

***Our Purpose:*** *To humanize living and dying*

***Our Vision:***

*Every learner able to apply a palliative approach.*

*Great questions. Useful answers.*

*People equipped and connected to promote palliative care for all.*

## **Division of Palliative Care Research & Scholarly Projects Fund 2020-2021 Background & Eligibility**

**Goal:** To support new academic initiatives from faculty in the Division of Palliative Care

**Total funding available\*:** \$10,000

There will be an attempt to support as many projects as possible, to a maximum of \$10,000 total.

### **Eligibility:**

- Projects must be scholarly in nature (research or education) and advance the vision of the Division of Palliative Care.
- Preference will be given to projects that are interprofessional *and/or* support early career investigators *and/or* are designed to provide preliminary data, to pilot processes, or synthesize knowledge/literature, with the intent of positioning faculty to apply for external funding for ongoing work.
- The project must have at least two DPC faculty members as investigators. The Primary Investigator must hold academic appointment in the Division of Palliative Care **and due to regulations of the funding source, must be a member of the Family Medicine Associates.**
- Projects must meet the requirements for approval by a Research Ethics Board (REB) if applicable (REB approval is not required prior to application).
- The grant must not duplicate other funding for a research project.

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\* Note there is no requirement for all funds to be disbursed

## Division of Palliative Care Research & Scholarly Projects Fund 2020-2021 Guidelines for Application Submission

The application should be no more than **four pages** (excluding cover page and budget).

### Scholarly/Scientific criteria to address in the application:

1. Research Question/Project Aim
2. Background / rationale – *what do you intend to learn or demonstrate and why? How does this project build on existing knowledge?*
3. Study/Project approach – *is it prospective (e.g. survey, piloting a new intervention) or retrospective (e.g. chart audit)? Is it comparative (e.g. control group, or measures done over time)?*
4. In what setting(s) will the study/project take place?
5. Intervention studied (if applicable) or Educational Initiative to be Developed
6. Evaluation of outcomes: *What are the outcomes corresponding to the research question/project aim to be measured and how?*
7. Planned analyses – qualitative and quantitative (statistical), as appropriate
8. Ethical issues
  - Literature review projects do not require research ethics approval
  - Quality improvement and program evaluation initiatives do not require research ethics approval but require an inquiry to research ethics and granting of a waiver
  - For all other, see HIREB website (<https://www.hireb.ca>)

### Additional Criteria:

- Timeline: Provide a timeline of the major milestones of the project.
- Implementation plan: Describe the resources required to implement the project (staff, students, equipment, workspace, etc.)
- Knowledge Translation: Describe intent to publish or present findings, and describe how these activities will be funded.
- Scale up & Sustainability: Describe how can the pilot project will facilitate the development of a sustainable initiative or full-scale research proposal (including possible future 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.

## **Division of Palliative Care Research & Scholarly Projects Fund 2020/2021 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 November 20, 2020 at 8pm to: [Clareen Akshinthala:  
akshint@mcmaster.ca](mailto:Clareen.Akshinthala@mcmaster.ca)

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

Expected start of funding: January 1, 2021

A research account will be opened and funds will be available once evidence of Research Ethics Board approval is provided.

## **Funding decisions, Reporting, Accounting**

The proposals will be reviewed by a research grant review committee, consisting of a minimum of three members with content knowledge and/or research expertise.

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 account request form ([https://fhs.mcmaster.ca/healthresearch/documents/HRSAccountRequestForm2019\\_000.pdf](https://fhs.mcmaster.ca/healthresearch/documents/HRSAccountRequestForm2019_000.pdf)) a copy of the award letter, a copy of proposal, a budget, a budget justification and any applicable ethics approvals (or waiver of approval).

The Department of Family Medicine Research Administration will provide financial administration of the funds.

### **Project Timelines**

Proposal due:	November 20, 2020
Funding announced:	December 21, 2020
HiREB approval or waiver due by:	February 28, 2021
Research account opening (HiREB approval or waiver required):	April 30, 2021
Project completed by:	December 31, 2021
Final report due:	January 31, 2022

### **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, 2022.

It will be necessary to forfeit the funds to the Division of Palliative Care if:

- the funds have not been used by December 31, 2021,
- the project account has not been opened by April 30, 2021,

**Spending Timelines:** The project account must be opened by April 30, 2021 and funds must be spent by December 31, 2021.

## Division of Palliative Care Research & Scholarly Projects Fund 2020-2021

### 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 at the DFM Research faculty workstations, 5th floor, DBHSC
- Participant costs (e.g. honoraria)
- 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 (see table below)

<b>Research Staff</b>	
Research Assistant, Data Manager	Hourly rate \$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
McMaster Work Program Student (undergrad)	Hourly rate \$14; add 10% benefits
<b>Practicum Students</b>	
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)
<b>Volunteers</b>	
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.	

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.

## **Appendix 2†: Review Criteria for Research & Scholarly Project Fund Applications**

The review process is intended to serve two purposes: to ensure applications meet criteria, and to provide feedback to applicants to strengthen the project. As such, applications

### **BACKGROUND AND RATIONALE**

(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?

### **SIGNIFICANCE**

(10 points): Is the project relevant to the vision of the Division of Palliative Care? 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 the field of Palliative Care?

### **METHODS**

(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?

### **INVESTIGATORS**

(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? Is the research team familiar with the research methods being employed or do they have access to consultation?

### **FEASIBILITY**

(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?

### **BUDGET**

(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

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† 1. Review criteria adapted from the Department of Family Medicine Pilot Research Funding Application. Revised: May 2019

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?

**LIKELIHOOD TO CONTRIBUTE TO FUTURE RESEARCH ENDEAVOURS**

(5 points): Will the project most likely generate findings that can support a future full-scale grant application or further evaluation and roll-out of an initiative?

**PRIORITY AREA**

(5 points): Does the project focus on the priority area of the call for proposals (i.e. research related to furthering the vision of the Division of Palliative Care)?

## Division of Palliative Care Research & Scholarly Projects Fund 2020-2021 Application Cover Sheet

Title of Project:

Principal Investigator Name (Family Medicine Associates Member):	
Email:	
Title:	
Primary affiliation:	
Signature of Principal Investigator:	
Date:	

### 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:

Co-Investigator #5:	Name:
	Email:
	Title:
	Affiliation:
Co-Investigator #6:	Name:
	Email:
	Title:
	Affiliation:
Co-Investigator #7:	Name:
	Email:
	Title:
	Affiliation:
Co-Investigator #8:	Name:
	Email:
	Title:
	Affiliation:

Note: Co-investigators do not need to sign this cover sheet.