable)
- Assessment of outcomes, if appropriate (quantitative)
- Planned analyses
- Ethical issues
- Timeline: *Projects must be completed by December 31, 2019, and project account opened by April 30, 2019*
- Implementation plan: describe the resources required to implement the project (staff, students, equipment, workspace, etc.)
- Project development: the principal investigator and/or research team will be strongly encouraged to attend an Education or Clinical and Health Systems Research Group rounds, co-chaired by Lawrence Grierson and Michelle Howard during the early stages of project design and development.
- Knowledge Translation: please describe intent to publish or present findings, and describe how these activities will be funded. The principal investigator is also requested to present research findings/learnings at a future DFM or GFT departmental meeting.
- Potential for scale up: how can the pilot project facilitate the development of a full scale research proposal (including possible funding opportunities)?
- Budget and budget justification (no more than 1 page). Please see http://fammedmcmaster.ca/research/research-resources/templates-documentation for the **Before Submitting a Grant Application** document that describes departmental and university administrative and financial considerations in the preparation of the budget. Further details about budget items and allowable expenses are provided in Appendix 1.

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Submission:

The submission should consist of the following:

- Application cover sheet
- Budget and budget justification
- Research proposal (maximum 4 pages)
- Curriculum vitae of the principal investigator, highlighting clinical and educational accomplishments, as well as research, relevant to the proposal. **Abbreviated CVs are preferred.**

The applicants <u>may</u> also submit the following as optional items:

- Appendices of no more than 2 pages related to the work proposed

Proposals should be submitted by **October 31, 2018** to Patricia Habran-Dietrich at dietrich@mcmaster.ca

Note: There is a limit of one application per principal investigator.

If the principal investigator would like to have research staff expertise to assist with development of the proposal, please submit your proposal 4 weeks in advance for comments/ feedback to Laura Cleghorn, Research Operations Coordinator, at cleghol@mcmaster.ca.

Expected start of Funding: January 1, 2019

Funds will be released once evidence of Research Ethics Board approval is provided.

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Appendix 1: Budget Items and Allowable Expenses

Budget items may include:

- *S*upplies and expendables
- Equipment to a maximum cost of $750. Please note that NVivo, SPSS, and Endnote software are available for faculty use at the DFM Research faculty workstations, 5th floor, DBHSC
- Participant costs
- Knowledge Translation/Dissemination (to a maximum cost of $750)
- Administrative personnel costs including secretarial and financial administration support related to the work proposed.
- Research personnel costs

Research Staff	
Research Assistant, Data Manager	Hourly rate of $24 – $29; add 30% benefits
Research Coordinator, Biostatistician	Hourly rate $28 - $36; add 30% benefits
Business Analyst for MUSIC (OSCAR) data requests	Hourly rate $32 - $44; add 30% benefits
Practicum Students	
Fall or Spring Term (10 hours per week for 16 weeks)	Recommended stipend of $500 per month ($2000)
Summer Term (40 hours per week for 16 weeks)	Recommended stipend of $500 per month ($2000)
Volunteers	
Undergraduate medical students are interested in exposure to primary care research. Arrangements can be made to have a volunteer on your project. Volunteers must receive a concrete and desired outcome from their experience (e.g. role in a publication), and researchers must be aware that their time and availability is limited.	

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Ineligible expenses:

- Institutional or administrative overhead
- Travel or other expenses related to presentation of findings at conferences
- Salary support is restricted to that of technical or support personnel, and is not to be used for salary support of the principal investigator or co-investigators

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Funding decisions:

The proposals will be reviewed by a pilot research grant review committee, consisting of a minimum of three members: two faculty and a clinician, all with substantial research experience.

The criteria contained in Appendix 2 will be used to review the projects.

