



MICHAEL SMITH FOUNDATION
FOR HEALTH RESEARCH

BC's health research funding agency

2020 REACH COMPETITION



GUIDELINES

DEADLINE: **SEPTEMBER 28, 2020, 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 aims to close the gap between research and implementation by improving the use of research evidence in practice, policy and further research.

KT at MSFHR

KT is an important element of 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 KT funding programs designed to foster collaboration and support the dissemination and implementation of research evidence:

- [Convening & Collaborating \(C²\) Program](#)
- [Reach 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 further research (e.g., from bench to clinical research), 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 across pillars 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 resources specific to the Reach Competition, please visit this [link](#). For additional resources on KT in health research, please visit the [MSFHR KT page](#) on our website or contact the MSFHR KT unit at KT@msfhr.org.



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 or as 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 with research users (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 2020 Reach and C² competitions is \$375,000, enough to fully fund a total of 25 awards.

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'. <http://www.cihr-irsc.gc.ca/e/45321.html>. Accessed February, 2020].



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The proportion of the funding envelope allocated to each competition will 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 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.

All other personnel named in the application are designated as team members. Teams can be either 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. 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. Due to the COVID-19 pandemic, virtual activities may be substituted for in-person activities.

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, i.e., 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 postdoctoral/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; and/or
- Enhance the availability of funding for the co-development and implementation of 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 budget section of the application, and appropriately captured in a signed letter of support outlining the nature and amount of the contribution.

7. Review Process

Reach award applications will be screened for eligibility by MSFHR staff. Eligible applications will undergo review by an external review panel of researchers and knowledge translation 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 <http://www.msfhr.org/funding/review-process>.

The information presented in the **Evaluation Criteria** and **Rating Scale** sections below will be used for the peer review process. All applications will be assessed against a defined set of criteria in the following categories: 1) team quality and engagement, and 2) quality of the proposed work. The overall score for an application will be the sum of the scores of both categories. To be **considered** for funding, the application 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
Team quality and engagement	50%
Quality of proposed work	50%

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.



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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 well as be provided the 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 **February 1, 2021**. 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 within your team.
- Activity-specific outcomes such as a post-activity working paper, media release, workshop materials, etc.



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- Description of any expected or realized benefits to the BC health system and/or the health of 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 for 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 March 2020
Application deadline (applicant)	September 28, 2020, 4:30 pm PT
Application deadline (host institution)	October 5, 2020, 4:30 pm PT
Anticipated notice of funding decision	TBC
Anticipated start of funding	February 1, 2021

11. How to Apply

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

1. Eligibility Quiz
2. Application
 - **Deadline date: September 28, 2020, 4:30 p.m. PT**
 - Includes:
 - Research user co-lead task
 - Department head sign-off task
 - Description of proposed work
 - Letter(s) of support⁶ (upload, if applicable)

⁶ A signed letter of support is required for partners secured by the applicant who provide cash or in-kind contributions in support of the dissemination activities described in the application. Letters of support must include how the partner is involved in the proposed work, describe the potential benefits the partner may derive from participating in the proposed work and detail any cash or in-kind contributions.



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To complete your application, sign-in or create an [MSFHR ApplyNet](#) account and follow the instructions in the online application form. Ensure that your application is complete and submitted by the MSFHR application deadline. Incomplete or late applications cannot be considered. Additional information on how to use the MSFHR ApplyNet online platform can be found [here](#).

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.

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 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.

12. Contact Information

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

Shannon Tolleson

Research Competitions Coordinator
604.714.2779
shannon.tolleson@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 budget section of the online application. 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 dissemination events, activities, and/or tools to share research findings.

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 for research users' participation as a team member or key meeting participant, including buy-out/release time from work.

Non-Eligible Expenses

- Salary stipends for research/health professional trainees and research staff.
Note: Please see the **Services and Supplies** section regarding eligibility for one-time payments to research/health professional trainees and staff 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 (see **Services and Supplies** section regarding eligibility for one-time payments to research/health professional trainees and staff for services rendered).
- Other fees and/or honoraria with the exception of those noted above.



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Services and Supplies

Eligible Expenses

- Direct costs associated with bringing people together for the purposes of developing and implementing dissemination events, activities, and/or tools to share research findings (e.g., teleconference call, internet conferencing, etc.).
 - Research/health professional trainees and staff may be paid to complete services *directly* related to and integral to the success of the proposed activity/ies, but must clearly be positioned as a one-time expense for services rendered. Ongoing stipends for trainees (i.e., salary support) 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 proposed work.
- Hospitality costs (non-alcoholic refreshments and/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 dissemination activity, event and/or tool.
- Travel for meetings and related activities integral to the development and implementation of a 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 activity, program or meeting(s) 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.**



Appendix B – Host Institution Selection

Please follow the instructions below to ensure you are choosing the correct host institution. If you have any questions, please connect with the respective contact listed or you can contact MSFHR.

