



MICHAEL SMITH FOUNDATION
FOR HEALTH RESEARCH

BC's health research funding agency

2019 REACH COMPETITION

 GUIDELINES

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

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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.

Knowledge Translation at MSFHR

What is knowledge translation?

Knowledge translation (KT) is about using health research to improve health, and refers to the broad range of activities used to close the gap between research evidence and its use in practice, policy and further research.

KT at MSFHR

KT is an important element in all MSFHR funding programs. Our goal is to help BC health researchers develop the skills they need to increase the impact of their research. We work to advance the science and practice of KT, and build KT capacity through funding opportunities, training and resources.

MSFHR offers a number of KT funding programs designed to foster collaboration and support the dissemination and implementation of research evidence:

- Convening & Collaborating (C²) Program
- Reach Program
- Implementation Science Team Program

Why should you do KT?

Research knowledge is most likely to be used when it is informed by those who will use it, whether that is community members, care providers, policy-makers, or other researchers. KT plays an important role in supporting the use of research evidence in practice and policy-making, ensuring it has the maximum impact on health and the health system.

How is KT done?

There is no one-size-fits-all KT strategy. The approach will depend on the research type and stage, but a wide range of methods can be used during all stages of the research cycle (and beyond) to ensure evidence is being developed, disseminated and implemented in a way that best supports its use.

For more information about KT and MSFHR's KT activities, please visit www.msfhr.org/our-work/activities/knowledge-translation.

2. Purpose

The Reach Program is designed to bring together researchers¹ and research users² to support the dissemination of research outputs within the context of an established body of knowledge in ways that facilitate its effective uptake and potential to impact health and care.

3. Objective

The specific objectives of the Reach award are to:

- Support researcher and research user partners to co-develop events, activities, and/or tools to share research findings.
- Disseminate research evidence beyond the normal researcher peer group to reach audiences who can directly use the knowledge.
- Build capacity in KT experience and skills for research or health professional trainees.

Projects might include a [social media initiative](#), [educational symposium](#), or [a learning curriculum and tools](#).

Note: The award funds may not be used for pilot research studies, research operating funds (i.e. primary research or primary data collection including surveys).

If your intended KT activity is focused on the co-development of a research question or process (i.e. integrated KT activities occurring earlier in the research process), consider applying for our [Convening & Collaborating \(C²\) Program](#).

4. Award Amount and Duration

Reach award amounts of up to **\$15,000**, for a maximum duration of **12 months**, are available. A complete list and description of allowable expenses can be found in **Appendix A**.

The total funding envelope for both the 2019 Reach and C² competitions is \$375,000, enough to fully fund a total of 25 awards. The proportion of the funding envelope allocated to each competition will

¹ 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.

² 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'. www.cihr-irsc.gc.ca/e/45321.html [Accessed February 2019].

depend on the total number of applications received for each, and the outcomes of the application review process described in **section 7**.

5. Eligibility Requirements

For an application to be eligible for review:

- A team must include the following:
 - One researcher and one research user as the co-leads.
Note: BC government employees³ are not eligible to apply as a co-lead, but may be named as a team member.
 - At least one BC research/health professional trainee⁴ 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.

Teams can either be newly-formed or pre-existing.

- The researcher co-lead must serve as the primary applicant, 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).

Note: Applicants can only serve as the primary applicant on one application, but can be included in up to two applications total per competition.

Activities starting or taking place before the funding start date are **not** eligible for funding through this opportunity. Applicants may only be funded **once** for a Reach award to support a **specific** dissemination activity, tool or product once. Activities or events that are part of an annual series (e.g. annual conference, seminar series, etc.) may only be funded **once** through the Reach Program, if eligible. Any dissemination events, or activities funded by a Reach award are not eligible for additional MSFHR support (i.e. sponsorship).

MSFHR reserves the right to declare applications ineligible.

³ For the purposes of this funding opportunity, BC government employees are defined as those directly in the employ of provincial ministries. Employees of organizations funded directly by the BC government, e.g. health authorities, school districts, etc. are not included in this definition, and are thus eligible to serve as research user co-leads.

⁴ An undergraduate or graduate student, or post-doctoral/clinical fellow, or equivalent engaged in a formal training or educational program.

6. Additional Contributions

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.
- Enhance the availability of funding for the proposed knowledge dissemination event, tool or activity through additional cash or in-kind⁵ support.

