

Pilot Research Project Funding

Guidelines for Submission of a Funding Application

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

- Background / rationale
- Research question
- Study design
- Study sample
- Intervention studied (if applicable)
- Measurement of outcomes
- Planned analyses
- Ethical issues
- Next steps: Plan for how the pilot project will facilitate the development of a full scale research proposal (including suggested funding agencies / sources targeted for application)
- Justification of how the proposed project meets the DFM criteria
- Timeline (*Note: Funding awarded by February 1, 2018, project account opened by April 30, 2018, projects must be completed by January 31, 2019*)
- Implementation plan including the need to hire staff, acquire computer resources, designate workspace
- Knowledge Translation (*Note: The presentation of research finding will be required at a future DFM event, to be discussed in conjunction with the Research Director*)
- Description of the investigator team
- 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
- 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 preferred.

The applicants may also submit the following as optional items:

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

Proposals should be submitted by **November 30, 2017** to Patricia Habran-Dietrich at dietrich@mcmaster.ca

Note: There is a limit of one application per Principal Investigator.

Expected start of Funding: February 1, 2018

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:

- Research personnel costs
- Administrative personnel costs including secretarial and financial administration support related to the work proposed. *(Note: 3% of the funds (\$150) should be allocated for financial administration of the account)*
- Supplies and expendables
- Equipment to a maximum cost of \$750
- Participant costs
- Knowledge Translation/Dissemination (to a maximum cost of \$750)

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