

*Prince Edward Island  
Health Research Program  
Guidelines*

*May 2004*



Health and  
Social Services

# *Prince Edward Island Health Research Program Guidelines*

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# PEI HEALTH RESEARCH PROGRAM

## **The PEI Health Research Program:**

The PEI Health Research Program is funded by the Government of PEI Special Projects Fund and is administered by the Department of Health and Social Services. Funding over several years is targeted to support and enhance research capacity while increasing our understanding of health systems, health services, and diseases in Prince Edward Island. The PEI Health Research Program supports Island researchers, promotes evidence-based decision making throughout the PEI health system, and provides base financial support to allow researchers to access other sources of funding.

The Government of Prince Edward Island recognizes that certain diseases have a significant negative impact on the health of Islanders. The combined effect of major illnesses, such as diabetes, cancer, asthma and cardiovascular disease on the well-being of Islanders and their families is staggering. The Government wants to promote research into relevant issues related to health services and systems to guide decision making on policy, management, and service delivery. The PEI Health Research Program will result in information which can be used to have a positive impact on the promotion, prevention, and management of certain diseases and in the delivery of health services.

The research supported by the PEI Health Research Program will focus on issues of importance to the health system including: biomedical research, applied clinical research, health service and systems research, and population health research. The knowledge generated will evaluate treatments for disease, identify the most effective delivery system for health services, and examine factors outside the health care system that affect the health of Island communities and populations.

## **Purposes of the Program:**

The purposes of the PEI Health Research Program include the following:

- to provide new information regarding health services and systems in Prince Edward Island;
- to conduct research aimed at providing new knowledge regarding Prince Edward Island residents with diabetes, asthma, cancer, and other major illnesses;
- to provide new knowledge about the prevention, early detection and management of diabetes, asthma, cancer or other illnesses;
- to assist in determining best practices in the prevention and treatment of diabetes, asthma, cancer or other illnesses.

## Eligibility Guidelines:

- Proposals must be consistent with one or more of the purposes of PEI Health Research Program;
- Proposals will be received from researchers in public, private, or not-for-profit entities;
- Proposals should display evidence of partnership and collaboration with other relevant organizations at local, provincial, national, or international levels;
- Proposals must be submitted in accordance with these guidelines;
- Proposals must receive satisfactory ethics approval prior to release of funds.

## Streams of Funding:

Phase 2 (2003 - 2005) of the PEI Health Research Program has four streams of funding available.

- **Canadian Institutes of Health Research - Regional Partnership Program**

Canadian Institutes of Health Research - Regional Partnership Program (CIHR-RPP) was extended to include Prince Edward Island in June 1999. The Regional Partnership Program (RPP) was created in response to a decline in Canadian Institutes of Health Research (CIHR) funding to health researchers in certain provinces, including Prince Edward Island. The CIHR-RPP supports a local strategic planning process to establish research priorities and partnerships and to build on local strengths and priority interests of all parties. All research proposals will be evaluated using the CIHR's peer review process and are funded on a one-to-one basis. For every \$1 of support from a regional partner, there is \$1 provided by the CIHR-RPP.

In Phase 2 (2003 - 2005) a maximum of \$280,000 is being allocated from the PEI Health Research Program to match the CIHR-RPP funding. Match funding will support a partnership with the University of Prince Edward Island and the Government of PEI to promote increased health research at UPEI and allow for more collaborative research between UPEI researchers and PEI health care providers. Projects supported must be consistent with the intent and purposes of the PEI Health Research Program. Projects that are outside the scope of the PEI Health Research Program will not be funded. A maximum grant of \$70,000 (\$35,000 from the CIHR-RPP and \$35,000 from the PEI Health Research Program) per year for up to 3 years (3 year total = \$210,000) will be supported through the CIHR-RPP.

- **Canadian Health Services Research Foundation**

The Canadian Health Services Research Foundation (CHSRF) is a national, not-for-profit institution that sponsors and promotes applied health systems research to enhance its quality and relevance, and to facilitate its use in evidence-based decision making. The three strategic directions of the Foundation include:

- ▶ to innovate in peer reviewed funding of applied research and research capacity for health systems;
- ▶ to improve the synthesis and dissemination of research on health systems; and
- ▶ to facilitate research capacity within organizations.

