

Pilot Research Project Funding

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 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 **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:

- Supplies 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