Nova Scotia Health Authority Research Fund Guide

What you need to know to apply

Detailed Instructions | FAQs | Checklists

nova scotia health authority
Research Services

Revised November 2017

Nova Scotia Health Authority Research Fund Committee

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Useful links:

http://www.cdha.nshealth.ca/discovery-innovation/research-fund

http://www.cdha.nshealth.ca/discovery-innovation/discovery-innovation/funding

Abbreviations and Acronyms
NSHARF—Nova Scotia Health Authority Research Fund
NSHA REB— Nova Scotia Health Authority Research Ethics Board
PI—Principal Investigator

Nova Scotia Health Authority Research Services
5790 University Avenue
Halifax, NS B3H 1V7
902- 473-7906
http://www.nshealth.ca/research

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Note: Before making an application to the Nova Scotia Health Authority Research Fund, please read this booklet carefully. Reading and complying with this guide will save you time and effort .**Incomplete applications will not be reviewed.**

Nova Scotia Health Authority Research Fund General FAQs

NOVA SCOTIA HEALTH AUTHORITY RESEARCH FUND

1. ***What is Nova Scotia Health Authority Research Fund (NSHARF) and what is its mandate?***

The Nova Scotia Health Authority Research Fund exists to stimulate and support original research at Nova Scotia Health Authority. It supports Nova Scotia Health Authority's mission of putting patients first and achieving, through constant improvement and commitment to quality and patient safety, excellence in care and services.

Because of the limited funds available, not all worthy proposals will be funded. Note that you are limited to one successful application at a time. If you are not successful, you may reapply. If you have received NSHARF funding in the past, the project must be completed before applying for another award from the NSHARF.

24-month waiting period

While NSHA recognizes the importance of quality improvement and program evaluation, the NSHA Research Fund currently does not fund proposals of this nature. For more information and to ensure your proposal is research, please see table in Appendix A.

REVIEW PROCESS

2. ***Can I get any feedback prior to submitting my application?***

Yes. Jennifer Thurlow, coordinator of grant facilitation and support can provide guidance as you plan and develop your application. Prior to submitting your application, you can also request a review of it by sending it to jennifer.thurlow@nshealth.ca at least **one week** before the submission deadline. Reviews will cover the budget, timelines, formatting and readability of the application. No comments or suggested revisions will be offered based on the scientific or theoretical content. It is your responsibility to have your application reviewed by a peer, supervisor and/or mentor of such content in advance of submitting the application.

Pre-submitting for review

Applicants in Western, Northern and Eastern Zones should contact their local research facilitator to ensure local requirements are met.
Western: Daniel Marsh (daniel.marsh@nshealth.ca)
Northern: Robin Latta (robin.latta@nshealth.ca)
Eastern: Chrissy Boyle (chrissy.boyle@nshealth.ca)

An information session will be held prior to the NSHARF competition date. This session is an opportunity for you to ask questions and to gain further information on application specifics, expectations, process, dos and don'ts. First-time applicants and trainees are **strongly encouraged** to attend this session. The date, time and location of this session will be advertised on our calendar:
http://www.cdha.nshealth.ca/discovery-innovation/discovery-innovation/calendar

Attend information session

3. *How does the application review work?*

a. The Research Fund Committee and external reviewers (for Category One applications) review your application.

b. The Committee uses the following criteria to judge applications:
   a. the quality and scientific merit of the proposal
   b. the feasibility of the project
   c. its relevance to Nova Scotia Health Authority
   d. the research team—knowledge, expertise and experience of the applicant, mentor, supervisor (if applicable) and team members and how this ultimately benefits the project
   e. knowledge translation and dissemination—Will the findings of the proposed research be shared with the academic and relevant professional community or positively add to existing literature, practice or resources?

c. The Committee takes your past performance into consideration where applicable.

d. Each Committee member assigns a score on a **five-point scale** or a fund or no-fund status, as applicable. Once all Committee responses have been collated, decisions to fund applicants will be based on the number of applications received, the quality and merit of application and the available funding. The "fundable" score cut off will also vary by competition, based on these factors.

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	**May be Funded – Will be Reviewed by the Committee**
Excellent	4.0 – 4.4	
Very good	3.5 – 3.9	
Acceptable, but low priority	3.0 – 3.4	**Not Fundable – May or May Not be Reviewed by the Committee**
Needs revision	2.5 – 2.9	
Needs major revision	2.0 – 2.4	
Seriously flawed	1.0 – 1.9	
Rejected	0.0 – 0.9	

Is your project feasible?

Does it have scientific merit?

e. The Committee wants to encourage researchers to apply to external agencies, therefore, a lower priority is given to applications for continuing support of ongoing research projects.

4. *What kind of submissions will the Committee give priority to?*

Priority is given to applications for research studies that:

- generate external funding support (i.e., grants and/or industry funding);
- lead to presentations at scientific meetings and to publication; and/or
- include a plan for dissemination of study results.

RESUBMISSIONS

5. *What do I need to include if I am resubmitting an application?*

Re-submitting an application

If you are resubmitting your proposal to the NSHARF, include along with your application, a cover letter explaining how you have addressed the reviewers' comments. Ensure all copies of the reviewers' commen including recommendations made in writing to you from your original submission, are included as well. Please be advised that while you may be re-submitting your application, it will be considered with all other applications for funding.

6. *How many times can I submit the same application for funding consideration?*

The same application/research study may be submitted and considered for funding **three** times only.

FUNDING AND FUND ADMINISTRATION

7. *What kind of projects can NSHARF funds be used to support?*

You may use NSHARF funds for:

a. funding to obtain preliminary data that will be used to obtain further external, grant support;
b. bridge funding to keep a project going that has a high likelihood of receiving further external funding;
c. small projects which can be completed entirely with NSHARF funding; or
d. to complete a project that has previously received external funding.