All research proposals will be evaluated using the CHSRF review process and will be funded on a two-to-one basis. For every \$1 provided by a third party co-sponsor, the CHSRF provides \$2.

In Phase 2 (2003 - 2005) a maximum of \$180,000 will be allocated from the PEI Health Research Program to match CHSRF funding. This match funding will allow PEI researchers easier access to CHSRF funding to enhance health systems and health service research in the province. This funding will be used solely for research that has policy implications. Projects supported under this arrangement must be consistent with the intent and purposes of the PEI Health Research Program. Projects that are outside the scope of the PEI Health Research Program will not be funded. The maximum total amount of funding provided to a single project will be \$200,000 (includes co-sponsorship funding).

- **National Cancer Institute of Canada**

The mission of the NCIC is to undertake and support cancer research and related programs in Canada that will lead to reduction of the incidence, morbidity, and mortality from cancer.

In order to achieve its mission, the National Cancer Institute of Canada has the following objectives:

- ▶ to initiate and support cancer research through grants and other mechanisms;
- ▶ to offer a program for the training, development and support of personnel in cancer research;
- ▶ to provide information related to cancer research and cancer control;
- ▶ to facilitate and actively participate in the coordination of activities sponsored by related agencies, both national and international;
- ▶ to act in concert with its partner, the Canadian Cancer Society.

The NCIC has partnered with Prince Edward Island through the Regional Research Development Program and the PEI Cancer Research Council. The PEI Department of Health and Social Services (DHSS) will provide one-to-one partner funding to support submissions from Prince Edward Island applicants that are eligible for funding under the PEI Health Research Program. The maximum funding provided by the HRP for individual projects will not exceed \$50,000 per year for a maximum two year period. In Phase 2 (2003 - 2005) a maximum of \$200,000 is being allocated from the PEI Health Research Program to match the NCIC-RPP funding.

- **All Other Proposals**

The PEI Health Research Program will fund other research projects which, preferably, will be partially funded by other organizations. A maximum of \$200,000 is available to this stream of funding. Projects that are not cost matched or supported by another funding organization will generally not receive funding support of more than \$5,000 from the PEI Health Research Program. Research projects supported in this stream of funding must be consistent with the intent and purposes of the PEI Health Research Program. Projects that are outside the scope of the PEI Health Research Program will not be funded. In order to receive funding, proposals must display scientific merit, relevance, and significance for the health or health care of Islanders. Proposals must be assessed as having significant impact on the health of Island residents. The assessment criteria outlined in Appendix A will be the basis for adjudicating the proposals.

## **How to Access the PEI Health Research Program:**

- **CHSRF, CIHR or NCIC proposals requesting cost matching from PEI Health Research Program:**

Proposals submitted to CHSRF, CIHR, or NCIC requesting matching funding from the PEI Health Research Program shall be prepared in accordance with the respective CHSRF, CIHR, or NCIC guidelines. Applicants must submit 11 copies of their proposal to the PEI Health Research Program. Following the review process by CHSRF, CIHR, or NCIC, the Department of Health and Social Services will decide which research projects, if any, will be cost matched using the assessment criteria outlined in Appendix A. Consideration will be given to the ranking of the project by CHSRF, CIHR, or NCIC. To receive matching funds from the PEI Health Research Program, projects must be consistent with at least one of the purposes of the Program and be eligible to receive funding. Projects outside the scope of the PEI Health Research Program will not be funded. All decisions of the PEI Health Research Program Review Committee will be final.

