MICHAEL SMITH FOUNDATION FOR HEALTH RESEARCH

Discover. Connect. Engage.

2018 **REACH** COMPETITION

>> GUIDELINES

DEADLINE: **MAY 30, 2018, 4:30 P.M. PT**

Last updated: **April 24, 2018**

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1.   Preface

The Michael Smith Foundation for Health Research (MSFHR), funded by the province of British Columbia, is BC's health research funding agency. MSFHR helps develop, retain and recruit the talented people whose research improves the health of British Columbians, addresses health system priorities, creates jobs and adds to the knowledge economy. Learn more at www.msfhr.org.

1.2   Knowledge Translation at MSFHR

Health research funders have an important role to play in promoting, advancing and advocating for knowledge translation (KT) — the broad range of activities meant to improve the use of research evidence[1] in practice, policy, and further research. Funding KT is one of five functional areas identified by MSFHR through which funders can create the conditions for effective KT. The MSFHR Reach award contributes to the advancement of KT by providing health researchers[2] and research users[3] the opportunity to disseminate knowledge to appropriate audiences, a key aspect of the KT process. For more information about MSFHR KT activities, please visit www.msfhr.org/our-work/activities/knowledge-translation.

2.   Purpose

The MSFHR Reach award supports health researchers and research users to disseminate the outputs of health research; to *reach* out to a specific audience so as to ensure effective uptake of research evidence.

The purpose of this award is to facilitate the active communication of research evidence to inform and/or improve further health research, practice and/or policy-making. It enables health researchers and research users to work collaboratively to implement events, activities, or tools that can help in

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[1] Research evidence includes findings from soundly conducted individual studies or conclusions of systematic reviews.

[2] A researcher is an individual who is eligible to hold research operating funds as either a principal or co-investigator at the time this competition closes. Research funding must be from an organization that uses a peer-review process for making funding decisions and is accessible to all researchers in BC.

[3] Research users are the target audience(s) of research evidence. Research users are experts on their needs, environment and local context. Including research users as equal members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions about health policies, programs and/or practices. A research user may include, but is not limited to, other researchers, policy makers, health care practitioners, decision makers, health care administrators, educators, patient user group, or health charity, and the public. [Adapted from Canadian Institutes of Health Research's 'Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches'. http://www.cihr-irsc.gc.ca/e/45321.html [Accessed February, 2018].

the transfer, exchange and/or uptake of research evidence by targeting, adapting and structuring the message to appropriate and relevant audiences.

3.   Objectives

The specific objectives of the Reach award are to:

- Provide support to researcher and research user partners to co-develop events, activities, and/or tools that will inform and/or improve further health research, practice and/or policy-making

- Disseminate research evidence beyond the normal peer group of the researcher co-lead

- Build capacity in KT experience and skills for research or health professional trainees.

Examples of activities that can be supported through this funding opportunity include, but are not limited to: [4]

- Development of new educational materials and/or sessions;

- Creation of multiple media platforms and/or social marketing;

- Development and implementation of products or tools that result from health research;

- Development of media releases or outreach campaigns;

- Creation of relevant networks and/or presentations to relevant networks;

- Engagement with champions/key opinion leaders;

- Formation of communities of practice (i.e., communication of evidence to practitioners);

- Organization of patient-mediated interventions (i.e., activity/event that engages patients to improve their knowledge, health behavior, etc.); or

- Organization of traditional knowledge dissemination events (e.g., scientific meetings, conferences, symposia, etc.).

Note: The award funds <u>may not be used</u> for pilot research studies or research operating funds (e.g. primary research or primary data collection including surveys).

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[4] For activities that do not align with the Reach Program, applicants are welcome to apply for funds through MSFHR's sponsorship program. The Foundation sponsors events that align with our mission and goals and allow us to build relationships and support collaboration across BC's health research community. Download MSFHR's sponsorship eligibility guidelines and application form.

4.   Award Amount and Duration

Reach award amounts of up to $10,000 for a maximum duration of 12 months are available for the purposes described in section 2. A complete list and description of allowable expenses can be found in Appendix A.

The total amount available for this funding opportunity is $150,000.

5.   Eligibility Requirements

For an application to be eligible for review:

- A team must include the following:
  - o A minimum of **one researcher** and **one research user** as the co-leads.

    Note: Individuals employed within the ministries or departments of the BC Government are not eligible to apply as a co-lead, but may be named as a team member.

  - o At least one BC research/health professional trainee[5] as a team member(s) included in a meaningful way to enhance their KT experience and skills.

    Note: The trainee may also fulfill the role as research user co-lead, if applicable.

- The researcher co-lead that serves as the primary applicant must be based in BC and affiliated with a BC host institution that has a signed memorandum of understanding with MSFHR to administer award funds. (For a list of current eligible institutions, see www.msfhr.org/sites/default/files/MOU_List.pdf.)

