



Proposal Guidelines for Networking Infrastructure Implementation Plan

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1. Purpose of Networking Infrastructure Program

The objective of MSFHR's Networking Infrastructure Program is to provide funding for infrastructure items which are part of the Network's four year plan to enable researchers to increase their productivity and competitiveness. The Networking Program is designed to facilitate the development of inclusive, diverse and productive networks that are competitive for national funding. It will provide resources to support communications, research collaboration and joint planning among researchers from across BC and across disciplines, research streams, institutions and organizations.

The MSFHR supported Networks will develop and implement a four year networking plan which will assist groups of researchers to coordinate and communicate their research activities across disciplinary, organizational, institutional and geographical boundaries. Without duplicating established co-ordination bodies and mechanisms, MSFHR would like to see research concentrations that encourage and support:

- open exchange of information and sharing of resources,
- development and implementation of coherent and integrated research plans among researchers working independently and in small teams on topics of common interest,
- efforts to nurture the careers of young investigators and research students by promoting a sense of community, collaboration and strong, effective mentoring, and encouraging them to shape the future direction of the research fields, and
- links with actual and potential end users, and with the broader community, especially in respect of the development of research plans, the absorption of international and national knowledge, and the adoption of new discoveries made by researchers in the Network.

2. Key Dates

Submission of Network Infrastructure Implementation Plan **November 1, 2004**

Formative Review (Tentatively scheduled for) **November 25 & 26 2004**
Please note: At the Formative Review, Interim co-leaders of each ad hoc task force will be requested to present their networking proposal to the Review Panel. (See section 4 for more detail on the Formative Review Process)

Funding Decisions Announced **December 2004**

The following are guidelines for the Proposed Networking Infrastructure Implementation Plan. The guidelines should be used to assist the Formative Review Panel in the process of reviewing and providing feedback on plans in a consistent manner.

3. The Networking Infrastructure Implementation Plan Format (The Networking Proposal)

To be eligible for review, all submissions must adhere to the following guidelines.

The Networking Proposal will include a Proposal Cover Form and a four year Networking Infrastructure Implementation Plan. Please note; although the current funding is for 15 months, a four year budget has been requested to gain an understanding of how funds will be used to achieve the measurable outcomes over the four years.

The maximum number of pages for the Networking Proposal is 10 pages, excluding the Proposal Cover Form(s), the table of contents and appendices. To ensure a reasonable amount of detail is covered for each section, the length (in pages) for each section has been suggested.

Except for the Cover Form(s) and appendices, all materials must be at minimum 11 point size, Arial (regular), single-spaced, one side of the page with a one-inch margin on all sides of the page. The header of each page must include the Network name in the top left-hand corner and page number in the top right-hand corner.

a. Proposal Cover Form

Attached as Appendix A is the Proposal Cover Form to be used as a reference.

b. Table of Contents

Include a detailed table of contents listing the sections and appendices to aid reviewers with their evaluation of your Networking Infrastructure Implementation Plan.

4. Networking Infrastructure Implementation Plan

I. Vision & Mission Statement and Summary of Network Infrastructure Implementation Plan *(suggested length two pages)*

Please provide a concise description of the Network's vision and mission and a summary of the Network's Plan. Describe the Network's overarching theme/focus and outline its goals, characteristics and uniqueness, recent evolution, future directions and relevance to British Columbians. Indicate how the Network Implementation Plan fits within the needs and challenges faced by the Health Research community.

