

## 2021 Research Grant Competition Criteria and Submission Checklist

Please review the following questions carefully before submitting your research grant application. **Your submission will be disqualified if it does not comply with the checklist.** It is the responsibility of the applicant to ensure the application is complete when submitted. Applications will be evaluated as submitted. A copy of this completed checklist is required as part of your submission.

If you require clarification of the criteria for submission, please contact Lauren Bresee, Chair, CSHP Research Grant Committee at [laurenb@cadth.ca](mailto:laurenb@cadth.ca)

<input type="checkbox"/>	We understand that this application will be reviewed by the - CSHP Research Grant Committee as per the grant evaluation criteria posted on the CSHP Foundation website.
<input type="checkbox"/>	The principal investigator is a Member, Member-in-Training or Student Supporter of the Canadian Society of Hospital Pharmacists and has been a member for at least <u>12</u> consecutive months at the time of the grant application. <b>A <u>single</u> principal investigator must be specified and their CSHP Membership Number must be provided.</b>
<input type="checkbox"/>	This is the <b>sole</b> application to this year's grant competition for <b>each</b> of the investigators.
<input type="checkbox"/>	This application is not being submitted on behalf of a CSHP group (committee, task force, or affiliated board).
<input type="checkbox"/>	This research is based and will be conducted primarily in an organized healthcare setting in Canada.
<input type="checkbox"/>	We understand that the funds to be granted will be determined through the evaluation process and may be less than the full amount of the budget for the submitted research project.
<input type="checkbox"/>	This application does not duplicate funding already held for this project or a portion of the project. If an additional funding source is being solicited, please declare the funding source and decision date for that funding source.
<input type="checkbox"/>	The purpose of the grant competition is <u>not</u> to fund residency research projects that would be undertaken regardless of external funding. However, if a portion of a residency project is novel and requires external funding, this will have to be <u>explicitly stated</u> and <u>justified</u> in the rationale and budget of the project – including “contributions in kind” from the sponsoring institution.

<input type="checkbox"/>	<p>The <b>complete submission</b> contains the following <u>as 6 distinct documents, in PDF format</u>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All pages of this checklist, completed</li> <li><input type="checkbox"/> Research proposal</li> <li><input type="checkbox"/> Budget and budget justification, using the required template</li> <li><input type="checkbox"/> Curriculum vitae of <b>each</b> investigator, <u>collated</u> into one document</li> <li><input type="checkbox"/> Signatures of all investigators and an authorized signing official of the approving institution</li> </ul> <p><u>Institutional Review Committee (Research Ethics Board)</u>  Must select <b>one</b> below:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proof of ethics board approval included with application (e.g., REB certificate of approval)</li> <li><input type="checkbox"/> Proof of ethics board submission and currently under consideration (e.g. form letter from REB Chair or delegate stating that the application for REB approval has been received and is under consideration)</li> <li><input type="checkbox"/> Proof that REB review is not required (e.g. letter from REB that review is not required)</li> </ul>
<input type="checkbox"/>	<p>The principal investigator has reviewed the "Research Grant Committee Review Process" and the "Criteria for Evaluation of Submissions" documents.</p>
<input type="checkbox"/>	<p>The <b>Research Proposal</b> contains the following items:</p> <p><b>Part A: Not to exceed a total of <u>24 double-spaced typed pages</u></b></p> <ol style="list-style-type: none"> <li>1. A Title Page, containing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Title of the proposed research</li> <li><input type="checkbox"/> Principal investigator's, name, title, institution and CSHP membership number</li> <li><input type="checkbox"/> Names, titles, and institutions of the collaborating investigators</li> <li><input type="checkbox"/> Name and address of the organized health facility in which the research will be primarily conducted</li> </ul> </li> <li>2. <input type="checkbox"/> A brief Summary of the Research Proposal (maximum 300 words)</li> <li>3. An Introduction, containing: <ul style="list-style-type: none"> <li><input type="checkbox"/> A review of research in the area, with appropriate references</li> <li><input type="checkbox"/> The rationale for the research proposal</li> <li><input type="checkbox"/> A description of the significance of the research</li> </ul> </li> <li>4. <input type="checkbox"/> Research Hypothesis and Objectives</li> <li>5. Methodology, with adequate discussion of the following items: <ul style="list-style-type: none"> <li><input type="checkbox"/> Experimental design</li> <li><input type="checkbox"/> Study population, sample selection and sample size justification (if applicable)</li> <li><input type="checkbox"/> Clear definitions of exposures, outcomes, and covariates (if applicable)</li> <li><input type="checkbox"/> Methods and procedures for data collection</li> </ul> </li> <li>6. <input type="checkbox"/> Data Analysis Procedures</li> </ol> <p><b>Part B: Not to exceed <u>8 pages</u></b></p> <ol style="list-style-type: none"> <li>7. <input type="checkbox"/> Work Plan that corresponds with specified objectives and methods. The work plan should identify activities, centres of responsibility, and target completion dates.</li> <li>8. <input type="checkbox"/> References</li> <li>9. <input type="checkbox"/> Appendices (if applicable)</li> </ol>

