

Guidelines and Instructions: Breathing as One: Allied Health Research Grants

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The Lung Association is pleased to launch the request for applications for 2018 Lung Association Breathing as One Allied Health Research Grants.

These awards were formerly known as Canadian Lung Association (CLA) - Canadian Respiratory Health Professionals (CRHP) Grants. The awards have been renamed to reflect the funding organization. The Canadian Thoracic Society (CTS) and its CRHP Clinical Assembly remain partners in providing oversight and expertise in the peer review process.

Eligibility requirements for applicants have been broadened and awards are now open to members and non-members of CTS and CRHP who are conducting lung research that aligns with the Lung Association mandate and 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 Breathing as One: Allied Health Research Grant support as a Principal Investigator**). Information and policies are provided in the following pages.

Application Deadline: February 28, 2018 by 3:30pm EST

The forms may be accessed directly from the website:
<http://www.lung.ca/lung-research/apply-funding>

Introduction

The research grant program of the Lung Association was established in 1959. It is financed by annual contributions from each provincial association in

Canada and through partnerships. The Review Committee reviews the *Breathing as One: Allied Health Research Grant* applications for merit and makes recommendations to the Lung Association - National Office, who administers the research funds.

The general objective of the research fund 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;
- ✓ build research capacity within the respiratory health professional community;
- ✓ support respiratory health professionals completing postgraduate studies in the completion of thesis-based degree programs; and

Your application will be reviewed in detail by at least two reviewers. The reviewers rank the applications according to scientific merit using a standardized assessment form. Given the limited funds available, applications that receive higher rankings and support the mission of the Lung Association are given funding priority. It is important that you provide all details required as clearly as possible to facilitate the review process.

General Conditions of Awards for Research Grants

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

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.** 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.
3. All research grant 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. No funds will be made available until this letter of approval has been received.

4. 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. Grants funded by Lung Association should be for projects where further funding is not required for completion of the research proposed in the grant.
5. The grantee (or the institution on his/her behalf) shall, if the need arises, immediately notify the Lung Association - National Office of his/her inability, for any reason, to carry out or complete the research for which a grant has been made.
6. 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 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.
7. Applicants may hold only one Lung Association research grant as a principal investigator at any one time. Applicants may only submit one Breathing as One: Allied Health Research Grant as a principal investigator at any one time. Fellowship applicants may apply for both a Breathing as One: Allied Health Fellowship and Grant in a given year provided they meet the eligibility requirements.
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. The Lung Association has limited funds and therefore, large operating grants are not available. Final funding decisions will be determined by the merit of the proposed study and award amounts vary depending on funds available (normally a maximum of \$20,000 per grant). Please contact the Manager, National Research Programs at the Lung Association office for more detailed information or visit:
<http://www.lung.ca/lung-research/apply-funding>
10. Feasibility funding may be awarded up to an amount of \$5,000. The expected outcome of this type of funding is the submission of a fully developed research proposal the following year. Toward this end, funds may be sought for such activities as: developing and testing (validity and reliability) outcome measures; testing study procedures;

determining sample selection requirements; estimating sample size; developing an intervention; conducting systematic literature reviews or obtaining statistical or methodological consultation.

11. Research grants are awarded for a period of one year. A one-page progress report must be submitted by **March 1st** (template may be downloaded from (<http://www.lung.ca/lung-research/apply-funding>)). The report will be reviewed to determine whether sufficient progress has been made with the study. If adequate progress has not been made, the second instalment will not be released. A complete report (see Completion of Project section) must be submitted at the conclusion of the study. Any time extension for the one year funding period will require a written request (including progress report) by the principal applicant for special consideration. These extensions will normally be made for a period of one year only. The institution is responsible for supplying the Lung Association - National Office with a financial statement at the end of the award term. Any unused funds must be returned to the Lung Association - National Office.
12. A maximum of \$3,000 may be requested for knowledge translation activities (preparation and presentation of results, including costs associated with attending a meeting or conference).
13. Salaries paid to research assistants and support staff will be within the acceptable salary range for that institution.
14. Grantees are not permitted to receive salary support from operating grant awards.

Submission Date

All applications must be received by **February 28, 2018 by 3:30pm EST**

Eligibility

To be eligible for a *Breathing as One: Allied Health Research Grant* the principal applicant must be:

1. A Canadian citizen, permanent Canadian resident or landed immigrant (these awards are normally held at Canadian institutions);
2. A respiratory health professionals 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 Breathing as One: Allied Health Research Grant support as a Principal Investigator**);

3. Affiliated with a health care organization, an educational institution or any other Canadian institution that can manage funds in the approved way; and
4. Pursuing a research study with respiratory health as the major focus.

Instructions for Submitting a Research Grant Application

1. Obtain appropriate package of application materials from: <http://www.lung.ca/lung-research/apply-funding>
2. Upload one (1) electronic copy of the application form with signatures and all the relevant documents by **FEBRUARY 28, 2018 by 3:30pm EST** to: <https://form.simplesurvey.com/f/l/bao-allied-health-grant-competition-2017>.
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 Breathing as One 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 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 eight (8) pages (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. Applicants seeking feasibility funding should use the existing application form, making appropriate modifications to ensure intentions are explicit (See General Conditions of Awards for Research Grant section of this document);
 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. Complete the checklist.

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.

Review Process

Applications will be received at the Lung Association - National Office in Ottawa and screened by administrative personnel for completion. The Review Committee will review all applications and supporting materials. Consultation with outside experts will be sought if necessary.

The Review Committee meets between May and August 2017 to make funding recommendations. Funding announcements are made in after the Lung Association - National Office fiscal arrangements are finalized.

A letter of notification including rationale for the decision regarding funding is sent out to all applicants.

Financial Administration

1. Recipients of a Breathing as One: Allied Health Research Grant are permitted to receive funding from other sources as long as it does not duplicate funding from The Lung Association. Please inform the Lung Association's Manager, National Research Programs of other amounts received as soon as you know.
2. Awards are for twelve (12) calendar months from the date stated in the letter announcing the award or as otherwise agreed.
3. Funds are disbursed by the Lung Association - National Office twice yearly. The first instalment will be paid out in September. The second instalment is paid out upon receipt of a satisfactory progress report (template available on the website: www.lung.ca/lung-research/apply-funding) due **by March 1st**.
4. The Financial Officer in 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.
5. Transfers to another institution are permitted during the course of funding however you must request a transfer from the Lung Association - National Office 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 - National Office 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 the Breathing as One funds must be refunded to the Lung Association - National Office. 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 - National Office 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 - National Office.

Completion of Project

1. The Lung Association requires a final report (template may be downloaded from www.lung.ca/lung-research/apply-funding)
2. Please submit ONE (1) copy (electronic copy) to the Lung Association Manager, National Research Programs. 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 - National Office immediately); and
 - e. A list of any publications and/or presentations arising from the funded research should be appended.
3. Successful applicants will be requested to complete a survey at three and six 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 Board of Directors and public.

Knowledge Translation¹

- a. Successful applicants will be highlighted in newsletters and on the Lung Association website.
- b. Publication of the research in a suitable, refereed professional journal, as soon as possible after completion of the study, is encouraged. Please notify the Lung Association through the Manager, National Research Programs, of such publications. Acknowledgement of the Lung Association is required in all publications or presentations.

¹ 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