NOTE: funding is only available for projects being conducted **at** NSHA.

8. *For Category one applications, can my matching funds come from separate/multiple sources?*

Matching funds

No, all matching funds must come from your department. These funds are to be transferred from your department to the NSHA research account in one lump sum.

9. *Can I hold my NSHARF award funds at Dalhousie or the IWK?*

Funds must be held at NSHA

No, all NSHARF awards must be held in a Nova Scotia Health Authority research account.

10. *Can I transfer funds outside NSHA?*

No, all external costs associated with the research project will be paid directly out of your Nova Scotia Health Authority research account upon receipt of an invoice.

11. *If my application is successful, what are the terms of the award?*

Length of time funds are valid

NSHARF awards are valid for the following periods from the date of the award letter:

a. Category One – 36 months from notification of award
b. Category Two – 24 months from notification of award
c. Category Three – 12 months from notification of award
d. Category Four – 24 months from notification of award

12. *Can I change my budget or extend my award period?*

No extensions

The funds will be maintained in a Nova Scotia Health Authority research account and must be used for the purpose intended and according to the approved budget. Any modifications to the budget will require written approval from the Director of Research Services lisa.underwood@nshealth.ca 902-473-4069.
No extensions will be granted and all unused funds must be returned to the NSHARF at the end of the award period. If the successful applicant receives simultaneous funding from another source for the same study th has been funded by NSHARF, and funding available exceeds the amount required to complete the project as per the approved budget, you must reimburse the NSHARF for the excess amount.

13. *I am a student/trainee. If I am successful in obtaining a NSHARF award, am I able to hold the funds in an account at NSHA?*

Account requirement for students or trainees

No, student/trainee awards are put in a Nova Scotia Health Authority research account in the name of your supervisor, even though you remain the principal investigator on the study. Awardees can have access to these accounts with designated signing authority. Note that supervisors must be able to hold accounts at Nova Scotia Health Authority.

FINAL REPORT

14. *Do I have any other obligations to the NSHARF once my research is complete?*

Remember to submit Final Report

Yes, you must complete and submit the *Final Report*. This information will assist the NSHARF in planning and achieving its goal of enhancing patient experience and supporting research capacity at Nova Scotia Health Authority.
Download the *Final Report* here:
http://www.cdha.nshealth.ca/system/files/sites/391/documents/nsha-rf-final-report.docx

Note: The following questions and answers will help you complete your application form. Items are arranged in the same sequence as they are in the form—from cover page to appendices.

Application Form FAQs

A. Cover Page: Eligibility

15. *Who can apply to the NSHARF?*

Meeting eligibility criteria

Your proposed research must be in line with the Research Fund mandate. Applicants **must fit one** of the following criteria:

a. Be an employee of Nova Scotia Health Authority;
b. Be a member of active medical staff at Nova Scotia Health Authority;
c. Be a person with an affiliate scientist or medical appointment at Nova Scotia Health Authority; or
d. Be a trainee conducting research at Nova Scotia Health Authority.
e. **Please note:** All applicants **MUST HAVE** an active NSHA appointment to be eligible to apply for funding.

16. *Can the applicant receiving the award be a co-investigator with the REB?*

No, the person receiving the award must be the PI of record with the NSHA REB. In the event this is not possible, please contact NSHA Research Services.

17. *Are Principal Investigators (PIs) with a Nova Scotia Health Authority affiliate scientist appointment eligible to apply to the NSHARF?*

Yes, they are eligible to apply.

18. *Am I able to simultaneously be an applicant and a co-applicant on a different application to the NSHARF?*

You may also be a co-applicant on up to **two** additional applications.

19. *Can I apply if I am a part-time employee?*

Part-time employees

Exceptions may be made if you are a part-time employee. Please check with the Director of Research Services lisa.underwood@nshealth.ca 902-473-4069 **before** applying.

20. *Would my application qualify if the proposed research is being conducted outside the Nova Scotia Health Authority?*

Research must support NSHA mission

If you are conducting research solely offsite and/or your research is only indirectly related to the NSHARF mandate, you are **not eligible for funding.** Remember the NSHARF mandate is to encourage and support research **at** Nova Scotia Health Authority.

21. *Can an applicant submit two or more applications in the same competition?*

No. A PI can submit only one application per competition.

22. *Can awardees hold more than one NSHA RF Award at a time?*

No. If awarded, you can only hold one active award at a time. All funded studies must be completed; funds spent, and a final report submitted, before a new funding application can be submitted for consideration.

23. *Would I qualify if I am conducting animal-based research?*

No. Research involving animals is not eligible for funding consideration.

24. *Can a PI and a colleague apply simultaneously under different categories but for the same research project; i.e., trainee applies to Category Three and the PI applies to category Two?*

a. If you and a colleague are conducting separate portions of what could be considered the same study, you may both apply separately only where there will be two separate NSHA REB applications, budgets and approvals.
b. If you or a colleague are applying to conduct the same components of a research study, the answer is no.

A. Cover Page: Fund Categories

25. ***What do I need to know about the Nova Scotia Health Authority Research Fund categories?***

The table below contains descriptions of the four categories. **Read the *eligibility* column first—you must meet these criteria to apply for that Category of funding**.

