

DEPARTMENT OF SURGERY

2024 Calgary Surgical Research and Development Fund (CSRDF)

The Office of Surgical Research is issuing a call for research proposals from investigators from all Sections within the Department of Surgery. The Department of Surgery is interested in supporting projects that make a substantial contribution to advancing research in surgical education, practice, theory, and/or research methods. Research projects are expected to be completed within two years from the time grant monies are received. **The CSRDF can fund grants up to a maximum of \$4000.** Applications involving resident trainees within the Department will be encouraged, with priority given to those in Royal College accredited programs. Applications involving surgical fellows are also welcome, however a clear strategy of how this research will be feasible with a fellow training timeline must be included.

Proposals are **due October 31, 2024, 23:59 MST**

PROPOSAL APPLICATION AND SUBMISSION GUIDELINES

1) PROPOSAL

- a. Length: Maximum **2 pages (excluding references)**. You may include a table or figure, but it will count in the 2 page limit. Appendices will not be accepted.
- b. Structure: All proposals should have the following information, in order:
 - i. Title of research project, investigators (indicate resident(s) with an asterisk), primary investigator contact information, and corresponding Surgical Section.
 - ii. Background
 - iii. Hypothesis
 - iv. Study Aims
 - v. Methods (e.g., Study Design, Participants, Instruments, sample size calculation, statistical methods)
 - vi. Expected Outcomes
 - vii. Significance & Feasibility
 - viii. Detailed Budget
 - ix. References (1 page max; separate from the 2 page proposal limit)
- c. Formatting: Single-spaced, 2cm margins, and 11-point Times New Roman font. Word, RTF, or PDF format are acceptable. Maximum 1 table or figure (counts in page limit).

2) CURRICULUM VITAE

- a. The principal investigator and each co-investigator must submit a **3-page abbreviated CV**. The CV may include (within the 3-page limit) a brief narrative description of that author's experience conducting this type of research. Please outline the role of each coinvestigator, with an emphasis on the role of any trainees. **All CV's must be merged into a single document.**

3) SUBMISSION

- a. The proposal and CV's must be submitted **via e-mail** (as an attachment) to the attention of Dr. Michael Monument, Director of the Office of Surgical Research (osr@ucalgary.ca).

EVALUATION OF PROPOSALS AND SELECTION OF AWARDS

The CSRDF Review Committee is composed of 3 to 5 members of the Department of Surgery. The Director of the OSR serves as the Chair of the Committee. The Review Committee uses the following criteria to evaluate proposals:

1. Importance of topic to the practice of surgical research and/or education.
2. Soundness of the proposed methodology.
3. Potential impact of the project within surgery.
4. Potential for completion in 1-2 years, including the collective expertise of the investigator team.
5. Involvement of residents in the research process.

Applicants will be notified of decisions once a review committee has been established.

REQUIREMENTS AFTER THE AWARD

1. To receive funds, the following will be required from the recipient:
 - a. **Demonstration of relevant ethics approval**
 - b. A completed Project Request Form (this form and all required components will be completed in collaboration with the OSR)
 - c. **If ethics approval is not obtained, or the funding account is not set-up within 6 months from the announcement of the award, the OSR will cancel the award.**
2. During the funding period, recipients will be asked for an annual update on progress.
3. It is hoped that resident-investigator recipients will present their results at the **Department of Surgery Annual Research Symposium**.
4. Any project-related manuscript(s) or presentations must **acknowledge** the **Department of Surgery's Calgary Surgical Research Development Fund** and the **Office of Surgical Research** as a source of support.
5. Recipient(s) must send the Office of Surgical Research information (title, journal, list of authors, etc.) related to any manuscripts that are published as a result of this support.

ANSWERS TO FREQUENTLY ASKED QUESTIONS

1. Proposals not funded in previous years may be revised and resubmitted.

2. Principal applicants must be members of the Department of Surgery.
3. You may combine the proposal and the CV's into a single document, or you may have 2 documents (1 for the proposal, the other for the CV's).
4. Be sure to follow all instructions for proposal format and CV submission. Clearly indicate how your review will meet all evaluation criteria.