



INTRODUCTION	1
Purpose of the Team Planning Award	1
Key Competition Dates	2
Award Amount	2
Eligibility Criteria	2
INSTRUCTIONS FOR MSFHR APPLYNET TEAM PLANNING APPLICATION	2
Essential Information Before You Get Started	2
Online Approval and Submission	4
Team Contact Details	4
Team Name/Keywords/Synopsis.....	5
Team Members.....	5
Declaration of Other Affiliations – QHRs.....	6
Declaration of Other Affiliations – AHRs	6
Proposed Budget.....	7
ATTACHMENTS.....	8
Team and Team Activities.....	8
Host Institution Letter of Support	9
SIGNATURE AND SUBMISSION	9
EVALUATION PROCESS	10
Evaluation Criteria	10
Inquiries and Further Information	10

INTRODUCTION

Purpose of the Team Planning Award

The Team Planning Award is a developmental award that provides one-time funding for up to one year to enable new groups of BC-based researchers to come together and plan shared research activity. This non-renewable award is intended to support new teams undertaking activities such as (but not limited to):

- establishing the team;
- determining team operating and governance mechanisms;
- identifying research priorities;
- developing research plans;
- identifying and establishing collaborations and partnerships;
- specifying agreed research methodologies and approaches; and
- identifying opportunities for sharing and leveraging human and financial resources.

As the name suggests, the focus of the Team Planning Award is on the establishment and development of the Team. Award funds cannot be used for pilot research studies or as operating research grant funds. Funding is intended to augment infrastructure funding and resources available to the Team from its host institution and/or other sources, not to replace it or to take the place of support that otherwise would be allocated to the Team in the absence of MSFHR funding. The maximum award amount is \$37,500 per Team. (See Award Amount.)

Key Competition Dates

Submission of applications:	May 15, 2007, 4:30 pm Pacific Time
Announcement of funding decisions:	June 27, 2007
Commencement of funding:	July 1, 2007

Award Amount

Applicants to the Team Planning Award may apply for a base amount of \$25,000. They may also seek up to an additional \$12,500 if matching funds can be obtained from the host institution (excluding in-kind contributions). Thus, the total maximum funding available is \$50,000: \$37,500 from MSFHR and \$12,500 from the host institution.

Eligibility Criteria

A Team must comprise a minimum of three and a maximum of ten Qualified Health Researchers (QHRs) to be eligible for the Team Planning competition. Additional researchers, up to a maximum of 20, can be listed as Associated Health Researchers (AHRs). All members of the Team and all elements of your application must comply with the MSFHR Infrastructure Program [Definitions](#) to be eligible.

INSTRUCTIONS FOR MSFHR APPLYNET TEAM PLANNING APPLICATION

Essential Information Before You Get Started

Before proceeding to MSFHR ApplyNet and the online Team Planning application, you will need to do the following:

Communicate with Team members

The Team Planning application must be submitted from the Team Leader's MSFHR ApplyNet account. Information about other Team members, which is required for the application, can only be entered from the Team Leader's account. Other Team members cannot access or enter information into the online application from their accounts. All communication between Team

members should occur before the Team Leader submits the application; changes cannot be made once the application has been submitted.

Review User Tips and Tutorials on using MSFHR ApplyNet

Review the User Tips for MSFHR ApplyNet. Also see the Tutorials, which provide detailed instructions on filling out MSFHR ApplyNet forms.

Create an MSFHR ApplyNet account

All applicants must create an MSFHR ApplyNet account. This includes the Team Leader as well as all QHRs and AHRs associated with the application. Some investigators might already have an MSFHR ApplyNet account, in this case, there is no need to create a new one.

Complete and submit the Common CV - MSFHR Abbreviated Version

First-time users of the Common CV (CCV) will need to register with the CCV. Existing members can log on to complete, update or submit their CCV to MSFHR. For the Team Planning competition, the Team Leader must complete and submit a Common CV - MSFHR Abbreviated Version. This CCV will be linked to your application upon submission and will be made available to the host institution and reviewers. You will not be able to submit your application until the correct version of the CCV has been submitted to MSFHR. CCVs for the other Team members are not required.

