

Fraser Health Seed Grant Guidelines (2022/2023)

Letter of intent deadline	October 21, 2022, 5 p.m. PST
Full application deadline	Friday January 13, 2023, 5 p.m. PST
Value	\$10,000 (*except MHSU grant of \$5000)
Number of grants	To be announced
Results announced	March 2023
Grant period	July 1, 2023 – June 30, 2024, plus 1 year for knowledge translation

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1. Purpose

The *Department of Evaluation and Research Services* at Fraser Health (FH) seeks to promote research excellence by supporting FH members in their research endeavors. As part of this effort, the *Seed Grant* program was established to provide early research development support to new researchers.

In particular, this program hopes to enhance applicants' ability to compete for research grants in external grant competitions. The *Seed Grant* serves as 'start-up' funding for new research projects, which will allow applicants to: i) demonstrate the feasibility of their research project, and ii) demonstrate their ability to execute a research deliverable (e.g. a completed research report, or manuscript).

2. Available funding

Seed Grants support research projects lasting up to 1 year, plus 1 year for knowledge dissemination activities. The maximum award for a single grant is \$10,000. The number of awards this year will be announced at a later date.

In alignment with FH's vision, values, and commitment to quality and patient-centered care, Research and Evaluation at FH aims to achieve excellence in knowledge production and use by fostering a culture of research and evaluation practices that promote equity, diversity, and inclusion. We therefore highly encourage and will prioritize applicants and projects that consider systematic barriers, biases, and inequities that persist for Indigenous Peoples, other racialized groups (Black and People of Colour), people with disabilities or specific health conditions, LGBTQ2+ communities, women, and others who experience stigma, discrimination or marginalization.

3. Eligibility Criteria

3.1. Research team eligibility

Applications to this call must be submitted by a *Principal investigator* (PI), on behalf of their research team. A research team must consist of:

1. A Principal Investigator (PI)

- The PI must be a FH staff member or privileged physician who has never been a PI or co-PI on a research grant before. It is expected that the PI will be the chief writer of the grant proposal.

2. A Patient Partner

- A patient partner is a patient, family member or caregiver who has been involved with health care. Please see [BC SUPPORT Unit Fraser Centre](#) for support on how to recruit and work with patient partners, and [Appendix III](#) for tips on how to engage with patient partners.

3. (Optional) Co-investigator

- A co-investigator is another FH staff member, privileged physician, or external researcher who will contribute meaningfully to the research project. Co-investigators who have received a research grant in the past can participate.

4. (Optional) An academic partner

- An academic partner is someone who has an academic or research appointment in a post-secondary institution. This could be someone acting as a mentor/advisor to the research team or someone who is integral to the project. If the PI does not have previous research experience, preference will be given to a research team with an academic partner.

3.2. Research project eligibility

Applications to this call must involve a research project. As such, program evaluation, quality improvement, trainee residency and community development projects are **not** eligible for funding by this program. Moreover, research conducted as part of an academic requirement (e.g. student projects) are also **not** eligible for funding. Example of studies that can be funded through this funding opportunity include:

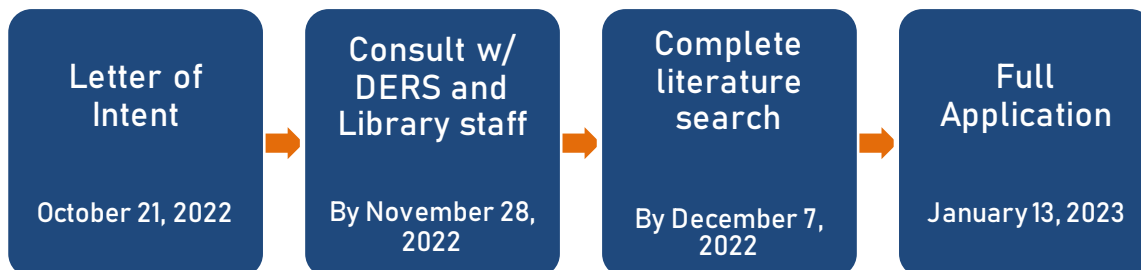
- Pilot testing with preliminary data analysis
- Exploratory or confirmatory research
- Quantitative or qualitative research
- Studies involving primary or secondary data
- Intervention studies, chart reviews, systematic review activities

The Seed Grant is not to be used as a top-up for other grants. It is expected that \$10,000 be enough for the activity that is being proposed, without the requirement of other grants to make the project feasible. Click [here](#) for examples of projects that have previously been funded.

