



2012 AWARDS GUIDE

2012 Awards Guide

MANITOBA HEALTH RESEARCH COUNCIL

205 – 445 Ellice Avenue, Winnipeg, Manitoba, Canada R3B 3P5

Telephone (204) 775-1096 Fax (204) 786-5401

www.mhrc.mb.ca

E-mail info@mhrc.mb.ca

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A. GENERAL INFORMATION

1. Mandate

The mandate of the Manitoba Health Research Council is to promote the growth of and the coordination of the health research enterprise in Manitoba. To this end, the MHRC provides support for health related basic, clinical and applied health research in the Province of Manitoba. Applications for personnel awards, dissertation awards, operating grants, establishment grants, and bridge funding will be considered.

2. Contact Information

Information about deadlines and application forms can be obtained from the Manitoba Health Research Council Office (775-1096 or info@mhrc.mb.ca) or Council's website: (www.mhrc.mb.ca). Assistance with competition requirements can be addressed by email (helpdesk@mhrc.mb.ca).

B. APPLICATION PROCESS

The MHRC **administers ALL APPLICATIONS (except PhD Dissertation and Bridge Funding) through an Electronic Grants Management System.**

PLEASE NOTE: THE MHRC REQUIRES THE SUBMISSION OF A COMMON CV (CCV) AS PART OF ALL APPLICATIONS. AN APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT THE REQUIRED CCV. THE MHRC WEBSITE HAS ALL INFORMATION NECESSARY FOR COMPLETION OF A CCV.

AN APPLICANT/SUPERVISOR SHOULD ENSURE THAT THE CCV SUBMITTED TO THE EGMS IS AN UPDATED VERSION.

The MHRC provides guidelines and forms for accessing each of its research funding programs. The required forms or access instructions are indicated in each program section of this guide.

Applicants must provide all requested information and ensure their applications are concise, well-written and easy to follow. All abbreviations and acronyms should be explained and jargon kept to a minimum. For hardcopy applications, the required number of copies of the application form and all supporting material must be submitted to the MHRC by the stated deadline in order to be eligible.

CHECKLISTS:

<u>Studentship, Fellowship, Clinical Fellowship</u>
√ Complete Online CCV form
√ Submit CCV as part of online eGMS Application
√ Complete & Submit online eGMS Application
√ Ensure Hard Copy of Transcripts are sent to MHRC Office
√ Arrange for 3 supporting letters to be sent to MHRC office

<u>Operating, Establishment, & Manitoba Research Chairs</u>
√ Complete online CCV
√ Submit CCV as part of online eGMS Application
√ Print out a HARDCOPY of CCV and complete application form for SIGNATURE/SUBMISSION TO THE MHRC. NOTE: CCV attachments must be printed out separately.
√ Complete & Submit online eGMS Application.
√ Arrange for supporting letters to be sent to MHRC office (if applicable)

- **Budgets**

Budgets are reviewed very carefully and should include only those expenses allowed, as outlined in the funding program description and necessary for the proposed research. All purchases, reimbursements for services, travel costs and student support must follow guidelines and rates set by the applicant's host institution and must be undertaken according to the host institution's standard procedures. Equipment purchased with grant funds becomes the property of the host institution.

- **Ethics**

All studies involving human subjects must be ethically acceptable to Council and to the sponsoring institution. Research funded by MHRC must also comply with the ethical conduct requirements expressed in the following guidelines:

- Research Involving Humans - TCPS 2—2nd edition of Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans available from the web site of the [Interagency Advisory Panel on Research Ethics](#);
- Tri-Council Policy Statement: Integrity in Research and Scholarship (December, 2011)
- Guidelines on Laboratory Bio-safety (3rd Edition 2004) prepared by the Public Health Agency of Canada and available on their web site at <http://www.pre.ethics.gc.ca/english/policystatement/policystatement.cfm>;

- The Stem Cell Policy Guidelines, Canadian Institutes for Health Research (Compliance with Human Pluripotent Stem Cell Research: Guidelines for CIHR-Funded Research, CIHR Governing Council, June 20, 2002 updated 2006) available from the CIHR web site at <http://www.cihr-irsc.gc.ca/e/31488.html>.

The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

- **Handling of Animals**

The handling of animals used in investigations supported by the Manitoba Health Research Council is to be in accordance with the guidelines set out by the Canadian Council on Animal Care in its publication "Guide and the Care and Use of Experimental Animals" and other guidelines published or endorsed by the Canadian Council on Animal Care (available from the Canadian Council on Animal Care, 1510 - 130 Albert Street, Ottawa K1P 5G4 or visit their website at www.ccac.ca). The signing of the application by the appropriate institutional authority constitutes a commitment on the part of the applicant and the administrators of the sponsoring institution that these guidelines will be respected.

