



ROYAL UNIVERSITY HOSPITAL FOUNDATION RESEARCH FUND 2020 - 2021 Award Guidelines

ELECTRONIC SUBMISSION OF THIS APPLICATION IS REQUIRED. Please email completed application to info@ruhf.org - alternately you may submit this application on a USB stick to our office.

Please submit applications a minimum of **ONE WEEK PRIOR TO DEADLINE** To either the University of Saskatchewan's (U of S) RSEO or the Saskatchewan Health Authority's (SHA) Research Department, depending on your primary affiliation for the purposes of the proposed research study.

U of S approvals – Please use the UnivRS SYSTEM through the Research Services and Ethics Office (RSEO). This signifies that all departmental, college, and university approvals are in place. RSEO sign off (Part B) should be submitted with the application. **Please Note: If you plan to utilize any of the SHA's resources to complete your proposed project, you must include a letter of support from the SHA with your application. Please contact the Research Department at ResearchApproval.Regina@saskhealthauthority.ca to complete this requirement.**

***NEW* SHA approvals** – Please submit your application to the SHA Research Department at ResearchApproval.Regina@saskhealthauthority.ca in order to complete the required pre-review and approval process. The Director of Research's sign off (Part B) should be submitted with the application. For support with grant writing please contact (306) 766-5573.

The Royal University Hospital Foundation Research Fund is supported by Royal University Hospital Foundation through annual donations and investment earnings on donor endowments.

1. Funding Available for 2020 - 2021 - \$175,000

- \$80,000 for general health related research
- \$50,000 for trauma related research
- \$25,000 for mental health research
- \$20,000 for research that includes children and youth

Maximum grant award: \$25,000

2. Purpose

The RUHF Research Fund supports clinically-relevant research projects that will ultimately benefit patients who are, for the most part, treated at Royal University Hospital.

- Collaborative research projects are encouraged.
- Priority will be given to research projects demonstrating clear clinical application and applicants who demonstrate financial support from other sources including funding and project partners.

3. Eligible Applicants

- Royal University Hospital allied health care professionals, nurses and physicians with clinical practice at RUH that are eligible to hold research funds at the U of S or through Research Department at the SHA.
- University of Saskatchewan residents and fellows (including postdoctoral fellows) based at RUH throughout the term of the grant are eligible to be co-applicants with a primary supervisor able to hold research funds at the U of S or within the Research Department at the SHA. U of S graduate students are not eligible to be co-applicants.
- University of Saskatchewan faculty whose study outcomes have direct clinical impact on programs managed primarily at RUH.
- If you have been funded in previous years from the RUH Foundation, please indicate outcomes of the last research project.

4. What is not eligible for funding

- Overhead expenses.

- Service costs for equipment during or after the project.
- Office equipment. Computers will be funded only if they are directly related to the research and only in exceptional circumstances.
- Basic science research with no demonstrated clinical outcomes.
- Projects where the main patient group that benefits from the research will not be a service located within RUH.
- Travel to scientific meetings for knowledge translation.

5. Application Deadline: January 14, 2021, by 4:00 p.m.

6. Award Date: April 1, 2021

7. Award Term

Two years from notification date of award.

8. Review Process

The RUH Foundation Research Fund is reviewed in two stages:

1. Research merit is reviewed by the research sub-committee of the RUHF Granting Committee and includes representation from College of Medicine, College of Nursing, SHA, SHRF, and the external research community.
2. The RUH Foundation Granting Committee considers the recommended applications based on strategic goals of the RUH Foundation and merit as ranked by the research subcommittee and recommends for approval by the Board of Directors.

9. General Information for Completing and Submitting the Application Form

Applicants are expected to be aware of, and comply with, the requirements of this application and conditions outlined in Section 9. Please contact the RUH Foundation office at (306)655-6521 if in doubt.

