

MINDCARE RESEARCH FUND
Application and Guide
Deadline: **March 12th, 2017**

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 if these elements in the following sequence:

1. **Proposal Title:** On a single page and should be no more than 25 words. Do not include name of Primary Investigators or Co-Investigators.
2. The body of the proposal should be no more than 5 pages and should include the following sections and subsections:
 - **Background** –This section should summarize the relevant current background literature and include 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, provide the power analysis used to determine the sample size.
 - **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 (if any) will be required.
 - **Procedure** – This is a clear and concise description of how the study will proceed from beginning to end. This subsection should

include the methods for participant recruitment, step by step testing for each group and each outcome measures, a short description of each variable (i.e. measures/data) and the methods for data collection.

- **Data analysis** - Provide a description of how each outcome measure will be analyzed.

3. **Reference List.** This section should provide a list all references cited. These should be up to date and correspond one-to-one with the citations in the body of the proposal.

Note: Appendices will not be included in the review.

Application Guidelines

1. **Primary Investigators:** Include the name, affiliation, and contact information (email) of the two primary investigators. 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 date you would be able to begin the project (pending REB approval) and total duration of project (# of months). Research Projects must be completed in 2 years or less. The Committee will consider projects requiring more than the deadline to completion 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 important points and implications of the study in 200 words or less.

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. clinic space, lab equipment or personnel).
- If applicable, include the involvement of student researchers (undergraduate, graduate, post-doctoral, medical students etc.) and/or clinical research coordinators.

Go to application [below](#)

8. Dissemination: describe plans to disseminate research results, the intended target audience, and potential journals for submission of the 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 guideline;

- 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 or software 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 and publication costs may be considered. Travel costs that exceed 10% of the total award will need strong justification.
- 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.
- The budget should include potential publication fees for free-access research journals.
- The budget should include an estimate for cost of statistical analysis in the event that external statistical support is needed.
- All expenses should include taxes, where applicable.
- At least 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 applications for funding of the same project and the extent to which the budgets in those applications overlaps with the one in the submitted

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

Deadline: March 12th, 2017

Checklist:

Items		Check	Reference
Completed proposal = Document 1	Does the proposal contain all the required sections?		Page 3
	Does the proposal follow the format outlined in the guide?		
Completed Application = Document 2	Does the Declaration of Applicant page have the original signatures of both primary investigators?		Application instructions Page 5 – Section 11
	Is the budget and justification of budget complete?		Application instructions Pages 4-5 - Section 9
	If necessary, does the budget include quote for statistical analysis?		Application instructions Page 4-5 - Section 9
Canadian Common CV = Document 3	Recommended for both Primary Investigators		https://ccv-cvc.ca/ for instructions.
Letters of Support	Only if required		Section 7 – Page 4

The application package should be submitted as three separate documents (the proposal, the application, and the CVs), as an email attachment to

MindCare Research Fund
Saint John Regional Hospital Foundation
(506) 648-6090
ResearchServices@HorizonNB.ca

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

Further Information: Specific inquiries regarding the MindCare Research Fund can be obtained by contacting

Barry Strack Co-Chair
MindCare Research Fund
Review Committee
Saint John Regional Hospital
(506) 649-2802
Barry.Strack@HorizonNB.ca

Dominique Richard Co-Chair
MindCare Research Fund
Review Committee
Moncton Hospital
(506) 870-2420
Dominique.Richard@HorizonNB.ca

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 potential for publication in a peer review research journal.
- B. Demonstrated level of research collaboration between the 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 project report to the MindCare Research Fund Co-Chairs.
2. Be willing to present and publish research findings in relevant research conferences and journals.
3. Acknowledge the support of the MindCare Research Fund in all presentations and publications with the statement:

“This project was supported by a grant from the MindCare Research Fund - Saint John Regional Hospital Foundation”.

Prior to the release of funds, all submissions involving human participants must be reviewed and approved by a Research Ethics Board within the province of New Brunswick and other necessary agencies as required. Most research involving human research participants also requires an Informed Consent Form. Please contact the relevant Research Ethics Board for further information and assistance concerning the ethics review process and informed consent requirements. This review process is independent of MindCare and is solely the responsibility of the successful Primary Investigator(s).