- **Research Involving Radioactive Materials**

Information on the requirements for research involving radioactive materials is available from the Canadian Nuclear Safety Commission (www.nuclearsafety.gc.ca/)

- **Disposal of Hazardous Materials**

Researchers and institutions are responsible for compliance with federal, provincial and municipal requirements for disposal of hazardous materials and chemical and biological wastes, and for their use in the workplace.

- **Training programs outside Manitoba**

In disciplines where training at the pre-doctoral and fellowship levels is not available within the Province, Council will consider funding elsewhere. However, consideration will be given only where documented evidence is provided confirming the absence of suitable training opportunities in Manitoba and a need for individuals trained in the discipline and where there is a firm commitment by the applicant to return to the Province after training.

C. DECISION PROCESS

1. Screening

MHRC reserves the right to declare ineligible applications that are incomplete or do not meet application requirements. For this reason, the MHRC encourages all applicants to review the appropriate application checklist prior to submitting their applications.

2. Peer Review

MHRC employs a competitive process and peer review to evaluate and select research funding proposals for the Board's approval. Peer review is undertaken by a committee of active health researchers and health professionals constituted appropriately to suit the nature of applications under review. Each committee is chaired by a respected researcher from a relevant field. Manitoba Research Chairs are evaluated by reviewers from outside Manitoba.

3. Criteria

The criteria used in the peer review process are specified in the following sections describing MHRC's funding award programs.

4. Rating Scale

MHRC reviewers use the following 5-point scale to rate proposals:

4.5 - 4.9	outstanding
4.0 - 4.4	excellent
3.5 - 3.9	very good
3.0 - 3.4	good
2.5 - 2.9	needs revision
2.0 - 2.9	needs major revision
1.0 - 1.9	below average
0	not acceptable

5. Approvals

The MHRC Board makes final approvals of all grants and awards, based on review committee recommendations, compliance with all requirements and budget considerations.

6. Notification

All applicants are notified in writing of the outcome. Operating & Establishment grant applicants, and Manitoba Research Chair applicants, receive feedback from the peer-review process and personnel applicants may request written feedback.

Successful applicants will receive notification informing them of the type of grant or award and the amount of the grant or award. Copies of the notifications will be sent to the business officer of the host institution. Successful applicants must accept in writing before the grant or award is activated.

7. The Manitoba Health Research Council does not have an appeal process for decisions made by review committees. The decisions of the review committees that are ratified by Council are always considered final.

D. GRANTS AND AWARDS MANAGEMENT

1. Accounts

Upon receiving written acceptance, MHRC sends the funding information to the host institutions. The funds provided by the Council are administered by the business officer of the host institution. Expenditures from each grant must be authorized by the grantee whose responsibility it is to see that funds are used only for expenditures directly related to the project approved for funding.

2. Accounting

Financial offices at host institutions are responsible for:

- Establishing a separate research account for each grant or award;
- Managing the research account and ensuring the timely flow of funds to researchers;
- Submitting to Council a statement of expenditures signed by the grantee as soon as practical after the close of the grant year; and
- Notifying Council immediately if the grantee is unable, for any reason, to carry out or to complete the research for which funds are provided.

3. Expenditures

All expenditures must meet the MHRC's policies on eligible expenses and student support. Research funds are to be spent according to budgets approved during the review and decision process. Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the research project have changed. Grant holders need MHRC approval for such reallocation only if the change involved 25% or more of the grant's total.

MHRC grants and awards may be used only for expenses incurred during the term of the award. In particular, please note the following:

- The unspent balance of a grant at the close of the grant period may remain to the credit of the grantee for an additional three month period,

provided it is used for the purpose for which the grant was made and in accordance with current MHRC guidelines.

- Should the research program under which the grant was awarded be permanently suspended prior to all grant funds being exhausted, all remaining funds must be returned to the MHRC no later than 90 days after the award was suspended.
- Grants are awarded for the support of research at the specified institution where the recipient is located. If the grantee moves from one institution to another the grant is normally terminated and the remaining funds returned to Council. With prior written permission of Council, however, it may be possible to transfer the unexpended balance of the grant to another institution within the Province of Manitoba.
- Equipment purchased through a Council grant is vested in the name of the sponsoring institution.
- Any commitment incurred by a grantee in excess of the grant funds is not the responsibility of Council.
- Individuals paid from funds awarded by Council are not Council employees. Employer contributions to benefit plans normally available to the employee are the responsibility of the institution but may be charged to the appropriate grant.

4. Leaves of Absence

The general policies of the institution relating to ordinary vacation, extended illness, maternity, parental, family or other types of leave of absence shall be applied to holders of a salary award or in the determination of eligibility for a grant or award. The head of the department, and the Dean of Faculty or Research Director, are required to notify the MHRC of any leave to be taken by an award holder, apart from ordinary vacation leave, in order that adjustments can be made to the dates of tenure of the salary award. The award is held in abeyance for the duration of all leaves taken. The term of the award will be extended by the duration of the leave, to a maximum of two years.

5. MHRC Acknowledgement

Awardees shall acknowledge the financial support provided by Council in any publications during the term of the award or that arise, in whole or in part, as a result of the award. In the case of partnership awards, awardees shall acknowledge the financial support provided by Council and the partner.