Finally, an application must adhere to the project requirements of at least one funding partner, to be described at a later time.

4. Application Process

The application process consists of the following:



4.1. Letter of Intent

A Letter of Intent (LOI) must be submitted in order to be eligible to submit a full application. If the LOI falls within the criteria for ineligibility as specified in section 3, the applicant will be advised that they are not eligible for the competition.

Please submit the LOI through [ROMEIO](#) by 5 p.m. **Friday, October 21, 2022**. Receipt of the LOI will be acknowledged by e-mail. See [Appendix I](#) for instructions on completing the LOI.

4.2. Initial Consultation with Department of Evaluation and Research Services (DERS) and Library Services

An initial consultation with DERS staff is required to ensure that the study plan will meet scientific reviewer expectations. DERS staff can work with you on the development of specific research methodology and provide resources for developing pilot or feasibility studies and improving grant writing, as appropriate.

Through this consultation, you will also be connected with a librarian at FH Library Services, who will help you complete a literature search. You **must** complete this step even if you are conducting your own literature search or use a non-FH Librarian. This consultation is intended to ensure applicants conduct a thorough literature search so they:

- i. Are aware of the current state of the literature in the research topic of interest
- ii. Are able to provide relevant background information to application reviewers
- iii. Can be sure that the answer to the proposed research question is not already known

Please book a joint appointment with DERS and Library Services through [Ashley Kwon](#) (Research Development Specialist). The meeting must take place before **Monday, November 28, 2022**. Your literature search with the library should be completed by **Wednesday, December 7, 2022**.

4.4 Full application

To be eligible for review, all applications must complete and submit the application form on ROMEQ. Applications will be returned if there are any missing information.

Please submit the full application through [ROMEQ](#) by 5 p.m. **Friday, January 13, 2023**. Receipt of the application will be acknowledged by e-mail. See [Appendix II](#) for instructions on completing the full application.

5. Review Process

Applications for the FH Seed grant are evaluated by a peer review committee. Each application is reviewed by two *Scientific Reviewers* and one *Patient Reviewer*. Scientific reviewers will provide comments and a score for both the Scientific and Merit/Feasibility criteria, as described below. Patient reviewers will provide comments and score for the Merit/Feasibility criteria only.

The applications, written reviews and evaluation committee discussions are confidential and subject to the British Columbian Freedom of Information and Protection of Privacy Act (FIPPA). In order to maintain the integrity of the peer review process, the identity of reviewers assigned to review applications is kept anonymous. All reviewers are required to observe the FH Policy on Conflict of Interest.

Criteria	Sub-criteria	Weighting
Scientific Criteria	<u>Research approach</u> <ul style="list-style-type: none"> • Clarity and appropriateness of research question and objectives • Completeness of literature review and relevance to study design/ research plan • Appropriateness and feasibility of research approach and methodology for answering the research question (sampling design, Inclusion/Exclusion criteria, sample size justification, recruitment, measurements, analysis plan) 	5 points
	<u>Applicants and Environment</u> <ul style="list-style-type: none"> • Research team qualifications, including training, experience, independence and productivity (relative to career stage) • Appropriateness of applicant team to carry out proposed research • Ability to successfully disseminate research findings • Availability and accessibility of personnel, facilities and infrastructure required to conduct the research 	5 points
Merit and Feasibility Criteria	<u>Research impact</u> <ul style="list-style-type: none"> • Addresses a significant need or gap • Potential for creation of new knowledge and contribution to improvement of people’s health in FH region and in Canada • Considering Equity, Diversity, and Inclusion (EDI) principles and practices 	5 points
	<u>Research study feasibility</u> <ul style="list-style-type: none"> • Appropriateness and adequacy of proposed plan for knowledge dissemination and exchange • Appropriateness of study budget • Appropriateness of study procedures pertaining to patients, clients, families, caregivers 	5 points
Total:		<u>20 points</u>

6. Post-application Process

Following the review process, we will inform each applicant of the outcome of the evaluation of their application. The results will be announced by early-March 2023. Once applicants have been notified of application approval, the following three requirements must be met before funds will be released.



