

## **PSYCHIATRY RESIDENT RESEARCH PROJECT FUND APPLICATION GUIDELINES**

### **A. PURPOSE**

The Postgraduate Education Section of the Department of Psychiatry makes available small grants to residents (see eligibility below) to facilitate the completion of the research project requirement. These funds are intended to support required research expenses related to the resident's research project, once the proposal has been approved by the research project committee (research project supervisor, Postgraduate Director or designate, and Research Committee representative). Expenses may vary, depending upon the proposed research project (see eligible expenses below). The proposed research project can take one of several forms, examples of which are listed here:

1. A systematic review (a comprehensive and critical evaluation of the best evidence relevant to a clinical topic)
2. Quality assurance analysis of already collected clinical data
3. Hypothesis-driven analysis of an already established database
4. A clinical study
  - a) A prospective study: a prospective cohort study of cases and controls, a randomized controlled trial, or a descriptive study such as a case series or case report.
  - b) A retrospective study: a retrospective cohort study, case-control study, or descriptive study such as a case series or case report. Descriptive studies may relate to novel interventions or diagnostic methods, or unique, interesting or otherwise unexpected findings, for example related to presentation of illness, treatment response or treatment-related harm.
5. Other forms as negotiated with the supervisor/committee.

### **B. ELIGIBILITY and CRITERIA**

#### Who Can Apply

Residents of the Department of Psychiatry may receive funding after a project proposal has been approved by the supervisor and research project committee. A faculty member in the Department must be the designated supervisor on each application for funding. Solely for the purpose of financial accountability, the supervisor will be designated as the principal investigator of the grant account.

### What Expenses are Eligible

The funds can be used to purchase needed equipment or supplies, pay fees for service of consultants necessary to conduct the project (e.g., statistical consulting), or other incidental expenses needed for the project. Research assistants' salaries are not normally eligible, nor are expenses for travel, meetings or publications. Funding can be provided to supplement research projects already funded by other sources, as long as the expenses proposed do not overlap with the already approved budget. Any equipment purchased with these funds remains the property of the Department and must be returned to the Department at the end of the project.

### Review Criteria

All applications must be reviewed by the supervisor and the other members of the research project committee for scientific merit and eligibility to fulfill the research project requirement. Once approval is obtained, the request for funding can be submitted, using the Psychiatry Resident Research Request for Funding - Application Form. In case of doubt about eligibility, contact the Director of Postgraduate Education before submitting a request.

## **C. APPLICATION SUBMISSION**

Applications can be submitted at any time during the year. The application form should be completed using a standard 12-point font (e.g., Times, Helvetica, etc.), single-spaced, with 3/4 inch margins (follow additional instructions on the form).

Submit Application To:        Department of Psychiatry – **Education Section**  
   8<sup>th</sup> Floor, 5909 Veterans' Memorial Lane  
   Halifax, NS B3H 2E2

## **D. THE FUNDING PROCESS**

All requests must provide a detailed budget with justification for all items. Funding will not exceed \$2,500 per resident per period of training. No funding will be provided before documentation of Research Ethics approval of the project is provided or a statement is on file justifying why research ethics approval is not needed (e.g., the project is a critical review of the literature or a quality assurance study). In cases where the need for ethics review is uncertain, prior consultation with the appropriate Research Ethics Board may be required.

Once the request for funding has been submitted, an account will be opened for approved requests in the supervisor's name through the Department of Psychiatry Research Office. Payment (or reimbursement) for budgeted project expenses should be arranged through the Research Administrator, Room 8412, 8th Floor, AJL Building, (473-7358) up to the total approved. Original receipts must be received for reimbursement. Funds granted must be used exclusively for the purposes proposed in the application. The applicant should contact the Director of Postgraduate Education to receive approval for expenditures of funds other than as budgeted. Approval will be granted only if an alternate expenditure is necessary to conduct the proposed research. The applicant and supervisor are responsible for ensuring that the funds are used appropriately and exclusively for the research purposes intended.

The proposed research should be initiated within six months of availability of funding. If the project is delayed beyond this expected start time, contact the Director of Postgraduate Education to explain the nature of the delay. *A detailed progress report, including a list of any publications, presentations and current budget status, must be submitted to the Director of Postgraduate Education at the end of the project or at annual intervals from the date of approval of the funds until the project is finished.*

The Dalhousie Psychiatry Kilpatrick Fund should be acknowledged in any publication or presentation to which this funding contributes.