II. Proposed Networking Scope *(suggested length six pages)*

Recognizing that there will be variability between networks in terms of themes and emphasis:

Please provide a description of the scope of the Network listing the range of activities it will engage in, and describe your strategy for delivering in each area.

a. Training Support

- What is your strategy for training and addition value to the training environment?
- What is your strategy to ensure students participate in research projects and research-related activity within the Network?
- Will the Network feature innovative training initiatives/ programs that leverage existing academic resources?
- Will there be specific learning, training, and linkage-exchange opportunities for trainees with non-academic partners in industry/ policy sectors?

b. Networking and Partnerships

- What is the Network's strategy to build on existing relationships and initiate effective new linkages among Universities, Industry and Government Sectors?
- Describe how the use of resources will be optimized through the sharing of equipment, research facilities, databases, and personnel for Network members?
- Describe potential leveraging opportunities the Network will gain through partnerships?

c. Knowledge Exchange

- Outline how the Network intends to ensure that the results of its activities are translated to the appropriate recipients?
- How will knowledge exchange of research results be accelerated within the Network?
- How will knowledge exchange of research results be accelerated beyond the Network?
- How will Network-generated knowledge be used for public policy development and social program delivery?
- How will Network-generated knowledge be used for economic return on investment?

d. Network Management

Leadership: Please provide an overview of the organization of the Network, its operational structure, membership base, and policies.

- How will the proposed Network operate?
- Please describe the key personnel and required expertise to operate the Network?
- What is the proposed leadership model?
- How will membership be determined?
- How will leadership be determined in the future?
- Recognizing that the Michael Smith Foundation for Health Research Board will have final say on the proposed leadership structures, please comment on the characteristics of a leader that you feel will work for your network to achieve its vision, mission, and objectives?
- Please describe the Network's internal and external communication mechanisms?

e. Accountability

To be considered for funding, each Network must have a mechanism(s) by which it is accountable for using MSFHR funds for the purposes outlined in the Networking Infrastructure Implementation Plan. Additionally, the Network must have distinct decision making and conflict processes. This accountability structure must be built on a leadership structure that would be responsible for ensuring processes are followed, funds are managed, monitored, and reported appropriately, and all activities follow the criteria for the Network. Please describe how your network will approach and address the above needs.

f. Shared Infrastructure

Please identify potential areas for shared infrastructure that could be used by the eight health of populations networks. This is infrastructure that is common to all networks i.e. an inventory of health researchers. For each area identified, please describe how it will add value to the Network's success.

III. Budget Request from MSFHR *(suggested length two pages)*

Although the committed funding is for 15 months, a four year budget has been requested in order for MSFHR to gain an understanding of how funds will be used to achieve the outcomes. The four year budget has been requested and is expected to be used as a planning tool for MSFHR.

- a. Budget** - Provide a detailed four year projected budget for the infrastructure funding requested from MSFHR. The first 15 months of funding will be up to \$300,000. For years two, three and four please work with a budget of up to \$500,000/year. This budget amount is contingent on the renewal of the Foundation and approval from the MSFHR Board. The amount of money allocated to the networks will be based on performance

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and the achievement of network objectives as jointly agreed to by the Network and MSFHR.

List items in order of priority and project the Networks' funding requirements over the following four years. Please match the different phases of budget requirements of the infrastructure items, where applicable, to the different stages of the implementation of the Networking plan. A list of eligible and ineligible expenses is available in Appendix B. See appendix C for a suggested format.

- b. Justification for the Requested Funding** – Provide a detailed justification for each budget item requested; explaining how funding will be used i.e. resource requirements and use to achieve the Network's vision, mission, objectives and timelines. Please prioritize the requests for funding to allow for a phased implementation, where appropriate.
- c. Outcomes** - Describe the high level outcomes that are expected resulting from the Network's activities. These outcomes, once agreed upon with the MSFHR, will be monitored and reported to the MSFHR. Networks will be asked to submit a financial statement and briefly outline the Network's activities for the first 15 months.

I. Appendices of the Research Networking Infrastructure Implementation Plan

Appendices **a to c** listed below must be included as part of the Networking Infrastructure Implementation Plan.

- a) A summary of the proceedings from the Research Network Consultations and decisions.
- b) Other reports produced by the Ad hoc Task Force activities
- c) Final report detailing the activities supported by the Network Development award and the Research Networks' Consultation award with a financial statement signed by a senior financial officer of the host institution.