- All award funds must be used in BC.

Note: Co-leads are limited to two applications per competition, and may hold only one Reach award at a time.

Activities or events starting or taking place before the funding start dates are **not** eligible for funding through this opportunity. Dissemination events that are part of an annual series (e.g., annual conference, congress, symposium, etc.) may only be funded **once** through the Reach program, if

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[5] Any individual involved in formal research and/or clinical training that is under the supervision of an independent investigator. These typically include, but are not limited to, undergraduate and graduate students, postdoctoral fellows, clinical fellows, etc.

eligible. Events, activities or tools funded by a Reach award are not eligible for additional MSFHR support, i.e., sponsorship.

MSFHR reserves the right to declare applications ineligible.

6.   Additional Support

MSFHR encourages applicants, when appropriate, to engage other organizations and stakeholders to:

- Contribute to knowledge exchange and translation or play a role in the implementation of dissemination events, tools or activities; and/or
- Enhance the availability of funding for the proposed dissemination event, tool or activity through additional cash or in-kind[6] support.

Any additional in-kind or cash support should be indicated in the appropriate section of the application and in the budget template upload.

7.   Review Process

Reach award applications will undergo an eligibility review by MSFHR staff. Eligible applications will then undergo review by an external review panel for funding recommendations.

Applications will be evaluated via a process that incorporates six principles of peer review: integrity, accountability, transparency, balance, confidentiality **and** impartiality. For further details, please visit http://www.msfhr.org/funding/review-process.

The information presented in the **Evaluation Criteria** and **Rating Scale** sections below will be used for the review process. All applications will be assessed against a defined set of criteria in three categories: 1) quality of the proposed activity, 2) merit and feasibility, and 3) potential impact. The overall score for an application will be sum of the scores for the three categories. To be **considered** for funding, the overall application score must receive a minimum score of 3.5.

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[6] Cash-equivalent goods or services that represent an incremental expense the partner would not normally incur, and which would have to be purchased by award funds if not donated. This can include research and technical staff, providing direction and direct participation in the project, or the provision of access to specialized and/or proprietary equipment, tools or technology.

7.1   Evaluation Criteria

Applications will be assessed against the indicated criteria and weightings below:

Criterion	Weighting
Proposed activity	40%
Merit and feasibility	40%
Potential impact	20%

A full description of the evaluation criteria can be found on our website.

7.2   Rating Scale

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	**May be funded**
Excellent	4.0 – 4.4	
Very good	3.5 – 3.9	
Adequate	3.0 – 3.4	**Not fundable**
Less than adequate	0 – 2.9	

7.3   Funding Decision

Following peer review, the highest rated applications will be identified. Applicants will be notified of the outcome of the review process upon completion of peer review. There is no appeal process.

Applicants will receive notification of the funding decision, as well as the summaries of reviewers' comments. A list of successful applicants will be published on MSFHR's website

8.   Reporting Requirements

A final report is required 30 days after the award end date. A financial statement of expenditures, signed by the award co-leads and an authorized financial officer of the host institution, is required

within three months following the award end date. Any unexpended funds must be returned to MSFHR. MSFHR will provide reporting information and/or materials for these purposes.

The final report may include the following:

- A description of how the proposed objectives as identified in the application were met.
- A description of post-dissemination engagement plans and/or other follow-up activities to evaluate outcomes and/or intended impacts.
- Activity-specific deliverables such an event itinerary, participant list, media release, workshop materials, etc.
- A list of stakeholders, outside of the team, who were consulted and/or involved in the funded work, if applicable.

Note: MSFHR-funded award recipients may not submit a new application to any MSFHR funding program until all outstanding award information (e.g. final report, financial statement, etc.) requested by MSFHR has been received.

MSFHR reserves the right to contact award recipients after the award end date to determine the short and middle-term outcomes and/or impacts of the Reach award.

Additionally, to inform evaluation and continued improvement of our award programs, award recipients will be invited to provide feedback to MSFHR staff to determine areas of improvement for this funding opportunity.

9. Key Competition Dates

Action	Target Date
Competition launch	Early April 2018
Competition deadline	May 30, 2018, 4:30 p.m. PT
Anticipated notice of funding decision	Mid-August 2018
Anticipated start of funding	September 1, 2018

10.   How to Apply

The application process for an MSFHR Reach award is comprised of two steps:

1. Eligibility Quiz
2. Application

   - **Deadline date: May 30, 2018, 4:30 p.m. PT**
   - Consists of:
       - Proposed work plan and timeline
       - Completed budget template
       - Publications and activities
       - Letters of support (if applicable, of in-kind or other resources)
       - Letter of support from research user co-lead's organization

To complete your application, follow the instructions as stated in the 2018 Reach Competition Instructions. **Please note that the primary applicant, i.e. the one who submits the full application, should be the researcher co-lead.**

Please ensure that applications are complete and submitted by the MSFHR application deadline. Incomplete or late applications cannot be considered.