E. PERSONNEL AWARDS

Clinical Research Fellowships

MHRC is holding a joint postdoctoral fellowships competition with Manitoba Institute for Child Health supported by the Childrens' Hospital Foundation of Manitoba.

Note that this competition is open to all applicants, whether they are affiliated with an institution or not.

1. Purpose

The Clinical Research Fellowships Program is intended to help remedy the shortage of clinician-scientists in Manitoba. It provides financial support, **on a matching basis**, for a period of research training for high-quality candidates with undergraduate medical degrees, or equivalent, who intend to pursue careers as clinician-researchers. Applicants must apply to other institutions separately for the matching funding component of this program.

2. Eligibility

To be eligible, the applicant:

- Must hold, at the time of latest possible start date of September 1st, an MD, DDS, DVM, BSc in Pharmacy, or equivalent and have a valid licence to practice in Manitoba;
- If a resident physician wishing to interrupt clinical training to undertake research training, are registered with the Manitoba's College of Physicians;
- Must be enrolled in a research-based graduate level program leading to the attainment of a degree;
- Must not simultaneously hold a university faculty appointment or equivalent;
- Must apply with a supervisor who is a university faculty member;
- Will undertake the fellowship on a full-time basis in the Province of Manitoba;
- Is a Canadian citizen or permanent resident of Manitoba on the date the award becomes effective;
- Must clearly identify matching funding from one or more sources for the amount of the MHRC award **at the time of application**.

3. Funding

The fellowships:

- are awarded on a competitive basis;
- provide a stipend solely for the award holder's salary;

- require matching funding from one or more sources to equal the amount of the MHRC portion of the award;
- Successful candidates are eligible to request up to \$1,500 per annum for travel expenses for presentation of research results at national or international meetings.
- will normally begin July 1 at the earliest and September 1 at the latest; and
- are awarded for a 2-year period.

The award may be at one of two levels, determined by the applicant's post graduate academic experience, which includes internship, residency and specialty fellowships.

The two levels of MHRC support (**to be matched by another funding source(s), be it MICH or other**) are:

- less than 2 years of postgraduate academic experience
 - stipend: \$30,000 for up to 2 years which requires matching of \$30,000
 - travel allowance: \$1,500 per year for up to two years
- Two years or more of postgraduate academic experience
 - Stipend: \$35,000 for up to 2 years which requires matching of \$35,000
 - travel allowance: \$1,500 per year for up to two years

Travel to meetings where the candidate is not presenting his/her research results will be restricted to \$750 and will only be considered once in the term of the award.

During tenure of an award, clinical research fellows are not permitted to hold another major salary award. They may, with the approval of their supervisor, engage in and be remunerated for limited (up to 4 hours per week) non-research academic activities which contribute to their development as independent investigators.

The maximum period of support by Council at the clinical research fellow level is three years but support beyond the first two years is conditional on a demonstration of the benefit and desirability of further training and requires reapplication and evaluation in competition with all other applicants.

4. Application

Applications for fellowships are to be made on the **2012 Manitoba Health Research Council Trainee electronic application form and includes the**

submission of a CCV. Instructions for completing the electronic application are available on the MHRC website and in the MHRC eGMS User Guide.

Each candidate must arrange to have three individuals send supporting letters to Council. These letters should speak to the applicant's academic accomplishments and aptitude for research.

The deadline for applications is **February 1st**.

Supporting letters and transcripts must be received at the MHRC office (address on cover page) by **February 15th**. **The transcripts required include all studies (whether complete or in progress) at the doctoral (PhD) level and/or Health Professional degree (or equivalent).**

Note: if previous transcripts are from an international institution, the applicant may wish to consider having the transcript translated and notarized prior to submission to MHRC.

5. Review

Applications are evaluated in a competitive, peer review process that considers the following criteria:

- Potential of the applicant including their education, the training, experience, and academic achievement of the applicant (on the basis of reference letters, publications and depending on where the candidate is in his/her program, etc.) and the ability of the applicant to successfully complete the project;
- The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design and feasibility and promise of the methods proposed
- The quality of the applicant's research environment including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop clinical research skills and expertise

6. Decisions

Funding decisions will be announced by June 12th. All decisions are final.

Postdoctoral Fellowship

MHRC is holding a joint postdoctoral fellowships competition with the following partner institutions:

- Cancer Care Manitoba Foundation
- Manitoba Institute for Child Health supported by the Childrens' Hospital Foundation of Manitoba
- St. Boniface Hospital and Research Centre Foundation
- The Terry Fox Research Institute

Note that this competition is open to all applicants, whether they are affiliated with an institution listed above or not.

All applications must be submitted to the MHRC, will be reviewed through MHRC's peer review process and be subject to the conditions and policies described within this Guide.