MindCare Research Fund Application

**Submission Deadline
March 12th, 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

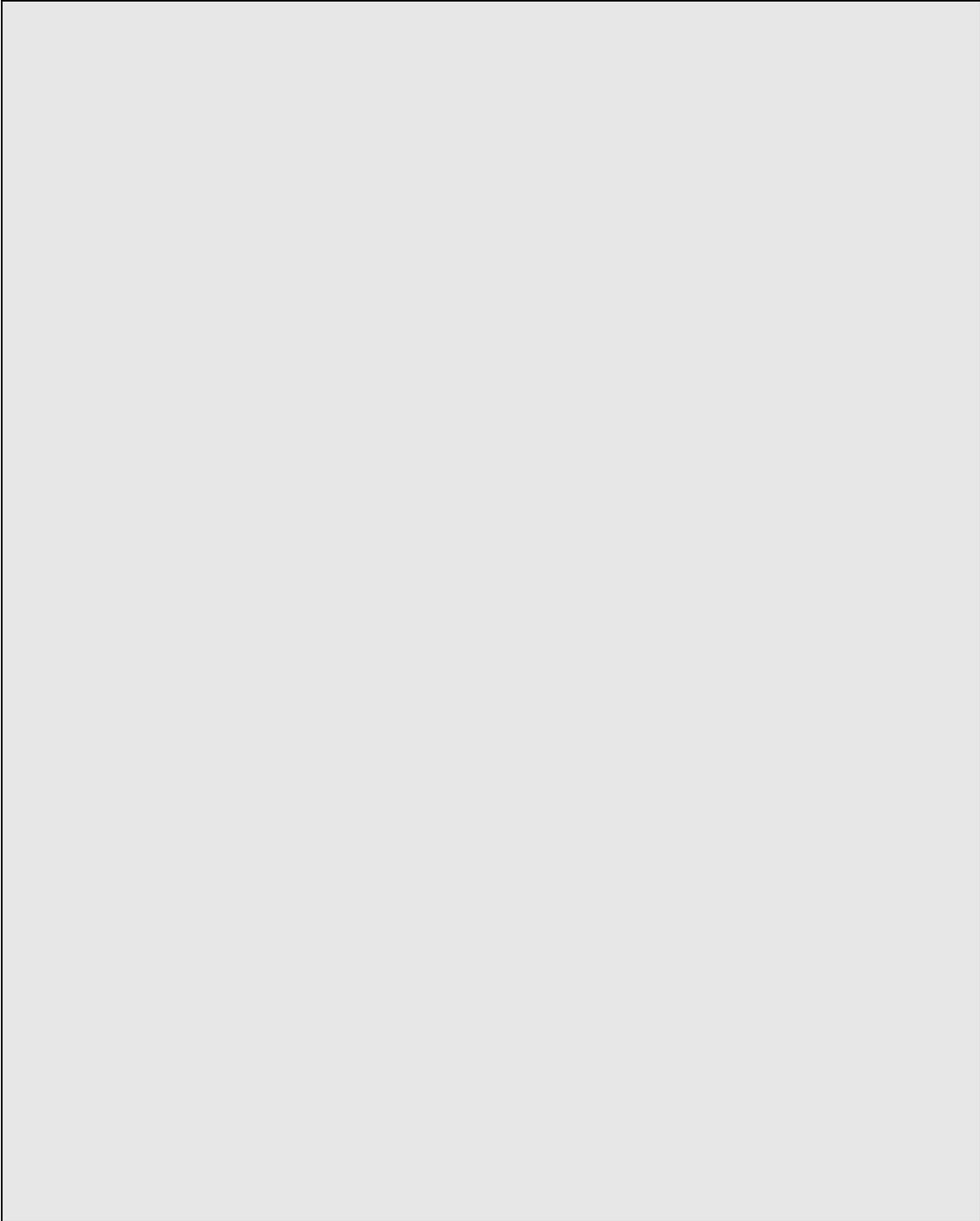
Co-Investigator(s): See Application form instruction – Section 2