Contact your host institution

You will be required to attach an electronic copy of a signed letter of support from your host institution confirming that the Team's plans fit within the research development plan of the host institution. The letter must also specify any funding that will be provided to the Team by the host institution towards its planning and research activities, including potential funding to be matched by MSFHR in this application. Depending on its format, the letter might need to be scanned to accommodate electronic attachment. PDF or Word documents are preferred.

Complete and submit the Full Application Form on MSFHR ApplyNet

Review the sample Team Planning Application Form (PDF) before you start. Note that the sample form does not include the attachments or CCV that must be submitted with the online application. Use the "validate" button on each screen as you complete your online form to ensure that you have completed the page properly.

Follow the application deadlines and submission process

The Team Planning competition deadline is May 15, 2007, 4:30 pm, Pacific Time. The institution indicated as the host institution must approve your application electronically by this deadline.

As Team Leader, you must:

1. Ensure that every Team member has an MSFHR ApplyNet account.
2. Ask each Team member for his/her MSFHR system account e-mail. The system account e-mail is the e-mail address used to log into MSFHR ApplyNet. You will need to enter all Team members' MSFHR system account e-mails in your application in order for them to be linked to your application.
3. Determine whether each Team member wishes to be affiliated with your Team as a QHR or as an AHR, and ensure that s/he meets the requirements for the affiliation selected. (See [Definitions](#).)
4. Consult with each Team member to determine what role s/he will play in your Team, and how this will contribute to the Team as a whole.

5. Determine whether your Team members are associated with any other funded MSFHR Teams and/or Research Units. Note their affiliations with these Teams/Units (QHR or AHR) as well as a brief summary of their roles in these Teams/Units. You will need this information for the online application.

Online Approval and Submission

All required application forms must be completed and submitted through MSFHR ApplyNet. No paper copies are required as the entire submission process is online. You will be able to track the status of your application on MSFHR ApplyNet through the Status column in the Application Activity table on the Portfolio page. Your completed Full Application package will comprise:

- An MSFHR ApplyNet Full Application online form;
- The Team Leader's Common CV (MSFHR Abbreviated Version);
- A separate attachment containing expanded details of your Team and Team Activities; and
- An attached letter of support from the Team's host institution.

The submission process of the Full Application occurs in three stages:

1. The Team Leader completes and submits the application in MSFHR ApplyNet. After this initial submission, changes to the application package cannot be made.
2. Once submitted, the application is made available electronically to the host institution for approval.
3. Once approved by the host institution the application is automatically forwarded to MSFHR. This must happen before the deadline: May 15, 2007, 4:30 pm Pacific Time.

Please Note: For the Team Planning competition, MSFHR does not require signatures or electronic forms from department heads or deans. Please check with your host institution for internal approval processes and deadlines to ensure your application is approved and submitted by the MSFHR application deadline.

Team Contact Details

This is the first section in the online application. The purpose of this section is to capture contact information for your Team.

- The Team Leader's name has been pre-populated from your MSFHR ApplyNet Account. The Team Planning Application must be submitted from the Team Leader's account; applications are not transferable to other accounts.
- Provide an address for correspondence, a phone number, a fax number, and a contact e-mail address for the Team Leader. This information does not have to be the same as that found in the Team Leader's Common CV or MSFHR ApplyNet account.
- Provide an address for correspondence, a phone number, a fax number, and a contact e-mail address for the administrative contact for the Team. For example, this person may be an administrative assistant, research assistant, etc., and will provide administrative support for the Team Leader.
- Provide an address for correspondence, a phone number, a fax number, and a contact e-mail address for the financial administrator of the Team. This person will be responsible for providing MSFHR with financial statements and responding to questions regarding the

financial management of the award. Please contact your host institution for details on who would be the most appropriate person.

- Select the name of your host institution from the drop-down list. The host institution is most commonly a publicly-funded BC health research institution or university, responsible for administering award funds on behalf of the successful award recipient in accordance with MSFHR's guidelines and policies; this institution may not be the same as your research location. Once submitted, your application will be made available to your host institution for electronic approval.

Team Name/Keywords/Synopsis

The purpose of this section is to capture summary information about the Team's intended research focus.

