



UNIVERSITY
OF MANITOBA

Rady Faculty of
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Manitoba Centre for Health Policy (MCHP) Rady Faculty Research Support Fund Terms of Reference

The Manitoba Centre for Health Policy (MCHP) Rady Faculty Research Support Fund is intended to support innovative research projects using the Manitoba Population Research Data Repository (Repository) housed at MCHP. The fund will provide **matching grants of up to \$10,000** to support new projects led by Rady Faculty researchers with the intent to launch Tri-Council worthy research programs using the Repository. The grant is supported by Dean Postl and Manitoba Health, Seniors and Active Living.

Support is provided specifically for access to and analysis of data held in the Repository by MCHP-based analysts. Ancillary costs such as conference travel, equipment, publication or page charges, secretarial or other technical services not provided by MCHP are not covered by this funding opportunity.

Applications will be reviewed within 4 weeks of receipt via email at mchp_access@cpe.umanitoba.ca. Funding will be approved for qualifying applicants in order of receipt and depending on the availability of funds. There is no closing date for this funding opportunity.

Potential applicants are encouraged to review the breadth of data available (Data Repository tab) and journal publications (Research tab) on the MCHP website:
http://umanitoba.ca/faculties/health_sciences/medicine/units/chs/departmental_units/mchp/

Process

It is expected that the majority of recipients of these grants (approximately 5 per year depending on number awarded) will be using the Repository for the first time; however, researchers who have previously used the Repository may apply to initiate new programs of research.

1. All applicants should attend an MCHP Accreditation session prior to application. These in-person sessions are held monthly to orient researchers to the Repository and the conditions of use, and to the processes associated with data access.
2. Applicants are encouraged to meet with the Associate Director of Access at MCHP (Charles Burchill <Charles_Burchill@cpe.umanitoba.ca>) to discuss the feasibility of conducting their proposed research using the Repository data.
3. Complete a feasibility form:
http://umanitoba.ca/faculties/health_sciences/medicine/units/chs/departmental_units/mchp/res

[ources/access.html](#) to determine the feasibility and costs of the proposed analyses. Intention to apply for this funding must be noted on the feasibility form under funding, and matching funding source must be identified.

4. Complete an application form for the MCHP Rady Faculty Research Support Fund: (http://umanitoba.ca/faculties/health_sciences/medicine/units/chs/departmental_units/mchp/re_sources/access.html) including proof of matching funds (1:1) based on costing provided by feasibility review in #3 above. Sources of matching funds could include (amongst other sources) personal development funds (FOAP required), departmental or College support (letter of support from Department Head or Dean required), or the University Collaborative Research Program. (http://umanitoba.ca/research/ors/media/UCRP_instructions_and_guidelines.pdf).
5. All research using the Repository requires approval from the Research Ethics Board and the Health Information Privacy Committee, as well as a Researcher Agreement, as outlined in the Accreditation session.
6. Research must be completed within 365 days of a fully executed Researcher Agreement being received by the Data Access unit at MCHP. The applicant will be notified on receipt of the agreement.
7. Funds will be administered on behalf of the recipient by the Finance department at MCHP according to Tri-Council guidelines. Fifty percent of the hourly costs of work completed will be charged to the MCHP Rady Faculty Research Support Fund and fifty percent to the matching funding source.

Evaluation Process and Criteria

Applications for research support will be reviewed and adjudicated by members of the MCHP Rady Faculty Research Support Fund Review Committee.

Applications are assessed on the basis of the following criteria:

- the quality and originality of the proposal and the extent to which it is consistent with the purpose of the MCHP Rady Faculty Research Support Fund; and
- the research/scholarly/creative achievements of the individual applicants/team.

In all cases, the overriding factors in the evaluation of an application are the quality and originality of the research (in line with the intended purpose of the MCHP Rady Faculty Research Support Fund), as reflected in the research proposal, and the achievements or potential for achievement of the applicants.

Conditions of the Award

Research supported by the MCHP Rady Faculty Research Support Fund must comply with University policies on the conduct of research, specifically the University policy on research ethics and, where applicable, the University policies on research involving the use of human subjects. It is the responsibility of the applicant(s) to secure the appropriate approval for the proposed research; funds will not be released until all such approvals have been obtained. **If appropriate approvals have not been obtained and forwarded to the Office of Research Services within six (6) months following the award notice, funds will automatically be returned to the MCHP Rady Faculty Research Support Fund.**

MCHP Rady Faculty Research Support Fund awards normally terminate after 1 year of the date of the

confirmation of approvals and any unspent funds will automatically be returned to the MCHP Rady Faculty Research Support Fund.

Within three months of the completion or termination of the grant, a final report must be submitted to MCHP. This report should not exceed one page and should describe: what was accomplished, including a summary of the major research findings; the plans for research dissemination, including an indication of any publications/paper presentations resulting from the grant or in press/in preparation; Tri-Agency and other external funding that has been obtained or applied for as a result of the project; and future funding prospects.