Administrative considerations:

Upon review, the principal investigator will receive notification of the funding decision. A project that has been funded will need to meet the administrative requirements of Health Research Services at McMaster University, which will include the submission of a completed and signed HRS checklist (obtained at http://fhs.mcmaster.ca/healthresearch/administration_forms.html), a copy of the award letter, a copy of proposal, a budget, a budget justification and any applicable ethics approvals. The Department of Family Medicine Research Administration will provide financial administration of the funds.

Reporting requirements:

The successful applicants will be asked to complete a brief progress report after six months and a brief final report or publication copy plus financial report by January 31, 2020.

It will be necessary to return the funds to the Department of Family Medicine if:

- the funds have not been used by December 31, 2019,
- the project account has not been opened by April 30, 2019,
- progress reports have not been submitted, or
- the progress of the project is deemed unsatisfactory based on the proposal submitted.

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Appendix 2: Review Criteria[1] for DFM Pilot Research Project Proposals

<u>BACKGROUND AND RATIONALE</u> (10 points): Are the specific aims/hypothesis for the research project clearly stated? Does the proposal explain why this project should be undertaken? Does it reflect an adequate review of the literature?

<u>SIGNIFICANCE</u> (10 points): Is the project relevant to primary care practice? Is the proposed project original or unique in any respect (new problem or question, new or unique study method or evaluation technique, etc.)? Will the outcome of the project likely help to advance primary care?

<u>METHODS</u> (40 points): Do the proposed methods appropriately address the specific aims/hypotheses? Are the methods well described? Are methodological problems anticipated and alternative approaches proposed?

<u>INVESTIGATORS</u> (10 points): Are the professional (including clinical, educational or research) competencies and previous research experiences of the principal investigator and co-investigators appropriate to carry out the project? Do the previous research experiences, availability of pilot data, or the clarity in presentation of the research methods indicate that the investigators are familiar with the research methods being employed?

<u>FEASIBILITY</u> (10 points): Is the intervention or research activity feasible according to the proposed scope and timeline of the project? Will the target population be available for recruitment and participation in the project within the proposed timeline?

<u>BUDGET</u> (10 points): Does the budget match the staffing resources required (i.e. staff, students) to complete the project? Is the probable outcome worth the time and money invested ? Will the grant serve as the total sum for the project or supplement an existing research effort? If the grant will provide only partial support for the project's total budget or any personnel, has the investigator stated specifically how the balance will be funded and provided evidence of its guaranteed availability?

<u>LIKELIHOOD TO CONTRIBUTE TO FUTURE RESEARCH ENDEAVOURS</u> (5 points): Will the project most likely generate findings that can support a future full scale grant application?

<u>PRIORITY AREA </u>(5 points): Does the project focus on the priority area of the call for proposals (i.e. research related to primary health care)?

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[1] Review criteria adapted from the TIPPS call for pilot funding, Canadian College of Clinical Pharmacy Research Grant Call for proposals, and CFPC Janus Research Grants

Department of Family Medicine
Pilot Research Project Funding

Application Cover Sheet

Title of Project:

Principal Investigator:

Name:	
Email:	
Title:	
Primary affiliation:	
Which one best describes you:	☐ A physician member of Family Medicine Associates ☐ A community physician or faculty researcher
Are you a new investigator (i.e. a researcher who has held a research appointment, for a period of 0 to 5 years)?	☐ Yes ☐ No
Did you receive DFM Pilot funding in the past 2 years?	☐ Yes ☐ No
Signature:	

Co-investigators:

Co-investigator # 1	Name:	
	Email:	
	Title:	
	Affiliation:	
Co-investigator #2	Name:	
	Email:	
	Title:	
	Affiliation:	
Co-investigator #3	Name:	
	Email:	
	Title:	
	Affiliation:	
Co-investigator #4	Name:	
	Email:	
	Title:	
	Affiliation:	

Note: add/delete rows to match the number of co-investigators on your project. While there is no need for co-investigators to sign this cover sheet, attach emails from co-investigators agreeing to be listed in the application.

Date: