



Guidelines for the Manitoba Centre for Health Policy (MCHP) Rady Faculty Research Support Fund

PART A: General Information

- Principal Investigator name, contact, project title, and matching funding source must be consistent on all submissions, including the MCHP Feasibility form.

PART B: Research Proposal

General Presentation

- **Font** must be 11 point Calibri, single spaced
- **Margins** must be set to minimum 2.54 cm on all sides
- Research proposal **must not exceed five pages**
 - References do not count towards the page limit
 - Figures and tables, if required, must be in the body of the proposal and legible

Preparing the Research Proposal

Through the research proposal, applicants demonstrate their competence to conduct the proposed research using MCHP Resources. Accordingly, applicants are expected to provide a systematic, logical narrative which demonstrates familiarity with the subject matter, and a carefully formulated plan of the research. Applicants are reminded that the members of the MCHP Research Review Committee (RRC) must make their judgments on the basis of what is presented. Other things being equal, applications are more likely to be funded if they are concise, lucid, and complete.

A narrative style should be used, with headings included for the sake of clarity. Applicants are advised to avoid highly specialized technical language and/or disciplinary jargon, where possible. Avoid using acronyms and abbreviations or explain them fully.

In general, the proposal describes the plan for carrying out the work, proceeding from theoretical and/or conceptual considerations to a description of the specific project to be conducted, and culminating in a budget that describes the resources required to complete the project along with the source of matching funds. While the content and organization of the proposal may vary according to the nature of the project and in the interests of clarity, certain essentials must be covered in the proposal.

These include:

- The objectives of the research, including its relationship to existing research and literature;
- The potential theoretical and practical significance of the proposed research and its ability to have impact within a short time horizon;
- The theoretical/conceptual framework guiding the research and the research hypotheses;
- The methods and procedures to be used, with particular emphasis on those for which funding is sought/are included in the budget;
- A timetable or plan for the completion of the proposed research (within 365 days); and
- A strategy for funding or application for further funding of the team research beyond the award.

References to similar or related work should be included as appropriate. Article reprints should not be included and will not be circulated to members of the MCHP RCC.

PART C: Research Funding Plans/Profile

- Briefly outline your reasons for seeking support through this program, including your plans for obtaining provincial, national, or international support in the future (50 words maximum).

PART D: Final Submission Checklist

- MCHP Feasibility and Quote Request Form, or MCHP estimate;
- Completed and signed FAAF;
- Completed application form;
- Five-page research proposal + references;
- One-page budget summary with details on matching funds and source thereof;
- CVs from the principal investigator and co-investigators (CIHR/NSERC/SSHRC Common CV)

All items on the checklist should be forwarded electronically to the MCHP Repository Access Coordinator (mchp_access@cpe.umanitoba.ca). Applications are reviewed and awarded in order of receipt during the fiscal year starting in April until funds are no longer available.

Results of the competitions will normally be announced approximately four weeks after the application deadline. There is no provision for appeal of funding decisions.