



## 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: Projects must be completed by December 31, 2017 and project account opened by June 1, 2017.*)
- 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> for the **Grant Submission Checklist** 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.



## Pilot Research Project Funding

### Submission:

The submission should consist of the following:

- Application cover sheet
- Research proposal (maximum 4 pages)
- An abbreviated 2-page curriculum vitae of the Principal Investigator, highlighting clinical and educational accomplishments, as well as research, relevant to the proposal

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 15, 2016** to Anita Di Loreto at [dilora@mcmaster.ca](mailto:dilora@mcmaster.ca)

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

**Expected start of Funding:** January 1, 2017

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



## Pilot Research Project Funding

### 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: Some funds should be allocated for financial administration of the account; please contact Lisa Dolovich [ldolovic@mcmaster.ca](mailto:ldolovic@mcmaster.ca) regarding this issue)*
- 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
- Salary support for the Principal Investigator or Co-investigators
- 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