

JURAVINSKI HOSPITAL AND CANCER CENTRE FOUNDATION

FALL 2021 - RESEARCH GRANT APPLICATION

NEW ONLINE APPLICATION PROCESS

The Foundation will not accept any hardcopy application packages.

Step 1: Have your proposal approved and signed by Dr. Jonathan Sussman, Chair, Department of Oncology and Dr. Ralph Meyer, VP Oncology and Palliative Care, Hamilton Health Sciences.

Submit the complete proposal and budget along with the Signature and Contact Sheet (*Sections A and B*) of the Proposal Application to Dr. Sussman's Office via e-mail:

To the attention of **Wanda Oldfield** at Oldfieldw@hhsc.ca
Please include ***"Fall 2021 JHCCF Research Grant Application"***
and the applicant name in the e-mail *Subject Line*.
By **Friday, October 15, 2021 at 4:00 pm**

You are not required to send a copy to Dr. Meyer's office. They will coordinate with Dr. Sussman's Office and send the complete signed form and proposal back to the appropriate applicant via email by **Wednesday, October 20, 2021**.

Step 2: Submit your application to The Foundation.

Complete the [Online Application Form](#). You are required to attach the scanned copy of the Signature and Contact Sheet (Section A) and the complete proposal (Section B) as a single PDF file. Separate PDF files will not be accepted.

Important Dates:

October 15, 2021	Due date to submit complete proposal, budget, and the Signature and Contact Information Sheet to Dr. Sussman's Office for review and signature.
October 20, 2021	Dr. Meyer's Office will e-mail back the complete signed proposal and form back to applicants.
October 22, 2021	Due date for applicants to submit the proposal to The Foundation via the Online Application Form .
Mid-January, 2021	Applicants will be notified of the funding decisions.

The call for applications will close on October 22, 2021 at 4:30 pm.

Late submissions will not be accepted.

If you have any questions, please contact **Robin Stirling, Recognition and Stewardship Officer**
at HHSFGrants@hhsc.ca.

OVERVIEW

Juravinski Hospital and Cancer Centre Foundation's (JHCCF) main purpose is to champion and advance the vision and mandate of the Juravinski Cancer Program (JCP). Through the generosity of our donors, we fund capital redevelopment projects, purchase medical equipment and technology, and invest in research and professional development of our staff. As part of its commitment to research, the Foundation sponsors a Research Grant Program that awards funding through a rigorous peer reviewed application process, once or twice yearly.

A. There are two streams of research funding:

- 1) **Research Development Grants** are projects that will generate data to support the development of larger applications to peer reviewed funding agencies. Some examples of eligible proposals include: feasibility or pilot studies, the initial testing of hypotheses to support the development of novel ideas, the development or testing of measurement tools or instruments, and integrated or systematic reviews of the literature. Chart reviews or audits are not eligible for funding. Ideally, these grants should support the development of novice or junior investigators and should be completed within a 15 month period. The maximum funding for this award is \$50,000.
- 2) **Thematic Research Grants** are substantive projects that address important research questions in one of three areas of research: i) clinical trials, ii) translational research, and iii) quality of care and knowledge translation.
 - i. **Clinical Trial** projects focus on compelling clinical questions that evaluate therapeutic interventions, new and existing technologies, or how to best incorporate technologies into clinical practice to improve the lives of patients.
 - ii. **Translational** projects focus on biomolecular research and the application of basic science research findings to the bedside. Some examples include the examination of new diagnostic tools, anti-cancer drugs, chemoprevention therapies, and tailored or personalized therapies.
 - iii. **Quality of Care and Knowledge Translation** projects focus on research questions related to the efficiency, quality and sustainability of cancer control services and health policies. This may include studies to design and evaluate best practices in clinical care, the evaluation of innovative health provider roles or new models of care delivery, and the evaluation of knowledge translation strategies aimed at ensuring research advances are put into practice.

Thematic Research Grants should be conducted by a team that includes a complementary mix of interdisciplinary, experienced and junior researchers. These projects should be completed within a 36 month period. The maximum funding for this award is \$100,000.

Named Awards

Applicants for either a Research Development or Thematic Grant may also indicate if their proposals are relevant to one of the following named awards. Funds for these specific topics are not in addition to, but are included as part of, the maximum award for a Research Development (i.e., \$50,000) or Thematic (i.e., \$100,000) grant.