Nova Scotia Health Authority Research Fund Categories			
Title	**Eligibility**	**Funding**	**Notes**
		Category One	
Category One New Researchers with Matching Funds	• You must be within the first **five** years of your research career (have completed all academic and research training and are conducting research as an independent investigator) **and** within the **first two** years of your appointment at Nova Scotia Health Authority. • In addition to the above, your position at NSHA must have a research mandate with at least **20** per cent protected time dedicated to research. • Eligibility is also contingent upon ***matching funds*** from your Department. Multiple sources of matching funds will not be accepted.	• Maximum funding is **$50,000**. • **Your department at Nova Scotia Health Authority** must provide matching funds to the amount requested (up to a maximum of $50,000) in support of the proposed research project budget. • All ***matching funds*** must be transferred from your department directly to your NSHARF account, prior to the research starting. • Your study budget must identify and reflect the costs associated with use of the NSHARF funds **and** the matching funds. • Funds for this category must be used within **36 months** of award notification. • Extensions will **not** be considered beyond this award period.	• You must provide the names, addresses, telephone and fax numbers, and email addresses of three ***arms length*** reviewers who will review the application. This list cannot include the expert reviewer, department head or co-applicants included on the applicant's signature page. • Please ensure, in advance of your submitting an application for funding, that the reviewers are willing to be contacted by the Committee to review your application. • At least two of these reviewers must be external to the Dalhousie University/Nova Scotia Health Authority community.

Category 2			
Category Two Staff Members	• You must be a Nova Scotia Health Authority staff member or have an active medical staff or affiliate scientist appointment at Nova Scotia Health Authority. • If you are a staff member applying for funds to support a research study to fulfill a degree, thesis or academic requirement, you are required to apply as a Category Three Trainee.	• Maximum funding is **$25,000.** • Funds for this category must be used within **24** months of award notification. • Extensions will **not** be considered beyond this award period.	
Category Three			
Category Three Trainees	• You must be a Nova Scotia Health Authority medical resident, fellow, or other student conducting an independent research study at Nova Scotia Health Authority. Research in Medicine (RIM) projects are **not** eligible. • You must demonstrate that you will have the supervision and support of a member of Nova Scotia Health Authority staff or someone who has a Nova Scotia Health Authority appointment.	• Maximum is **$5,000.** • Costs associated with a research assistant or third party service for data analysis is not an eligible expense. It is the expectation that trainees be responsible for the collection, analysis, and interpretation of research findings. • Funds for this category must be used within **12 months** of award notification. • Extensions will **not** be considered beyond this award period.	• These funds are to be used solely for the costs associated with an independent research study and may not be used for trainee salaries or summer studentships. • These funds may **not** be used for travel or knowledge dissemination purposes
Category Four			
Category 4 Health Professional Researchers (Non-Physicians)	• You must be a Nova Scotia Health Authority employee who is a ***health professional*** (non-physician). • You must, as the Principal Investigator, have conducted fewer than three research projects at Nova Scotia Health Authority.	• Maximum funding is $10,000. • Funds for this category must be used within **24 months** of award notification. • Extensions will **not** be considered beyond this funding period.	• You must develop your study application **in conjunction with** the ***mentor*** you have chosen. (See Appendix B.)

B. Applicant Details Page: Nova Scotia Health Authority Research Ethics Board (NSHA REB)

26. ***Do I need to seek Nova Scotia Health Authority Research Ethics Board approval?***

Research Ethics Board approval

At the Nova Scotia Health Authority, all research projects involving patients, staff, resources or data are reviewed by our Research Ethics Board (REB) before the research begins. NSHA REB approval is required for research involving human participants, human biological materials as well as human embryos, fetuses, feta tissue, reproductive materials and stem cells. This applies to materials derived from living and deceased individuals. If you have questions about ethics approval, please contact Ken Jenkins ken.jenkins@nshealth.ca 902-473-8426

Where applicable, you must obtain approval from the NSHA REB **prior** to your account being opened. However, in order to avoid the NSHA REB reviewing projects that do not receive funding, you may initiate th ethics review **after** verification of an award. If you have obtained ethics approval prior to submitting the NSHARF application to the Committee, you must indicate this on the NSHARF application and include a copy of the NSHA REB approval letter with your submission.

C. Budget Summary

27. ***How important is the research project budget? Does it need to be detailed?***

You definitely need to prepare a detailed and complete research project budget and submit it with your NSHARF application. Keep in mind that:

Careful budget preparation critical

a. You must demonstrate that the budget is realistic for the proposed study and reflects the goals of the study.
b. You must request sufficient resources to carry out the study.
c. You cannot submit ineligible expense items.
d. In addition to the budget summary, you must justify all budget items in the budget justification section of the application. Failure to do so will result in an incomplete application designation and your application will be ineligible for review by the Committee.
e. You must include price quotes for **all** equipment, materials, or third party providers/services. Quotes can be in the form of a screen shot, e-mail correspondence, departmental agreement or letter. (e.g., number of hours @the hourly rate for data entry clerk as specified in the Nova Scotia Health Authority pay scale). You must be specific about costs; e.g., 30 patients @ $4.17 for lab test for cholesterol.

Price quotes for supplies and services can be screen shots, letters, agreements

For further budget information on the following, please contact NSHA Research Services:

Biomedical Engineering Research Equipment Guidelines
Pharmacy Estimate
Diagnostic Imaging
Lab Shared Services
NSHA Procurement
Heart Health, OR Finance, Eye Care Clinic Approvals

28. ***My overall study budget is larger than the budget requested in my application. Do I include the overall budget or just the amount covered by my NSHARF request?***

You should include your overall budget to provide a better picture of your proposed research project. When you do so, you must identify the portion of your budget that is the basis of your NSHARF application. You must also demonstrate that, if no other funds are received to support the research project, you are still able to conduct the portion of research supported by the NSHARF award**.**

D. Budget Justification : Eligible and Ineligible Expenses

29. ***What expenses are considered to be eligible expenses?***

Eligible expenses can be broken down into five types:

a. personnel
b. third party provider
c. equipment
d. materials, supplies and administrative services
e. knowledge translation and dissemination
f. other

