



## 2019 CONVENING & COLLABORATING (C<sup>2</sup>) COMPETITION

### FREQUENTLY ASKED QUESTIONS

DEADLINE: **MAY 30, 2019, 4:30 P.M. PT**



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## Application Questions

### 1. What is the difference between the MSFHR Convening & Collaborating (C<sup>2</sup>) and Reach awards?

Although the C<sup>2</sup> and Reach Programs both fund knowledge translation (KT) activities related to health research, each program supports distinct KT activities at different points in the research process:



The C<sup>2</sup> Program is designed to bring researchers and research users together to co-develop research aligned with the [five BC health system priorities](#); for the purpose of this award, this is defined as KT activities that occur earlier in the research process, i.e. integrated KT.

In contrast, the Reach Program is designed to support the dissemination of research outputs within the context of an established body of knowledge; for the purpose of this award, this is defined as KT activities that occur near the end of the research process, i.e. end-of-grant KT.

Applicants should take the time to consider which funding opportunity is most relevant to their proposed activity, event or tool. It is the responsibility of the applicant to ensure the content of their C<sup>2</sup> application aligns with the objectives of the program

### 2. Where did the BC health system priorities used in the C<sup>2</sup> Program come from?

The BC health system priorities used in the C<sup>2</sup> Program are based on [Setting Priorities for the BC Health System](#), which sets out the broad strategy and future direction of the province's health system.

### 3. Who qualifies as a researcher?

For the purposes of this award, a researcher is an individual who is eligible to hold research operating funds as either a principal or co-investigator at the time the award competition closes. MSFHR defines operating funds as research funding from an organization that uses



a peer-review process for making funding decisions and is accessible to all researchers in BC. In order to be the **primary applicant**, i.e. the one who launches and submits the application, an individual must be a researcher that holds an appointment at an eligible host institution<sup>1</sup>, that is, a BC university, health authority, or research institute that holds a memorandum of understanding with MSFHR.

**4. Who qualifies as a research user?**

For the purposes of this award, a researcher user is any individual who might use, benefit, or be impacted by the results of research, but are not necessarily involved in their production. These include, but are not limited to health professionals, patients, family members, community leaders, decision makers, other researchers, etc. At least one research user must be included as a team member, and designated as a co-lead in the C<sup>2</sup> award application.

**5. Who qualifies as a research/health professional trainee?**

MSFHR is aware trainee appointments can differ in name and requirements depending on the institution. For the purposes of this funding opportunity, a trainee is defined as any individual involved in formal research and/or clinical training that is under the supervision of an independent investigator. These typically include, but are limited to, undergraduate and graduate students, post-doctoral fellows, clinical fellows, etc. At least one BC research/health professional trainee must be included as a team member in the C<sup>2</sup> award application

**6. What is stakeholder engagement?**

Stakeholder engagement is the process of ensuring that the appropriate people are identified and involved throughout the research process so that they are in a position to inform study design and then make use of the results when a study is completed. It is important for facilitating the translation of research into programs, policies and practice.

**7. What is an integrated knowledge (iKT) translation plan?**

iKT refers to collaboration between research users and researchers as equal partners, the purpose of which is to generate research findings that are more relevant, and thus more likely to be useful to research users. Each stage in the research process is an opportunity for significant collaboration with research users, including the development of research questions and methodology, interpretation of findings and dissemination and potentially implementation of findings. As such, it is not a separate stand-alone plan from the research project but a series of embedded activities.

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<sup>1</sup> For a list of current eligible institutions, see [www.msfhr.org/sites/default/files/MOU\\_List.pdf](http://www.msfhr.org/sites/default/files/MOU_List.pdf).





**8. My proposed work overlaps with two of the BC Ministry of Health priorities. Instead of submitting two separate applications, can I combine the activities and submit one application?**

Yes, if the overlap between the priorities is combined to build a robust plan that meets the program purpose and objectives of the C<sup>2</sup> award.

**9. What are MSFHR's expectations of a trainee being included in a "meaningful" way?**

The co-leads need to consider engaging the trainee beyond passive activities, for example:

- Engaging them to develop innovative means of collaborating with end-users.
- Mentoring them to develop the stakeholder engagement plan.
- Providing the opportunity to craft the message, and assemble the information for the final report to MSFHR.

**10. Can the trainee also qualify as the research user co-lead member of the team?**

Yes, provided the individual meets the eligibility requirements for both.

