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SAMPLE

**Anticipated Funding Start Date:** 10/01/2021

**Date Submitted to Host** 04/08/2021 10:05 AM

**Institution:**

**Prefix:** Dr.

**First Name:** Shannon

**Middle Name:**

**Last Name:** Tester

## Organization Affiliations

Organization	Department	Job Position
University of British Columbia	Medicine	Postdoctoral Fellow
MSFHR-DO NOT USE	Medicine	Assistant Professor (anticipated start date: July 1, 2021)

## Health Professional

**Do you have formal training or credentials as a health professional?**

Yes

**Name of health profession**

Other

**Other health profession**

Psychiatric nurse

## Host Institution

**Host Institution**

MSFHR-DO NOT USE

## Research Location

MSFHR-DO NOT USE, MSFHR Partnerships-DO NOT USE

## Team Quality and Engagement

### Team Members

#### Qualifications and Experience

Briefly describe why your experience and qualifications make you particularly well-suited for your role in co-leading the activities that are proposed in this application.

(2500 characters)

#### Knowledge Translation Activities

What knowledge translation activities have you currently and previously engaged in? Please highlight any activities relevant to this project.

(2500 characters)

#### Key Project Members

Name	Primary Organization Affiliation	Position Title	Researcher/Research User/Trainee	Description of Roles
Name of Team Member 1	Organization Affiliation	Title	Researcher	Researcher will be responsible for X part of the work.
Name of Team Member 2	Organization Affiliation	Title	Research User	Research User Co-Lead will be responsible for X part of the work.
Name of team Member 3	Organization Affiliation	Title	Trainee	Trainee will be responsible for X part of the project.

#### Trainee Role

Please describe what role the trainee(s) will have in the project. How will their inclusion provide professional development opportunities, including opportunities to develop their leadership experience and KT skills? Indicate their level of participation in the proposed work (e.g., hours/week, FTE percentage).

(1250 characters)

### Engagement of Researchers and Research Users

How will researchers and research users work together to collaboratively plan and implement the proposed activities?

(1250 characters)

### Third Parties

← ← Please click on the **THIRD PARTY** section on the left navigation pane to enter contact information for the following individuals: 1. Research User Co-Lead  
2. Department Head

Your third parties must submit their own tasks. **You may monitor this table below in your application to see the status of their activities.** The Activity Status will change to "Submitted" once they have submitted their tasks. **You will not be able to submit your own application to your host institution until their tasks are submitted.**

If you have just added or updated information in the Third Party tab click the Save My Work button to save your changes, at which point their information will populate below.

Name	Email	Invitation Status	Activity Status
January Tester	januarytester@gmail.com	Accepted	Submitted
Fifth Tester	fifthtester16@gmail.com	Accepted	Submitted

### Quality of Proposed Work

#### Project Title

190 characters

#### Lay Summary

Please enter a short description of your proposed convening or collaborating activity, highlighting key elements and outcomes you hope to achieve. The lay summary should be written in plain language to guide MSFHR staff in the facilitation of the peer review process, and provide reviewers with an introduction to your proposal.

The summary must be written in a way that a non-specialist and non-scientific audience can understand. It is an integral part of your funding application, and if successful will be posted to the MSFHR website and used to share information about the valuable research supported by public funds.

For guidance on writing plain language summaries, please see our KT Encounters blog (<https://www.msfhr.org/news/blog-posts/plain-language-summaries>) from health literacy researcher Iva Cheung. The MS Society of Canada also has a useful guide for writing lay summaries (<https://mssociety.ca/uploads/files/guide-to-writing-lay-summary-eng-final20130726.pdf>).