6.1. Ethics and Grant Management Workshop

An Ethics and Grant Management workshop will take place on **Wednesday, March 15, 2023** (to be confirmed). This workshop is **required** for all teams awarded a Seed grant. Register by emailing Ashley.Kwon@fraserhealth.ca.

6.2. Research Ethics Review

For help with submission to the FH Research Ethics Board, please contact reb@fraserhealth.ca or research.approvals@fraserhealth.ca. Ethics applications must be submitted by **Friday, April 28, 2023**.

6.3. Budget Review

For budget review, applicants must contact Ashley Kwon, Research Development Specialist, Ashley.Kwon@fraserhealth.ca. Review to be completed by **Friday, May 12, 2023**.

7. Eligible Expenses

The following allowable costs apply to the operating support for specific research-related activities undertaken by the team:

- Costs of data collection such as printing, photocopying, distribution and return of mailed questionnaires
- Research staff salaries, such as for data collection and data entry, focus group moderators, transcription services, research assistants (note: applicants are not considered research staff)
- Honorariums for patient partners
- Back-fill of existing position to provide 'protected' time for applicants
- Fees paid to research participants, such as modest incentives to participate, as long as approved by the FH Research Ethics Board
- Costs related to research team meetings, such as transportation and parking expenses
- Travel costs for the purposes of data collection, participant recruitment, etc.
- Conference registration and travel costs (e.g., flight, accommodation, meals) if chosen to present a poster or oral presentation (**Must abide by FH [Travel Policy](#) guidelines**)

- Written confirmation of presentation must be supplied from conference organizers
- Pre-approval for travel is required if out of province
- Conference hotels are often not the most economical choice so it is encouraged to find alternative options
- Meals require itemized receipts and follow daily rate maximums
- Purchase of supplies, including but not limited to: office supplies, standardized questionnaires, audio recording equipment, software for analyzing qualitative focus group and interview data. Please note: all equipment purchased by a research grant is the property of FH. Please notify Raman Sran, Program Assistant (Raman.Sran@fraserhealth.ca) upon purchasing your equipment.

Ineligible expenses include:

- Travel between home and regular work sites
- Applicants' salaries
- Purchase of computer hardware
- Purchase of alcohol

8. Completion and Reporting Requirements

Seed Grant projects must be completed within a 24 month period. A **final report** must be submitted to Ashley Kwon, Research Development Specialist (Ashley.Kwon@fraserhealth.ca), within 6 weeks of study completion. In addition, the team will be expected to present their research at a future FH Research Week or at a FH Researcher's Café.

As a Seed Grant recipient, you must acknowledge the support you receive from Fraser Health and the appropriate funder when submitting publications, project reports, and other outputs of the research project. When applicable, please add *Fraser Health* as your affiliation in these research outputs.

APPENDIX I: ROMEO Instructions for Letter of Intent

1. Accessing ROMEO

If you are connected to the Fraser Health network server, click the link below to be automatically logged in to ROMEO using your Fraser Health e-mail:

<https://fraserhealth.researchservicesoffice.com/Romeo.Researcher/>

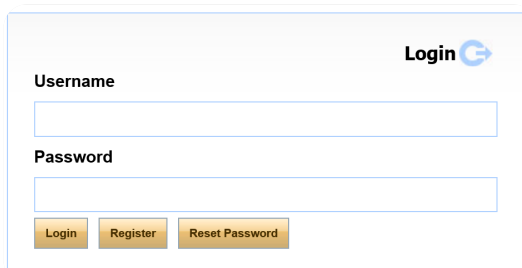
If you are not connected to the Fraser Health network server, or you are using a non-Fraser Health e-mail, please login using the following link:

<https://fraserhealth.researchservicesoffice.com/Romeo.Researcher.Admin/>

Please note that the ROMEO Research Portal is only compatible with Google Chrome, Firefox, and Safari.