- This application template is to be followed for all proposals and is available at www.ruhf.org. Applications can be emailed to info@ruh.org alternately you may submit an **USB** with all Parts (A, B & C for all applicants) of the application to the address listed below. This will not be returned until AFTER the subcommittee review.
- Clearly state co-applicant's involvement in the research. If this is a pilot for a larger grant, ensure this is stated.
- Although travel to scientific meeting/knowledge translation is not a part of eligible funding, due to the grant size and funding available, please include how the knowledge transfer will be disseminated. Successful applicants are encouraged to access department, operational or other funding to attend scientific meetings or conferences to present this research.
- All required documentation must be attached to the application. RUHF will not update or alter submitted applications. Completeness of the application is at the Primary Applicants discretion.
- If the grant is approved, a study-specific account will be established at the U of S or SHA (depending on your primary affiliation listed on the grant application) for the administration of funds, in compliance with each of the U of S's or SHA's institutional Research Policies and Procedures. RUHF will hold back 15% of the grant pending receipt of an approved final report.
- Each applicant may submit only one project per year. If you have been funded in previous years from the RUH Foundation, please indicate outcomes of the last research project. If the primary applicant has an outstanding obligation from a previously funded RUHF Research Grant, his/her application will not be considered.
- Incomplete or late applications will be considered ineligible and will not be reviewed.

10. General Conditions for Awards of Research Grants

- By signing this application, the grantee will indemnify and save harmless the Royal University Hospital Foundation (RUHF) from all actions, claims, suits, demands, liabilities, losses, damages, charges, costs, or

expenses (including legal fees) that may be imposed upon or incurred by or asserted against RUHF by reason of or arising out of the funding of the proposed research.

11. Ethics and Operational Approvals

- All successful grant applicants are required to provide proof of ethical review/approval by the appropriate U of S or SHA Research Ethics Board, and, if SHA resources are impacted by the approved study, will also require proof of SHA Operational Approval through the SHA Research Department, prior to release of the funds. Please contact the U of S's, RSEO (306) 966-2975 or the SHA Research Department (306) 766-5573 to determine the steps you will need to take in order to obtain ethics and operational approval for your project. ***Note: You are not required to apply for ethical or operational approvals prior to the grant application being submitted, this is required only if the research is successful in receiving funding.***
- Grants are made to support the specific research project as outlined in the grant application. Any funds not used for that funded research project remain the property of the RUH Foundation and will be returned to the Foundation.
- The grantee shall notify the RUH Foundation immediately of his/her inability to complete the research for which the grant has been made. Extensions may be granted on a case by case basis and requests must be made in writing.
- Grants may not be transferred to another individual/team.
- Applicants with little or no research background are encouraged to seek assistance from their institution's research department, or their academic department's research facilitator or mentoring team.
- When the research project involves humans, ethics approval from the appropriate institutional Research Ethics Board must be obtained. Projects that will be utilizing SHA resources and/or facilities will also require SHA Operational approval, regardless of which agency (U of S or SHA) is overseeing the project. Both of the ethical and operational approvals must be in place **before** funding will be released.
- When the project involves the use of animals, they must be cared for in accordance with the principles contained in the Care of Experimental Animals, a Guide for Canada, and Canadian Council on Animal Care. Proposals must have University of Saskatchewan animal care protocol approval before funding will be released.
- Title to equipment purchased under the grant will remain with the Saskatchewan Health Authority or University of Saskatchewan upon completion of the project.
- **RUHF funding may be eligible as matching for CFI applications. Contact your U of S, Vice Dean of Research or SHA Research Department to discuss this possibility.**
- Acknowledgement of financial assistance received from the RUHF is required in publications arising out of the project. It is understood that the RUHF may include summaries of projects supported in its publications. Acknowledgement of RUHF funding for equipment may be required.
- A copy of your research findings and a final report including financials must be sent to RUHF. The final report is due within six months of completion of the project. Grant is subject to a 15% holdback pending receipt of report. A progress report may be requested.
- Research must commence within six months and be completed within 24 months of notification of award. Extensions will be granted on a case-by-case basis and must be requested in writing.

If this application is successful, the grant will be accepted under the conditions listed above. Additional information is available from:

Email: mia.cavanagh@ruhf.org
Internet : ruhf.org
Phone: (306) 655-6521