(1250 characters)

### Keywords

**Keyword One:** Community Health

**Keyword Two:** Health Policy

**Keyword Three:** Primary Care

**Keyword Four:**

**Keyword Five:**

**Does your proposed research have a central focus on Indigenous Health?**

Yes

### Previous MSFHR Awards

**Does this work build on existing work funded by an MSFHR award? Please indicate "Yes" or "No".**

Yes

**Award Name:** Name of Previous MSFHR Award (e.g. Research Trainee, Innovation to Commercialization, etc.)

**Award Number:** Previous MSFHR award number

### Previous Applications

Yes

### Response to Previous Reviews

If you were previously unsuccessful in applying for this MSFHR program on the same proposed work, please provide a response to your previous reviews. Please quote the feedback which you are responding to. Your response should address issues identified in the previous review and provide solutions/corrective actions even if the current project contains changes from the previous submission.

(5000 characters)

### **Purpose and Objectives**

Describe the purpose and objectives of the proposed activities and explain how they align with the purpose of this funding opportunity.

(1250 characters)

### **Description of Proposed Work**

Provide a detailed description of the convening and collaborating activities. Be sure to include the following:

- A brief description of the research evidence that forms the basis for the proposed work. Include references where appropriate.
- How the convening and collaborating activities are appropriate for the purpose and for the participants.

(5000 characters)

### **Work Plan and Timeline**

[Work\\_Plan\\_and\\_Timeline.pdf](#)

110.4 KB - 04/08/2021 9:12AM

Total Files: 1

### **Expected Outcomes/Outputs**

Describe the expected outcomes and outputs of the proposed activities, including how they could impact health research, the health system, and the health of British Columbians.

(2000 characters)

## Budget

### Human Resources

Description	Amount	Justification	Requested or received from other sources (specify source). If not applicable, enter "N/A."	Outside funding and/or in-kind contributions. If not applicable, enter "N/A."
Description of HR item	\$3,000.00	Justification for line item	Other source(s)	Outside funding
<b>Total: \$3,000.00</b>				

### Services and Supplies

Description	Amount	Justification	Requested or received from other sources (specify source). If not applicable, enter "N/A."	Outside funding and/or in-kind contributions. If not applicable, enter "N/A."
Description of Service/Supply item	\$1,700.00	Justification for line item	Other source(s)	Outside funding
Description of Service/Supply item	\$4,300.00	Justification for line item	Other source(s)	Outside funding
<b>Total: \$6,000.00</b>				

### Travel

Description	Amount	Justification	Requested or received from other sources (specify source). If not applicable, enter "N/A."	Outside funding and/or in-kind contributions. If not applicable, enter "N/A."
Description of Travel item	\$2,000.00	Justification for line item	Other source(s)	Outside funding
<b>Total: \$2,000.00</b>				

### Other

Description	Amount	Justification	Requested or received from other sources (specify source). If not applicable, enter "N/A."	Outside funding and/or in-kind contributions. If not applicable, enter "N/A."
Description of Other item	\$4,000.00	Justification for line item	Other source(s)	Outside funding
<b>Total: \$4,000.00</b>				