1.1. Logging in for the first time (new researcher)

If you are a first time user, you must click the **Register** button to create an account. Your username should be your primary email address. You are strongly encouraged to use your Fraser Health e-mail, rather than a personal e-mail account, to create your account.



The screenshot shows a login form with the following elements:

- A "Login" button with a circular arrow icon in the top right corner.
- A "Username" label above a text input field.
- A "Password" label above a text input field.
- Three buttons at the bottom: "Login", "Register", and "Reset Password".

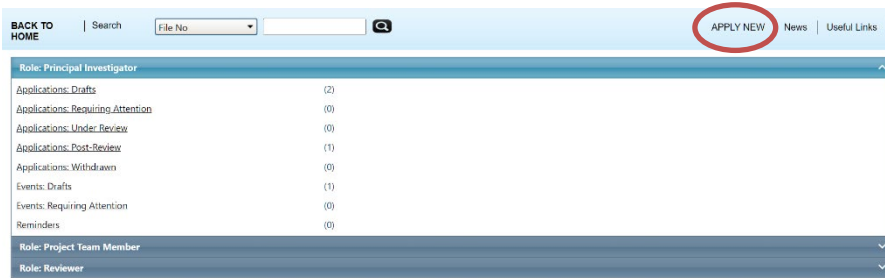
Once you have registered, you will receive an automatic email with instructions on setting up your password.

1.2. Logging in for the first time (existing researcher)

If you have already been an investigator or main contact on a previous submission to the Fraser Health Research Ethics Board (FHREB), you will likely already be registered. You can insert your primary email address in the Username and select "Reset Password". You will receive an automatic email with instructions on setting up your new password.

2. Submitting your letter of intent

On the home page, select “Apply New”.



Then, select “Seed Grant (2022-2023): Application form”. This will be the project file for both your *Letter of Intent* and *Full* application.

Office of Research Ethics		
Application Name	Description	Status
Initial Ethical Review Application for Socio-Behavioural Studies	This application form is for initial ethics approval of social or behavioural research studies. If you have already applied for harmonized ethics approval through UBC RISE and are seeking a Letter of Authorization to Conduct Research in Fraser Health, please complete the "Application to Initiate a Project Record" below instead.	Open
Initial Ethical Review Application for Clinical Studies	This application form is for initial ethics approval of clinical research studies, including chart reviews, clinical research registries, and clinical trials. If you have already applied for harmonized ethics approval through UBC RISE and are seeking a Letter of Authorization to Conduct Research in Fraser Health, please complete the "Application to Initiate a Project Record" below instead.	Open

Office of Research Services		
Application Name	Description	Status
Application to Initiate a Project Record	This is a form to initiate a project record. The purpose of this form is to inform the Department of Evaluation and Research Services (DERS) of the services that you'll require for your research project. This form also serves as the starting point of applying for a Letter of Authorization to Conduct Research, including projects that have received harmonized ethical approval through the UBC RISE system. This initial form must be completed to get access to: Affiliation Agreement Request, CTMS intake, Contracts intake, Cost Centre Request, Data Access Agreement, Department Agreement to Provide Research Related Services, and FH Approval for External Grant Application form.	Open
Seed Grant (2022-2023): Application form	This is the Letter of Intent (LOI) application form for the Seed Grant research competition (2022-2023). If your LOI has been approved, you can access the Full Application form through the "Events" tab of your LOI file. For details of the competition, please find the guidelines here: https://www.fraserhealth.ca/employees/research-and-evaluation/funding-opportunities-for-your-research/find-research-funding	Open

In the application form, complete the two following tabs:

- Project Info
- Seed Grant (2022-2023): Letter of Intent

Application Ref No: 3972 Application Form: Seed Grant (2022-2023): Application form

Save Close Print Export to Word Export to PDF Submit Withdraw

Project Info Project Team Info Project Sponsor Info Seed Grant (2022-2023): Application form Attachments Approvals Logs Errors

Title:

Start Date:

End Date:

Keywords:

You can select “Save” at any time if you are not yet ready to submit your application. To resume your work, you will find this form in your home page under “Applications: Drafts”.