1. Purpose

Postdoctoral Fellowships support highly qualified postdoctoral trainees to prepare for careers as independent health researchers. These exceptional trainees significantly increase the productivity of the research programs with which they are affiliated. All awards consist of an annual stipend and a travel allowance.

2. Eligibility

To be eligible, the applicant:

- Must hold, at the time of latest possible start date of September 1st, either a Ph.D degree in a health-related field or a health professional degree, such as an MD, DDS, DVM, BSc in Pharmacy, or equivalent;
- Must not have more than three years of post-PhD cumulative experience and/or research training by the competition deadline (this calculation is based on the first PhD degree obtained, regardless of discipline, either course-based or research-based). Interruptions, delays or post-degree clinical training in your post-PhD cumulative experience and/or research training may be taken into account in determining eligibility if information on the interruption is provided;
- Must not simultaneously hold a university faculty appointment or equivalent, or any major award for salary purposes;
- Must apply with a supervisor who is a university faculty member;
- Will undertake the fellowship on a full-time basis in the Province of Manitoba; and

- Will undertake the fellowship in a research environment different from his/her doctoral or previous postdoctoral work or clearly demonstrate that this postdoctoral training is complementary to their previous training.

3. Funding

The fellowships:

- Are awarded on a competitive basis and are valued at \$36,750;
- Will normally begin July 1 at the earliest and September 1 at the latest;
- Are awarded for a 2-year period; and
- Are eligible for partnership funding from CancerCare Manitoba, the Manitoba Institute for Child Health, the St. Boniface Hospital & Research Foundation, and the Terry Fox Research Institute if the applicant meets the partners eligibility requirements as identified on the MHRC Fellowship webpage.

During tenure of an award, postdoctoral fellows are not permitted to hold another major salary award. They may, with the approval of their supervisor, engage in and be remunerated for limited (up to 4 hours per week) non-research academic activities which contribute to their development as independent investigators.

The maximum period of support by Council at the postdoctoral level is three years but support beyond the first two years is conditional on a demonstration of the benefit and desirability of further training and requires reapplication and evaluation in competition with all other applicants.

Successful candidates will be eligible to request up to \$1,500 per annum for travel expenses for presentation of research results at national or international meetings. Travel to meetings where the candidate is not presenting his/her research results will be restricted to \$750 and will only be considered once in the term of the award.

4. Application

Applications for fellowships are to be made on the **2012 Manitoba Health Research Council Trainee electronic application form and includes the submission of a CCV**. Instructions for completing the electronic application are available on the MHRC website and in the MHRC eGMS User Guide.

Each candidate must arrange to have three individuals send supporting letters to Council. These letters should speak to the applicant's academic accomplishments and aptitude for research.

The deadline for applications is **February 1st**.

Supporting letters and transcripts must be received at the MHRC office (address on cover page) by **February 15th**. **The transcripts required include all studies (whether complete or in progress) at the doctoral (PhD) level and/or Health Professional degree (or equivalent).**

Note: if previous transcripts are from an international institution, the applicant may wish to consider having the transcript translated and notarized prior to submission to MHRC.

5. Review

Applications are evaluated in a competitive, peer review process that considers the following criteria:

- Potential of the applicant including their education, the training, experience, and academic achievement of the applicant (on the basis of reference letters, publications and depending on where the candidate is in his/her program, etc.) and the ability of the applicant to successfully complete the project;
- The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design and feasibility and promise of the methods proposed
- The quality of the applicant's research environment including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop research skills and expertise

6. Decisions

Funding decisions will be announced by June 12th. All decisions are final.

Graduate Studentships

MHRC is holding a joint graduate studentship competition with the following partner institutions:

- Cancer Care Manitoba Foundation
- Manitoba Institute for Child Health supported by the Children's Hospital Foundation of Manitoba
- Health Sciences Centre Foundation
- St. Boniface Hospital & Research Centre Foundation
- University of Manitoba, Faculty of Graduate Studies
- The Lung Association, Manitoba
- Crohn's and Colitis Foundation of Canada
- The Terry Fox Research Institute

Note that this competition is open to all applicants, whether they are affiliated with an institution listed above or not.

All applications must be submitted to the MHRC through the electronic grants management Trainee application process, and will be reviewed through MHRC's peer review process, subject to the conditions and policies described within this Guide. Successful applications may be subject to additional conditions and policies specific to the partner institutions.

1. Purpose

Graduate Studentships support highly qualified Master's and PhD trainees to prepare for careers as independent health researchers. These exceptional students significantly increase the productivity of the research programs with which they are affiliated. All awards consist of an annual stipend.

2. Eligibility

To be eligible, the applicant:

- Must be undertaking a full time Master's or Doctoral program in the Province of Manitoba;
- Must not simultaneously hold a university faculty appointment or equivalent, or any major award for salary purposes; and
- Must apply with a supervisor who is a university faculty member.

In disciplines where graduate training is not available within the Province, Council will consider funding elsewhere if documented evidence is provided indicating the unavailability of provincial training opportunities and a need in Manitoba for individuals trained in the discipline. In addition, there must be a firm commitment by the applicant to return to Manitoba after training.