5. Formative Review Process

The objective of the Formative Review will be to provide advice and support on improving the Network's proposed Implementation Plan. The Formative Review Panel will consist of various members of the community who have experience in developing Networks and other research programs. At the Formative Review the interim co-leaders will be asked to present the implementation plan for the Network, followed by a question and answer section with the Panel and end with feedback from the Panel. All interim co leaders are welcome to attend all formative reviews if they wish. A letter further detailing the Formative Review Process will be sent to the interim co-leaders at a later date.

- a) The proposals will be reviewed by a Formative Review Panel. The purpose of this process is to provide advice and support to the Network on the proposed Networking Infrastructure Implementation Plan. MSFHR will select review panel members who will review each proposal to:
 - Assess the proposal against the criteria set out by asking the following questions:
 - Does the Network have a clear and concise direction – vision and mission?
 - To what extent is the Network inclusive in its approach?
 - Do the items requested in the budget facilitate the Network in achieving the vision, mission, objectives and projected outcomes?
 - Are there opportunities to share (resources etc.) across the Health of Populations/ Networks?
 - Are there areas that could be further developed in the proposal?
 - Suggest activities that will enhance the Network's Implementation Plan.
 - Review the budgets for reasonableness and alignment against the Network Implementation Plan (vision, mission, objectives and projected outcomes).

6. Award Amount

The funding awarded to a network will be up to \$300,000 for each network for the time period starting January 1st, 2005 to March 31st, 2006.

7. Duration of Award

Each Network will receive 15 months of funding with the possibility of continued funding based on availability of funds and the Network's performance. Funding after the first 15 months is contingent on renewal of MSFHR's mandate in March 2006 and the receipt of additional funds for this program. It is anticipated that after March 31st, 2006 the program may undergo some modifications based on evaluation of the program. For the purposes of planning network activities beyond the 15 months, please plan with an annual budget of up to \$ 500,000/year in years two, three and four.

8. Deadline for Submission

One (1) Original and four (4) Copies of the completed Proposal, consisting of a Research Network Development Plan and the MSFHR Research Network Proposal Cover Form, must be received in the MSFHR office by **Monday, November 1, 2004, by 12:00 p.m.**

Completed Proposals and inquiries should be directed to:

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Networking Program Consultant
Michael Smith Foundation for Health Research
Suite 200, 1285 West Broadway
Vancouver, BC V6H 3X8

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Fax: 604.730.0559
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Michael Smith Foundation for
Health Research

Appendix A: Sample Proposal Cover Form

**MSFHR Networking Infrastructure Program
Sample ONLY**

Name of Network		For MSFHR Use Only
1. Name of Interim co-leaders (Surname, Given Name(s))		
Interim co-leader's Signature		
Address for Correspondence		Telephone: Fax: Email:
2. Name of Interim co-leaders (Surname, Given Name(s))		
Interim co-leader's Signature		
Address for Correspondence		Telephone: Fax: Email:
3. Name of Interim co-leaders (Surname, Given Name(s))		
Interim co-leader's Signature		

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Address for Correspondence	Telephone: Fax: Email:
4. Name of Interim co-leaders (Surname, Given Name(s))	
Interim co-leader's Signature	
Address for Correspondence	Telephone: Fax: Email:
Amount of Funding Requested	

Implications of Signatures

a) Applicant Signature:

The signature on the Proposal form means that the applicant agrees:

1. that the information on the Proposal is complete, accurate and consistent with their institution policy, to the best of the applicant's knowledge. The provision of false or inaccurate information may result in sanctions, including the termination of funding and disentitlement from eligibility for future funding
2. to inform MSFHR of any changes in the applicant's eligibility status
3. the grant will be used only for the purpose for which it was awarded
4. to meet all the reporting requirements of MSFHR
5. to meet all ethical and research policies of the host institutions' on animal care, biohazards, and research activities having potential effects on the environment, where applicable; and those outlined in the Tri-Council Policy statements: "Ethical Conduct for Research Involving Humans"
6. that s/he agrees that the information contained in the present document may be given to persons concerned for the purposes of evaluation on condition that those persons agree to respect the confidential nature of the information
7. that s/he will acknowledge MSFHR's support in all publications and presentations
8. with the public release of the summary of the award
9. to the terms and conditions of the MSFHR award as set out in the guidelines