**11. If the entire funding envelope for the current competition is not expended, will the balance be added to the budget of the next competition to increase the success rate?**

Residual funds from the current C<sup>2</sup> award competition will not be added to the budget envelope of the next C<sup>2</sup> award competition. The budget envelope for all MSFHR programs are determined on an annual basis and are dependent on funds received and MSFHR's Board of Director's approval.

**12. Will MSFHR reveal the score of my C<sup>2</sup> award application?**

The final score is not revealed as per MSFHR's standard practice, although a quartile ranking will be provided. In addition, as feedback to applicants, a summary of the reviewers' comments is also provided.

**13. Is there a limit to how many times I can apply for the C<sup>2</sup> award?**

As long as applicants meet the eligibility criteria of this funding opportunity, they can apply to each annual award competition. However, applicants may only serve as the primary applicant on one application, but can be included in up to two applications total per competition.

**14. Can I apply for a C<sup>2</sup> award and Reach award in the same competition year?**

Yes, as long as proposed activities are sufficiently different, align with the purpose and objectives of each program, and are associated with different research projects.



**15. Where can I find information on or examples of KT?**

The KT section of MSFHR's website contains a [link for KT resources](#) that can assist both researchers and research users in their exploration of KT methods, including methods of KT evaluation.

**16. Can convening or collaborating activities funded by the C<sup>2</sup> award be held outside of British Columbia?**

No. All outputs supported by this funding opportunity must be based within BC.

**17. If I am applying for a C<sup>2</sup> award to support my activity, can I also request sponsorship support from MSFHR?**

No. Events funded by the C<sup>2</sup> award are not eligible for MSFHR sponsorship.

**18. Is there a limit as to how many team members are included in an application?**

No. However, teams must include at least one researcher and one research user as co-leads, and include at least one research or health professional trainee. The role of all team members named in the application must be fully described, and justification for their inclusion on the team must be included.

**19. When does the required in-person meeting funded by the C<sup>2</sup> award need to occur?**

The minimum one required in-person meeting must be completed within 12 months from the start of funding, and must take place within BC. In the event that not all funds are expended within the 12-month period, a no-cost extension may be requested for up to six months. For more details, refer to the [conditions of award](#).

**20. Can more than one in-person meeting take place?**

Yes, provided it is included in the proposed work plan with proper justification, and accounted for within the budget.

**21. Is providing salary support/buy-out time for myself or salary/stipend support for my trainees an eligible expense?**

No. The focus of the C<sup>2</sup> award is to provide funding support for the co-development of activities that support health research. Only partial or full salary support related to buy-out/release time for **research users'** participation as team members or key meeting participants is considered an eligible expense.



**22. Can trainees or other research staff be hired to coordinate C<sup>2</sup> award-related activities?**

It is a general expectation the researcher will have operating funds to cover the expense of trainees and staff working on a research project. However, for services directly related and integral to the success of the proposed work described in the C<sup>2</sup> award application, research trainees and staff can be funded through this award, but applicants must clearly position payments as a **one-time** expense for services rendered. These costs would therefore be considered eligible under “Services and Supplies” ([see Appendix A in the competition guidelines](#)). This must be clearly articulated in the budget template included in the C<sup>2</sup> award application.

**23. Individuals employed within BC government ministries and departments are not eligible to apply as a co-lead. What does this mean?**

Due to the nature of the source of our research program funding, we cannot allow funds to be awarded to individuals who work **directly** within the BC government. This includes those who are employed within BC government ministries or departments. This does not apply to individuals who are employed by organizations or institutions who receive provincial government funding, e.g. health authorities, school boards, non-profit agencies, etc. If you, or someone on your proposed application are unsure of their status as a BC government employee, please contact MSFHR Help Desk (604.714.6609; [helpdesk@msfhr.org](mailto:helpdesk@msfhr.org)) for more information.







## Award Administration Questions

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**1. Can I renew my C<sup>2</sup> award?**

No. The award is not renewable.

**2. Can I defer the start date of the C<sup>2</sup> award?**

No. The C<sup>2</sup> award is not deferrable.

**3. How much time do I have to respond to an offer of the C<sup>2</sup> award?**

Successful award recipients will have to accept or decline the offer of funding within the date stipulated on the award notification letter (typically 10 business days).

**4. What documents will I need to provide before I can start my award?**

A copy of the *Award Acceptance Form* signed by you and a representative from the host institution must be uploaded in PDF format to MSFHR ApplyNet via the *Accept Grant Award Agreement* task.

