

Chesley Family Research Award Application & Guide

Introduction

The Chesley Family Research Award is provided to encourage and grow research activities among faculty in New Brunswick. Each year, subject to availability, there will be at least one award valued at a maximum of \$50,000, available for open competition. Research NB is again partnering with the Chesley Family Research Award to provide funding.

Eligible Applicants:

The Chesley Family Research Award is open to individuals based in New Brunswick, who hold a current appointment with the Faculty of Medicine, Dalhousie University.

Eligible Research:

Research that will be considered for the Chesley Family Research Award includes health research projects, which fall under any of the following six areas of research:

1. Discovery Science
2. Health Services and Systems, Society, Culture, and Health of Populations - with a focus on vulnerable populations
3. Clinical research
4. Medical Education Research
5. Digital Network Solutions
6. Quality Improvement Scholarship

More detail about each category may be found on the DMNB [Research website](#). The award is not intended for quality improvement initiatives, or to support new or current health policies or programs.

Application Package:

The application package should consist of three documents:

1. The Research Proposal
2. The Chesley Family Research Award Application
3. Canadian Common CV or a CV (5 pages maximum) including: training, current position(s), publications/presentations, and research funding.

Research Proposal Requirements:

The proposal format must be:

- A single Word or PDF document
- Double spaced
- 12-point Times Roman font
- 8.5 x 11-inch pages with one-inch margins

The proposal should be well written. It should be rich in detail yet succinct. The proposal should stand alone in its description of the research background and design and it should not rely on other documents (appendices) to help with its understanding.

The proposal should include all if these elements in the following sequence:

1. **Proposal Title:** On a single page and should be no more than 25 words. Do not include name of Primary Investigators or Co-Investigators.
2. The body of the proposal should be no more than 5 pages and should include the following sections and subsections:
 - **Background** –This section should summarize the relevant current background literature and include citations. The background should lead to the purpose and rationale of the study with logical development of the predictions or hypothesis guiding the research.
 - **Methods** - This section is very important for the evaluation of the research proposal. It should be organized into the following subsections that include detailed descriptions of the following information:
 - **Participants** - Population of interest, number of participants, other important demographic information. If appropriate, provide the power analysis used to determine the sample size.
 - **Materials** - Describe in detail any tools needed for this project to be implemented (e.g., questionnaires, assessment tools, data sheets, case report forms). Also describe what equipment (if any) will be required.
 - **Procedure** – This is a clear and concise description of how the study will proceed from beginning to end. This subsection should include the methods for participant recruitment, step by step testing for each group and each outcome measures, a short description of each variable (i.e., measures/data) and the methods for data collection.
 - **Data analysis** - Provide a description of how each outcome will be measured and the details of the proposed statistical analysis
3. **Reference List.** This section should provide a list all references cited. These should be up to date and correspond one-to-one with the citations in the body of the proposal.

Note: Appendices will not be included in the review.

Application Submission

Checklist:

Items		Check	Reference
Completed Proposal = Document 1	Does the proposal contain all the required sections outlined in the guide?		Page 2
	Does the proposal follow the required format as outlined in the guide?		Page 2
Completed Application = Document 2	Is the budget and justification of budget complete?		Page 11-12
	Does the Declaration of Application page have the original signatures of the primary investigator(s)? <i>Note: e-signature is appropriate.</i>		Page 13
CV or CCV = Document 3	<i>Note: only the primary investigator's CV/CCV is required.</i>		https://ccv-cvc.ca/ for instructions
Letters of Support	Only if required		Page 8

Deadline: January 15, 2024

The application package should be submitted as three separate Word or PDF documents (the proposal, the application, and the CVs) using the subject "Chesley Award Application 2024" as an email attachment to:

Nikki Wellwood
dmbn.research@dal.ca

Further Information: Specific inquiries and information regarding the Chesley Family Research Award can be obtained by contacting:

Dr. Paul Atkinson
Assistant Dean DMNB Research
Paul.Atkinson@dal.ca
(506)636-6252

Jennifer Skinner
Research Manager DMNB Research
Jennifer.Skinner@dal.ca
(506)636-6006

Review Criteria

Evaluation of the proposals will be done from the perspective of potential for sustained funding and peer-review adjudication at the national level. The evaluation will take into consideration the following criteria:

- A. Excellence of the proposed research including originality, sound methodology, potential impact, area of focus, and potential for publication in a peer review research journal.
- B. Demonstrated level of research collaboration between the partner institutions.
- C. Qualifications of the applicants.
- D. Quality of the research environment.
- E. Opportunities for students and/or clinical research coordinators to participate in the research.

