

Guidelines and Instructions
Canadian Lung Association: Allied Health Research Grant

Table of Contents

Introduction	1
About the Lung Association Research Awards Program	2
Eligibility.....	2
Submission Date	3
Instructions for Submitting a Research Grant Application	3
General Conditions of Awards for Research Grants	5
Review Process.....	7
Financial Administration	7
Project Termination Prior to Completion	8
Completion of Award.....	8
Knowledge Translation	8

Introduction

The Canadian Lung Association (CLA) is pleased to launch the request for applications for 2022 for the Canadian Lung Association: Allied Health Research Grants.

Eligible researchers must be conducting lung research that aligns with the Lung Association mandate and is a respiratory health professional from a recognized clinically based discipline (e.g., registered nurse, nurse practitioner; physiotherapist; respiratory therapist; pharmacist; cardio-pulmonary technologist; polysomnographic technologist; kinesiologist; dietician; occupational therapist; social worker; or psychologist) (**MDs are not eligible for Canadian Lung Association: Allied Health Research Grant support as a Principal Investigator**). Information and policies are provided in the following pages.

Registration deadline: **September 9, 2022 by 16:00 EDT**

Application deadline: **October 7, 2022 by 16:00 EDT**

The forms may be downloaded from the Lung Association website: www.lung.ca/lung-research/apply-funding

About the Lung Association Research Awards Program

The research awards program of the Lung Association was established in 1959. It is financed through donations to the Canadian Lung Association. The objective of the Canadian Lung Association: Allied Health Grant is to promote research in areas that contribute to the field of respiratory health in Canada. Studies should include research related to an applied or clinical question using quantitative or qualitative methodologies. The study may include a basic science component but the primary research questions must be applied or clinically focused.

CLA research awards are contingent upon the awardee securing at least 50% of the budget (to a maximum of \$10,000) as matching funds. The formula for matching is described in the funding sections below. There are a number of options for applicants to pursue matching funds as these may be contributed by a number of sources, including the trainee's supervisor, host institution, Provincial Lung Association, and/or a research partner. Applicants are required to identify matching funds sources and include letters confirming the availability and commitment to providing these funds for the project described in the application.

Each application will be reviewed by CLA for relevance to CLA's mission and to an administrative review will be conducted to ensure that the competition criteria are met. Once an application has been accepted, it will then be reviewed in detail by at least two Review Committee reviewers for scientific merit. Given the limited funds available, the application that receives the highest ranking and supports the mission of the Lung Association will be given the recommendation for funding. Therefore, it is important that all required details are provided to facilitate the review process. The Lung Association research awards are administered by the Canadian Lung Association (CLA). One application will be awarded funded.

Eligibility

To be eligible for a *Canadian Lung Association: Allied Health Research Grant* the principal investigator, who is considered the principal applicant, must be:

- a) A Canadian citizen, permanent Canadian resident or landed immigrant. These awards are normally held at Canadian institutions.
- b) The principal investigator, who is considered the principal applicant, must be a respiratory health professional from a recognized clinically based discipline (e.g., registered nurse, nurse practitioner; physiotherapist; respiratory therapist; pharmacist; cardio-pulmonary technologist; polysomnographic technologist; kinesiologist; dietician; occupational therapist; social worker; or psychologist).

MDs are not eligible for Canadian Lung Association: Allied Health Research Grant support as a Principal Investigator.

- c) Affiliated with a Canadian health care organization or educational institution that is authorized to administer CIHR grant and award funds (see a list of authorized institutions at: <http://cihr-irsc.gc.ca/e/36374.html>).
- d) Pursuing a research study with respiratory health as the major focus.
- e) At the time of submission, and for the duration of the award, individuals who currently hold or have held and/or are being supervised by individuals holding or have held funding, directly or indirectly, from tobacco and/or cannabis industry are not eligible.
- f) Applicants must be able to secure matching funds for the one (1) year duration of the award (see section below for formula). The applicant must include within their application a signed letter guaranteeing the matching funds for the duration of the award.

Submission Date

- Registration deadline: **September 9, 2022 by 16:00 EDT**
- Application deadline: **October 7, 2021 by 16:00 EDT**

Instructions for Submitting a Research Grant Application

The forms may be downloaded from the Lung Association website: www.lung.ca/lung-research/apply-funding

1. Applicants must register at: <https://form.simplesurvey.com/f/l/cla-allied-health-grant-competition-2022-registration> by **September 9, 2022 by 16:00 EDT**. Applicants are required to provide the names of the Principal Investigator, Co-Principal Investigator, co-investigator(s), supervisor(s), three (3) suggested reviewers, the project title, keywords, and a maximum (one) 1 page abstract of your research project. The Lung Association will confirm receipt of your registration via e-mail.
2. Upload one (1) electronic copy of the application to <https://form.simplesurvey.com/f/l/cla-allied-health-grant-competition-2022-application> by **October 7, 2022 by 16:00 EDT**. The electronic copy must include a completed copy of the application form with signatures and all the relevant documents. The Lung Association will confirm receipt of your application via e-mail. Please ensure that your e-mail address is included on page 1 of the application.
3. Do not use additional pages except where indicated. Keep the application as clear and concise as possible. Note that copies of your publications are not required.
4. Enter 'Applicant' name in the header of all forms submitted.
5. Applicants are expected to include within the body of their application, and not in the appendices, all essential information required to permit assessment of the application.

