Fund for Innovative Research Excellence (FIRE)
Application and Guide
Deadline: **November 27th, 2017**

Introduction

The Mandate of FIRE is to provide the necessary funding for increased excellence in innovative research initiatives in New Brunswick and the Saint John area of Horizon Health Network. Two awards of $40,000 and two awards of $10,000 are available.

Eligible Applicants: All clinicians within the Saint John area of Horizon Health Network are eligible to apply for funding. Although the research project does not need to be conducted solely within the Saint John area, the Primary Investigator (i.e. applicant) must be affiliated with the Saint John Regional Hospital and the hospital must be the primary site for the research study (i.e. the leading site if the project is a multi-center study). Students are not eligible for funding but may participate in research as research coordinators and assistants.

Eligible Research: Research considered for FIRE includes health research projects which fall under any of the following research areas:
- Clinical Care and Patient Outcomes
- Health Services and Systems
- Society, Culture and Health of Populations

FIRE is intended support research in the above categories. Proposals focused on quality improvement, hospital accreditation, adherence to guidelines, or other similar topics will not be considered for funding.

Application Package: The application package must contain the following three documents:
1. The Research Proposal
2. The FIRE Application
3. CVs for the Primary Investigators

Researchers are encouraged to seek guidance for proposal development, methodology, research writing and statistical analysis from the Office of Research Services at Horizon Health Network. This consultation is free of charge. Researchers should book an appointment or

submit a draft proposal as early as possible. Requests for consultations and submissions of draft proposals can be sent to:

> Research Services Office
> Horizon Health Network
> ResearchServices@HorizonNB.ca

Research Proposal Requirements

The proposal format must be:
- A single Word or PDF document
- Double spaced
- 12 point font
- 8.5 x 11 inch pages with one inch margins

The proposal should be well written. It should be rich in detail yet succinct. The proposal should stand alone in its description of the research background and design and it should not rely on other documents (appendices) to help with its understanding.

The proposal should include all of the following elements in this specific sequence:

1. **Proposal Title**: On a single page and should be no more than 25 words. Do <u>not</u> include name of Primary Investigators or Co-Investigators.

2. The body of the proposal should be no more than <u>5 pages</u> and should include the following sections and subsections:

   - **Background** –This section should summarize the relevant background literature and include current citations. The background should lead to the purpose and rationale of the study with logical development of the predictions or hypothesis guiding the research.
   - **Methods** - This section is very important for the evaluation of the research proposal. It should be organized into the following subsections that include detailed descriptions of the following information:
   - **Participants** - Population of interest, number of participants, other important demographic information. If appropriate, the power analysis used to determine the sample size should be provided.
   - **Materials** - Describe in detail any tools needed for this project to be implemented (e.g. questionnaires, assessment tools, data sheets, case report forms). Also describe what equipment may be required.
   - **Procedure** – This is a clear and concise description of how the study will proceed from beginning to dissemination. This subsection should include a description of the methodological approach, participant recruitment strategies, study sample

size, data collection tools and techniques, the proposed research time-frame and intentions for the dissemination of results.

- **Data analysis** - Provide a description of how data will be gathered, collated and measured as well as the proposed methods of data analysis.

3. **Reference List**. This section should provide a list all references cited. These should be current, relevant and indicative of a thorough literature review. References should also correspond accordingly with the citations in the body of the proposal.

Note: Appendices will not be included in the review.

FIRE Application Guidelines

1. Primary Investigators: Include the name, affiliation, and contact information (email) of the primary investigator(s). Please see Section A of this guide under – Eligible Applicants.
Go to application below

2. Co-Investigator(s): Include all Research and Community Partners, affiliation and contact information (e-mail).
Go to application below

3. Title of Project: No more than 25 words.
Go to application below

4. Project Duration: Identify earliest possible date to begin the project (pending REB approval) and the total duration of project (# of months). Research projects must be completed in 3 years or less and projects at the seed funding level must be completed in 2 years or less. The Committee will consider extending the duration of a project with good justification.
Go to application below

5. Location of Project: (i.e. hospital, university, community, agency).
Go to application below

6. Proposal Summary: This section should provide a summary of the points and implications of the study in 200 words or less. This portion of the application is not just a summary of the proposal but an opportunity to outline the impact that study results will have on health sciences and health care.
Go to application below

7. Description of Research Environment: This section should include
- Detailed description of the roles of the primary applicant(s) and any co-applicant(s).
- A description of the infrastructure, personnel and other resources available to carry out the proposed work and if needed a letter of support indicating that the clinical

infrastructure can be used for research purposes (i.e. lab equipment or personnel at SJRH).