Successful Applicants

Successful Applicants will receive two award letters from our office and related documentation. All

successful primary applicants or investigators (or delegate) will be required to:

1. Submit an interim report after 2 years to the DMNB Research Office (e: dmnb.research@dal.ca)
2. Submit a written final project report to the Assistant Dean DMNB Research.
3. Be willing to present and publish research findings in relevant research conferences and journals.
4. Acknowledge DMNB affiliation and the support of the Chesley Family Research Award in all presentations and publications with the statement:

“This project was supported by a grant from the Chesley Family Research Award, with supporting funding provided by Research NB”.

Steps to Access Research Funding:

1. Prepare a Research NB *supporting funds application* through the [Research NB Portal](#).
 - Send requests for approvals of applications in the Research NB portal to avprs@dal.ca.
 - Download the draft application but do not submit.
2. Submit a ROME0 file with a) the original *Chesley Award application*, b) the notice of award, and c) the draft Research NB *supporting funds application* to Dalhousie University’s Office of Research Services (ORS) via [ROME0](#) for review and feedback on a) and c).
3. Submit your final Research NB *supporting funds application*.

Before funds are released, all submissions involving human participants must be reviewed and approved by the Research Ethics Board, Horizon Health Network and other agencies as required. Most research involving human research participants also requires an Informed Consent Form. Please contact the Research Ethics Board for further information and assistance concerning the ethics review process and informed consent requirements. This review process is independent of the Chesley Family Research Award and is solely the successful Primary Investigator(s)'s responsibility.

The DMNB Research office is available to help throughout this process.



Chesley Family Research Award Application

**Submission Deadline
January 15, 2024**

Please fill in all fields:

Primary Investigator* and Co-Primary Investigator:

*Include the name, affiliation(s), and contact information (email) of the primary investigator(s):
(*must hold a DMNB Faculty of Medicine affiliation)*

1.
2.

Co-Investigator(s):

Include all Research and Community Partners, affiliation(s) and email:

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Title of Project: *(No more than 25 words)*

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Project Duration:

Identify earliest date you would be able to begin the project (pending REB approval) and total duration of project (# of months). Research Projects must be completed in 2 years or less. The Committee will consider projects requiring more than the deadline to completion with good justification

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Location of Project: *(i.e., hospital, university, community, agency)*

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Area of Focus for Research Project: (*i.e.*, 1. Discovery Science; 2. Health Services and Systems, Society, Culture, and Health of Populations (vulnerable populations); 3. Clinical research; 4. Medical Education Research, 5. Digital Network Solutions, 6. QI Scholarship)

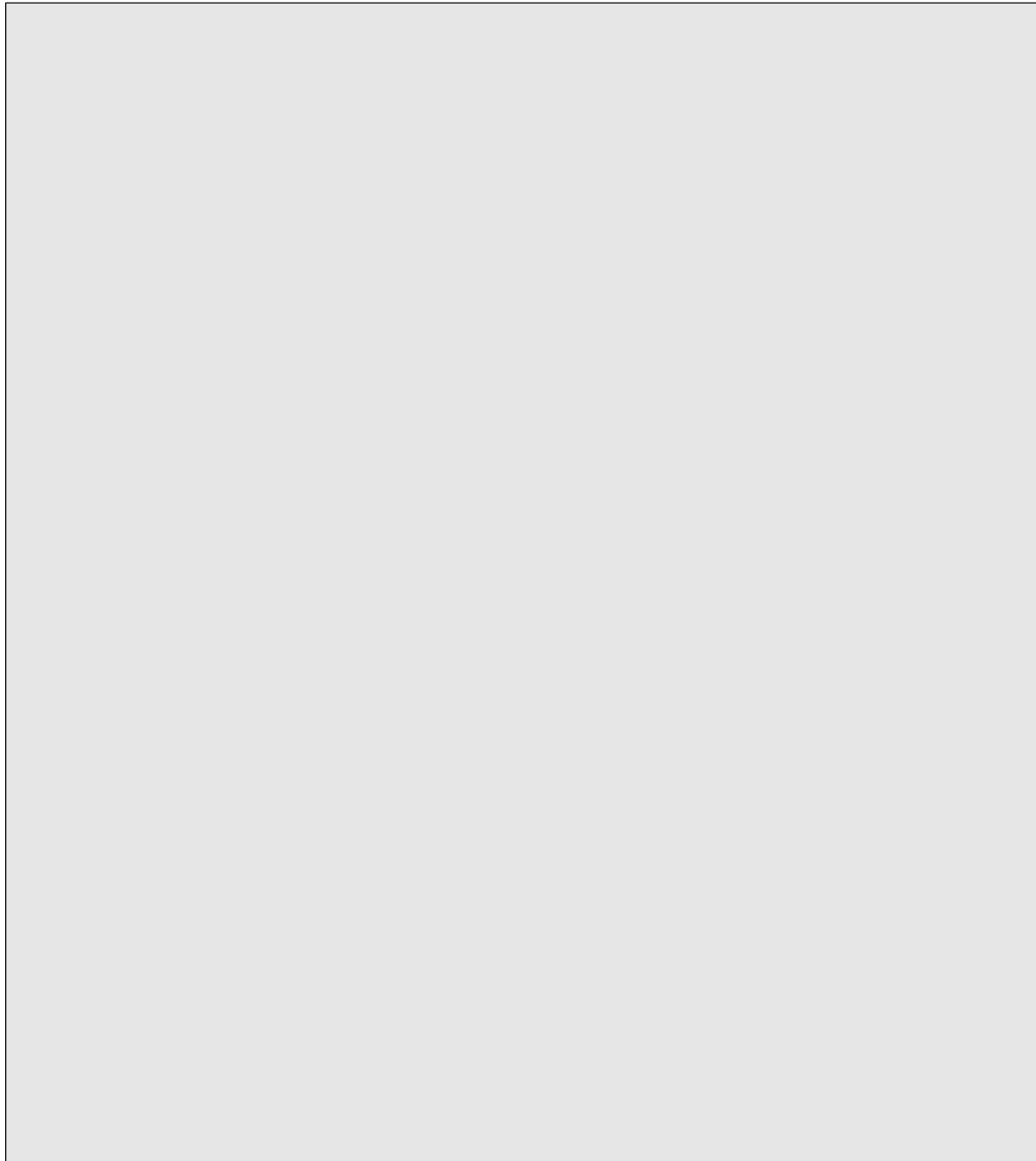
Proposal Summary:

This section should provide a summary of the points and implications of the study in 200 words or less. This portion of the application is not just a summary of the proposal but an opportunity to outline the impact the results of the study will have on health sciences and health care.

Description of Research Roles and Environment:

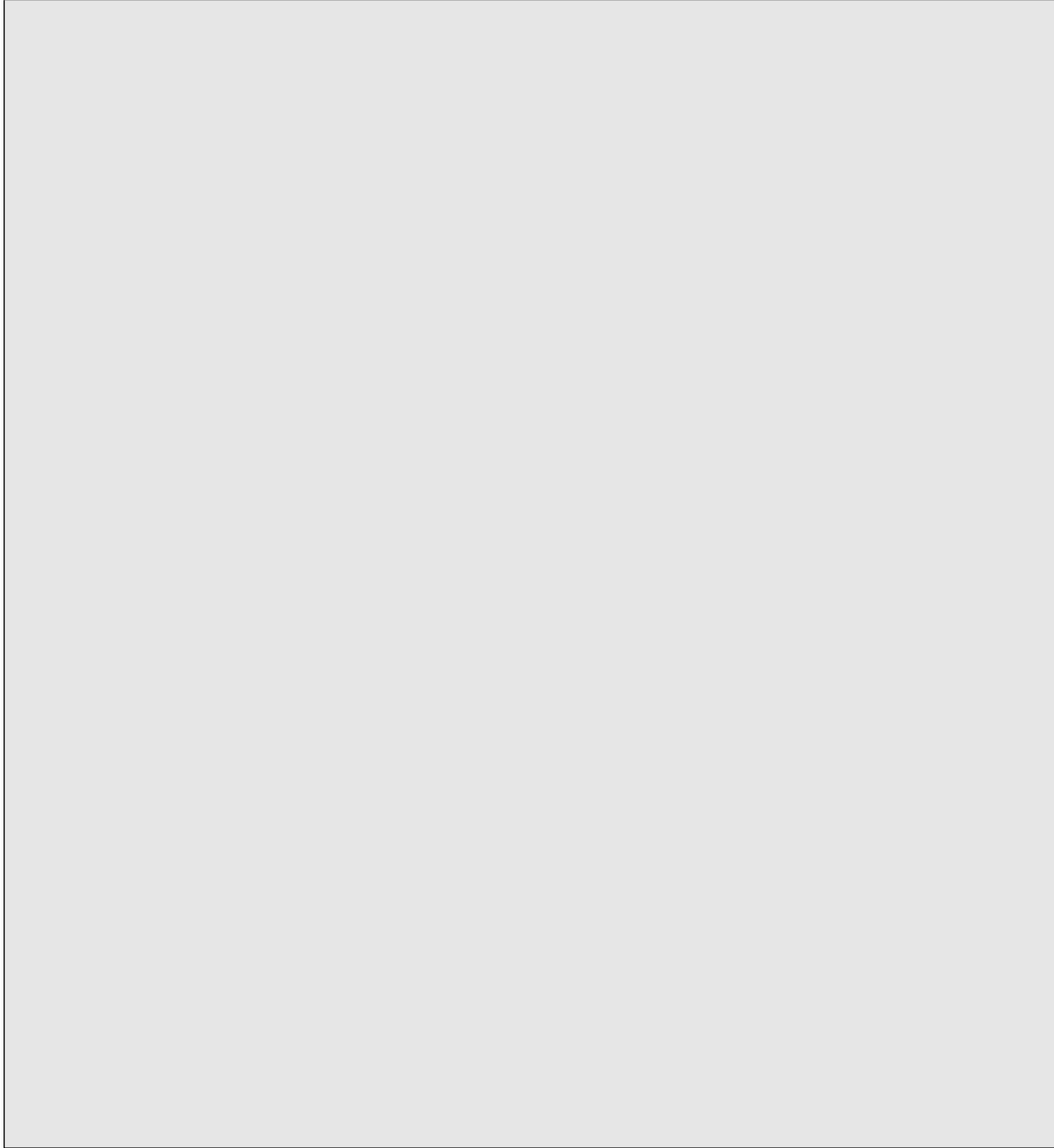
This section should include:

