GUIDELINES FOR APPLICATIONS TO THE FACULTY RESEARCH FUND

The Faculty Research Fund (FRF) aims to build research capacity within the Faculty of Dentistry by supporting research projects or initiatives that will: provide research training; strengthen the research programs of new/junior researchers; build new teams of researchers; or lead to nationally and internationally successful competitive research grant applications. While supportive of a broad spectrum of research areas (basic science, clinical, education, community and population health), this fund is intended to assist projects with direct relevance to Dentistry, Dental Hygiene and oral health; applications for research support will only be considered in cases where the principal applicant holds an appointment in the Faculty of Dentistry. Applications from Faculty members new to research are strongly encouraged as are collaborative team applications. These funds are intended to encourage new research initiatives and therefore should not be considered a source of continuing or supplemental support for an existing research project. Faculty members may submit no more than one application in a given competition, either as an individual or in collaboration with others.

The principal criteria used to judge applications are the potential of the proposed project to build research capacity within the Faculty, and the quality and scientific merit of the application. Investigators who are inexperienced in the preparation of grant applications are *strongly* advised to seek guidance from colleagues who have been successful in obtaining external funds. All applications will be peer-reviewed by the Research Development Advisory Committee, with the enlisted aid of reviewers external to the Faculty when warranted. Applicants will be notified of the outcome of their applications with written assessments of their proposals. As this evaluation process is intended to be a supportive one, the Research Development Advisory Committee will make every effort to provide constructive feedback to unsuccessful applicants and, where possible, encourage re-submission to a future competition.

As limited funds are available, all worthy proposals may not be funded in any given competition. Projects may be funded to a maximum of $10,000, with this funding level exceeded only in exceptional circumstances. Research awards are for one year only. A progress report must be submitted to the Assistant Dean, Research nine months after the end of the funding year describing the achieved outcomes. Any unspent funds remaining in the account twelve (12) calendar months after the award was made will revert to the Faculty Research Fund unless a written request for an extension with adequate justification is made by the investigator before the 12 month deadline.

Application Deadlines: February 1st, May 1st and October 1st (or the following weekday should the first fall on a weekend or holiday).

Submit all applications by email to the Research Development Officer (dent.research@dal.ca). Electronic signatures are acceptable.

INSTRUCTIONS FOR COMPLETING A FACULTY RESEARCH FUND APPLICATION

All applications should be prepared with care and attention to detail using the form provided, and should be reviewed by at least one knowledgeable colleague prior to submission.

A **complete** application should include (1) a cover page, (2) a description of the proposed project as detailed below, (3) a detailed budget with appropriate justification, and (4) an abbreviated CV for each applicant listed as principal or co-investigators.

Section 1: Cover Page

• Indicate the name, position and department of the principal investigator (PI), and provide any contact information. The PI is defined as the project leader and is responsible for the overall design and implementation of the project and any associated costs. In exceptional circumstances, a co-PI may be designated.

• Indicate the name, position and department of any co-applicants. A co-applicant is considered someone who makes a substantive contribution to the design and implementation of the project. Co-applicants may be external to the Faculty of Dentistry.

• Provide a descriptive title for the proposed project

• Indicate whether the proposed research involves human subjects (including patient records / charts), animals or biohazardous materials. If yes is selected, please indicate whether approval from the appropriate University, Hospital or Faculty committee (Ethics Review Committee, University Committee on Laboratory Animals, University Biohazard Committee) has been obtained or is pending. (Attach a copy of any approval letters.) Any questions concerning the need for such approvals should be directed to the Research Development Officer *prior* to submission of the application. ***Note that the release of funds will be contingent upon the receipt of appropriate approval for these classes of research.***

• Indicate whether you wish to have the Faculty of Dentistry Research Finance Administrator (Denise Lynds) copied on correspondence between the Principal Investigator and Research Services/Financial Services related to the opening of the project research account. This service is optional and is intended to facilitate the process of opening a research account.

• Provide dated electronic signature for the PI.

Section 2: Description of the Research Proposal

In the sections below, describe the project for which funding is requested. Please adhere to space restrictions as indicated in the form.

• **Project Overview**

Provide an overview of the proposed study by briefly summarizing the purpose, the research design/approach and significance of the project.