Go to application below

8. Dissemination: Describe plans to disseminate research results including the intended target audience and potential academic and clinical journals for manuscript.

Go to application below

9. Budget: Use the Project Budget Form to outline your financial plan. Complete project budget in as much detail as possible within the following guidelines:

- Itemize anticipated expenditures in the first column either as operating or as capital expenses. Operating expenses should include individual salaries, rentals and supplies. Capital expenses should include equipment purchases.
- Budget Justification: This information is critical to the decision-making process. Applications will be rejected if budget and budget justification are not included. Provide a full justification for all budget items relative to the proposed research. Clearly indicate and justify the salary (hourly rate) for research coordinators/assistants using appropriate hospital corporation or university/college guidelines.
     Example: If you included a need for research personnel, explain their role and why you require the level of qualification and salary.
- Indicate the purpose of any travel request. Include the number of people traveling and the destination. Travel costs for presentation of research findings may be considered. Travel costs that exceed 10% of the total award will need strong justification.
- The budget should include potential publication fees for open-access research journals if applicable.
- Explain the need for certain types of equipment and the reason for the various costs. Exclusive funding for equipment cost may only be considered in exceptional circumstances and the budget must consider operation and maintenance costs of the equipment.
- In the event that external statistical support is needed, the budget should include an estimate for cost of statistical analysis.
- All expenses should include applicable taxes.
- A minimum of 75% of the budget must be spent in New Brunswick.
- The salary for primary investigators is an ineligible cost.

Go to application below

10. Other Awards: This section should include:
- A disclosure of other funding applications for the same project and the extent to which the budgets in those applications overlap with the budget in the submitted FIRE proposal. It should also explain how the project will proceed if other funding is not awarded.

- A list of additional sources of funding awarded or in-kind support received for the submitted research proposal (e.g. pharmaceutical companies, hospital foundations, research and community partners, etc.)

Go to application below

11. Declaration of Applicants: Read and sign the Declaration of Applicants page.
Go to application below

Application Submission

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Deadline: November 27, 2017

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Checklist:

Items		Check	Reference
Completed proposal = Document 1	Does the proposal contain all the required sections outlined in the guide?		Page 3
	Does the proposal follow the required format as outlined in the guide?		Page 3
Completed Application = Document 2	Does the Declaration of Applicant page have the original signatures of the primary investigators?		Application instructions Page 4 – Section 11
	Is the budget and justification of budget complete?		Application instructions Pages 3-4 - Section 9
Canadian Common CV = Document 3	Recommended for the Primary Investigators		https://ccv-cvc.ca/ for instructions.
Letters of Support	Only if required		Section 7 – Page 3

The application package should be submitted as three attached Word or PDF documents: 1) the proposal; 2) the FIRE application; and 3) the Investigator CVs. For more information or to submit the FIRE package, please contact:

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Natalie Hughes
Saint John Regional Hospital Foundation
(506) 649-2699
Natalie.Hughes@HorizonNB.ca

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Please Note: Retain a copy of the proposal and application for your records.

Review Criteria

Evaluation of the proposals will be done from the perspective of potential for sustained funding and peer-review adjudication at the national level. The evaluation will take into consideration the following criteria:

    A. Excellence of the proposed research including originality, sound methodology, potential impact and the possibility of publication in a peer review research journal;
    B. Demonstrated level of research collaboration between partner institutions;
    C. Qualifications of the applicants;
    D. Quality of the research environment.

Requirements of Successful Applicants:

All successful primary applicants or investigators (or delegate) will be required to:

1. Submit an annual progress report and a final study report to the FIRE Committee Chair.
2. Be willing to present research findings at relevant professional conferences as well as publish research findings in reputable academic journals.
3. Acknowledge the support of FIRE in all presentations and publications with the statement:

"This project was supported by a grant from the Fund for Innovative Research Excellence (FIRE) - Saint John Regional Hospital Foundation".

Prior to the release of funds, all submissions involving human participants must be reviewed and approved by the Research Ethics Board (REB), Horizon Health Network and other required regulatory agencies. All research involving human participants requires Voluntary Informed Consent. Please contact the Research Ethics Board for further information and assistance concerning the ethics review process and informed consent requirements. The ethics review process is independent of the FIRE competition and is solely the responsibility of the successful Primary Investigator(s).