Eligible Expenses		
Type	**Examples**	**Notes**
A. Personnel	• salary expenses for technician, research assistant, data entry clerk, biostatistician	• salary justification to include number of hours required • salaries to be in accordance with Nova Scotia Health Authority guidelines. For more information, contact Research Services HR Manager, Judith Thompson, judith.thompson@nshealth.ca 902 473-1337 • If salaries are outside the standard range, you must explain why in the budget justification section. • You must include 25% benefits on all personnel costs. • **You cannot use Dalhousie pay scales or non-NSHA pay scales.**
B. Service Providers	• testing, lab shared services, diagnostic imaging, Dalhousie Labs, Immunovaccine Inc.etc. • consulting and biostatistical support fees from Research Methods Unit • creation and printing of surveys	
C. Equipment	• equipment required to carry out research project	• Partial funding for equipment intended for both clinical and research purposes will be considered as an eligible expense only if the research portion can be clearly separated from the clinical use portion and guarantees

		provided that clinical needs will not infringe upon research needs. Equipment purchased with funds from the NSHARF is Nova Scotia Health Authority property and must remain in your department when it is no longer required for the research project or if you leave Nova Scotia Health Authority.
D. Materials, Supplies and Administrative Services	• cadavers • software • courier service • long distance phone calls	• Include price quotes and source; e.g., page from software supply company catalogue showing prices of software.
E. Knowledge Translation and Dissemination	• travel costs • presentation costs • Please note: publication fees associated with open access journals are not an eligible expense.	• The NSHARF recognizes the importance of knowledge dissemination and translation. Travel for presentation purposes is an eligible expense for: o **Category One** applicants but it cannot be more than **10 per cent of the total** budget or exceed **$5000** o **Category Two** applicants but it cannot be more than **10 per cent of the total** budget or exceed **$2500** o **Category Four** applicants but it cannot be more than **10 per cent of the total** budget or exceed **$1000** o **Note:** It is the expectation that the departments of **Category Three** applicants will bear all the cost of travel and knowledge dissemination.
F. Other	• Participant cost reimbursement	

30. ***Are external biostatistical, qualitative, health economics and data management supports an eligible cost?***

If you require biostatistical or data management or health economics support for your proposed research study and application, you are **required** to use the consulting services of the Research Methods Unit (RMU) located in Room 112, 5790 University Avenue (Centre for Clinical Research). The use of any external third party providing these services will be considered an ineligible cost.

31. ***What do I need to know about the Research Methods Unit?***

The Research Methods Unit (RMU) is an internal service providing study design and methodology, statistical and data management and health economic design and analysis support to clinical investigators, residents, graduate students (accompanied by a supervisor), and health researchers conducting research at Nova Scotia Health Authority, the IWK Health Centre and Dalhousie University. More information on specific RMU services is available at: www.cdha.nshealth.ca/rmu

If you require the support of the RMU, you are advised to schedule an initial consultation with the RMU prior to submitting an application for funding. This initial consultation is free of charge. This process includes a review of the proposal design and an initial face-to-face consult, further discussion to address any questions, and provision of a formal quote document. Please note that trainees interested in an initial consultation from the RMU must be accompanied by their supervisor.

In order to ensure that an initial consultation is provided, please contact the RMU as soon as possible to ensure your project needs can be addressed in a timely fashion. Support requests to the RMU may reach a high volume four-to-six weeks prior to funding application deadlines and requests are addressed on a first-come, first-served basis. To submit a project request to the RMU, download a Consultation Request Form from the website (www.cdha.nshealth.ca/rmu) and submit the form along with accompanying study documents to rmu@nshealth.ca

RMU quotes are guaranteed, meaning that consulting costs will not exceed the amount quoted as long as the parameters of the project do not change substantially. However, the RMU only charges for the hours consultants work on the project. The RMU quote service is provided free of charge, with the expectation that if the funding application is successful, RMU will be contracted to complete the work as quoted. As well, the RMU guarantees high-quality, well-informed and valid results and maintains a strong sense of accountability to NSHARF and the researchers using its services.

32. *What expenses are <u>not</u> eligible?*

You cannot use NSHARF funds for the following:

Salary for PhD students ineligible

a. continuing support of graduate students and post-doctoral personnel (Such individuals should not have to rely on annual competitions to support their salary);
b. a stipend to pay a PhD student;
c. direct salary costs of the investigator or co-investigators;
d. participant incentives, but note that participant cost reimbursement **is** an eligible expense;
e. costs of travel and meetings for Category Three applicants or above the limits allowed (See table above—*knowledge translation and dissemination*); and

Participant incentives ineligible

f. costs associated with using external biostatistical, qualitative, health economics and data management support services. (You are required to use the RMU for these services as required).

E. Conditions of Agreement

33. *Are there any conditions that I must follow with a NSHARF award?*

Yes, you must agree to follow any stipulations set by Nova Scotia Health Authority research policies and procedures, and any other applicable guidelines. You must also comply with the instructions and requirements found in this booklet (*Nova Scotia Health Authority Research Fund Guide*).

34. *Do all applications require an expert reviewer?*

Three arms length reviewers required

Yes, **all** NSHARF applications require an expert reviewer whose signature appears on the signature page. An expert reviewer is defined as someone knowledgeable in the field of research you are proposing. He/she should review your proposal for feasibility and relevance. The expert review cannot be a team member , department head or supervisor. Note that if you are a Category One applicant, you must also include the names, addresses, telephone and fax numbers, and email addresses of three ***arms length*** reviewers on a separate page. At least two of the reviewers must be external to the Dalhousie University/Nova Scotia Health Authority community. The applicant is required to contact these arms length reviewers in advance to ensure that he/she is able to review and willing to be contacted by the Committee.

Peer review required for a re-submission

35. *Is a peer or expert review required for applications that are being re-submitted for review?*

Yes, in addition to submitting a letter to reviewers outlining how you have addressed the original review, you application should be reviewed and signed off as if it is a new submission.