Location of research project	Instructions to applicants on selection of host institution	Contact
Health Authorities		
First Nations Health Authority (FNHA)	If your research project is being conducted at FNHA, please select FNHA as your host.	Amanda Ward Director, Research & Knowledge Exchange amanda.ward@fnha.ca
Fraser Health (FH)	If your research project is being conducted at FH, please select FH as your host.	Kate Keetch Director, Evaluation & Research Services kate.keetch@fraserhealth.ca
Interior Health	If your research project is being conducted at Interior Health, please select Interior Health as your host.	Kim Peake Research Navigation & Community Facilitation Lead kim.peake@interiorhealth.ca
Island Health	If your research project is being conducted at Island Health, please select Island Health as your host.	Annie Moore Research Education & Grant Facilitator isabel.moore@viha.ca
Northern Health (NH)	If your research project is being conducted at NH, please select NH as your host.	Tanis Hampe Regional Director, Quality & Innovation tanis.hampe@northernhealth.ca
Provincial Health Services Authority (PHSA)/BC Cancer	<p>If your research project is being conducted at PHSA or its associated sites other than BC Cancer and your paymaster is PHSA, select PHSA as your host and the appropriate site as your Location of Research.</p> <p>Note: Details regarding specific IP underdevelopment may impact identification of the host institution. If you have questions, contact your local research manager.</p>	<p>For applicants from BC Children's and other PHSA programs not listed below:</p> <p>Nur Eisma Research Manager, UBC ORS/BC Children's Hospital Research Institute neisma@bcchr.ubc.ca</p> <p>For BC Cancer applicants:</p> <p>Karen Hagan Grants Officer khagan@bccancer.bc.ca</p>



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	<p>If your research project is being conducted at BC Cancer and your paymaster is PHSA, select BC Cancer as your host and BC Cancer as your Location of Research.</p> <p>If your research project is being conducted at PHSA or its associated sites (including BC Cancer) and your paymaster is UBC, select UBC as your host and PHSA or one of its associated sites (including BC Cancer) as your Location of Research.</p> <p>More information on host institution selection can be found here: http://www.phsa.ca/researcher/resources-support/research-development/funding-sources/msfhr-funding</p>	<p>For BC Women's applicants: Kathryn Dewar Senior Research Manager kdewar@cw.bc.ca</p> <p>For BCCDC applicants: Priscilla Vuong Research Manager priscilla.vuong@bccdc.ca</p> <p>For BCMHSUS applicants: Deborah Ross Provincial Director, Strategic Initiatives deborah.ross@phsa.ca</p> <p>For BC Renal applicants: Dr. Adeera Levin Executive Director alevin@providencehealth.bc.ca cc: Pam Sewell Executive Assistant psewell@providencehealth.bc.ca</p>
<p>Vancouver Coastal Health (VCH)</p>	<p>If your research project is being conducted at VCH and your paymaster is VCH, please select VCH as your host.</p> <p>If your research project is being conducted at VCH and your paymaster is UBC, select UBC as your host.</p>	<p>Susan O'Neil Manager, Research Awards VCHRI Office of Research Services susan.oneil@ors.ubc.ca</p>
Universities and Institutes of Technology		
<p>British Columbia Institute of Technology (BCIT)</p>	<p>If your research project is being conducted at BCIT, please select BCIT as your host.</p>	<p>Stefan Joseph Program Head, Applied Research Liaison Office stefan_joseph@bcit.ca</p> <p>Shan Satoglu Program Head, Healthcare Management BCIT School of Health Sciences shan_satoglu@bcit.ca</p>
<p>Kwantlen Polytechnic University (KPU)</p>	<p>If your research project is being conducted at KPU, please select KPU as your host.</p>	<p>Cathy Parlee Research Services Coordinator & Research Facilitator catherine.parlee@kpu.ca</p>



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Royal Roads University (RRU)	If your research project is being conducted at RRU, please select RRU as your host.	Deborah Zornes Director, Research Services deborah.zornes@royalroads.ca
Simon Fraser University (SFU)	If your research project is being conducted at SFU, please select SFU as your host.	Primary: Gabriella Por Officer, Research Grants gabriella_por@sfu.ca Secondary: Yuzhu Liu Coordinator, Research Services ors@sfu.ca
Thompson Rivers University (TRU)	If your research project is being conducted at TRU, please select TRU as your host.	Troy Fuller Director, Research & Graduate Studies tfuller@tru.ca Anita Sharma Manager, Research Services ansharma@tru.ca
Trinity Western University (TWU)	If your research project is being conducted at TWU, please select TWU as your host.	Eve Stringham-Durovic Vice-Provost, Research & Graduate Studies stringha@twu.ca Richard Chandra Director, Research Services richard.chandra@twu.ca Sue Funk Officer, Research Grants sue.funk@twu.ca
University of British Columbia (UBC)	If your research project is being conducted at UBC and your paymaster is UBC, please select UBC as your host. If your research project is being conducted at UBC and your paymaster is a health authority, please select the health authority as your host.	Yvonne Ng Manager, Research Awards yvonne.ng@ors.ubc.ca Bryan Wong (Faculty of Medicine only) Officer, Grant Applications bryan.wong@ubc.ca
University of Northern British Columbia (UNBC)	If your research project is being conducted at UNBC, please select UNBC as your host.	Nicole Balliet Officer, Research Project nicole.balliet@unbc.ca



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<p>University of the Fraser Valley (UFV)</p>	<p>If your research project is being conducted at UFV, please select UFV as your host.</p>	<p>Jerri-Lynne Cameron Director, Research Services and Industry Engagement jerri-lynn.cameron@ufv.ca</p> <p>Garry Fehr AVP, Research, Engagement & Graduate Studies garry.fehr@ufv.ca</p> <p>Kelly Tracey Officer, Grants & Contracts kelly.tracey@ufv.ca</p>
<p>University of Victoria (UVic)</p>	<p>If your research project is being conducted at UVic, please select UVic as your host.</p>	<p>Nicole Kitson Officer, Senior Grants grants@uvic.ca</p>
<p>Vancouver Island University (VIU)</p>	<p>If your research project is being conducted at VIU, please select VIU as your host.</p>	<p>Shelley Lumsden Manager, Research Services Scholarship, Research, and Creative Activity Office shelley.lumsden@viu.ca</p> <p>Roisin Mulligan Grant Facilitator Scholarship, Research, and Creative Activity roisin.mulligan@viu.ca</p>

