

## **Division of Palliative Care Funding for Research Projects Information and Application**

### **Purpose:**

The Division of Palliative Care has funds during the fiscal year 2010/2011 to contribute support to a research project. This grant is intended to build research capacity in the Division of Palliative Care. The project should address areas related to palliative care with the potential to produce findings that can be used to support the preparation of a research proposal submitted for external funding. The maximum funding allotted to a project will be \$5,000.

### **Criteria for accessing Division of Palliative Care research project funding:**

- The project needs to focus on areas of research related to palliative care.
- At least one member of the investigating team must hold a faculty appointment in the Division of Palliative Care.
- Projects must meet the usual requirements for approval by a Research Ethics Board.
- The grant may serve as the total support for a project or supplement an existing research effort as long as a specific portion of the research is identified as being made possible by this grant, and provided that the investigator states specifically how the balance will be funded and provides evidence of its guaranteed availability. The grant must not duplicate funding for a research project.
- Examples of a proposed study could include development and testing of a new survey instrument, a needs assessment, qualitative work to develop a survey instrument, a systematic review, or testing an intervention on a small scale to determine feasibility and acceptability.

### **Guidelines for submission of a funding proposal**

The proposal should be no more than four pages (excluding cover page and appendices) and should provide information about each of the following:

- Background and significance
  - Summary of relevant literature
  - Research objectives
- Methods
  - study design
  - study sample
  - procedure
  - instrumentation
  - analyses
- Intervention studied (if applicable)
- Time line
  - Implementation plan including the need to hire staff

- Knowledge Transfer (note: The presentation of research finding may be encouraged at a future Division of Palliative Care event)
- Description of the research team
- Budget and budget justification (no more than 1 page)

### **Submission for Application:**

The submission should consist of the following:

- Application cover sheet (original signatures of all team members)
- Research proposal (maximum 4 pages. The contents are listed above.)

Appendices – including items that support the proposal.

- An abbreviated 2-page curriculum vitae of Principal Investigator highlighting research, clinical, and educational accomplishments relevant to the proposal,
- References

Proposals should be submitted to Claren Akshinthala, Administrative Coordinator, Division of Palliative Care at [akshint@mcmaster.ca](mailto:akshint@mcmaster.ca) by October 15, 2010.

Individuals considering submitting an application are encouraged, prior to submission, to contact the chair of the review committee, Dr. Kevin Brazil, [brazilk@mcmaster.ca](mailto:brazilk@mcmaster.ca) or 905 522-1155 ext: 35154.

**Note:** There is a limit of one application per Principal Investigator.

**Expected start of Funding:** Funds will be released once evidence of Research Ethics Board approval is provided.

### **Funding decisions:**

The proposals will be reviewed by a pilot research grant review committee consisting of members of the research committee of the Division of Palliative care. The criteria contained in Appendix 2 will be used to review the projects

### **Administrative considerations:**

Upon approval the principal investigator will receive a letter of approval. A project that has been funded will need to meet the administrative requirements of Health Research Services at McMaster University (or the relevant home institution of the grant award recipient) including the submission of a completed and signed HRS checklist, copy of the award letter, copy of proposal, budget, budget justification and any applicable ethics approvals. The Division of Palliative Care will work with the Principal Investigator(s) to determine the process for setting up the financial management to manage the funds.

If funds are not used within a 12 month period, progress reports are not submitted or the progress of the project is deemed unsatisfactory based on the proposal submitted then it will be required that the funds be returned to the Division of Palliative Care.

### **Project Reporting:**

The successful applicants will be asked to complete a brief progress report after 6 months and a brief final report after 12 months.

**Division of Palliative Care  
Research Project Funding  
Application Cover Sheet**

Title of Project:

Name, Contact Information, and Signature of Principal Investigator

Names, Emails, and Signatures of Co-investigators:

## **Appendix 1: Budget Items and allowable expenses**

### **Budget items may include:**

- Research personnel costs
- Administrative personnel costs including secretarial and finance administration support related to the work proposed
- Supplies and expendables
- Equipment to a maximum cost of \$750
- Participant costs
- Knowledge Translation/Dissemination (to a maximum cost of \$750)

### **Ineligible expenses:**

- Institutional or administrative overhead.
- Salary support for the Principal Investigator or Co-investigators.
- Travel or other expenses related to presentation of findings at conferences
- Salary support is restricted to that of technical or support personnel, and is not to be used for salary support of the principal investigator or co-investigators.

## **Appendix 2: Review Criteria for Division of Palliative Care Research Project Proposals**

**BACKGROUND:** (10 points): Does the proposal explain why this project should be undertaken? Does it reflect an adequate review of the literature? Are the objectives for the research project clearly stated?

**SIGNIFICANCE** (10 points): Is the project relevant to palliative care practice or education? Is the proposed project original or unique in any respect (new problem or question; new or unique study method or evaluation technique, etc.)? Will the outcome of the project likely help to advance the practice of palliative care?

**METHODS** (40 points): Do the proposed methods appropriately address the specific research objectives? Are the methods well described? (appropriate sample, measurement methods, sound analysis plan, ethical issues are addressed) Are methodological problems anticipated and alternative approaches proposed?

**TIMELINE** (5 points): Is the implementation plan realistic/ feasible?

**KNOWLEDGE TRANSFER** (10 points): Are there clear plans for knowledge transfer? Will dissemination use traditional journal publications and conference presentations? Will dissemination go beyond the use of traditional strategies

**INVESTIGATORS** (10 points): Are the professional (including clinical , education or research) competencies and previous research experiences of the principal investigator and co-investigators appropriate to carry out the project? Do the previous research experiences, indicate that the investigators are familiar with the research methods being employed?

**BUDGET** (10 points): Is the budget matched to the resource requirements to complete the project? Is the probable outcome worth the time and money involved? Will the grant serve as the total sum for the project or supplement an existing research effort? If the grant will provide only partial support for the project's total budget or any personnel, has the investigator stated specifically how the balance will be funded and provided evidence of its guaranteed availability?

**LIKELIHOOD TO CONTRIBUTE TO FUTURE RESEARCH ENDEAVOURS** (5 points): Will the project most likely generate findings that can support a future full scale grant application?

Application adapted from the Department of Family Medicine, McMaster University call for pilot funding.