- Specify the Team name.
- Provide up to five keywords or terms that summarize the focus of your Team. It is strongly recommended that you avoid using abbreviations and acronyms.
- Provide a synopsis or summary of your Team Planning application, of approximately 100 words, that highlights the key points and basis for your funding request.

Team Members

The purpose of this section is to identify the members of the Team. Each Team member must already have an MSFHR system account e-mail address in order to be listed in the application. If a Team member does not yet have an MSFHR system account e-mail address, the person will need to set up an account and advise you of the details before you can complete this section of the application. However, you may save and return to this section to add Team members' details any time prior to final submission of your application.

You will need to identify whether each Team member is a QHR or AHR. (See [Definitions](#).) For Team Planning applications, the maximum number of QHRs in the team is 10. Please note that the Team Leader is considered a QHR. The maximum number of AHRs in the team is 20.

- The number of QHRs and AHRs in the Team will be automatically generated and updated as you enter each Team member's details.
- The name of the Team Leader will be pre-populated, using the information you provided when setting up your MSFHR ApplyNet account.
- To add a Team member, you must enter his/her MSFHR system account e-mail address. You must then select the Validate button, to ensure that this person has a valid MSFHR system account. If the person has a valid MSFHR system account, the Team member's name will be automatically pre-populated. If the person does not have a valid MSFHR system account, an error message will be displayed. The Team member will need to set up an account and advise you of the details before you can complete this section of the application.
- For each Team member with a valid MSFHR system account, you must also indicate if the person is a QHR or an AHR in the Team.
- To add additional Team members, select the New Member button.

- Please note, when you preview or print this section, the Team members' names will be automatically grouped into those who are QHRs and those who are AHRs, and within each of these groups, the names will be automatically sorted alphabetically.

Declaration of Other Affiliations – QHRs

The purpose of this section is to identify whether the Team's QHRs (including the Leader) are also affiliated with other Teams and/or Research Units funded by MSFHR either as a QHR or AHR. The application review process will take this information into account when considering the contributions of researchers to the current Team. You should ask all QHRs in your Team for their existing affiliations, to ensure this section is completed accurately.

Please note that a QHR cannot be a QHR affiliated with more than one MSFHR-funded Team and two MSFHR-funded Research Units, including the current application. In the event that a researcher is a QHR already affiliated with one funded Team and two funded Research Units, an error message will be generated. The individual will need to be reclassified as an AHR in the current Team in order to meet the above conditions. You will need to return to the Team Members section to make this change.

- The names of all QHRs identified in the Team Members section, including the Team Leader, will be pre-populated in this section.
- For each QHR appearing in this section, you must indicate whether s/he is affiliated with another MSFHR-funded Team and/or Research Unit. If you select the Yes button, further data entry fields will be generated for you to complete.
 - The "Affiliated with" field will display a list of all funded MSFHR Teams and/or Research Units. Please select the Team or Research Unit to which the QHR is affiliated.
 - You must indicate if the QHR in the current Team is a QHR or AHR in the other Team or Research Unit.
 - You must provide a brief description of his/her role in the other Team or Research Unit.
 - If the QHR in the current Team is affiliated with additional MSFHR-funded Teams and/or Research Units, select the New Affiliation button and repeat the above steps.
- If you select the No affiliations button, no additional data entry fields will appear. You should proceed to the next QHR and indicate whether the person is affiliated with another MSFHR-funded Team and/or Research Unit.
- You need to repeat this process for all QHRs listed in this section.
- If you add extra QHRs to the Team Members section at a later time, you must also return to this section to complete a Declaration of Other Affiliations for these extra QHRs, otherwise an error message will be generated.

Declaration of Other Affiliations – AHRs

The purpose of this section is to identify whether the Team's AHRs are also affiliated with another Team and/or Research Unit funded by MSFHR either as a QHR or AHR. The application review process will take this information into account when considering the contributions of researchers to the current Team. You should ask all AHRs in your Team for their existing affiliations, to ensure this section is completed accurately.