- **Other proposals requesting cost matching from PEI Health Research Program:**

Proposals submitted to other sponsoring agencies (e.g., Heart and Stroke Foundation of PEI, PEI Lung Association) requesting matching funding from the PEI Health Research Program shall be prepared in accordance with the guidelines of that agency. Applicants must submit 11 copies of their proposal to the PEI Health Research Program. The research team shall provide the PEI Health Research Program with a copy of the sponsoring agency's guidelines. Following the review process by the sponsoring agency, the PEI Health Research Program will decide which research projects, if any, will be cost matched using the assessment criteria outlined in Appendix A. Consideration will be given to the ranking of the specific project by the sponsoring agency. In order to receive matching funds from the Program, projects must be consistent with at least one of the purposes of the PEI Health Research Program and be eligible to receive funding. Projects outside the scope of the PEI Health Research Program will not be funded. All decisions of the PEI Health Research Program Review Committee will be final.

- **All other proposals requesting funding from PEI Health Research Program:**

Proposals shall be submitted in accordance with the format outlined in Appendix B. **Proposals not conforming to the format outlined in Appendix B will not be reviewed.** Applicants must submit 11 copies of their proposal to the PEI Health Research Program. Following the review process, the PEI Health Research Program will decide which research projects, if any, will be funded using this stream of funding. During the review process, consideration will be given to scientific merit, relevance, significance, and impact of the proposed project. In order to receive funding from the Program, projects must be consistent with at least one of the purposes of the PEI Health Research Program and be eligible to receive funding. Projects outside the scope of the PEI Health Research Program will not be funded. All decisions of the PEI Health Research Program Review Committee will be final.

## **Copyright and Intellectual Property:**

Any intellectual property or copyright developed through projects funded by the PEI Health Research Program will be owned by the researcher(s) or by the organization(s) or university(ies) of the researcher(s). However, all papers, reports, and other documents resulting from the research will be shared with the sponsoring agencies and within the health services community in various formats. Publications resulting from the research shall identify the PEI Health Research Program as a funder of the work. The Department of Health and Social Services will have a royalty-free non-exclusive license to use and publish information developed through projects funded by the PEI Health Research Program that respects the copyright of other scientific publications.

## **Time Frames for Submission:**

### **CHSRF, CIHR or NCIC proposals requesting cost matching from PEI Health Research Program**

All submissions shall respect the CHSRF, CIHR, or NCIC time frames. The researcher(s) shall provide the PEI Health Research Program with 11 copies of all proposal(s) submitted to CHSRF, CIHR, or NCIC. The PEI Health Research Program shall receive this information at the same time as it is submitted to CHSRF, CIHR, or NCIC.

### **Other proposals requesting funding from PEI Health Research Program**

The PEI Health Research Program will consider requests for funding twice a year, in June and December. For a proposal to be considered in June, it must be received by the PEI Health Research Program no later than May 27. For a proposal to be considered in December, it must be received by the PEI Health Research Program no later than November 18.

## **Terms and Conditions of Funding:**

### **CHSRF, CIHR, or NCIC Supported Proposals**

- PEI Health Research Program funding allocated to cost match CHSRF, CIHR, or NCIC supported projects will be disbursed to the hosting organization's financial services office. The terms and conditions of funding allocated to research proposals shall be outlined in a written agreement between the Department of Health and Social Services and the principal researcher and their affiliated organization. The Department of Health and Social Services has also entered into formal agreements with CHSRF, CIHR, NCIC, and with UPEI which outline the terms and conditions of their partnerships.
- The Department will receive regular progress and financial reports from the researchers as outlined in agreements with the principal researchers and their affiliated organizations.

### **All Other Proposals Supported by the PEI Health Research Program**

- The PEI Health Research Program may award conditional funding to a principal researcher whose application may be strengthened by minor revisions. These revisions may include but are not limited to modest requests for additional information or to minor revisions in methodology or design. In this case, the PEI Health Research Program will advise the principal researcher of the suggested revisions and ask him or her to re-submit a revised proposal. A final decision for funding will generally be made within one month of receipt of the revised proposal. Proposals requiring extensive revisions for funding may be encouraged to resubmit a revised proposal at the next PEI HRP competition.



