

Guideline for application to the Covenant Health Research Centre (CHRC) grant and seed fund

The CHRC grant and seed fund is open for applications by researchers throughout the fiscal year (April 1st through to March 31st), and until such time as the maximum allotment for the year has been depleted. Once the annual allotment has been depleted, any applications received will be held until the following fiscal year and applicants will be advised accordingly.

Submit all funding requests to research@covenanthealth.ca

Grant Application packages should include:

- a letter of request to the attention of the CHRC, containing:
 - a brief overview of the project in layman's terms;
 - the amount requested along with a detailed budget;
 - other sources of funding already received and/or applied for; and
 - information to address Review Criteria Guide (attached).
- a copy of a current ethics approval letter is a required attachment for those seeking funding for a research project; and
- a signed Covenant Health travel approval form for requests involving travel.

Definition of Research-Related Expenses:

- Research related expenses can be any of the following that are not associated with standard treatment and are necessary in order for the research to take place, including but not limited to:
 - Medical supplies;
 - Medical equipment specific to the project;
 - Tests (i.e. lab tests, diagnostic imaging procedures);
 - Office supplies including printing/photocopying;
 - Fees or salary for services specific to the research project but not including fees for the Principal Investigator (e.g. STEP student wages, honorariums to study participants); and
 - Commuting expenses for students and study participants (e.g. car rentals, cab & bus fares).

Guidelines related to Travel Expenses: ~~Currently under review and not accessible.~~

- ~~Travel expenses to present (speaking or poster session) at conferences with a starting point of Edmonton are eligible for up to a maximum of \$1,500.00. These are not to include travel expenses for just attending conferences;~~
- ~~All travel expenses must comply with the Covenant Health Policy & Procedures: IV-5 "Business Travel and Conference Expense - Employee/Physician"; and~~
- ~~A signed organizational travel approval form must accompany the application.~~

General Guidelines:

- The research must have Health Research Ethics Board (HREB) or equivalent Alberta *Health Information Act* designated board approval, and for studies taking place at *Covenant Health* must also have *Covenant Health* operational/administrative approval;
- The research must benefit *Covenant Health* patients or residents; staff, physicians or volunteers; or *Covenant Health*;
- Grant money to cover fees or salary for the Principal Investigator is not permitted;
- A follow-up study is considered a different study as it requires separate HREB and *Covenant Health* operational/administrative approvals. A follow-up study is entitled to a grant even if the original study received a grant;
- An Investigator is permitted to apply for multiple grants as long as each grant is for a different study;
- The maximum grant for a research study is \$5,000.00;
- The total amount of research grants for all applicants is not to exceed \$50,000.00 in a fiscal year;
- Grant approvals and subsequent charges to trust accounts are conditional upon appropriate receipts. Charges that are distinct from the approved budget line items are not allowed. This includes use of funds for overhead charges or contingency funds, etc.;
- Only the approved recipient can access approved grant funds (cannot be moved from one person to another without prior approval);
- Funds left over at the end of the project or otherwise unused within one year from date of approval and without an extension request, must be returned to the CHRC to be re-allocated to the CHRC grant pool of funds;
- Grant applications from any *Covenant Health* site will be accepted for consideration, contingent upon site participation in the overhead fund support structure;
- Researchers who have been awarded CHRC grants and who have not submitted final reports to the CHRC reflecting the results of their research will not be eligible for further grants.

Exceptions to General Guidelines – Seed Funding:

- Seed Funds refer to start-up monies required to develop projects in order to conduct research, or to develop research projects by applicants who intend to apply for other granting;
- A researcher can request “seed funds”, and still be eligible for additional grant funds according to the guidelines listed above, up to a maximum of \$5,000.00 inclusive of any seed funds and per research project;
- A letter of request including an explanation of how the seed money will improve the application for additional funding, or improve development of their research project; a detailed budget and any corresponding documents will still be required for review;
- In the case of seed funding grant applications, it is understood that the research project will not yet have ethics approval through the HREB or operational/administrative approval through the CHRC.

Administration of Grant Monies by University Research Services Office:

CHRC Grant monies may be administered by a University Research Services Office if it is more convenient for the recipient. All requirements and restrictions still apply, and in particular:

- Grant approvals and subsequent charges to trust accounts are conditional upon appropriate receipts. Charges that are distinct from the approved budget line items are not allowed. This includes use of funds for overhead charges or contingency funds, etc.;
- Only the approved recipient can access approved grant funds (cannot be moved from one person to another without prior approval);
- Funds left over at the end of the project or otherwise unused within one year from date of approval and without an extension request, must be returned to the CHRC to be re-allocated to the CHRC grant pool of funds; and
- External organizations holding grant monies in trust must provide financial reporting every 6 months.

V8 2017February