3. Funding

Studentships:

- Are awarded on a competitive basis and are valued at \$17,850 annually;
- Will normally begin July 1 at the earliest and September 1 at the latest;
- Are awarded for a 2-year period. After the initial 2-year term, a subsequent application requires re-application and review in competition with all other applicants; and
- Are eligible for partnership funding from CancerCare Manitoba Foundation, the Manitoba Institute for Child Health, Terry Fox Research Institute, Health Sciences Centre Foundation, Lung Association (Manitoba), St. Boniface Hospital & Research Foundation and University of Manitoba, Faculty of Graduate Studies if the applicant meets the partners' eligibility requirements as identified on the MHRC Studentship webpage.

The maximum period of support by Council is six years. The maximum period of support for individuals enrolled in a Master's program is three years.

Holders of studentships are not permitted to hold any other award that exceeds 50% of the stipend of the studentship.

Holders of studentships may be remunerated for a limited amount (usually not more than 12 hours per week) of instructing, demonstrating or other paid employment upon approval by their supervisor and the Department Head. **The supervisor and Department Head must provide MHRC with assurance that the supplementary activity will not hinder the student's full-time Master's or Doctoral program.**

4. Application

Applications for studentships are to be made on the **2012 Manitoba Health Research Council Trainee electronic application form and includes the submission of a CCV**. Instructions for completing the application can be found on the MHRC website and in the MHRC eGMS User Guide.

Each candidate must arrange to have three individuals send supporting letters to Council. These letters should speak to the applicant's academic accomplishments and aptitude for research.

The deadline for applications is **February 1st**.

Supporting letters and transcripts must be received at the MHRC office (address on cover page) by **February 15th**. **The required transcripts should include the candidate's complete academic record to date. This includes all undergraduate and graduate studies, and any studies that may be ongoing.**

Note: if previous transcripts are from an international institution, the applicant may wish to consider having the transcript translated and notarized prior to submission to MHRC.

5. Review

Applications are evaluated in a competitive, peer review process that considers the following criteria:

- Potential of the applicant including their education, the training, experience, and academic achievement of the applicant (on the basis of reference letters, publications and depending on where the candidate is in his/her program, etc.) and the ability of the applicant to successfully complete the project;
- The quality of the proposed research project including the importance and originality of the research problem and the information sought, the adequacy of the research design and feasibility and promise of the methods proposed
- The quality of the applicant's research environment including the suitability of the facility, strength of the supervisor's research program and potential for candidate to develop research skills and expertise

6. Decisions

Funding decisions will be announced by June 12th. All decisions are final.

PhD Dissertation Awards

1. Purpose

Graduate students in population and health related social sciences often work on projects that are not directly related to their supervisor's research program and, therefore, incur costs in conducting their dissertation research. In recognition of this fact and to encourage excellence in dissertation research, Council will fund a limited number of PhD Dissertation Awards of up to \$5,000.

2. Eligibility

Dissertation Awards, which are awarded on a competitive basis, are open to any student enrolled in a population health or a health-related social sciences PhD program in Manitoba who has completed all relevant course work and whose dissertation proposal has received approval from the appropriate PhD advisory committee.

Council will accept concurrent applications for a Studentship Award and a Dissertation Award.

3. Funding

Applications must contain an **appropriately justified budget**, up to a maximum of \$5,000. Major departures (reallocation of 25% or more) from the submitted or approved budget are not permitted without prior approval by Council.

The grant may be used for a variety of purposes, such as printing, travel, honoraria, research assistants, equipment and supplies. All proposed expenditures must be fully justified and must relate directly to the research proposal.

Awards must be used within a two-year period from the start date namely July 1 at the earliest and September 1 at the latest.

4. Application

Applications for Dissertation Awards are to be made on the 2012 Manitoba Health Research Council PhD Dissertation application form. Instructions for completing the application and information as to the number of copies required are attached to the application form. The application must include a clear description of the research proposal that has been approved by the applicant's advisory committee.

The application must be accompanied by three letters of reference: one must be from the applicant's current supervisor and the other two from advisory committee members. The letters must speak directly to the quality of the research proposal and the research capabilities of the student as demonstrated in developing the proposal. The application should also include the correct number of hardcopies of the applicant's CCV as attachment to each application.

The deadline for applications is **February 1st**.

Supporting letters must be received at the MHRC office (address on cover page) **February 15th**.

5. Review

The criteria used to assess and rate the applications include: the academic record and research experience of the applicant; the description of the actual or proposed thesis research project; and the environment where the applicant proposes to undertake his/her thesis research.

6. Decisions

Funding decisions will be announced by June 12th. All decisions are final.

F. OPERATING GRANTS

1. Purpose

Grants-in-aid of research are designed to defray the normal direct costs of research including, among others, personnel costs, supplies and expendable materials, experimental animals, equipment, computer costs and publication costs. These competitive awards are intended to support the independent health research programs of new faculty who have typically recently completed their postdoctoral training.