- The terms and conditions of funding allocated to other research proposals shall be outlined in a written agreement between the Department of Health and Social Services and the principal researcher. The agreement will specify a number of terms and conditions, including the following:
  - ▶ there shall be regular communication between the Department of Health and Social Services and the principal researcher during the period of funding to ensure the projects are meeting their objectives;
  - ▶ there shall be complete disclosure of financial information to the Department of Health and Social Services on a regular basis by the principal researcher;
  - ▶ funding for approved projects shall be disbursed to the hosting organization's financial services office;
  - ▶ the Department of Health and Social Services shall not be liable for any project expenditures which are not in the approved budget;
  - ▶ the Department of Health and Social Services will have access to papers, reports and other documentation resulting from the research constituting a royalty-free non-exclusive license of publication;
  - ▶ the final report of the research must be submitted within 60 days of the completion of the project.

## **Contact Information:**

For further information contact:

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## **Appendix A: PEI Health Research Program Assessment Criteria**

Proposals will be reviewed and evaluated on the following criteria:

### **Relevance and Significance:**

- relevance and significance of the issue for the health and health care of people in Prince Edward Island;
- consistency with purposes of PEI Health Research Program;
- clarity of rationale for project;
- beneficial to Islanders.

### **Potential Impact:**

- involvement of health system personnel in the research;
- complete and comprehensive communication plan;
- extent and nature of support.

### **Merit:**

- clear, concise and complete research questions;
- capacity of the research team to conduct the research;
- appropriateness of methods;
- generalizability and validity of results.

In addition, all proposals will be assessed to determine if the proposed budget is consistent with scope and outcomes of the research.

Assessments of research project proposals will give due consideration to the following priorities:

- ▶ cost matched by another agency or organization;
- ▶ involvement of researchers based in PEI;
- ▶ provide economic benefit to PEI.

## **Appendix B: PEI Health Research Program Proposal Format**

Proposals requesting full funding from PEI Health Research Program must adhere to the following format in order to be eligible for review. Proposals must use 1.5 spacing, using 1 inch margins at sides, top and bottom, 12-point Times New Roman font, and be no more than 12 pages in length excluding references.

### **Proposals shall reflect the following format:**

- I Title Page: This page shall include the project title, name of principal investigator and date.
- II Abstract: This section shall be a comprehensive summary of the project, including:
  - ▶ the purpose of the research, and how it relates to the purposes of the PEI Health Research Program;
  - ▶ the expected results and how this knowledge may be applied to the development of treatments for disease, health services, or the health of the population;
  - ▶ the number of months required to complete the project;
  - ▶ the amount of funding requested from the PEI Health Research Program, and whether application will be made to other agencies for co-sponsorship.
- III Statement of the Problem: A description of the issue to be addressed including rationale and potential for the proposed project. The research objectives and questions must be stated clearly. This section of the proposal should reflect the findings of the literature review and other relevant background information and the PEI implications of the project.
- IV Methodology: A detailed outline of the methods and approach to be taken to address the research question(s) including the time frames for completion of the project activities. The project plan should be clear and concise.
- V Communication Plan: This section must include identification of target audience(s) for the research and what steps will be taken to reach these audience(s).
- VI Research Team: This section must include the names and affiliations of the principal investigator and the members of the research team, including a brief description of their roles, time commitment and anticipated contributions to the research project. In addition, for each investigator, please provide the following:
  - ▶ A brief curriculum vitae (no more than 5 pages) including earned degrees, the educational institution granting the degree, and publications for the last 5 years and a listing of all research grants and career awards currently held or held over the last 5 years from other granting agencies. For each grant, indicate the principal investigator and all co-applicants, funding agency, title, duration of award and amount awarded.

- VIII Partners: An outline of other partners involved in the research project should be included. Letters of support from the partners should be attached to the proposal.
- IX Budget: This section must outline the budget required to complete the project and specifically identify the funding requested from the PEI Health Research Program. The budget must outline cash flow requirements for each fiscal year (April 1 - March 31). Funding may be provided for salaries, travel, services and supplies directly related to the project. Generally, funding will not be provided for equipment, administrative costs, or rent. The name and signature of the financial officer shall be included along with the name of the organization accepting responsibility for administration of the funding should the proposal be successful.