Any additional in-kind or cash support should be indicated in the appropriate section of the application and in the budget template upload, and appropriately captured in a signed letter of support outlining the nature and amount of the contribution.

7. Review Process

Reach award applications will undergo an eligibility review by MSFHR staff. Eligible applications will undergo review by an external review panel of researchers and KT specialists 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 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**.

7.1 Evaluation Criteria

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

Criterion	Weighting
Quality of proposed activity	40%
Merit and feasibility	40%
Potential impact	20%

⁵ 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.

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	
Fair	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, as be provided with summaries of reviewers' comments. There is no appeal process.

A list of successful applicants will be published on MSFHR's website

8. Award Start Date

Funding for Reach awards begin September 1, 2019. Successful applicants must confirm their acceptance of the award within the stipulated time indicated in the award notification package. Deferral of the award is not permitted.

9. 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:

- Details on the main activities that were supported by the award.
- Description of the involvement of trainees and research users with your team.
- Activity-specific outcomes such as a post-activity working paper, media release, workshop materials, etc.

- Description of any expected or realized benefits to the BC health system and/or the health British Columbians as a result of activities funded by the award.

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.

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.

10. Key Competition Dates

Action	Target Date
Competition launch	Early April 2019
Competition deadline	May 30, 2019, 4:30 p.m. PT
Anticipated notice of funding decision	Early August 2019
Anticipated start of funding	September 1, 2019

11. How to Apply

The application process for the MSFHR Reach awards is comprised of two steps:

1. Eligibility quiz
2. Application
 - **Deadline date: May 30, 2019, 4:30 p.m. PT**
 - Includes:
 - Proposed work plan and timeline
 - Research user co-lead form task
 - Letter(s) of support (if applicable, confirmation of in-kind or other resources)
 - Budget template

To complete your application, sign-in or create an MSFHR ApplyNet account and follow the instructions in the MSFHR ApplyNet application form. Ensure that your application is complete and submitted by the MSFHR application deadline. Incomplete or late applications cannot be considered.

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

Note: The primary applicant, i.e. the one who initiates and submits the full application, is designated as a researcher co-lead.

Note: Host institutions typically have their own internal deadlines that are earlier than MSFHR's. Please check with the Office of Research Services, or equivalent, at your host institution for more information.

11.1 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 uploads and data entered are complete and accurate. Once an application is submitted, it cannot be modified in any way.

All applicants including co-leads 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.

12. 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 funds 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. The majority of expenses must be incurred within BC.

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

- Honoraria for guest speakers and/or key meeting participants, up to maximum value of C\$500 per individual
- Fees associated with individuals involved in the planning, administration or facilitation of a knowledge dissemination event, tool or activity
- Partial or full salary support related to buy-out/release time for research users' participation as a team member or key meeting participant

Non-Eligible Expenses

- Stipends for students and 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
- Salaries for personnel supporting meetings and/or research including managers, coordinators, administrators, skilled technical staff and other personnel
- Other fees and/or honoraria with the exception of those noted above

Services and Supplies

Eligible Expenses

- Direct costs associated with bringing people together for the purpose of developing and implementing a knowledge dissemination activity, event and/or tool, including planning, co-ordination, translation, and/or outreach activities (e.g. teleconference call, internet conferencing, etc.)
 - 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
- Costs associated with developing a new intervention or to pay the cost of interventions or their scale-up
- 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 invited guests, keynote/invited speaker(s) integral to the development and implementation of a knowledge dissemination activity, event and/or tool
- Travel for collaborative trips or similar meetings integral to the development and implementation of a knowledge dissemination activity, event and/or tool

Note: When travelling by air, individuals must obtain the most economical airfare which, in most cases, is economy class. First or business class air travel may only be authorized in specific circumstances where warranted (such as where the in-flight travel time exceeds five hours), and if allowed by the host institution's financial policies and approved by MSFHR and the appropriate financial officer at the host institution.

Non-Eligible Expenses

- Travel for candidates under recruitment consideration, or for relocation purposes
- Travel to attend conferences, workshops, symposia, congresses, etc. not directly related to the work proposed in the Reach application
- Reimbursement for airfare purchased with personal frequent flyer points
- Reimbursement for costs resulting from a stopover requested for reasons unrelated to the primary purpose of travel

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.**