Additional information should be included in the appendices, e.g. approval for clinical facilities, questionnaires and consent forms.

6. Ethics approval for the proposed study is required if the proposed work will use human/animal subjects and/or confidential records. Before release of funds occurs, evidence is required of ethical clearance by a duly constituted ethics review committee or other body associated with the institution(s) involved. The same Principal Investigator must be named on the Ethical Approval Certificate and the grant application. The only exception is in the context of a student application where the study might be a component of an approved larger study.
7. All co-investigator(s) should be identified, including their professional designations in the Co-Investigator(s) section. Postgraduate students should identify thesis committee members and/or supervisors, as appropriate.
8. Complete the application form, filling in all the requested information and obtaining all required signatures. Use Arial 12 point, single-spaced, black font, with one-inch margins.
9. Ensure that the budget is accurately calculated and detailed justification is provided for funds requested. If funding and/or other support covering the costs that would otherwise be required for elements of the research will be provided by another source, please identify the item/category and source within the budget section.
10. The study proposal must not exceed four (4) pages including figures (exclusive of reference list) and should include:
 - a. Problem statement, significance of the problem and purpose of the study;
 - b. A review of the present state of knowledge relative to the work proposed, including references to key publications and relevant work carried out by the principal and/or co-investigator(s);
 - c. Research objectives, questions or hypotheses;
 - d. A description of the methods and procedures (including study design, recruitment, sampling power calculations and sample size estimates, data collection and plan for data analysis);
 - e. Information regarding the established reliability and validity of existing instruments to be used or steps to establish reliability and validity of any instruments being developed;
 - f. A description of ethical considerations (please include a copy of the consent form(s) in draft or final as an appendix);
 - g. A statement of the relationship of the proposed study to the aims and objectives of the Lung Association;
 - h. A statement of the expected contribution of the proposed study to the respiratory health field;
 - i. A description of the roles of the principal investigator, co-investigator(s) and other key personnel (e.g. research assistants);

NOTE: applicants who are postgraduate students applying for funding for research related to their thesis should include the role of the thesis committee members and supervisor(s);

 - j. A detailed timeline;

- k. Plans for knowledge translation; and
 - l. Reference list.
11. A complete copy of the applicant(s) (and supervisor's and co-supervisor(s), if applicable) CV using the Academic version of Common CV form (as used by CIHR). **Failure to comply or the submission of an incomplete CCV Module will result in the application being rejected.**
 12. Provide letters of support for research site access and subject access from the appropriate authorities at the institution where the research will be conducted.
 13. If collaborators who will make significant contributions to the research proposed are not listed as applicants on this application, a signed statement of agreement from each collaborator must be appended; and
 14. Acknowledge the eligibility criteria by checking the box and signing the eligibility acknowledgement.

NOTE: Incomplete applications or applications that do not follow guidelines for completion will not be reviewed. It is your responsibility to ensure that your submission is complete.

General Conditions of Awards for Research Grants

The following general conditions apply to research grants awarded by the Lung Association:

1. The Lung Association assumes no responsibility for accidents, illness, or claims arising out of studies, work, or other activities undertaken with financial support provided by the Lung Association.
2. Copyright of all publications belongs to the author(s). However, in **any publication arising from the grant supported by the Lung Association, acknowledgement of funding received from the Lung Association is required.**
3. It is understood that the name of the successful applicant, his/her field of study and some content of the lay abstract and final report to the Lung Association will be made public. Successful applicants are expected to facilitate knowledge translation in their field of expertise through presentations in conferences and/or workshops sponsored by the Lung Association.
4. Proposed projects and funding requested for this funding opportunity should be for projects where further funding is not required for completion of the research proposed with funds necessary and sufficient for the described project.
5. Any commitments (or expenditures) incurred by a grantee either in excess of the current grant funds or beyond the term of the grant are the responsibility of the grantee.
6. The grantee (or the institution on his/her behalf) shall, if the need arises, immediately notify the Lung Association in writing of his/her inability, for any reason, to carry out or complete the research for which a grant has been made.
7. Normally grants are awarded in support of research to be conducted in a specific Canadian institution with concurrence of the institution's executive head. Transfers to another

institution are permitted during the course of funding; however, you must request a transfer from the Lung Association in writing prior to doing so. The request must include an explanation of why the transfer is requested and how the transfer will affect the course of the research and information on how the proposed institution will support the continuation of the research.