Appendix B: Eligible and Ineligible Expenses

Costs of providing common services to researchers that enhance the research environment, increase productivity, build critical mass or improve integration are eligible for support. Funding is intended to augment current infrastructure funding not replace, duplicate or take the place of funding that otherwise would be allocated to support health research infrastructure in the absence of MSFHR funding.

Below is a list of **examples** of eligible and ineligible items (it is not meant to be all-inclusive). The MSFHR will determine eligibility on an individual basis for any items requested that do not appear on this list of eligible and ineligible expenses.

Eligible Expenses

- Salaries of staff supporting research including:
 - Salary of an administrative assistant;
 - Network leadership or support staff;
 - Research Associates, professional officers, technicians, laboratory attendants, administrators, organizers and
 - Specialist professional staff located within major facilities and other appropriate settings.
- Costs related to the development or purchase of shared research resources including:
 - Social Surveys;
 - Software tools; and
 - Databases.
- Costs related to activities that bring people together, including:
 - Workshops and similar meetings;
 - Planning, co-ordination and outreach activities; and
 - Travel and accommodation.
- Costs of a research network's support office (translation, statistical consulting, survey design consulting, grant facilitation, etc.).
- Costs relating to the hiring of researchers.
- Communication costs: mail, long distance telephone, fax, audiovisual, library, stationery, photocopying and document reproduction, network or internet access and management
- Costs relating to the dissemination of scientific knowledge, including participation in conferences.
- Costs relating to the transfer of knowledge to clinical practice and of technologies to industry.
- Costs relating to common services: research staff, specialty animal facilities, culture medium preparation, database management, and access to specialized facilities outside the institution or province.
- Costs related to buying release time from clinical, teaching, or administrative duties so that a researcher may spend more time doing research related to the Networks' overarching theme or one of its sub-themes.
- Support for research training in a defined training program developed by the Network or for training that is essential/ important for increasing the Network's health research productivity.

Ineligible Expenses*

- Operating research grants.
- General administrative costs for research: costs inherent in managing human resources, finances, supplies, laundry, etc. (normally from hospital or university administration).
- Documentation costs: basic cost for managing a library (except for resources used exclusively for the research network).
- Audiovisual costs for Institution use: basic infrastructure required for producing audiovisual documents (excluding those costs associated solely for a research activity).
- Liability, fire and other insurance: costs for the institution of which the research network is a part.
- Publicity and representation costs.
- Maintenance, security and operating costs.
- Maintenance and repairs to facilities: cost for areas, furniture and equipment allocated to research activities. (This excludes service contracts for state-of the art scientific facilities exclusively used for research, which are considered direct costs.).
- Costs of operating the facilities: heating, ventilation, air conditioning, water, electricity, etc. for areas, furniture and equipment allocated to research activities.
- Cleaning.
- Institution's expenses for clinical care such as: laundry, uniforms, bedding, dishes and meals, etc.

* If the Network can demonstrate the added value and make the case for some of the items identified as ineligible expenses; then the formative review process will evaluate the merit of the argument.

Appendix C: Suggested Format for Budget

		Items requested	Year 1 (\$)	Year 2 (\$)	Year 3 (\$)	Year 4 (\$)
Personnel (Salary & Benefits)	Administrative Support					
	Research Support					
	Technical Support					
Supplies						
Services						
Partnership/Collaborative Activities						
Networking Activities						
Networking Activities						
Shared Infrastructure						
Others						
Total						