

Manitoba Centre for Nursing and Health Research (MCNHR)

Fort Garry Branch Royal Canadian Legion Poppy Trust Fund

Purpose

With funding from the **Fort Garry Branch of the Royal Canadian Legion Poppy Trust Fund**, the purpose of the grant is to provide support for a research project whose outcome contributes to either enhancing care of veterans or their families or contribution to enhancing care for older adults in Manitoba. There is one (1) award of \$3,000 available for funding.

Eligibility Criteria

1. Principal Investigator must be a research affiliate, professional affiliate, or postdoctoral fellow in the MCNHR.
2. Research team members do not have to be members of the MCNHR.
3. Projects related to graduate student thesis or dissertation research are eligible, but the principal applicant must be the academic supervisor, and the academic supervisor must hold a primary academic appointment with the College of Nursing in the University of Manitoba.
4. Only research projects whose outcome contributes to either enhancing care of veterans or their families or projects focused on enhancing care for older adults in Manitoba are eligible.
5. In cases of postdoctoral fellow applications, their supervisor must be a Co-Principal Investigator on the application, and the supervisor will have signing authority over grant funds.

Funding Guidelines

1. Research projects must be ready to start within 3 months of receiving the award. This means that approval of the research proposal by an appropriate University of Manitoba Research Ethics and or Animal/Biosafety Board. Ethics (and/or animal /biosafety) approval certificates must be obtained within 3 months of receiving this award. See item

6 below.

2. Funding up to a maximum of \$3,000 will be provided over a 2- year period. Applications requesting more than \$3,000 will not be considered. If, at the end of 2 years, the funds are not expended and the project is not completed, consideration will be given to the applicant's request to extend the termination date for one additional year. A request for extension of the grant must be made to the Associate Dean Research, College of Nursing, at least one (1) month prior to expiry of the grant. If funds are not expended or the project is terminated, all remaining funds must be returned to the Fort Garry Branch Royal Canadian Legion Poppy Trust Fund.
3. Funding is to cover direct research costs only, which may include personnel, equipment, supplies, travel for data collection purposes, and travel to one conference (up to a maximum of \$1,000). Any equipment purchased is the property of the College of Nursing, University of Manitoba. No portion of the grant is to be used as salary for the principal investigator or graduate student (if applicable). Requests that are **solely** for the purpose of dissemination activities (i.e., conference travel, open access publishing, development of knowledge translation products etc.) are not eligible.
4. Requests for full funding of a project will be given higher priority than requests for partial funding. If requests are for partial funding, applicant must explain their plans to secure additional funding to ensure their projects will be successfully implemented.
5. Grant funds will be administered by the University of Manitoba. For applicants who do not hold salaried professorial rank appointments at the University of Manitoba, the Associate Dean Research, College of Nursing, will have signing authority over the grant.
6. Receipt of funds is conditional upon approval of the research proposal by an appropriate University of Manitoba Research Ethics and or Animal/Biosafety Board. Ethics (and/or animal /biosafety) approval certificates must be obtained within 3 months of the award start date, or the grant will be forfeited. A three (3)-month extension of this requirement will only be provided if applicant(s) have submitted their ethics (and/or animal/biosafety) application and are awaiting approval. Exceptions will only be made to this guideline in cases where ethics approval is not required for the project (i.e., when the proposed project activities does not involve any of the following: human participants, stem cells, animal, or biological samples) or in the case of exceptional extenuating circumstances to be evaluated on a case-by-case basis. If applicants are unable to obtain ethics approval within the timeframes mentioned above, they will be required to forfeit the funding.
7. A final project summary report must be provided to the MCNHR at the end of the grant term. Applicants who receive funding will also be required to present their project within six (6) months at an MCNHR organized event, such as the MCNHR Research Seminar Series.

8. Publications and presentations arising out of the research must acknowledge the funding support of the **Fort Garry Branch Royal Canadian Legion Poppy Trust Fund**.
9. Research grants must be used for the project and purposes described in the application. Grant-holders wanting to transfer funds from one budget category to another in response to changing research needs or to use funds for a new budget item must secure the prior written approval of the MCNHR.
10. The Principal Investigator may replace, add, remove, or promote individuals/team members on existing grants, provided that the rationale for replacing, adding, removing, or promoting individual(s) has been deemed justifiable by the MCNHR. If you are adding or promoting team member(s), please provide a brief explanation of their expertise and proposed contributions to the project.

Application Process

One complete electronic copy of the online application is required and should be submitted through the online submission portal at:

https://umnursing.ca1.qualtrics.com/jfe/form/SV_dgxJNcZQ34TLMHP .

Applicants must complete the research grant application and include a description of the project, not to exceed five (5) typewritten, single-spaced pages (excluding appendices and references).

Application deadline is April 15th.

NOTE: In the event that April 15th falls on a statutory holiday or weekend, the deadline will be extended to the next business day.

Review Process

Applications will be reviewed by the MCNHR Research Grant Review Committee. Proposals will be assessed using the Evaluation Assessment Form (Researcher or Student):

[Research funding opportunities | College of Nursing | University of Manitoba \(umanitoba.ca\)](#)

All applicants will be notified of the results within 2 months of competition deadlines.