F. Signatures

36. *Whose signatures do I need to include?*

You must obtain and submit **all** required signatures with your application in order for it to be considered complete. Electronic signatures are accepted as well as multiple signature pages, if necessary. Include the following signatures:

a. applicant
b. co-applicant(s)
c. department or division head or Health Services Manager (may also be a designate if none are available)
d. expert reviewer
e. Note the following additional signatures required for **Categories Three and Four**.
    - supervisor signature—**Category Three** only—This signature confirms that your supervisor jointly takes responsibility for the submission. Your supervisor is expected to read the application, offer substantive feedback to you (the trainee) where required and to approve its content.
    - mentor signature—**Category Four** only—This signature confirms that your mentor has completed a thorough examination of the proposal's scientific merit, feasibility and the appropriateness of the budget and has provided this feedback to you.

G. Lay Summary

37. *What do I include in the lay summary?*

Reason for lay summary

The lay summary is a **very important** part of your application. A lay summary is used to explain complex issues and scientific terms to people who do not have a prior knowledge of the subject. Applicants must provide a clear and concise description of their project. This should include a brief statement of the research area of interest, or the problem to be researched, as well as the project objectives. Summarize how the project will strengthen a grant submission to a peer-reviewed provincial, national or international health research competition and the potential impact of the proposed project on the health of Nova Scotians.

It is important that you make every effort to ensure that your lay summary is **written in plain English** and is **understandable to someone who is not an expert** in your field. Include the rationale and outline of your proposed research. The lay summary is limited to one page.

H. Proposal Section: Writing, Formatting and Emailing Your Application

38. *What is a research proposal?*

A research proposal contains the necessary, key elements you need to convince your proposal's peer reviewers that you have a valid research idea and the abilities required to complete the research on time. It is important to obtain feedback from peers and colleagues on your application. Please ensure that all formatting, spelling, and grammar issues are addressed before submitting your proposal. Note that it is not advisable to cut and paste from your REB submission to your application. This is because the requirements and expectations of the funding competition and NSHARF reviewers are different than those of the REB.

Timelines: Your proposal should include a clear timeline indicating project start and end dates, details on activities involved with the proposed research and accompanying milestones.

Research team roles and responsibilities: It is important to describe the project team, highlight each team members' roles and experience, and demonstrate the team's ability to successfully conduct the proposed research. If the applicant does not have a research team, please indicate how the applicant has the capacity and expertise to complete the project.

Knowledge translation and dissemination: Knowledge translation (KT) and dissemination is about raising knowledge users' awareness of research findings and facilitating the use of those findings and sharing research results by identifying the appropriate audience for the research findings and tailoring the message and medium to the audience. Applicants are required to submit a plan for how they will translate their findings when the research is completed.

The following resources/links can help to guide writing your proposal and preparing your application**:**
http://www.cihr-irsc.gc.ca/e/27491.html
http://www.ais.up.ac.za/health/blocks/block2/researchproposal.pdf

39. *Can I use any font I want?*

Times New Roman 12

No, you must use Times New Romans size 12 font.

40. *Are there any other requirements?*

½ inch margins

Yes, you must allow at least ½ inch margins throughout your submission.

41. *Do I submit my application as a Word document?*

PDF format

No, if possible please save the Word document as a PDF file and submit it that way.

Format support available

42. *What do I do if I encounter problems working with the format (e.g., cutting and pasting, inserting a table) of the application form?*

There is support available. See Appendix C for more information.

Use SEND e-courier for large files

43. *I have tried to send my NSHARF application to the* research.fund@nshealth.ca *address and it keeps bouncing back as the attachment is too large. How can I submit my application?*

The file may be too large to send by regular e-mail. If this is the case, use the Nova Scotia Health Authority e-courier service, SEND. Note that SEND **can only be accessed through the Nova Scotia Health Authority intranet**. If you use SEND, do **not** e-mail to research.fund@nshealth.ca. When you use SEND, **you must e-mail your application to either:** michelle.roden@nshealth.ca or jennifer.thurlow@nshealth.ca

To access SEND, go to the Nova Scotia Health Authority intranet and:

a. Click on ***For Employees***
b. Under eHealth Information Technology, click on ***SEND Secure File Transfer***.
c. Log-in with your **Nova Scotia Health Authority e-mail address and password**. Use the same password that you use to sign onto the Nova Scotia Health Authority server.
d. Select and upload your application and appendices and send.

I. Publications List

44. *Whose list of publications should I submit?*

a. Only the PI needs to submit his/her list of publications; co-applicant(s) do **not** submit publication lists.

45. *For applicants in Categories 3 and 4 who have had no academic publications in the last five years, should the publications of the supervisor or mentor be included instead?*

In Categories Three and Four, you may submit relevant publications on behalf of your supervisor/mentor.

J. Funding Agencies

If you have applied to other agencies for funding for your research project, state their name(s) and attach the summary budget page(s).

K. Sources of Funding Section

46. *What goes in this section?*

List all sources of current research funding, including pending applications. Note any overlap that may exist with the present grant application. Where potential overlap exists, justify this overlap or state what will be done if duplicate funding is received.

47. *What type of CV am I required to submit?*

You must include your Common CV (CCV academic version or modified biosketch) with your application. In addition to your CCV, you need to include a CCV for each **co-applicant(s) in all categories.** If you are submitting a Category Three or Four application, you will also need to include the **supervisor's** or **mentor's** Common CV. Please make sure you use the most recent/updated validated not draft version of the Common CV (See Appendix D for additional information).

48. *Will CV modules from other agencies be accepted?*

Yes, your CCV can be validated by CIHR or any approved granting agency.

49. *Is the full CV module required to be included?*

The full CCV module has been replaced with an **Academic CV template**. The new modified Project Scheme Biosketch will also be accepted.