For REB information and assistance, please contact:

Timothy Christie, BA(Hons), MA, MHSc, PhD
Regional Director, Ethics Services
Horizon Health Network
(506) 647-6579
Timothy.Christie@HorizonNB.ca

FIRE Application

Submission Deadline
November 27, 2017

Please fill in all fields. See the appropriate sections of the Application Guide for details.

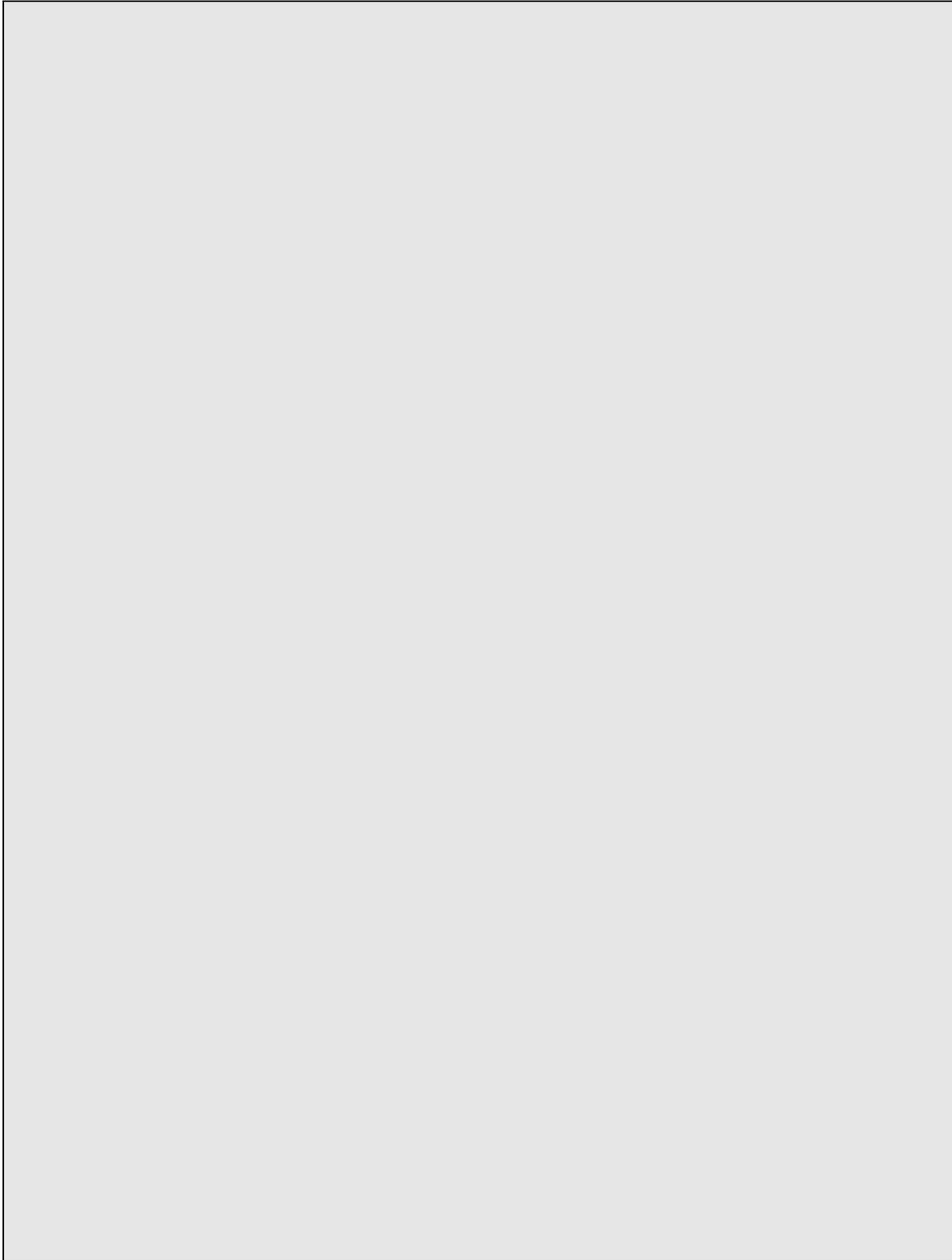**Primary Investigator(s):** See Application form instruction – Section **1**

