**DEAR Fund Research Application**

**BACKGROUND**

The DEAR Fund has been established to provide support to faculty, residents, and students in the areas of education and research. This document is to provide clarification and guidance when applying for research funding through the DEAR Fund.

**VALUE**

Maximum: $10 000

**IMPORTANT DATES**

Applications will be accepted and evaluated three times per year, with decisions made at DEAR funding meetings that occur in September, January, and May. Successful applicants will be notified following the meeting with approval or denial. Applicants may also be contacted for additional information.

**BUDGET**

Allowable expenses are those necessary to carry out the proposed activities and that are not provided through other means. Budgets are reviewed carefully and should include only those expenses allowed and necessary for the proposed research. If available, please include other sources of funding in the proposed budget. Please also clearly identify any funding overlap with existing funds held.

All purchases, reimbursements for services, travel costs and personnel support must follow guidelines and rates set by the University of Calgary and must be undertaken according to the University of Calgary standard procedures.

As funding is not released in advance, an acceptation to this may be requested to facilitate the participation of a student or research assistant in the proposed research (“release time allowance”). Funds for release time allowance must be requested and justified in the budget section of the grant application and supported by a letter from the relevant employer supporting the hours allocated. Release time allowance cannot be used for clinicians and anyone with research responsibilities as a component of their job.

Honoraria for patients and families participating in research should follow guidelines set by the University of Calgary.

**APPLICATIONS**

The full application must be completed and submitted electronically to Crystal Ryszewski and Jennifer Soucie ([crystal.ryszewski@albertahealthservices.ca](mailto:crystal.ryszewski@albertahealthservices.ca) & jennifer.soucie@albertahealthservices.ca). Application files should be named applicant’s Last Name Year DEAR Application. Applications received exceeding page limits or submitted incomplete, will be declared ineligible and will not be reviewed.

**PEER REVIEW PROCESS**

Applications are evaluated in a competitive, peer-review process.

**DURATION**

Two years are allocated from the time of approval of funding for completion of the proposed project.

**ACCOUNTABILITY**

Successful applicants will be required to present their findings at the John Jarrell Research Day upon the completion of the funding period. It is also expected that research will be submitted for publication in a peer reviewed journal.

**ACKNOWLEDGEMENT & REPORTING**

Successful applicants must acknowledge DEAR fund support verbally, on print and digital material, and in any media work.

**APPLICATION REQUIREMENTS**

**Application Format**

A single document should be sent to Crystal Ryszewski (crystal.ryszewski@ahs.ca) and it must adhere to the following format:

* File Format: Word document
* Margins: 2 cm
* Font: Times New Roman Size 12
* Line Spacing: Single-spaced
* Header: Applicant’s last name and label of attachment (e.g. research proposal)
* Footer: Page X of X for the particular attachment
* File Name: Applicant’s Last Name Year DEAR fund Application

**Application Content**

* **Cover Page** (1 page maximum)
  + Title
  + Total amount requested
  + Names of applicants and all other team members
* **Research Proposal** (2 pages maximum)

Provide a clear and concise description of the proposed research project, demonstrating how it is important and feasible. Include the following elements:

* Project Goals and Objectives
* Background: Current state of knowledge and rationale for proposed research, including how the project relates to previous work done in this area
* Methodological approach: including study design, clearly specified outcomes, analysis plan, etc. Clear indication of available sources for data should be described. It is the applicant’s responsibility to ensure that the most efficient way of accessing data is being utilized.
* Plans to address potential pitfalls or difficulties
* Identify target audiences and plans for knowledge translation, as appropriate

NOTE: Figures, diagrams, illustrations, etc. required to describe the proposed project must be included within the two-page limit. References can be included on additional pages. There is no limit to the number of references cited.

* **Timelines** (1 page maximum)

Provide a clear, visual timeline indicating project start and end dates, various steps and stages, details on activities including team members responsible, and identify milestones/indicators of success. Timelines may be up to a maximum of 24 months. Please note that the feasibility of the proposed timeline will be evaluated by the review committee.

* **Team Composition** (1 page maximum)

Describe the project team, highlight team members' roles and time commitment.

Demonstrate the team's ability to successfully conduct the proposed research.

Describe roles and responsibilities of trainees involved in the research, identifying specific individuals where relevant.

* **Budget Justification** (2 pages maximum)

The budget should reflect the plans outlined in the project description. Contributions from other funding sources and in-kind contributions required to complete the work described in the application should be outlined in the budget justification section. If any proposed research activities are dependent on other sources of funding not yet secured, this contingency should be clearly identified and its impact on the execution of the research addressed.

Items to be included in the budget justification include:

* Personnel Costs (Salaries and Benefits): Include details of hourly wage, work hours per week and number of weeks to work for each personnel position listed. You should identify the role (i.e. Research Assistant, Technician, Other) and whether they are a trainee and at what level (i.e. undergraduate, master’s, PhD, postdoctoral).
* Professional/Technical Services Contracts: Provide details of any contracts or arrangements that have been made.
* Materials and Supplies: Price estimates, including applicable taxes and other costs that are part of the purchase must be detailed in the justification.
* Equipment: items in excess of $2000 should include price estimates similar to Materials and Supplies. It should be noted that these items are owned subsequently by the department and if the applicant leaves the department, the equipment would stay with the department.
* Research Field Travel: Include travel costs related to the work on the project (i.e. travel to conduct focus groups, team meetings etc.).
* Meetings and Honoraria: Include honoraria, meeting room rental fees, hospitality costs, etc. for data collection and outreach activities.
* Knowledge Translation: Include costs related to knowledge sharing activities within and beyond the academic community. Include travel related to knowledge translation (e.g. conferences, community forums to present results), preparation of research knowledge to share with stakeholders/target audiences, or hospitability costs to bring together stakeholders/target audiences.
* Other: Provide relevant details related to any items listed under this budget item.

In addition to the budget justification which provides a rationale for the budget, all applicants are required to complete the CHREB Budget Summary form (this is a necessary step when applying for ethics approval and can easily be attached to the DEAR funding application). It will also provide the template for the budget justification.

**GENERAL CONDITIONS OF FUNDING**

* All projects funded by the DEAR fund must undergo ethics review through the Conjoint Health Research Ethics Board (CHREB) for non-cancer related projects or the Health Research Ethics Board of Alberta (HREBA) for cancer-related projects as appropriate. Funds will not be released until the PI submits an ethics approval certificate. It is the PI’s responsibility to ensure annual reports are submitted to their relevant research ethics board in a timely fashion.
* Funds are not released upfront but require clarification of your submitted budget and accounting plan. Invoices or receipts much be submitted in order to receive funds.
* Funds not dispersed to this request within 2 years will go back into the DEAR fund for redistribution.
* No extensions will be granted without a written explanation of extenuating circumstances, submitted at least 90 days prior to expiry of the award, for consideration by the DEAR committee.
* Nominated principal applicants will be required to present their findings at the next John Jarrell Research Day following the completion of the award period.
* Any unspent funds or ineligible expenses shall be returned at the end of the award term.
* Award recipients must abide by all University of Calgary policies and procedures including, but not limited to, intellectual property, integrity in scholarly activity, and employment of family/relatives.
* Awards may be terminated with or without notice if any conditions are not observed.