2. Eligibility

Only investigators who have held a faculty appointment for **NOT LONGER THAN FIVE YEARS** since receiving their initial appointment at the Assistant Professor (or equivalent) level at a Manitoba University at the time of application are eligible to apply.

Also eligible to apply to the 2012 competition are investigators who have been awarded a PhD degree within the last three years but have held an academic appointment at the Assistant Professor (or equivalent) rank in the Province of Manitoba for a period of more than five years.

Each investigator is limited to one (individual or joint) operating grant application per competition. Individuals holding a continuing operating grant from Council are NOT eligible to apply for another operating grant that would become effective during the tenure of their present grant.

3. Funding

The starting date for successful grants is July 1.

If concurrently applying for funding for the project from a national granting agency, applicants must provide details of the budget requested of the national granting agency. Where the application to MHRC is for a specific part or specific parts of the application to the national agency, the applicant must provide a clear explanation of the breakdown of the budget requested of the national granting agency. Should the applications for funding be approved by both agencies, MHRC will, subject to availability of funds, consider requests for top-up funds should the approved funding by the national granting agency be less than the amount awarded by MHRC.

Stipends may be paid to research trainees (graduate students and postdoctoral fellows); these stipends shall be up to a maximum of \$16,850 and \$35,750 respectively.

Up to 5% of the operating grant to a maximum of \$2500 may be used for travel related to the investigator's research program. The use of operating grant funds for travel in excess of the amounts noted above is NOT permitted without the prior written approval of Council.

Research funds are to be spent according to budgets approved during the review and decision process. Occasionally, it may be necessary to reallocate grant funds between approved categories if the needs or circumstances of the research project have changed. Grant holders need MHRC approval for such reallocation only if the change involved 10% or more of the grant's total.

4. Application

Applications for operating grants are to be made on the 2012 Manitoba Health Research Council Operating Grant **electronic application form and includes the submission of a CCV**. Instructions for completing the application can be found on the MHRC website and in the MHRC eGMS User Guide. A signed hardcopy of the application must also be submitted to the MHRC (dropped off at the office or postmarked by the application deadline date).

The deadline for electronic applications is **March 1st**.

5. Review

Applications are evaluated in a competitive, peer-review process that considers the following criteria:

- Importance of the research problem and the information sought;
- Adequacy of the research design;
- Feasibility and promise of the methods proposed;
- Novelty or originality of the application;
- Training experience, productivity and research competence of the investigator(s);
- Suitability of facilities, including the availability of any special resources required; and
- Appropriateness of the requested budget relative to the work proposed.

6. Decisions

Funding decisions will be announced by June 12th. All decisions are final.

G. ESTABLISHMENT GRANTS

1. Purpose

Establishment grants are intended to assist recently recruited faculty members to the Province of Manitoba to establish independent health research programs within the province and achieve the research productivity necessary for obtaining longer term and more substantial funding from national and other external agencies. The focus is on the **development of a program of research** extending over a period of 3 years and beyond.

2. Eligibility

To be eligible, the principal applicant:

- Must hold an academic appointment at the rank of Assistant Professor (or equivalent) or above in Manitoba, with appropriate salary that is secure for a minimum period of three years from the start date of the award.
- Must have held the faculty appointment in Manitoba for no more than 4 years as of March 1st of the application year;
- Must devote at least 75% of their time to research;
- Must have a doctorate and postdoctoral research experience, or equivalent research experience, or a professional degree (e.g. MD, DDS, DVM, BSc in Pharmacy) with research training and expertise equivalent to that of a PhD with postdoctoral research experience; and
- Must be recommended by the appropriate Department Head and Dean.

3. Funding

Each award provides up to \$100,000 to be used within a three-year period.

The starting date for successful awards will be July 1.

Although the award can be used for a variety of purposes, such as the purchase of equipment, buy-out of teaching time, salaries of research personnel (other than the applicant's salary), etc., establishment grants are not intended to be used to equip the applicant's laboratory. The latter is considered the responsibility of the applicant's employer or the institution where the laboratory is located.

Applicants who apply for an establishment grant are eligible to apply concurrently for an operating grant. A separate application form for the operating grant must be submitted. The operating grant will be awarded for either a one or two-year period and the normal rules and procedures for operating grants apply. As with the establishment grant, operating grants cannot be used for salary support for the investigator.

4. Application

Applications are to be made on the 2012 Manitoba Health Research Council Establishment Grant **electronic application form and includes the submission of a CCV**. Instructions for completing the application can be found on the MHRC website and in the MHRC eGMS User Guide. A signed hardcopy of the application must also be submitted to the MHRC (dropped off at the office or postmarked by the application deadline date).

Applicants are expected to briefly describe all projects that make up their **program of research** and **not** detail a single project or operating grant. It is important that the application clearly indicate how the funds will materially advance the applicant's research program over a 3 year period and beyond.