Co-Investigator(s): See Application form instruction – Section **2**

Title of Project: See Application form instruction – Section **3**
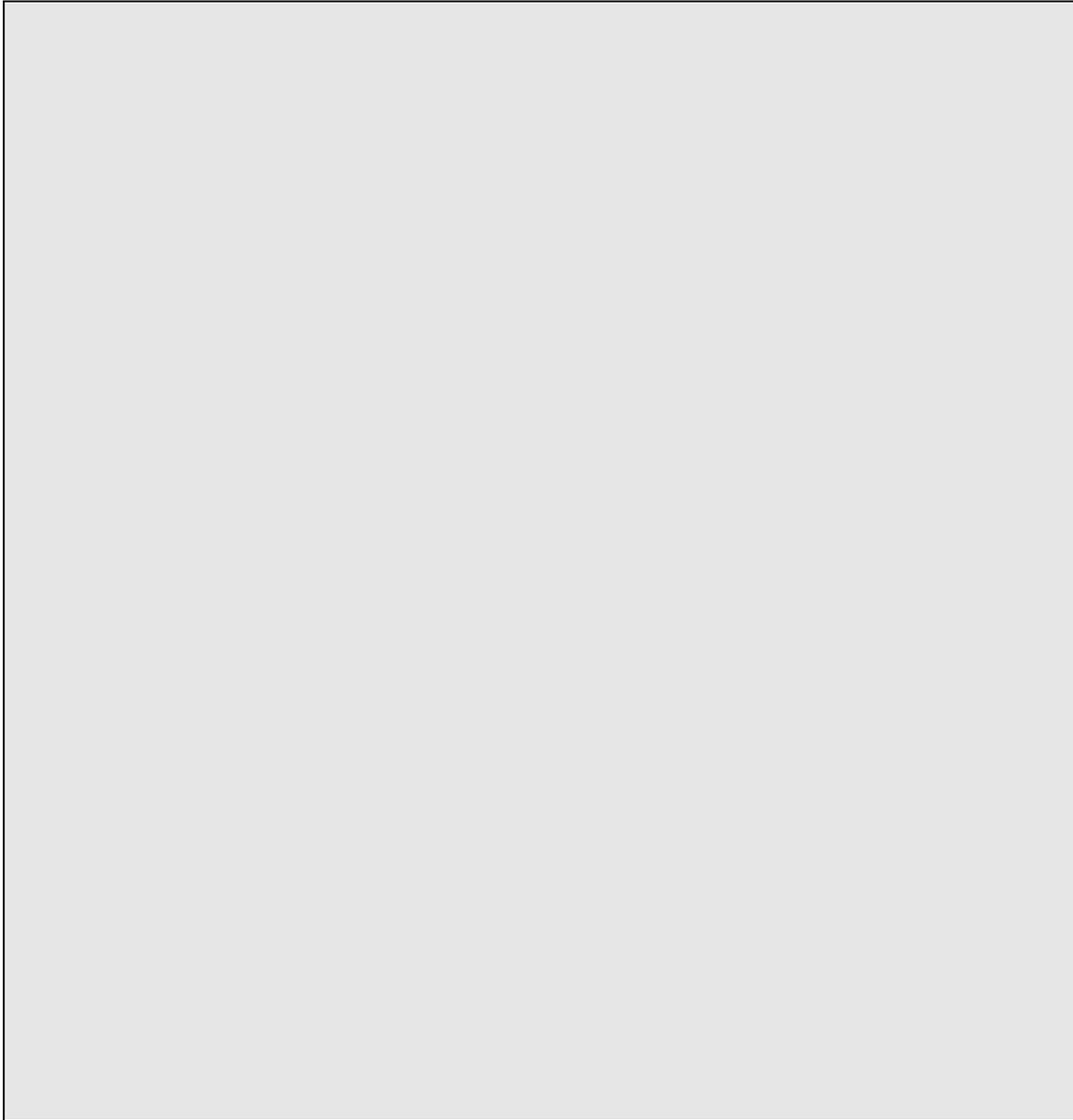
Project Duration: See Application form instruction – Section **4**