50. *How do I finalize and validate my Canadian Common CV?*

Get a CIHR PIN

Once completed, you can validate your CCV in 2 ways:

a. through CIHR with your CIHR PIN https://ccv-cvc.ca/loginresearcher-eng.frm
   If you do not have a CIHR PIN, you must request one from CIHR. It could take 24-72 hours to receive your PIN.
b. The Committee cannot access your CCV from the central database. You must provide a pdf copy of your CCV (and any others as applicable) with your application.

Draft CCV

51. *Can I use a DRAFT form of my CCV?*

No, you may not submit your CCV in DRAFT form.

Note: Incomplete applications, or applications received after the deadline are not eligible for review.

Instructions for Submitting an Application

GENERAL INFORMATION

a. Prepare your application with care and attention to detail. It is your responsibility to ensure that the application is accurate and complete.
b. You must have at least one knowledgeable colleague review your application prior to submission.
c. **You must use the most recent version of the Nova Scotia Health Authority Research Fund Application Form.** You can find it on the website at: http://www.cdha.nshealth.ca/system/files/sites/391/documents/nsha-research-fund-application.docx
d. In the event that the online application form is not accessible or if you experience difficulty in creating the required PDF documents, you may email: michelle.roden@nshealth.ca or jennifer.thurlow@nshealth.ca to request the form or to obtain further assistance.
e. You will be submitting several PDF documents—the application form as a single document and the other documents as separate appendices. The number and type of appendices you submit depends upon the Category you have chosen.
f. Once completed, submit your application form and appendices to research.fund@nshealth.ca or if you are using SEND, to Michelle.roden@nshealth.ca or jennifer.thurlow@nshealth.ca
g. Close to or after the 4pm deadline, applications will be returned to you without action, if you submit:
    a. an incomplete application (missing sections, signatures, letters)
    b. an application in the wrong format
    c. an application that exceeds the maximum length
h. Use the checklist in Appendix E to ensure that you have included all required documents. Do not submit this checklist – it is for your use only.

SUBMISSION DEADLINES

52. ***What are the deadlines for submission?***

Please submit your application electronically to: research.fund@nshealth.ca or if you are using SEND, to Michelle.roden@nshealth.ca or jennifer.thurlow@nshealth.ca (Attention: Research Fund Committee). Telephone: (902)473-7906. **Applications are due by 4:00 p.m. AST on the deadline date (September 15 or March 15).**

53. ***What if the 15th of the month falls on a Saturday or Sunday?***

If September 15 or March 15 falls on a Saturday or Sunday, the application deadline is 4 p.m. on the **Monday immediately following,** either March 16 or 17 or September 16 or 17.

APPLICATION AND APPENDICES

Nova Scotia Health Authority Research Fund Application Documentation		
Section	**Notes (applies to all Categories, unless specified)**	**Format**
	Application Form	
A. Cover page	Establish your eligibility and indicate your choice of Category.	**One complete PDF document** **Times New Romans size 12 font** **½ inch margins**
B. Applicant details	Provide information about yourself.	
C. Conditions of Agreement	You must agree to these conditions.	
D. Signatures	Requires typed names and written signatures. Scan and insert into the document. You are permitted to use separate pages if necessary.	
E. Budget	Summary figures	
F. Budget justification	Provide quotes for: personnel, consulting fees; equipment, materials, supplies and administrative services; knowledge translation and dissemination.	
G. Lay summary	Limit to **one page**.	
H. Research proposal	Maximum: **Ten pages** for Category One Up to **six pages** for Categories Two, Three and Four **These numbers exclude tables and references for all categories.**	
I. Publications	List all PI and/or supervisor's papers and abstracts published during the last five years.	
J. Funding agencies	List of other agencies you have applied or intend to apply for funding for your proposed research project	
K. Sources of funding	List all sources of current research funding, including pending applications.	
	Appendices to Application Form	
Common CVs (See Appendix E.)	Submit a Common CV for: •applicant and all co-applicant(s) •supervisor's or mentor's Common CV (**Categories Three and Four only)**	**Individual PDF documents**
NSHA REB review	If a NSHA REB review has been completed, include approval documentation.	
Other	• support documentation for budget justification • quotes • other funding agency budget summary • letter from collaborator(s) • published articles • response to reviewers (for re-submissions) **Category One also requires**: ✓ letter of support from Dept. Head ✓ letter from Dept. Head confirming research appointment ✓ letter from Dept. Head confirming matching departmental funding ✓ names, addresses, telephone and fax numbers, email addresses of three arms length reviewers **Please note:** Be sure to confirm external reviewers' agreement to be contacted prior to submitting your application.	

Appendix A: Guiding questions to distinguish Research, Program Evaluation and Quality Improvement

	RESEARCH	PROGRAM EVALUATION	QUALITY IMPROVEMENT
I. Is the project primarily designed to test a specific hypothesis or answer a specific quantitative or qualitative question?	Has a clearly stated research question related to theory and existing literature in the field. May test specific hypotheses through measurement of specific variables or seek to understand a phenomenon. Some qualitative research seeks to develop theory through rigorous data interpretation.	The question is likely to be along the lines of How is X working? Or What happens when we do Y? Seeks to assess how well a program innovation or aspect is working, or determine the need for program change.	If there is an explicit study question it is likely to be along the lines of How is X working? Or What happens when we do Y? The question relates to an existing practice, or application of processes already shown to be effective elsewhere.
2. Is the primary purpose of the project to produce the kind of results that could be published in a research journal?	The primary purpose is to expand a body of knowledge via the discovery of new facts, development of new theory and/or the collection of information. Expanding knowledge in the field is accomplished mainly through scientific publication.	The primary purpose is to produce findings that can be used to improve practice or service delivery within an organization or setting. To evaluate the functioning of an organization, institution, or system in order to justify or assess the need to introduce, continue, eliminate, or modify an existing program; to inform decisions about future programming; to aid accreditation and/or the development of standards. Sharing by publication is a secondary goal.	The primary purpose is to provide information for decisions to improve some aspect of care or service delivery in a particular location. To evaluate the functioning of an organization, institution, or system in order to monitor the quality of the output or operation itself. or for accreditation and/or the development of standards. To assess an existing practice or the impact of implementing practices already shown effective in the literature. Sharing by publication is a secondary goal.
3. Who is the primary audience for your results?	Primarily scholars, practitioners, or organizations well beyond the ones comprising the immediate affiliation of the researcher and/ or participant.	Primarily, the organization, institution, or system that is being assessed. Others may have interest in the results or process, but are not the primary target audience.	Primarily, the organization, institution, or system that is being assessed. Others may have interest in the results or process, but are not the primary target audience.