Note: Each host institution has its own internal deadline that is earlier than that of MSFHR. Please check with your host institution for more information.

9.1   Submission Requirements

- All steps of the application must be submitted using MSFHR ApplyNet, the Foundation's online application submission system.

- All documents uploaded onto MSFHR ApplyNet must be in .pdf format. No other formats will be accepted.

- As an applicant, you will be able to access a .pdf copy of the application to review the information you have entered.

- It is the applicant's responsibility to review the .pdf copy of the application prior to submission to ensure that all data entered are complete and accurate. Once an application is submitted, it cannot be modified in any way.

All applicants, including co-leads and team members, applying for the first time to MSFHR will be required to register on MSFHR ApplyNet and create a system account email and password.
Additional information on MSFHR ApplyNet can be found in the **MSFHR ApplyNet FAQ** document.

11.   Contact Information

For questions regarding the application and submission process, please contact:

Yuliya Shapova
Research Competitions Coordinator
604.714.2775
yshapova@msfhr.org

For more information about the MSFHR ApplyNet system or help with login information, please contact:

MSFHR Help Desk
604.714.6609
helpdesk@msfhr.org

Appendix A – Eligible Expenses

Applicants must provide justification for the amount of funding being requested, including a breakdown of estimated costs for eligible expenses, within the provided budget template in MSFHR ApplyNet. Eligible costs must be incurred within the funding period. MSFHR will not support any expenses incurred prior to, or after completion of, the funding period.

This funding opportunity will support the following costs that are reasonably and properly incurred in the development and implementation of a knowledge dissemination activity, event and/or tool.

Human Resources

Eligible Expenses

- Partial or full salary support related to buy-out/release time for research users' participation as a team member or key meeting participant
- Fees associated with individuals involved in the planning, administration or facilitation of a dissemination event, tool or activity
- Fees or honoraria for the preparation of background documents (e.g., environmental scan, market reports and analysis)
- Honoraria for guest speakers up to maximum value of $500 CAD per individual

Non-eligible Expenses

- Stipends for research or health professional trainees (please see the Services and Supplies section regarding eligibility for one-time payments for trainees for services rendered)
- Partial or full salary support for researchers including buy-out/release time from work, teaching, clinical or administrative duties
- Costs relating to staff hiring or training
- Other fees and/or honoraria with the exception of those noted above

Services and Supplies

Eligible Expenses

- Costs associated with planning, publication, translation, and/or dissemination of knowledge as it relates to the context of this funding opportunity
  - Research trainees may be paid to complete services directly related to and integral to the success of the proposed work, but applicants must clearly position payments as a one-time expense for services rendered. Ongoing stipends for trainees are ineligible expenses.
- Meeting rooms and associated meeting costs (e.g., audio-visual equipment fees, videoconference fees, registration services, etc.)
- Office costs including supplies, communications, stationery, photocopying, software and network or internet access directly related to the dissemination activity
- Hospitality costs (non-alcoholic refreshments or meals)

Non-eligible Expenses

- Costs for the purchase or maintenance of equipment (e.g. computers, overhead projectors, printers/faxes, etc.)
- General administrative and facility operating costs inherent in managing human resources, finances, supplies, laundry, etc. (normally funded by the host institution)
- Capital costs (including furniture and equipment)
- Renting/leasing costs for accommodation and/or furniture for support office(s)
- Costs of operating the facilities: heating, ventilation, air conditioning, water, electricity, etc.
- Liability, fire and other insurances
- Other expenses already funded by another grant (MSFHR-funded or otherwise), e.g., publication costs, open access fees, etc.
- Purchase of alcohol

Travel

Eligible Expenses

- Travel and accommodation for keynote/invited speaker(s) integral to the dissemination activity
- Travel for collaborative trips or similar meetings integral to the dissemination activity

Non-eligible Expenses

- Travel for candidates under recruitment consideration, or for relocation purposes
- Travel to attend conferences, workshops, symposia, congresses

Other

Non-eligible Expenses

- Expenses already funded by another grant (MSFHR-funded or otherwise)
- Patent-related expenses
- Recruitment/advertising costs relating to the hiring of researchers, knowledge users and/or staff
- Support for mentoring and professional development activities for students and new investigators
- Cash contribution for the purpose of matching funds
- Costs associated with fee submissions to ethics review boards or other regulatory bodies, or the operations of such entities

All items not specified should be deemed as non-eligible expenses unless prior approval from MSFHR is received. If the applicant can demonstrate the added value and make a case for an item identified as an ineligible expense, then MSFHR will evaluate the merit of the argument. **Such a case must be made before the expense is incurred.**