1) The Kuhn Award

This award is offered in memory of Jay Kuhn. This award provides funding support for research related to **Hodgkin Disease or non-Hodgkin Lymphoma**.

2) The John Rogerson Jackson & Dorothea Marguerite Jackson Medical Research Fund

This Fund supports medical research in the field of oncology at the Juravinski Hospital and Cancer Centre and will be awarded at the discretion of Hamilton Health Sciences Foundation Grants Committee.

3) ***The Carpenter Family Award***

This award is in support of research in the area of Malignant Hematology and Leukemia Research.

4) ***The Hadley H. Chamberlain Endowment Fund***

This award is in support of Prostate Cancer Research.

B. Eligible projects must meet all of the following criteria:

- The principal investigator or co-principal investigator must work at Hamilton Health Sciences (HHS) or be a full-time member of the Department of Oncology at McMaster University.
- The project includes a research team of co-investigators (preferably interdisciplinary), ***of which at least one member is from the Juravinski Cancer Program***. Additional co-investigators may be from other programs within HHS, the Department of Oncology at McMaster University and/or other university faculty or organizations.
- The principal and/or co-principal investigator must not currently have an active JHCCF-funded grant (i.e. research in progress and/or the final report has not been submitted to the JHCCF).
- The project involves research with clearly identified research questions or objectives and methodologies. Quality improvement projects are not eligible.

C. A complete application must include:

- A lay abstract and a scientific abstract.
- A clear summary of the proposed research that provides a case supporting the need for this research and rationale for study methods and procedures.
- A detailed budget, with supporting documentation.
- A timeline showing milestones and proposed completion of the project.
- A signature from the Chair of the Department of Oncology and Head of Cancer Research, HHS.

Applications that do not include the above items will not be considered.

D. Strategies for Developing a Fundable Grant

- Applicants are encouraged to contact the Co-chairs of the Grant Review Panel if they have questions about the eligibility of their research proposal. The Co-chairs can be reached by contacting Robin Stirling, Recognition and Stewardship Officer at HHSFGrants@hhsc.ca
- To ensure submissions have the greatest chance for successful funding, applicants are advised to include a statistician and/or research trained methodologist on the team.
- Applicants are also encouraged to take advantage of research grant development and mentorship opportunities at the JCC (e.g., collaborating with experienced researchers, presenting at Research in Progress Rounds) for additional input on their proposal.

DI. Review Process and Criteria:

Each eligible application undergoes rigorous independent peer evaluation by two internal/external reviewers and review by a community/patient representative. Proposals are reviewed based on the following criteria:

1. *Scientific merit (score out of 10)*

- Appropriateness of the research plan, including its feasibility and the use of the best available methodology.
- The significance of the work proposed and its originality, potential for innovation or novelty of the concepts, ideas or hypotheses being pursued in the application.
- Concise scientific and lay abstracts that provide a clear summary of the purpose, methods and importance of proposed research in language appropriate for the intended audience.

2. *Likelihood of Completion*

- The suitability of the research team and other resources including the availability of facilities and time required to complete the work proposed within the specified time period (i.e., 15 or 36 months for Research Development and Thematic grants, respectively).
- The feasibility of study implementation in relation to institutional support, recruitment and data collection methods, and ethical issues.

3. *Fit with the JCP Priorities (score out of 10)*

- The degree of fit with JCP research priorities (see JCP Priorities below) and the potential impact or importance of the work proposed for the JCP and for cancer control.

4. *Appropriateness of the Budget*

- The budget is well justified and budget items are eligible, appropriate and sufficient to support the completion of the research plan.

Projects with a scientific merit score less than 7 are not eligible for funding.

F. JCP Research Priorities:

Preference will be given to projects demonstrating compatibility with JCP priorities in one or more of the following areas:

Fosters Research Development:

- Tackles novel research questions that may be difficult to fund through traditional routes.
- Increases the likelihood of successful external funding in the future through pilot projects or the collection of baseline data necessary to further develop research methods or proposals.
- Supports novice and junior investigators in developing their research programs and expertise.

Builds research capacity in Thematic Research (i.e., Clinical Trials, Translational or Quality of Care and Knowledge Translation):

- Supports the research of a principal investigator(s) who has not received JHCCF funding in the past three years.
- Promotes the development of interdisciplinary research teams across the cancer program (i.e. teams that include a relevant mix of medical, nursing and allied health care providers, managers and research methodologists who provide the necessary expertise to conduct the study and to promote future application or uptake of study findings).