Applications must be submitted on or before **March 1st**.

Candidates must arrange to have three referees send supporting letters directly to Council. One of these letters **must** be from the Head of the Department or the Director of the Institute in which the applicant proposes to carry out the research and at least one of the remaining letters must be from outside the Province. Since the aim of the establishment grants program is to enable recently recruited faculty members to establish their research programs, the letters should speak to the research promise of the applicant and should focus on his/her proposed research program rather than an individual project (namely a project that would customarily constitute an operating grant application). This letter should also indicate the required 75% protection of research time for the applicant.

Supporting letters must be received at the MHRC office (address on cover page) **March 15th**.

5. Review

Applications are evaluated in a competitive, peer-review process that considers the following criteria:

- Originality, feasibility, promise and clarity of research program;
- Logistics of proposed research approach and accomplishments to date;
- Suitability of facilities including availability of special resources required by applicant, collaborators and/or consultants;
- Appropriateness of proposed budget in the establishment of the applicants research program;
- The applicant's education, research training and experience, productivity/publications and funding support;
- The interest in and support of application and his/her proposed research program by the sponsoring department; and

- The fit of the applicant's research program in the long term aims and objectives of the department and faculty.

6. Decisions

Funding decisions will be announced by June 12th. All decisions are final.

H. MANITOBA RESEARCH CHAIRS

1. Purpose

The Manitoba Research Chair Awards support internationally recognized mid-career researchers who work as independent investigators in health research. The Awards are five-year awards intended to increase the competitiveness of the individual investigator within a program of research.

2. Eligibility

To be eligible, the principal applicant:

- Must hold an academic appointment at the rank of Assistant Professor (or equivalent) **or above** in Manitoba when the award commences;
- Must have between 5-10 years of independent research experience as of the application deadline;
- Must devote at least 75% of their time to research;
- Must have a doctorate and postdoctoral research experience, or equivalent research experience, or a professional degree (e.g. MD, DDS, DVM, BSc in Pharmacy) with research training and expertise equivalent to that of a PhD with postdoctoral research experience;
- Must hold peer-reviewed operating funds as a principal investigator at the time of application;
- Must be a Canadian citizen or a permanent resident by start of award;
- Must be recommended by the appropriate Department Head/Director and Dean; and
- Must not simultaneously hold a Canada Research Chair or any other major salary award (greater than \$60,000/year).

3. Funding

Each award provides support up to \$100,000 per year for five years, inclusive of benefits. The awards are non-renewable.

The administration of the Manitoba Research Chair awards will be based on a submitted budget, developed by the researcher and signed off by the appropriate Department Head/Dean/Institutional equivalent, and is subject to compliance with the Institution's existing research funding policies.

Eligible costs under Manitoba Research Chair awards are aligned with those of Canada Research Chairs. A listing can be found on the MHRC Manitoba Research Chair webpage, as well as on the Canada Research Chairs website.

The Awards must be taken up within twelve (12) months of the date of offer, July 1, 2012.

4. Application

Applications are to be made on the 2012 Manitoba Health Research Council Manitoba Research Chairs **electronic application form and includes the submission of a CCV**. Instructions for completing the application can be found on the MHRC website and in the MHRC eGMS User Guide. The Manitoba Research Chairs application includes a section to be completed by the Head of the sponsoring department or Director of the host institution. A signed hardcopy of the application must also be submitted to the MHRC (dropped off at the office or postmarked by the application deadline date).

Applications must be submitted on or before **March 1st**.

Candidates must arrange to have four supporting letters sent directly to Council:

- Letter from the Dean or Director of the Institute about the applicant's ability to contribute to the research priorities of the faculty/research institute, the use of funds that will be freed up due to the Manitoba Research Chairs Award and confirming commitment of additional five years of salary support after the completion of the award. This letter should also indicate the required 75% protection of research time for the applicant.
- Three letters of reference from the following:
 - an individual outside the applicant's current department and outside the department where the award will be held
 - an individual with whom the applicant has never collaborated but is familiar with the applicant's research expertise
 - an individual outside Canada who can endorse the applicant's international stature

Supporting letters must be received at the MHRC office (address on cover page) **March 15th**.

5. Review

Applications are evaluated in a competitive, peer-review process that considers the following criteria:

- The applicant's education, research training and experience, productivity/publications and funding support.
- The awards and prizes received by the applicant and their scientific outreach including committee membership and leadership for recognized funding organizations
- The applicants training and mentoring skills and experience.
- The interest in and support of applicant by host institution.
- Proposed research project – clarity, originality, feasibility and promise, scientific value of methodology, validity of instruments and procedures.

6. Decisions

Funding decisions will be announced by June 12th. All decisions are final.

I. BRIDGE FUNDING

1. Purpose

Bridge funding awards are intended to allow investigators who have recently lost funding, after a sustained period of support from a national funding agency, to maintain their research program for **up to one year** while attempting to regain their funding by re-application.