<input type="checkbox"/>	<p>The <b>Budget</b> is presented using the <b>CSHP Research Grant Application Project Budget &amp; Justification</b> template and clearly indicates the total funding requested, not to exceed \$10,000, in this grant application <b>AND</b> justifies the requested funds for each following item:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Personnel (include benefits): job functions and time commitment to the research project is described <i>*see guidance note</i></li> <li><input type="checkbox"/> Supplies</li> <li><input type="checkbox"/> Equipment</li> </ul> <p>1. <i>*Guidance Note:</i> Please justify the rationale for the requested salary/wages (e.g. collective agreement wage scale, institutional required wage, etc).</p>
<input type="checkbox"/>	<p>The <b>Budget</b> does <b>NOT</b> include funding requests for the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Non-scientific personnel salaries (clerical and other indirect project assistant) <i>*see guidance note</i></li> <li><input type="checkbox"/> Conference travel</li> <li><input type="checkbox"/> Institutional overhead or administration charges</li> <li><input type="checkbox"/> Costs associated with publication of the research results in a recognized scientific journal</li> </ul> <p>2. <i>*Guidance Note:</i> Eligible funding for salaries include research coordinators, research assistants, research students, biostatisticians, and analysts. Please note: the following budget requests will <b>NOT</b> be funded: salaries of the study investigators, salaries of pharmacy staff who will be providing a service during the study (such as direct patient care or drug distribution operations). For example, if a study intervention requires a pharmacist to provide admission medication reconciliation, discharge medication reconciliation, and discharge patient education, the salary of that pharmacist would NOT be funded, irrespective of whether it is an existing service, newly proposed service, or pilot service. If you have questions about funding eligibility for specific line items, please contact the Chair of the CSHP Research Grant Committee.</p>
<input type="checkbox"/>	<p>We understand that granted monies must be used within parameters outlined in the budget submitted in this application. Permission to deviate from the outlined budget with granted monies will be sought in writing from the Foundation Board. Written approval from the Foundation Board must be obtained prior to expenditures.</p>
<input type="checkbox"/>	<p><b>Signatures</b> (in 1 single collated document):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Signature of the Principal Investigator</li> <li><input type="checkbox"/> Signature(s) of the Co-Investigators</li> <li><input type="checkbox"/> Signature of the President or authorized signing official of the organized health facility in which the research will be primarily conducted. If the project does not have a primary organized health care facility, the authorized signing official will be the institution (health care / academic facility) where by the principal investigator resides. Additional letters of support are encouraged in cases where there may be an overlap in signing authority.</li> </ul>
<input type="checkbox"/>	<p>Do you consider yourself a <i>novice researcher</i> (see <i>definition</i> next page)? <b>Yes / No</b> (please circle appropriate response)</p>
<p>Your complete application must be submitted electronically to Rosemary Pantalone at <a href="mailto:rpantalone@cshp.ca">rpantalone@cshp.ca</a>  <u>Deadline date for submissions: October 15, 2021</u>     <b>NOTE:</b> All files submitted must be in <b>PDF format</b>.</p>	

**DEFINITIONS:**

**Novice researcher** is defined as the principal investigator for fewer than 3 research publications AND fewer than 5 different research presentations (podium or poster).

**Principal investigator** is defined as the first author of the publication or the primary investigator of the project.

**Research publication** is defined as a full peer-reviewed manuscript (with typical sections of Introduction, Methods, Results, and Discussion) that is not an abstract, a case report or case series, or a review article.

*CSHP Foundation Research Grants support research in the basic pharmaceutical sciences, clinical pharmacy or any area of investigation relevant to institutional pharmacy practice.*