• **Background information**
Provide any relevant background, including a statement of the problem, what is currently known about the project area and what information is lacking. Use appropriate citations. (Full references may be included at the end of Section 2.)

• **Research Objective**
State the objective(s) of the research as well as any relevant hypotheses (if applicable),

• **Research Plan / Methodology**
Describe in concise terms the research approach / experimental design and why this approach is best suited to the project.

Describe the methodology **in detail**, including the following (as applicable):
- target population (inclusion/exclusion criteria), sampling plan and sample size; provide a justification of the sample size
- any interventions or manipulations;
- data collection plan (including what instruments will be used and the outcome measures);
- data analysis plan (how you will evaluate your data). Include any statistical analyses as appropriate.

Outline any alternative approaches to circumvent anticipated difficulties.

• **Research Team and Available Resources**
It is the responsibility of the applicant(s) to clearly demonstrate the feasibility to conduct the research proposed. Clearly indicate the roles of each team member, their skills and experience pertinent to carrying out the proposed research. If you are applying as a single researcher explain why a team is not appropriate. Describe the availability of key resources (equipment, personnel, etc.) required to implement this study, and support (equipment, expertise) to be provided by co-investigators or colleagues.

• **Significance and Anticipated Outputs**
Describe the anticipated outputs/deliverables of the project.
Describe the significance of the project in terms of contributions to new knowledge, your research program, public health, clinical practice, education, etc. as appropriate.

• **Capacity Building**
Describe how funding this study would contribute to research capacity building within the Faculty of Dentistry. Research capacity building includes providing research training and experience to students (undergraduate or graduate), supporting the research programs of

new/junior researchers, supporting new teams of researchers, and supporting projects that are likely to lead to further research supported by external funding.

- **Dissemination**
Briefly describe your plans for dissemination of your research findings.

- **Timetable**
Provide project start and end dates, and estimate when, in the maximum 12-month period to be supported by the grant, activities / milestones in this project will be completed.

- **References**
Include full references for any cited work / publications.

Section 3: Detailed Budget and Justification

Using the table provided, itemize the overall costs of supplies, personnel and equipment required to carry out the project. Indicate any other resources or in-kind contributions and the amount requested from the Faculty Research Fund. If the amount required to conduct the study exceeds the amount requested from the Faculty Research Fund, indicate where the additional funds will be obtained.

In the section that follows, provide a detailed description of major expenses, with adequate justification of the need and cost. Clearly describe the nature of any conceptual or budgetary overlaps with currently held grants. For these grants, attach a summary page (or equivalent) and budget page.

Use the following guidelines when developing your budget.
- Grant funds must contribute towards the direct costs of the research project for which the funds are awarded.
- Funds must be used effectively and economically, and the expenses must be essential for the research supported by the grant.
- Attach suitable financial quotes for all equipment requests.
- "In-kind" contributions, such as summer research student funding and departmental travel supplements must be included in budget totals.
- Travel costs required to carry out the research project will be considered. See the Dalhousie travel policy for a description of eligible expenses. (https://www.dal.ca/dept/financial-services/For-Staff-and-Faculty/travel.html)
- Travel costs to support dissemination of the research findings may be included in the budget to a **maximum of $1500**.
    - o Travel costs must be itemized, including anticipated costs of airfare/mileage, meeting registration fees and accommodation.

Section 4: Abbreviated Curriculum Vitae

An abbreviated *curriculum vitae* must be submitted for each applicant (PI and any co-applicants) using the table provided. Copy and paste the template table for each applicant.

Background information should include education (Bachelors, Masters, Doctorate, Clinical Training & License), research training (post-doctoral and post-health professional training) and any academic or health / community-related positions held.

List all publications in the last 5 years, beginning with the most recent; you may include here as well titles of abstracts and/or presentations relevant to the submitted application.

Include the titles, amounts, granting agency and tenure of any research grants held within the last 5 years. For grants on which you are/were a co-applicant, indicate the total number of co-applicants and your relative contribution (%) to the project. **Include here as well any research grant applications for which a decision is pending.**

Alternatively, a "free-form" version of all or parts of this section may be submitted. Include only the information requested. DO NOT SUBMIT A FULL CV.