	RESEARCH	PROGRAM EVALUATION	QUALITY IMPROVEMENT
4. Are the results intended to be transferable (generalizable) beyond the particular population or sample?	Research is specifically designed to produce results that can be assumed to be apply beyond the individual participants in the specific study. With the clear intent of scientific generalizability or transferability. The project design includes precise and defensible techniques for sampling and data collection and analysis. With qualitative research. the intent is to produce knowledge that may apply to similar populations. Study site is often described in general terms, rather than by the name of the program or organization.	The language used in the project may specifically name a particular program or process, or a particular organization, setting, or service. The results are not intended to be generalizable beyond the study site. Producing and sharing learnings from a project for potential adaptation to other contexts is not the same thing as seeking to produce results that will be generalizable or transferable. The results, or the process, may later be published or presented, usually descriptively.	The language used in the project may specifically name a particular program or process, or a particular organization, setting, or service. The results are not intended to be generalizable beyond the study site. Producing and sharing learnings from a project for potential adaptation to other contexts is not the same thing as seeking to produce results that will be generalizable or transferable. The results, or the process, may later be published or presented, usually descriptively.
5. What is the role of theory?	The goal of research is to develop and/or test theory and theoretical propositions for the purpose of extension beyond the immediate case, site or sample. The specific context is simply one possible operationalization of a theory or site to test or develop theory.	The focus is to evaluate a particular program that may or may not be based on a specific theory. Theory may be used to design a program, but testing or developing theory is not the goal of the study. Sometimes evaluation frameworks are being tested.	The focus is on improving the program or service rather than evaluating any underlying theory. It is assumed the program will continue; the question is how to make it better. Organizational theory may be used to support the implementation of changes.

	RESEARCH	PROGRAM EVALUATION	QUALITY IMPROVEMENT
6. Does the project impose additional burdens on participants beyond what would normally be expected or experienced during the course of care program participation or role expectations?	Participation must be voluntary because those participating will be involved in activities which are in addition to routine care, program provision or role performance.	Participants continue to engage in routine care, program provision, or role performance. There may be additional information gathering, such as an assessment of satisfaction with ongoing services.	Participants continue to engage in routine care, program provision, or role performance. There may be an innovation to service or delivery, but it typically applies to everyone. Burdens on participants are those clients, patients, students, employees or other service users would routinely experience.
7. Would the data be routinely gathered anyway, as part of organizational operations, regardless of this project's intent?	Typically research requires novel data collection. In secondary data analysis, the data is already available, and the research asks of it new questions. beyond the purpose for which the data was gathered.	Typically uses data already being gathered for program purposes, and where participation is required. Student evaluations, patient outcome assessments, data for internal or external organizational reporting- data collection normally conducted in the ordinary course of the operation of an organization.	Typically uses data already being gathered for program purposes, and where participation is required. Student evaluations, patient outcome assessments, data for internal or external organizational reporting - data collection normally conducted in the ordinary course of the operation of an organization.
8. Is there an assumption of benefit?	No- In research, no benefits are assumed. Research questions must be posed in such a way that they are as open to disproving as proving benefit. Benefit is genuinely in question. (..If we knew what we were doing we wouldn't call it research" attributed to Albert Einstein.)	Yes - the program and its services are presumed effective, although through PE programs found to be not beneficial may be discontinued. In evaluation program innovations, it is assumed the changes will be at least as beneficial as existing practice.	Yes - interventions or services delivered are presumed effective. Not experimental.

	RESEARCH	PROGRAM EVALUATION	QUALITY IMPROVEMENT
9. Who is likely to benefit from the results?	There may not be any benefits to the actual research participants. The knowledge is intended to have future benefits for similar individuals, as well as benefits for those wish to apply the research findings and/or theory developed. The time frame for benefit can be quite long. The body of evidence to inform practice/policy develops gradually, usually with multiple studies.	Participants are intended to benefit from findings produced, through improved services or service delivery. Can change practice in the local setting immediately.	Participants are likely to benefit from findings produced through improved program design and implementation, and identifying efficient, benefits and risks. Can change practice in the local setting immediately.
10. Where will participants come from?	May involve a comparison of multiple sites and/or the use of control groups.	Controls may be used, such as those who did or did not experience a program innovation, but participants normally come only from the setting being evaluated.	Having participants from outside the project setting would not make sense because another setting would not deliver services in the same way.
11. Would the project still be done even if the results might not be applicable anywhere else?	No- in research the specific setting usually is a representative of a type of site. The intent is to produce results that apply more broadly.	Yes- the primary intent is to produce information for use by that specific program, institution, organization or system. Dissemination of results more broadly to help inform others is only a secondary benefit.	Yes- the primary intent is to produce information for use by that specific program, institution, organization or system. Dissemination of results more broadly to help inform others is only a secondary benefit.
12. Is the current project part of a continuous process of gathering or monitoring data within an organization?	No - the project may be part of a program of research, but is not part of ongoing assessment of program changes.	Yes - projects would often be part of an ongoing assessment of program changes and innovations.	No - usually the focus is on time- limited projects that target service or process improvements. Projects are often initiated in response to issues and trends identified in the literature or through monitoring of program outcomes.