Promotes research excellence:

- Provides research training and mentorship opportunities (i.e., senior researchers on the team have a formal role for providing expertise, supervision and/or support to junior researchers or graduate students as co-principal investigators or co-investigators).

SECTION A: RESEARCHER CONTACT AND SIGNATURE SHEET

Project Title

Principal Investigator Name, Academic Title (if appropriate)

Principal Investigator Signature

Supervisor Name

Supervisor Signature

(if submitted by a graduate student or Fellow)

Principal Investigator Email Address

Principal Investigator Location & Full Mailing Address	Telephone	Extension

**Co-Principal Investigator Name, Academic Title
(if applicable)**

Co-Principal Investigator Signature (if applicable)

Supervisor Name (if applicable)

Supervisor Signature (if applicable)

Co-Principal Investigator Location & Full Mailing Address	Telephone	Extension
	Email:	

Signature of Dr. Jonathan Sussman
Chair, Department of Oncology

Date

Signature of Dr. Ralph Meyer
VP Oncology and Palliative Care
Hamilton Health Sciences

Date

Co-Investigators:

_____ Name	_____ Degree
_____ Academic Title (if appropriate)	_____ Oncology Program Area
_____ Address	_____ Signature of Co-investigator
_____ Name	_____ Degree
_____ Academic Title (if appropriate)	_____ Oncology Program Area
_____ Address	_____ Signature of Co-investigator

Co-Investigators continued:

_____ Name	_____ Degree
_____ Academic Title (if appropriate)	_____ Oncology Program Area
_____ Address	_____ Signature of Co-Investigator
_____ Name	_____ Degree
_____ Academic Title (if appropriate)	_____ Oncology Program Area
_____ Address	_____ Signature of Co-Investigator

SECTION B: PROPOSAL INFORMATION

Lay Abstract: Please note that the lay abstract is an important element of the proposal and is evaluated in the review process. It **must** be written in language suitable for lay audiences and reviewers (grade 8 to 12 reading level) in a maximum of 250 words that summarize the research project.

Scientific Abstract: maximum of 250 words summarizing research proposal

Research Proposal: maximum of 6 single spaced pages, excluding the lay and scientific abstract, timeline, references, appendices and names of external reviewers

The proposal format must include *1 inch margins and use size 11, Times New Roman font, single spaced.*

The proposal must include and be formatted with the use of headings for the following content areas:

1. Objectives
2. Background
3. Rationale
4. A clear description of the study methods including the following:
 - Study design
 - Setting, sample and sample size
 - Procedures for data collection and data analysis
 - Ethical issues
5. Significance
 - What new information will study findings contribute to the current state of evidence?
 - Overall relevance, importance and potential for improving cancer treatment, the delivery of cancer services and/or patient and health system outcomes
 - Relevance to priority research streams and importance and potential impact for the Juravinski Cancer Program
6. Budget Detail and Justification*
 - Complete an itemized budget that provides rationale of **how these expenses are necessary to conduct the proposed research** (i.e. attach quotes/estimates for personnel, services, equipment, supplies, communication, travel etc.)
 - ***Eligible budget items** are those costs associated *conducting the proposed research* including study setup, data collection, and data analysis. Examples include expenses related to: salary for research staff, assays, lab equipment, office supplies, postage, printing, computer equipment, software programs for data analysis and telephone. Travel costs for research team meetings or participant recruitment are eligible. A *maximum of \$2,000* can be allocated for research trainee (resident, graduate student, fellow) travel to conferences, but only if they have a peer reviewed abstract accepted for an oral or poster presentation. Confirmation of abstract acceptance is required for the release of funds.
 - ***Ineligible budget items include:** 1) additional expenses associated with operating costs to deliver health care services or interventions that are either the focus of investigation or are not part of routine practice (e.g., supplies, equipment, diagnostic tests, and clinical staff or other non-research staff personnel), 2) publication costs (e.g., open access journals), and 3) researcher (non-trainee) conference travel.
7. Description of the Research Team
 - Brief summary describing their role and the expertise and time commitment each member of the research team will provide to ensure the successful completion of this study.
 - Demonstrate how this study will support research training and mentorship of novice/junior researchers.
8. Timeline and Feasibility
 - A summary outlining project activities, major milestones and time to study completion.