Title of Project: See Application form instruction – Section 3

Project Duration: See Application form instruction – Section 4

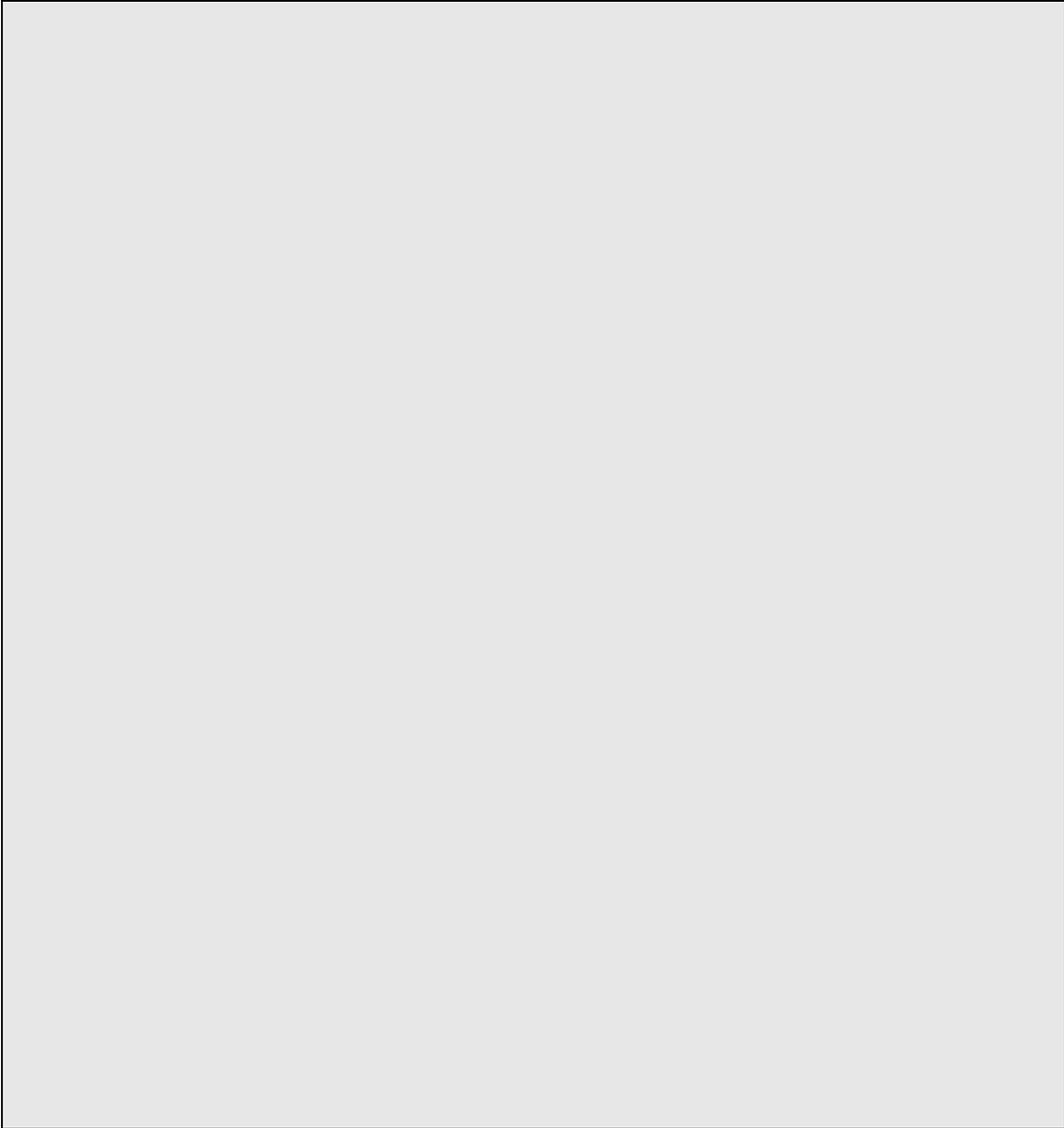
Location of Project: See Application form instruction – Section 5

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

	Description	Itemized	Justification
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Item		Total	
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 awards:

Funded awards

Name of Award	Amount Awarded	Budgeted Items

Declaration of Applicants: See Application form instruction – Section 11

To the MindCare Research Fund Review 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 MindCare Research Fund 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
(Please print)

Signature of Primary Investigator/ Date

(Title of Investigator)

Name of Primary Investigator
(Please print)

Signature of Primary Investigator/ Date

(Title of Investigator)