8. Title to equipment purchased under a grant remains in the institution at which the grant is held but its use for research projects listed on the grantee's application or otherwise approved by the Lung Association shall be given priority over other uses.
9. Applicants may hold only one (1) CLA research grant as a principal investigator at any one time. Applicants may only submit one Canadian Lung Association: Allied Health Research Grant as a principal investigator at any one time. Fellowship applicants may apply for both a Canadian Lung Association: Allied Health Fellowship and Grant in a given year, provided they meet the eligibility requirements.
10. The award funding is based on a 50:50 match formula between the Lung Association and the applicant. The matching funding can include funding from the supervisor, the host institution, and/or a research partner, including a Provincial Lung Association. The award is valued at \$20,000 for one (1) year in which the Lung Association will contribute \$10,000 (50%) annually and the applicant's supervisor, host institution, and/or a partner agency is required to contribute the remaining funding \$10,000 (50%) annually for the length of term for the award. Funds from the Lung Association will not be released until formal confirmation of matching funding is received.
11. Funds may not be matched by funds from tobacco and/or cannabis industry and/or supervisors holding funding, directly or indirectly, from tobacco and/or cannabis industry.
12. The research grant is awarded for a period of one (1) year, in two installments, usually in January and July (unless otherwise agreed upon). A progress report must be submitted in June before the second installment is paid. The report will be reviewed to determine whether sufficient progress has been made. If adequate progress has not been made, the second installment will not be released. A financial statement by the Financial Officer and final progress report by the awardee are required at the end of the funding period.
13. A maximum of \$3,000 may be requested for knowledge translation activities.
14. Salaries paid to research assistants and support staff will be within the acceptable salary range for that institution.
15. Grantees are not permitted to receive salary support from this operating grant award.
16. All applications involving human/animal investigation must be accompanied by a letter of approval from the ethics committee of the university or other institution(s) in which the work is to be undertaken. If the ethics approval is not available at the time of submission then it needs to be sent to the Lung Association via research@lung.ca as soon as possible. No funds will be made available until this letter of approval has been received at the Lung Association.

17. The award period is January 1, 2023 - December 31, 202. Awards must start no later than April 1, 2023.

Review Process

Applications will be received at the Lung Association and screened by administrative personnel for completion and relevancy. The Review Committee will review all applications and supporting materials.

Once the review committee makes its funding recommendations, funding announcements are anticipated to be made in September. A letter of notification including rationale for the decision regarding funding is sent to all applicants via email.

Financial Administration

While the CLA always endeavours to fulfill our research funding commitments, as a charity, our research funding is contingent on the generosity of donors and we anticipate that the current pandemic may have financial implications which may influence available funding.

1. Canadian Lung Association: Allied Health Research Grant funds must be matched but other funding from other sources related to grant cannot duplicate funding from The Lung Association. Please inform the Lung Association's Manager, National Research Programs of other amounts received related to the proposed project.
2. Awards are for twelve (12) calendar months from the date stated in the letter announcing the award or as otherwise agreed.
3. If the award is accepted funds are disbursed by The Lung Association twice yearly. The first installment is normally paid out in January 2023. Upon receipt of a satisfactory progress report in June of the following year, the second installment is paid in July.
4. The Financial Officer at your Institution who deals with such funds will administer the award. Please include the name and address of the Financial Officer responsible for administering your award in your application.
5. Transfers to another institution are permitted during the course of funding however you must request a transfer from the Lung Association in writing prior to doing so. The request must include an explanation of why the transfer is requested and how the transfer will affect the course of the research and information on how the proposed institution will support the continuation of the research.
6. The Lung Association reserves the right to terminate further payments and request a refund of the award in the event that the recipient fails to fulfill the conditions specified.
7. At the end of the granting period, unspent funds received from the CLA must be refunded to the Lung Association. The principal investigator must contact the Institution's Financial Officer and request that the funds be reimbursed.

Project Termination Prior to Completion

In the event of termination of the research prior to completion, you must immediately notify the Lung Association in writing. Project termination requires the submission of a report detailing the reason for the termination, any results to date, and expenditures. Any unexpended funds must be returned to the Lung Association.

Completion of Award

The Lung Association requires a final report at the end of the funding period. A final report template will be provided. The report should include:

- a. Title of the project;
- b. Name, address and affiliation of Investigator(s);
- c. A brief description of the findings and implications;
- d. A full accounting of the budget, clearly showing any unexpended balance (unexpended funds must be returned to the Lung Association immediately); and
- e. A list of any publications and/or presentations arising from the funded research should be appended.

The financial officer administering the award must submit a financial report upon completion of the award.

Knowledge Translationⁱ

1. Successful applicants will be highlighted in the National Funding Report posted on The Lung Association website under the Research section.
2. Publication of the research in a suitable, refereed professional journal, as soon as possible after completion of the study, is encouraged. Please notify the Manager, National Research Programs of such publications. Acknowledgement of The Lung Association support is required in all publications or presentations.
3. Successful applicants may be requested to complete a survey (Fellowship/Grant Funding Impact Form) at three (3) and six (6) years following receipt of funding support. This information will be used to develop reports on the impact of The Lung Association's National Research Program for the Lung Association's Board of Directors and the public.

ⁱ CIHR Definition of Knowledge Translation:

- making users aware of knowledge and facilitating their use of it to improve health and health care systems
- closing the gap between what we know and what we do (reducing the know-do gap)
- moving knowledge into action