- The names of all AHRs identified in the Team Members section will be pre-populated in this section.
- For each AHR appearing in this section, you must indicate whether the person is affiliated with another MSFHR-funded Team and/or Research Unit. If you select the Yes button, further data entry fields will be generated for you to complete.
 - The “Affiliated with” field will display a list of all funded MSFHR Teams and/or Research Units. Please select the Team or Research Unit to which the AHR is affiliated.
 - You must indicate if the AHR in the current Team is a QHR or AHR in the other Team or Research Unit.
 - You must provide a brief description of his/her role in the other Team or Research Unit.
 - If the AHR in the current Team is affiliated with additional MSFHR-funded Teams and/or Research Units, select the New Affiliation button and repeat the above steps.
- If you select the No affiliations button, no additional data entry fields will appear. You should proceed to the next AHR and indicate whether the person is affiliated with another MSFHR-funded Team and/or Research Unit.
- You need to repeat this process for all AHRs listed in this section.
- If you add extra AHRs to the Team Members section at a later time, you must also return to this section to complete a Declaration of Other Affiliations for these extra AHRs, otherwise an error message will be generated.

Proposed Budget

The purpose of this section is to describe the proposed budget, including justification for the items requested. You may apply for a base amount of \$25,000. You may also seek up to an additional \$12,500 from MSFHR if matching funds can be obtained from your host institution (excluding in-kind contributions). Thus, the total maximum funding available is \$50,000: \$37,500 from MSFHR and \$12,500 from your host institution. The proposed budget in this section therefore can be a minimum of \$25,000, and up to a maximum of \$50,000 if matching funding is available. You should also liaise with your host institution to ensure the requested funding is complementary to any existing infrastructure and funding support already provided.

- In this section, you must first indicate whether you have secured matching funds and the amount of those funds. Please note the maximum allowable matching funds amount is \$12,500. If you enter a larger amount, an error message will be generated.
- You must provide details of your proposed budget, starting with personnel expenditures. Separate data entry fields are available for research personnel, technical personnel, and administrative personnel. You need only complete the sections that are relevant to you. In the personnel fields that are relevant to you, you must identify the type of position you seek to fund (e.g. Research Coordinator), the Full Time Equivalent (FTE) for that position, the projected cost of that position, and a brief justification for the position (e.g. how the requested position will aid in the planning and development activities for the Team).
- If you wish to include more than one position in one of these personnel fields, select the New Item button, and complete the details as above.
- You must then provide details of any supplies, services and other items you wish to include in your proposed budget. Again, you need only complete the sections that are relevant to you. You must identify the item you seek to fund (e.g. teleconferencing for team meetings), the projected cost of that item, and a brief justification for the item (e.g. how the requested item will aid in the planning and development activities for the Team).

- If you wish to include more than one item in the supplies, services or other fields, select the New Item button, and complete the details as above.
- The proposed budget must specify how all funds, including the base amount and matching funds (from MSFHR and the host institution), will be used.
- The costs within each budget field will automatically add up. A total budget will also be generated.
- You must briefly describe the mechanisms by which the Team will be accountable for using MSFHR funds.

ATTACHMENTS

Two attachments are required:

- a document providing details of the Team and its planned activities; and
- a letter of support from the Team's host institution.

Team and Team Activities

In addition to the online application, you must attach a separate document that addresses four topics: research focus; team members - roles and contributions; planning activities; and expected outcomes. To be eligible for review, this document must adhere to the following instructions for presentation and content:

- Microsoft Word or PDF format preferred;
- Maximum of five (5) pages for the Team and Team Activities, and one (1) additional page for references;
- Letter size, 8½ x 11 in (21.2 x 27.5 cm);
- Arial font (regular), minimum 11-point;
- Text printed single-spaced;
- 1 in (2.54 cm) margin on all sides of each page; and
- A header on each page with the Team Leader's name in the top left-hand corner, and the page number in the top right-hand corner.

Research Focus

Describe your Team's research theme/focus, including its goals, innovative characteristics and relevance to British Columbians. Also indicate how your Team's research will contribute to the Research Development Plan of your host institution.

