



Centre hospitalier affilié
universitaire

A University-Affiliated
Hospital Centre



ST. MARY'S
HOSPITAL
FOUNDATION

ST. MARY'S HOSPITAL CENTER AND FOUNDATION PRESENT

ANNUAL C.A.R.E. PROGRAM
(COMPETITION ATTRACTING RESearch EXCELLENCE)

GUIDELINES FOR SUBMISSION AND REPORTING

Revised August 3, 2011

A. INTRODUCTION

The development of high quality research is one of St. Mary's top priorities, especially in light of its recent designation as a *Centre Hospitalier Affilié Universitaire* (CHAU). The St. Mary's Hospital Center (SMHC) and Foundation have created the C.A.R.E. (Competition Attracting Research Excellence) Program to support projects that contribute towards the development of research at SMHC and result in increased external research funding and peer-reviewed publications.

B. OBJECTIVES OF THE PROGRAM

The Program has two different objectives:

1. To support projects by junior investigators¹ in clinical and health services research relevant to improving patient care at SMHC and relevant to the development of research capacity at SMHC, with the expectation that results will be published and that the junior investigator may apply for external funding (e.g., from the Canadian Institutes for Health Research). Junior investigators will usually have a senior investigator as co-investigator.
2. To support pilot projects by senior investigators² in clinical and health services research (relevant to improving patient care at SMHC and relevant to the development of research capacity at SMHC) that include a junior investigator as co-principal investigator, with the expectation that results will be published and that the senior or junior investigator will apply for external funding (e.g., from the Canadian Institutes for Health Research). The project must address an area of research for which the collection of pilot data is necessary.

C. FUNDING AVAILABLE

For the 2011-12 competition, **\$80,000** is available from a general pool of funds. Up to **\$20,000** may be allocated per project.

¹ A junior investigator is defined as someone who has an interest and some experience in research.

² A senior investigator has held at least 1 research award recognized by the Fonds de recherche du Québec - Santé

D. COMPETITION TIMELINE (2011-2012)

June 1 st	Hospital informs Research Committee Executive Committee (RCEC) of funds available.
July 25 th	RCEC discusses, funds available for competition, and prepares announcement for applicants
August 2 nd	RCEC announces competition.
September 15 th	Deadline for letter of intent.
September 26 th	RCEC meets to discuss letters of intent. Letters that meet the eligibility criteria are invited to submit a full proposal.
November 30 th	Deadline for full application.
December (12-16)	Eligible proposals sent to CARE review committee.
January (16-20)	CARE review committee meets for in-depth review.
January 30 th	CARE review committee decision reviewed by RCEC; decision letters sent to applicants
February 27 th	Funding decision made by RCEC.
March 1 st	Funding made available; successful and unsuccessful applicants notified in writing; results of competition posted on website

E. ELIGIBILITY

To be eligible for the C.A.R.E. competition, a project must meet the following criteria:

1. The principal investigator (PI) is either a junior investigator or a senior investigator (with a junior investigator as co-PI).
2. Both the junior and senior investigator are affiliated with McGill (or another university), on staff at SMHC and/or Associate Members of the Research Center, SMHC
3. Either the PI or a co- investigator is qualified to do research
4. The project involves clinical or health services research relevant to improving patient care at SMHC and relevant to the development of research capacity at SMHC;
5. The research activity is based at SMHC
6. The PI has not received C.A.R.E. funding in the previous 2 years
7. The project has not received funding from elsewhere.

F. FUNDING PARAMETERS

Each project may cover a period up to 1 year, and may comprise, but should not be limited to: preparatory work (e.g. review of the literature, expert consultation).

Operating funds will be provided to support salaries of research personnel, and other resources to carry out the research study. Conference travel and investigator payments are NOT permitted. Equipment cannot be purchased with the funds, unless it is an essential project requirement, and the applicant does not have access to similar equipment that already exists in the Hospital at the time of the application. If equipment is purchased with competition funds, then SMHC policies and procedures for the control and ownership of equipment apply. Please contact the Administrative Coordinator of the Research Centre (ext. 5068), should you have any questions.

G. APPLICATION PROCESS

There are 2 stages to the application process: A 'Letter of Intent' and a 'Full Application'.

Letter of Intent

Applicants are invited to submit a 1-2 page Letter of Intent to determine if the proposed project is eligible for the C.A.R.E. competition. The Letter of Intent should list the project investigators and describe briefly the objectives and methods of the proposed project.

If the review committee judges the proposed project eligible for the C.A.R.E. competition, the applicant will be invited to submit a Full Application.

Full Application

If invited to submit a Full Application, applicants will submit the following:

1. A cover page with the contact information of the PI, the nature of the PI's appointment (SMHC staff and/or Associate Member of the St. Mary's Research Centre), the title of the project, and the names and affiliations of the investigators;
2. Five to 10 pages describing the proposal (background, objectives, methods, ethical considerations, conclusion), including 1-2 pages of references;
3. A budget (summary table of planned expenses) and a 1-page budget justification;
4. CVs of all investigators covering activities for the last 5 years (including grants and publications);
5. A 1-page (maximum) summary of the role of each investigator in the project;
6. The PI should specify in the proposal how the results will be used to apply for further external funding, and to which external funding agencies will future grant proposals be sent;
7. The proposal must be typewritten, with 1.5 line spacing, in Times Roman 12 font, with 2.5 cm margins all around.