When you are ready to submit, click “Submit”. You will receive e-mail notification indicating that your application has been submitted.

APPENDIX II: ROMEO Instructions for Full Application

When we have determined that your letter of intent is eligible for the full application, you will find your application form under “Applications: Post-Review”.

BACK TO HOME | Search | File No | [] | [] | APPLY NEW | News | Useful Links

Role: Principal Investigator

- Applications: Drafts (3)
- Applications: Requiring Attention (0)
- Applications: Under Review (0)
- Applications: Post-Review (2)**
- Applications: Withdrawn (0)
- Events: Drafts (1)
- Events: Requiring Attention (0)
- Reminders (0)

Role: Project Team Member

Role: Reviewer

Click the “Events” button for your Seed Grant application.

	File No	Project Title	Principal Investigator	Application Type	Status Snapshot
	[]	[]	[]	All	[]
View Clone Events Event Workflow	2022382	Examining a test Research Grant	Adriel John Orena (Evaluation and Research Services)	Seed Grant (2022-2023): Application form (Awards/Awards)	Project Status: Pending Workflow Status: Approval Decision Made

Click “Seed Grant (2022-2023): Full Application form” to start your full application. Complete all the questions under the “Seed Grant (2022-2023): Full Application form” tab.

Event: Internal Funding Application File No: 2022382 - Ref No : 1941
PI : Orena Adriel John(Evaluation and Research Services)
Project Title : Examining a test Research Grant
Event Form: Seed Grant (2022-2023): Full Application for

[Save](#) [Close](#) [Print](#) [Export to Word](#) [Export to PDF](#) [Submit](#)

Event Info | * Seed Grant (2022-2023): Full Application form | Attachments | Logs | Errors

* Eligibility | Proposal Overview | Methods | Research Team

1.1* Please indicate all funders that your project is eligible for.
[See grant guidelines for details.](#)

- Evaluation and Research Services
- Professional Practice
- Mental Health and Substance Use
- Virtual Health
- Ridge Meadows Hospital Foundation
- Peace Arch Hospital Foundation

1.2* Did you complete a consultation session with Library Services?
[]

1.3 Who is the librarian that supported you with your literature review?

You can select “Save” at any time if you are not yet ready to submit your application. To resume your work, you will find this form in your home page under “Events: Drafts”.

When you are ready to submit, click “Submit”. You will receive e-mail notification indicating that your application has been submitted.

APPENDIX III: Tips on Patient Partner Engagement

The IAP2's Spectrum of Public Participation was designed to help research teams select the level of patient partner involvement in the project. The five levels of involvement include *Inform*, *Consult*, *Involve*, *Collaborate* and *Empower*, as described below:

	Inform	Consult	Involve	Collaborate	Empower
Patient Partner's goal	To ask questions and learn about how to get more involved	To formally provide opinions and feedback	To work directly and meaningfully with the research team	To partner on equal footing with researchers in all aspects of research	To make decisions and lead research activities

Adapted from IAP2 Spectrum of Engagement (2014) by Vandall-Walker (2016)

For further training on how to engage in patient-centered outcomes research, see: <https://www.pcori.org/engagement/research-fundamentals>

For further support on patient partner engagement, contact Magdalena Newman (FH Manager, Research & Engagement) from the BC SUPPORT Unit Fraser Centre at Magdalena.newman@fraserhealth.ca; or fill out their inquiry form at: <https://redcap.bcahsn.ca/surveys/?s=CAFJNPJJ3C>