Appendix B: Category Four Mentor

Category Four Mentor

If you are submitting a Category Four: Health Professional Researchers (Non-Physician) application, you are required to develop your application in conjunction with a mentor. When you choose a mentor, keep in mind the requirements outlined below.

What is the role of a Category Four mentor?

The mentor must have demonstrated expertise in the topic and type of research methodology being proposed in the application. The development of the application is a shared responsibility between you and the mentor. The aim of the mentor's participation is to maximize your ability to submit a successful application and conduct a successful study. Mentors are required to:

- be directly involved in the development of the application and research proposal
- thoroughly examine the application for scientific merit, feasibility and the appropriateness of the budget
- provide initial and ongoing assistance, oversight and detailed feedback to you
- provide comments on the literary form and structure of the application, if applicable, and provide clarification of comments to the applicant if necessary
- demonstrate to the Committee that you have sought feedback and that it has been incorporated into the final application
- sign the applicable form if s/he is in agreement with the final application being submitted to the Committee

What should the mentor take into consideration when assessing the proposal?

Review of the literature:

- Do you cite appropriate literature? Is the literature review current?
- Does the literature review justify doing the research at this time?

Relevance and originality:

- What is the scientific and clinical importance of the research?
- Is this a novel idea or does it repeat work done elsewhere?

Hypothesis and objectives:

- Is the hypothesis (the question being answered) clearly stated?
- What are the objectives (the specific goals) of the research?

Methodology and feasibility:

- Are the methods used capable of answering the research question and achieving the stated objectives?
- Does the applicant have the required knowledge and skills required to complete the proposed research project?
- Is the timetable realistic?
- Is it likely to result in a publication?
- Are the institutional support, equipment and other physical resources available to the applicant adequate for the project proposed?

Budget:

Have you developed a comprehensive budget that is appropriate for the research you are applying to conduct?

Appendix C: Formatting Issues

The NSHARF application form is a protected (locked) document to ensure that everyone will submit an application that is:

- formatted consistently
- easy to fill in with checkbox and text fields that you enter data into
- formatted so that you can easily and quickly tab through the document field by field

Note that when a form is protected, you cannot change its formatting; you are limited to:

- clicking check boxes to select them
- inserting text

To make any changes to the format of the document; e.g., insert a table, you will need to unprotect (unlock) the document first. Note that no password has been used to lock the document. When the password screen pops up, simply press OK to continue. After you have unprotected the document, you can insert a table or make other changes to your text formatting.

It is okay for you to unprotect the document to make formatting changes; just remember to turn on protection again if you want to tab through the document. If you reset the protect option, do not set a password. Just press OK to continue.

If you do not know how to **unprotect** the document, you can find out how by:

- using Word help (F1 key) or
- contact Amy Wilson for support at amy.wilson@nshealth.ca 902 473-5156

Appendix D: Common CV

Note that you will need to set aside some time to verify your CV data, if your CV was migrated from the old CCV system. You will also need time to obtain a CIHR pin and to provide the data for your new CV. For details, see Common CV Help at: https://ccv-cvc.ca/indexresearcher-eng.frm

Obtaining a New Common CV

If you have not used the CCV web application before, you need to register at https://ccv-cvc.ca/researcherProcRegistration.frm This will take at least 30 minutes. You need to provide a username (an email address), a password that meets some set criteria, and some information about yourself. A user may only have one account. If you have forgotten your username or password, you may retrieve them from the login page. You need to consent to the CCV's Terms and Conditions to gain access to the application. The Funding CV is the format required to be included with NSHARF applications.

1. To validate and submit the Common CV on the Common CV website, click **CV** on the top menu, followed by **Funding**.
2. Select the **Funding Source** as **NSHRF** or **CIHR**. Click next.
3. Select the **CV Type** (i.e., Full Applicant CV or Academic) required. Click next.
4. Review your Common CV for any red 'X's, indicating missing or incorrect information for that field.
5. To check your PIN status, select **PIN** in the top banner menu. A valid PIN is mandatory for submitting the Common CV. For more information, visit https://www.nshrf.ca/sites/default/files/validating_pin_and_submission_gms.pdf or http://www.cihr-irsc.gc.ca/e/38201.html
6. Press **Submit**.
7. Read the disclaimer text and click **I Agree**.
8. A successful submission message will be displayed. To confirm your Common CV submission, click **Confirm**.
9. A confirmation number will be displayed. To view a copy of the CV that was submitted, select **History** in the top banner menu.

Appendix E: Documentation Checklist

Check in the shaded cells to help you ensure you include all the documentation that is required. Do not include this checklist with your application – it is a tool to help you organize your submission. It is your responsibility to **ensure that the application is accurate and complete. Incomplete applications are not eligible for funding.**

✓	Document		
	NSHARF Application Form (combined into one PDF document)		
	A. Cover page		G. Lay summary
	B. Applicant details		H. Research proposal
	C. Budget summary and D. Justification Lay summary		I. Publication list
	E. Conditions of agreement and F. Completed, scanned signatures		J. Funding agencies and K. Sources of funding
	Appendices (PDF documents)		
	Common CV, validated version not draft for the applicant, co-applicants, and supervisor and/or mentor (for Category Three and Four applications only).		**Budget justification** documents including **Official price quotes** for: - personnel, third party service providers - consulting fees - equipment - materials, supplies and administrative services - knowledge translation and dissemination - other costs
	NSHA REB approval, if available		
	Other documents which may include:		
	Letter of support, if collaborators are required for research		Letter of support from Dept. Head (Category One)
	Reprints and pre-prints of the applicant's published articles relevant to this proposal, if applicable		Letter from Department Head confirming matching departmental funding (Category One)
	Other funding agency budget summary, if applicable		Letter from Dept. Head confirming research appointment (Category One)
	Quotes for equipment or third party providers or services (including NSHA service departments and the RMU)		Arms length reviewer information (Category One)