POPPY TRUST FUND RESEARCH GRANT - APPLICATION FORM

TITLE OF RESEARCH PROPOSAL:

Principal Investigator:

E-mail:

Telephone:

Additional Co-Investigators: (List names)

ETHICAL REVIEW:

Ethics Approved: ☐ Yes ☐ No

Pending: ☐ Yes ☐ No

Date of ethical approval received/or expected:

ADDITIONAL FUNDING

Do you currently hold any other funding, or have you applied for any other funding for this project?

☐ Yes

☐ No

If yes, please provide funding details (agency name, amount funded, funding period, % of overlap with the current project and describe the extent of overlap).

PARTIAL FUNDING

Please Note: Requests for full funding of a project will be given higher priority than requests for partial funding. If requests are for partial funding, applications must explain their plans to secure additional funding to ensure their projects will be successfully implemented.

Does your project involve a request for partial funding?

☐ Yes

☐ No

If yes, please explain your plans to secure additional funding to ensure your project will be successfully implemented.

BUDGET

Summarize your budget. All items must be detailed in the Budget Justification and Explanation Section. Please ensure this information is comprehensive and accurate. Please consult the MCNHR for current rates for personnel. MCNHR will not provide additional funding for costs incurred above what is outlined in your budget.

Item	Amount
Salaries	
Materials/Supplies	
Equipment	
Travel	
Other	
Total Project Costs	
Total Amount Requested	

Applications requesting more than \$3,000 will not be considered.

Budget Justification and Explanation Section

Provide a clear and detailed justification for each budget item and relate it to the objectives and requirements of the proposed research (maximum 2 pages).

Equity, Diversity, and Inclusion (EDI) and Sex and Gender Based Analysis (SGBA) Considerations

Please explain how EDI and SGBA considerations have been integrated into the project (maximum ½ page).

RESEARCH PROPOSAL

Provide a description of the project, not to exceed five (5) typewritten, single-spaced pages (excluding appendices and references).

Applicants must use 12-point font and a minimum 2-cm margin around all attached documents.

Applicants must use numbered referencing/citation style (e.g., Vancouver referencing or National Library of Medicine citation style).

It is recommended that applicants use the following headings in their 5-page research proposal:

- Rationale and background for the study
- Purpose/objectives
- Literature review
- Conceptual framework (if applicable)
- Methods (Research design, site and sample selection, study procedures)
- Data analysis plan
- Mitigation strategies and challenges
- Dissemination plan
- Timeframe and feasibility (including the probability of securing ethics approval within 3 months of the award)
- Team member(s) relevant research experience and contributions
- Significance of the project
- Relevance/fit to enhancing care of veterans, their families, or older adults in Manitoba
- For faculty/research affiliates:
 - *Fit of the project within the applicant's program of research
 - *Plans for future funding

Equity, Diversity, and Inclusion (EDI) and Sex and Gender-Based (SGBA) considerations in the project (maximum ½ page).

* Note: The MCNHR encourages applicants to integrate EDI and SGBA considerations into their projects. However, the integration of EDI and SGBA considerations in aspects such as the project's research design, data analysis and dissemination plan, are not mandatory components and will not be a formal evaluation criterion that will impact the applicant's chances of success. Rather, this new requirement is in line with the [Tri-Agency EDI Action Plan for 2018-2025](#), which highlights initiatives Canada's federal funding agencies have undertaken to foster a more equitable, diverse and inclusive research ecosystem in Canada. In addition, the new requirement is meant to help facilitate discussions in research teams in the CON and beyond to build capacity to address and integrate SGBA and EDI considerations meaningfully in research.

Recommended EDI & SGBA Resources:

- [Best practices in equity, diversity and inclusion in research practice and design](#) *New Frontiers in Research Fund (NFRF)
- [How to integrate sex and gender into research](#) *Canadian Institutes of Health Information (CIHR)

Additional pages may be used for appendices and references:

- Appendices are limited to:
 - Conceptual framework figures/diagrams
 - Study instruments (e.g., data collection forms, surveys, interview guides).
 - Ethics approval certificates
 - No other appendices are permitted and will be removed
- References (in numbered referencing style such as Vancouver or National Medical Library citation style)

Please be sure to do a final review of your application prior to submission ensuring readability, clarity, editing, proof-reading, and completeness of the application according to the guidelines.

To submit your application, go to the following link:

https://umnursing.ca1.qualtrics.com/jfe/form/SV_dgxJNcZQ34TLMHP

POPPY TRUST FUND RESEARCH GRANT

APPLICATION FORM CHECKLIST

CHECK OFF (✓)

☐

Application form is complete.

☐

Letter of approval by the appropriate University of Manitoba Research Ethics and/ or Animal/Biosafety Board attached or status noted.

☐

Budget complete.

☐

Body of the research proposal (excluding appendices and references) is not more than 5 single-spaced typed pages.

☐

Equity, Diversity, and Inclusion (EDI) and Sex and Gender-Based (SGBA) considerations encouraged, but not mandatory (1/2 page maximum).