- Detailed description of the roles of the primary applicant(s) and any co-applicant(s).*
- A description of the infrastructure, personnel and other resources available to carry out the proposed work and if needed a letter of support indicating that the clinical infrastructure can be used for research purposes (i.e. lab equipment or personnel at SJRH).*



Dissemination and Impact:

Describe plans to disseminate research results, the intended target audience, and potential journals for submission of the manuscript, in addition to the potential impact and planned knowledge translation process.



Budget Form: Use the Project Budget Form to outline your financial plan.

Complete project budget in as much detail as possible using the following guidelines:

- *Itemize anticipated expenditures in the first column either as operating or as capital expenses. Operating expenses should include individual salaries, rentals and supplies. Capital expenses should include equipment purchases.*
- *Budget Justification: This information is critical to the funding decision-making process. Applications will be rejected if the budget and budget justification are not included. Provide a full justification for all budget items relative to the proposed research. Clearly indicate and justify the salary (hourly rate) for research coordinators/assistants using appropriate hospital corporation or university/college guidelines. Example: If you included a need for research personnel, explain their role and why you require a specific level of qualification and salary.*
- *Indicate the purpose of any travel request. Include the number of people traveling and the destination. Travel costs for presentation of research findings may be considered. Travel costs that exceed 10% of the total award will need strong justification. The budget should include potential publication fees for open-access research journals if applicable.*
- *Explain the need for certain types of equipment and the reason for the various costs. Exclusive funding for equipment costs may only be considered in exceptional circumstances and the budget must consider operation and maintenance costs of the equipment.*
- *In the event that external statistical support is needed, the budget should include an estimate for cost of statistical analysis.*
- *All expenses should include taxes, where applicable.*
- *At least 75% of the budget must be spent in New Brunswick.*
- *The salary for primary investigators is an ineligible cost.*

Item	Description	Itemized Total	Justification
OPERATING EXPENSES: Salaries: Supplies: Other:			
CAPITAL EXPENSES: Equipment: Other:			
	Grand Total		

Other Project Funding:

This section should include:

A disclosure of other applications for funding of the same project: *Please include the extent to which the budgets in those applications overlap with the one in the submitted proposal. Also, include a brief explanation of how/if the project will continue if other funding is not awarded.*

Name of Award	Amount Requested	Budgeted Items

Funded awards:

A list of additional sources of funding awarded or in-kind support received for the submitted research proposal: e.g., pharmaceutical companies, Hospital Foundations, research, and community partners, etc.

Name of Award	Amount Awarded	Budgeted Items

Declaration of Applicants

To the Chesley Family Research Award Committee:

- a. The information given in this application is to the best of the applicants' (our) knowledge and ability, complete, true, and current.
- b. The applicants will provide all information required by the CRF Committee to complete the assessment of this project.
- c. All signatures acknowledge that they have read and support the proposed research project.

Signature of Primary Investigator/ Date

Name of Primary Investigator
(Please print)
(Title of Investigator – DMNB / Faculty of Medicine Appointment)

Name of Co-Primary Investigator
(Please print)

Signature of Co-Primary Investigator/ Date

(Title of Investigator)