- Discuss feasibility issues (e.g., institutional, methodological) and how they will be addressed.
- For studies requiring data collection within practice settings, provide evidence of organizational/institutional agreement and support to conduct the study.

9. References (not included in 6 page limit)

10. External Reviewers

- Identify 3 potential external reviewers. **IMPORTANT: Please outline their current position, area of expertise, email address, telephone number and postal address.** Full contact information is required.
- Eligible reviewers include those who are:
 - external to the Juravinski Cancer Program and McMaster University;
 - content and/or methodological experts in fields relevant to the proposed research; and
 - do not have an actual or potential conflict of interest due to a current or previous working, family, or social relationship with the principal and/or co-principal applicants
- Individuals who have a close social and/or working relationship with the principal and/or co-principal applicants such as previous supervisors, colleagues or research team members within the last 3 years **are NOT eligible to be an external reviewer.**

11. If this is a resubmission, provide a letter outlining how the proposal has been revised to address the feedback from previous reviewers.

12. Appendices

- *A maximum of 5 pages* of appendices may be attached at the discretion of the applicant. Appendices should be limited to tables, diagrams or documents that complement and support but do not replace information required in the text of the proposal.

Abbreviated Curriculum Vitae: (maximum 3 pages plus publications from last 3 years per investigator)

Previous Funding:

List all prior JHCCF funded grants as Principal or Co-Principal Investigator, including date of funding, title and amount.

Indicate all other active grants including amounts received, grants currently pending review including amounts requested, and percent of overlap with current proposal.

SECTION C: ACCOUNTABILITY

- The principal investigator and co-principal investigator are required to abide by The Foundation’s “Terms of Funding Agreement” (see sample below) if proposal receives funding.
- The principal investigator and/or co-principal investigator are required to submit an interim report to The Foundation after receiving the first two installments of the grant. Failure to do so will result in delay or refusal of the remaining installments.
- The principal investigator and/or co-principal investigator are required to submit a final report to The Foundation within 6 months of completion of the project.

**FAILURE TO SUBMIT AN INTERIM PROJECT REPORT WILL RESULT IN DELAY OR
REFUSAL OF YOUR FINAL INSTALLMENTS.**

SAMPLE - TERMS OF FUNDING - NOT TO BE COMPLETED BY APPLICANT

JHCC Foundation Grants & Distribution Terms of Funding – Sample Agreement

In order to receive funding, please note the following:

1. Sign this document and return to the Foundation, at which time the Foundation will advise the JCC Finance office to activate an account in your name, specifically for this grant.
2. The Foundation will transfer the first of four installments of your grant (25%) to JCC Finance.
3. The Foundation will transfer the second of four installments (25%) in the next quarter to JCC Finance.
4. **INTERIM PROGRESS REPORT** is due to the Foundation.
5. After the Foundation receives, in writing, an **INTERIM PROGRESS REPORT** including:
 - How the funds have been used to date
 - Expected date of completionthe Foundation will transfer the third and fourth (final) installments (25% each) in the third and fourth quarters to JCC Finance.

IMPORTANT NOTE:

FAILURE TO SUBMIT AN **INTERIM PROJECT REPORT** WILL RESULT IN DELAY OR
REFUSAL OF YOUR FINAL INSTALLMENTS.

6. A final report must be submitted to the Foundation Office within 6 months of the completion of the research project including:
 - A breakdown of how the funds were used (final financial report)
 - A summary of publications referencing the research project
 - An abstract of research outcomes

Important Note: Failure to submit a final report will affect future grant application consideration by the Foundation.

7. Funds not accessed within 12 months will be returned to the Foundation by JCC Finance and recipient must re-apply for funding approval.
8. These funds are encumbered for this specific project and any funds, which are not used, must be reimbursed back to the Foundation Office.
9. Any publications resulting from this project must acknowledge the support of the Juravinski Hospital and Cancer Centre Foundation.

Expected Start Date - (mm/dd/yy)

Expected Date of Completion - (mm/dd/yy)

Signature of Principal Investigator

Date (mm/dd/yy)

Signature of Co-Principal Investigator
(if applicable)

Date (mm/dd/yy)

Signature of Vice-President, Development
JHCC Foundation

Date (mm/dd/yy)