2. Eligibility

- The applicant recently lost national funding after a sustained period of support;
- The applicant has the support and the promise of matching funding from the appropriate institutional administrator (e.g., Dean, Department Head, Foundation Chair, etc.);
- The proposal scored 3.5 or higher in their recent application;
- The applicant is not receiving funding through the Manitoba-CIHR Regional Partnership Program; and
- The applicant has not been a recipient of a bridge funding award from the MHRC in the last six years.

3. Application

Six copies of the following documentation will constitute an application for bridge funding:

- A letter of support from the appropriate administrator indicating how the applicant's research program fits within the Unit's priorities and the amount of monetary support pledged by the appropriate institutional administrator (this letter can be forwarded directly to Council);
- A brief statement explaining the impact of the loss of funding on the applicant's research program, putting the loss of this particular grant in perspective with any other research funding available to the applicant;
- The scientific summary page of the failed grant application;
- The scientific reviews and rating for the failed grant application;
- The amount of bridge funding requested with a detailed description of how the funds will be used to make the applicant more competitive for the next application. The description should include an indication of how criticisms expressed in the scientific reviews will be addressed;
- A list of other funding that has been applied for or will be applied for in the next nine months by the applicant including the funding agency, amount requested, period covered, title and summary page; and
- The latest institutional ledger sheets showing fund balances for all grants and awards held by the applicant.

Submit completed Bridge Funding Application package, along with other required information to the MHRC. The two deadline dates are March 16, 2012, and August 24, 2012.

4. Review

Applications for bridge funding will be evaluated using the following criteria:

- the impact that the loss of the grant has on the applicant's overall research program;
- the likelihood that bridge funding will enable the applicant to regain funding from a major funding agency.

5. Decisions

Funding decisions will be announced within 60 days of the deadline.

J. PARTNERSHIP PROGRAMS

1. REGIONAL PARTNERSHIP PROGRAM (RPP)

- **Purpose**

Under the Regional Partnerships Program, research funding and personnel support applications that are judged to be of high scientific merit through peer review, but are below the funding capacity of CIHR's base budget in CIHR regular competitions, are eligible to receive funding if there is a partner to co-fund the proposal.

- **Eligibility**

Recipients of operating grants, studentship awards, and New Investigator Awards in the Canadian Institutes of Health Research Regional Partnerships Program (CIHR-RPP), who have received a CIHR rating of 3.5 or above, are eligible for consideration for matching funds provided by the Province through the Manitoba Health Research Council.

Applicants for operating grants who have previously received matching funds through the RPP program will only be eligible to receive funding again after a break in RPP support for a period of 12 months, and if they do not concurrently hold a Provincial RPP matching grant.

- **Funding**

The Manitoba Research Advisory Committee establishes maximum terms of funding through RPP. The terms of Manitoba RPP awards are identified in the applicable funding announcements.

- **Application**

In order to be eligible for RPP funding, **applicants must register their application with the Manitoba RPP Advisory Committee**, via the Manitoba Health Research Council, within two weeks prior to the CIHR application deadline. The application will be pre-screened for RPP eligibility.

- **Review**

The CIHR, will provide MHRC with a list, in committee ranking, of the CIHR-RPP applicants that received a CIHR rating of 3.5 and above. The Manitoba Regional Partnerships Program Advisory Committee will make their recommendations based on the current Manitoba RPP policies and the funding available. The MHRC will then contact the RPP applicants with award notification.

2. CANADIAN INSTITUTE'S FOR HEALTH RESEARCH (CIHR) PARTNERSHIPS FOR HEALTH SYSTEM IMPROVEMENT (PHSI) PROGRAM

- **Purpose**

CIHR's Partnerships for Health System Improvement supports teams of researchers and decision makers interested in conducting applied health research useful to health system managers and or policy makers over the next two-to-five years.

PHSI teams can now apply for up to \$500,000 per grant (including CIHR and partnership funding) for a maximum of three years. Partner support in Manitoba must be 20 per cent (up to \$100,000). In-kind contributions are recognized, especially where they reflect meaningful collaboration that will increase the likely success of the project.

- **Eligibility**

The following eligibility criteria apply to MHRC support:

- i. A Manitoba researcher or decision maker must be the principal or co-principal investigator.
- ii. The funds provided by MHRC must be used in Manitoba or demonstratively benefit Manitobans.
- iii. Includes policy makers on the team
- iv. Has approval of at least one of the following people:
 - CEO of a Regional Health Authority, or designate
 - Deputy Minister of Manitoba Health, or designate

- **Funding**

MHRC will consider PHSI support up to a maximum of \$100,000 over the life of a project (maximum 3 years).

- **Application**

Researchers interested in being considered for MHRC support for a PHSI launch must submit a detailed letter of request, including all pertinent proposal information (e.g. summary, budget, other funding requests to be made, etc.), to the MHRC **six weeks prior to the application deadline** in order to receive the necessary documentation to include with their full application. Additional information will be available on the MHRC website regarding subsequent competitions.