Team Members - Roles and Contributions

Provide a list of the names of the Team's QHRs and, if applicable, a list of the AHRs in the Team. The names in each list should be sorted alphabetically by surname, and should be followed by a brief description of the role and expected contribution of each person to the Team's goals. Describe the features of the Team that suggest a potential for cohesiveness and viability as an integrated group in the future. (Please see the [Definitions](#) for Team, QHR and AHR to ensure compliance with the requirements.)

Planning Activities

Describe the planning activities that will be undertaken by your Team over the funding period to develop the Team and its research agenda. The activities may include but are not limited to: identifying research priorities; developing research plans; determining Team operating and

governance mechanisms; identifying and establishing collaborations and partnerships; specifying agreed research methodologies and approaches; and identifying opportunities for sharing and leveraging human and financial resources. While research may be undertaken by the Team during the funding period, the MSFHR Team Planning Award cannot be used to directly fund research.

Expected Outcomes

List the anticipated outcomes and key achievements associated with your team planning activities, including target dates where appropriate, which will be reported against at the end of the funding period. These outcomes should reflect the value added by MSFHR funds, and how they have contributed to the overall development of your Team and its research plans.

Host Institution Letter of Support

Attach one letter from your host institution confirming that your Team Planning application has been reviewed, the Team's plans fit within the Research Development Plan of your host institution, and your Team's application is supported. The letter must also specify any funding that the host institution will provide to the Team towards its planning and research activities, including potential funding to be matched by MSFHR in this application. Other letters of support cannot be attached.

Depending on its format, the letter of support might need to be scanned to accommodate electronic attachment.

SIGNATURE AND SUBMISSION

The purpose of this section is to obtain an electronic signature from the Team Leader authorizing submission of the Team Planning application and attachments. In order for the application to be submitted you must select the Yes button and the Submit button. It is strongly recommended that you preview and print your application before submission, to ensure that it complies with all requirements and is as you intended.

Please note, that the print/preview option will generate a PDF version of your application that is formatted slightly differently from the online screens you have completed. All information that you have provided in the online application is captured in this PDF version. In order to have a complete copy of all documents submitted, you will need to separately print out your attachments.

Further changes to your application or attachments are not possible once you have submitted your application.

Once you have selected the Submit button, your application and attachments will be made available electronically to your host institution for electronic approval. You can monitor the status of this process on MSFHR ApplyNet through the Status Column in the Application Activity Table on the Portfolio page.

EVALUATION PROCESS

Team Planning applications are reviewed by an external Merit Review Panel comprising researchers from outside of BC. The panel will recommend those that should receive Team Planning Awards. The outcome of the review process will be announced within 30 business days of the deadline for submission of applications. Applications will be assessed against the following criteria:

Evaluation Criteria

Research Focus

- The Team's research focus is innovative and relevant to British Columbians.
- There is consistency between the Team's proposed research direction and the research plans of its host institution.

Team Members

- The Team brings together sufficient expertise relevant to the proposed research direction.
- The commitments to the Team of the Leader, QHRs and AHRs are clear and appropriate.

Planning Activities

- The proposed planning activities will significantly advance the Team's consolidation and/or research directions.
- The proposed activities can be achieved within the funding period.

Expected Outcomes

- The expected outcomes are clearly linked to the planning activities and the funding requested.
- The expected outcomes are useful indicators of the Team's progress during the funding period.

Funding Requested

- The items requested are appropriate and sufficiently justified.
- The Team clearly describes the mechanism(s) by which it is accountable for using MSFHR funds.

Overall Potential

- The Team has the potential to become an integrated and productive research group and contribute to BC's research community.

Grantsmanship

- The applicant has fulfilled the requirements specified in the Guidelines for Applications.

Inquiries and Further Information

If you require further assistance, please contact the following:

For inquiries and help with MSFHR ApplyNet online applications:

MSFHR HelpDesk

[Email the Help desk](#)

Local phone: 604.714.6609

Toll-free phone: 1.866.673.4722 (ask for the MSFHR Help Desk)

For inquiries and information about the Team Planning Award and Team Planning Guidelines:

[Email the Infrastructure Program](#)

Andrea McLean, Program Coordinator, Infrastructure (604-714-6605)

Dr. Angela Todd, Senior Director, Infrastructure (604-714-5371)