H. REVIEW PROCESS

Letter of Intent

The evaluation of the Letter of Intent is conducted by a sub-committee of the Research Centre Executive Committee. Projects are evaluated on the following 7 criteria:

1. The principal investigator (PI) is either a junior investigator or a senior investigator (with a junior investigator as co-PI).
2. Both the junior and senior investigator are affiliated with McGill (or another university), on staff at SMHC and/or Associate Members of the Research Centre, SMHC.
3. Either the PI or a co- investigator is qualified to do research.
4. The project involves clinical or health services research relevant to improving patient care at SMHC and relevant to the development of research capacity at SMHC.
5. The research activity is based at SMHC.
6. The PI has not received C.A.R.E. funding in the previous 2 years.
7. The project has not received funding from elsewhere.

Only projects which meet all 7 criteria will proceed to the next step in the application process; otherwise, they are eliminated from the competition.

Full Application

The evaluation of the Full Application is conducted by the C.A.R.E. Review Committee.

Step 1: Calculation of averaged structured scientific review score

Each project will be reviewed independently by 2 scientific reviewers (primary and secondary) who will each provide an averaged structured scientific review score.

The average structured scientific review score is determined for each project and used to evaluate the scientific quality of the research project. This score is based on the average of the scores for each of the following 6 components:

1. Research question
2. Background
3. Study population
4. Methods used
5. Measurements taken
6. Statistical analysis performed

Each of the 6 components is evaluated on the following 5-point scale:

- 5 = Outstanding
- 4 = Very good
- 3 = Good – needs minor revisions
- 2 = Fair – needs major revisions
- 1 = Poor – needs rethinking

Step 2: Additional factors

The second step in the review process is the review of 2 additional qualitative factors:

1. Ethical concerns (Yes or No); if Yes, please describe
2. Budget concerns (Yes or No); if Yes, please describe

Step 3: Consensus score

The C.A.R.E. review committee will meet to determine the consensus score for each project. On the day of the committee meeting:

1. The primary reviewer will present their preliminary averaged scientific review score, their scientific review and any ethical or budgetary concerns;
2. The secondary reviewer will follow suit;
3. The primary and secondary reviewers will discuss the project;
4. Discussion is opened to all members of the Committee;
5. All reviewers will present their averaged scientific review score;
6. The Committee determines a consensus score for the project. Only projects that receive a consensus score of 3 or more will be considered for funding;
7. The Committee chairman will record all averaged scientific review scores;
8. At the end of the meeting, the Committee will rank projects recommended for funding.

I. FUNDING DECISIONS

The recommendations for funding will be sent to the Vice President-Academic Affairs, who will make final decisions on which projects are to be funded and the budget to be allocated for each project. The Vice-President will inform the PI of the funding decisions.

J. SEMINAR PRESENTATION

During the course of the project, or 2 months after the termination of the project, the PI must present the study methods or results of her/his research at one of the bi-weekly seminar series organized by the Research Centre.

K. FINAL REPORTING

Two months after the termination of the project, the PI must submit a final report to the Research Centre Executive Committee. The report must include the following:

1. A scientific report using the standard 1:3:25 format. This includes 1 page of main messages, followed by a 3-page executive summary, and a report of findings of no more than 25 pages. For more details on this format, refer to guidelines produced by the Canadian Health Services Research Foundation at http://www.chsrf.ca/Migrated/PDF/CommunicationNotes/cn-1325_e.pdf
2. A 1-page final financial report that includes approved budget, total expenditures, and the amount of unspent funds, if applicable.
3. Other documentation, including any grant proposal submitted, oral presentations, publications (and/or submissions), or other research materials emanating from the project must also be appended to this report. If not available at the time the report is submitted, they should be submitted as soon as possible during the year following the final report.

L. EXTENSIONS

Normally funding is for one year, however depending on the circumstances, a 12-month no-cost extension may be granted by the Research Centre Executive Committee. In order to request an extension, the PI must submit by the end of the grant year a progress report to the Chair of the Research Centre Executive Committee. The Research Centre Executive Committee will evaluate the progress report, and will decide whether there is adequate justification to provide an extension.

M. ACKNOWLEDGEMENTS

St. Mary's Hospital Center must be acknowledged for its contribution to the study in all oral presentations, publications (and/or submissions), or other research materials emanating from the project. If SMHC is the principal funding body, then the primary institution acknowledged should be SMHC. SMHC would be the principal funding body if greater than 50% of the funding came from SMHC, or if SMHC was the institution awarding the highest proportion for a study funded by multiple funding bodies.

In certain cases, specific funding sources may need to be acknowledged in various materials produced as a result of the research. The Research Centre Executive Committee would then work with the Hospital and/or

Foundation to determine the specific funding sources that need to be acknowledged (ex. endowment funds established for particular research themes).

N. GENERAL INFORMATION AND/OR FOR HELP IN APPLYING

Please contact:

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