### Totals

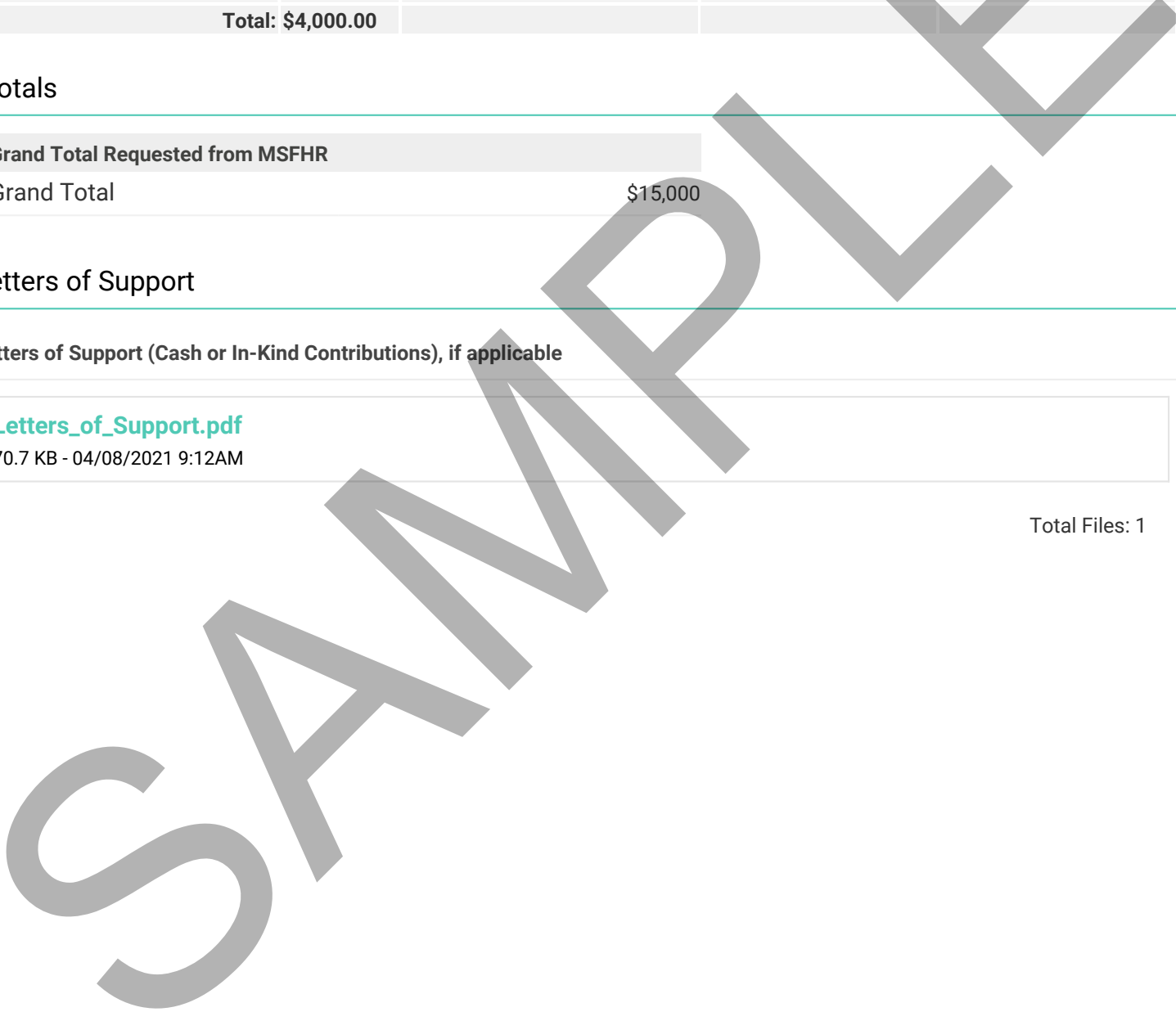
<b>Grand Total Requested from MSFHR</b>	
Grand Total	\$15,000

### Letters of Support

Letters of Support (Cash or In-Kind Contributions), if applicable

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Total Files: 1





## **Work Plan and Timeline Upload**

Please upload a 1-page work plan with a timeline and milestones. The activities must take place between October 1, 2021 and September 30, 2022.

Reviewers are not required to read Work Plan and Timeline attachments longer than one page.

SAMPLE

## Letters of Support Upload

MSFHR encourages applicants to identify additional sources of funding for the proposed activities if doing so would enhance the quality or timeliness of the outcomes and/or outputs of this proposed work. If you are including letters of support, ensure letters of support:

1. Identify the amount and type of support (i.e., cash or in-kind).
2. Identify the source of support.
3. Identify whether the contribution has been applied for or already received.
4. Letters of support should be signed by one individual and must clearly articulate the signatory's knowledge of and interest in the outcomes of the proposed work.