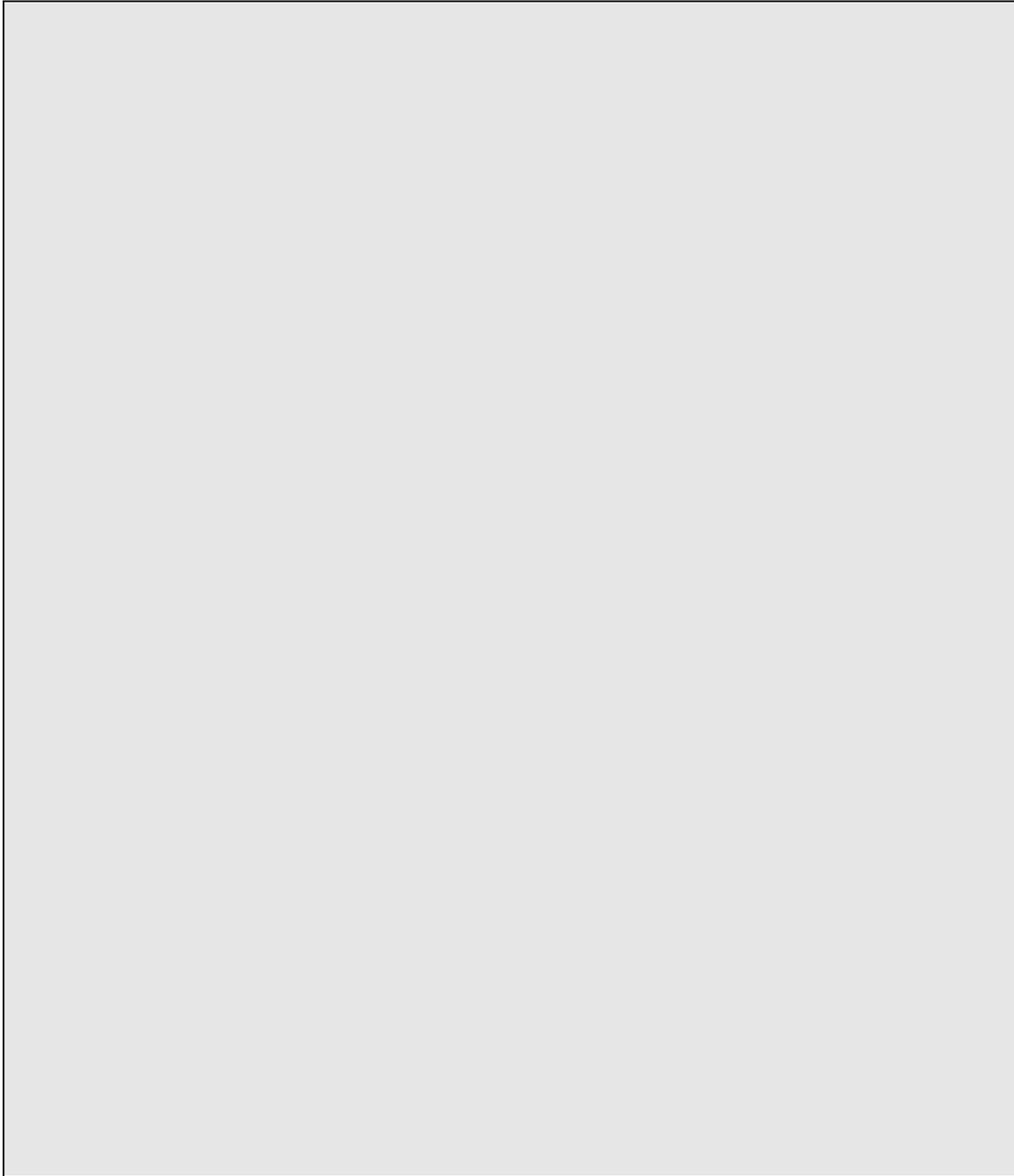**Location of Project:** See Application form instruction – Section **5**

Proposal Summary: See Application form instruction – Section **6**

Description of Research Environment: See Application form instruction – Section **7**

Dissemination: See Application form instruction – Section **8**

Budget Form: See Application form instruction – Section **9**

Item	Description	Itemized Total	Justification
OPERATING EXPENSES: Salaries:			
Supplies:			
Other:			
CAPITAL EXPENSES: Equipment:			
Other:			

	Grand Total	

Other Awards: See Application form instruction – Section **10**

Award Submissions

Name of Award	Amount Requested	Budgeted Items

Please explain if/how the research will progress if not funded by these other awards:

Funded awards

Name of Award	Amount Awarded	Budgeted Items

Declaration of Applicants: See Application form instruction – Section **11**
To the FIRE Committee:

A) The information given in this application is to the best of the applicants' (our) knowledge and ability, complete, true and current.

B) The applicants will provide all information required by the FIRE Committee to complete the assessment of this project.

C) All signatures acknowledge that they have read and support the proposed research project.

_____   _____
Name of Primary Investigator   Signature of Primary Investigator/ Date
(P*lease print*)

_____
(Title of Investigator)

_____   _____
Name of Primary Investigator   Signature of Primary Investigator/ Date
(P*lease print*)

_____
(Title of Investigator)