

Organization Affiliations	2
Health Professional	2
Host Institution	3
COVID-19 Impact Statement	3
Applicant Expertise & Experience	4
Clinical and Research Experience	4
Career Timeline and Context	5
Most Significant Contribution(s)	6
Uploads	8
Research Proposal	8
Project Information	8
Response to Previous Reviews	9
Knowledge Translation	10
Environment & Support	11
Research Location	11
Research Support	11
Department Head and Dean	12
Impact of Award	12
Award Impact Statement	12
Mitacs Accelerate Application	13

SAMPLE

**LOI Submitted to Health
Research BC:** 03/15/2022 09:53 AM

Anticipated Funding Start Date: 12/31/2022

**Date Submitted to Host
Institution:** 03/15/2022 11:02 AM

Prefix: Dr.

First Name: Shannon

Middle Name:

Last Name: Tester

Personal Pronouns

She/Her/Hers

Organization Affiliations

Organization	Department	Job Position
University of British Columbia	Medicine	Postdoctoral Fellow
Health Research BC-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

Are you a health professional (HP) licensed to practice in BC and engaged in active clinical service?

Yes

Health Professional Stream

Allied health stream

Host Institution

Host Institution

HEALTH RESEARCH BC-DO NOT USE

Department

Psychology

Position

Assistant Professor

COVID-19 Impact Statement

Rate the impact of the COVID-19 pandemic on your research productivity

Negative impact

Rate the impact of the COVID-19 pandemic on your clinical practice/duties

Slightly reduced clinical duties

To what extent has your research proposal shifted or changed due to the COVID-19 pandemic?

A moderate extent

Rate the impact of the COVID-19 pandemic on your research environment and support

Negative impact

Please explain the most significant impact(s) the COVID-19 pandemic has had on your research, training, and/or clinical activities, if applicable.

Please include a description of the duration of the circumstances and, if applicable, a percentage change in time devoted to regular research, training, and/or clinical activities. Examples that can be used to describe the impact include: types of research contributions that have been affected (e.g., data collection, publications, conference presentations, outreach, etc.), impacts on contributions to the training of highly qualified personnel (HQP) (e.g., impacts on internships, difficulties with recruitment, delays in graduation, etc.) and impacts on partnered research (loss of funds, loss of personnel, reduced access to sites, etc.) Note: This is not an exhaustive list. There may be other items you wish to include.

2500 characters

Please briefly describe any personal circumstances that have affected your research, training, and/or clinical activities due to the COVID-19 pandemic, if applicable.

For personal circumstances, stating the nature of the circumstances (e.g., medical, bereavement, family responsibilities, special, etc.) is sufficient. No further detail regarding these types of circumstances is expected. Please also include a description of the duration of the circumstances and, if applicable, a percentage of reduction in time devoted to regular research and/or training activities.

500 characters

Please briefly describe how you anticipate the COVID-19 pandemic may impact your future work.

Your response may include but is not limited to: impact on research, publications, and presentations; professional development; coursework and teaching; recruitment and trainees; clinical work. The purpose of this question is to provide reviewers with context for your circumstances for the duration of your award.

2500 characters

Applicant Expertise & Experience

Clinical and Research Experience

Clinical and Research Training and Experience

Describe how your clinical and research training and experience align and interlink with your proposed research and methods. How does your background prepare you for success in leading the proposed research project? Include previous clinical and research training (formal or experiential) and relevant activities and/or mentorship you have engaged in.

2500 characters

Role as a Health Professional

Describe how your role as a health professional allows you to make clinical judgments or clinical decisions that directly impact patients or clinical care.

500 characters

Career Timeline and Context

Date of Health Professional Degree Completion

07/31/2007

Date of Research Degree Completion

05/01/2012

Career Interruptions

If you have had any relevant career interruptions, please:

- provide the dates of the interruption(s)
- describe the nature of the interruption(s)

Examples of relevant career interruptions may include parental leave, medical leave, residency training, etc.

These interruptions may be used during peer review to contextualize your career and evaluate your application.

2000 characters

Career Trajectory

Please provide a brief description of your career path and information to assist reviewers in understanding your field of research. This section will complement the significant contributions section and assist peer reviewers in assessing your experience, expertise and the quality of your research outputs. Examples of the type of information that could be detailed here include:

- The specifics of your field of study or research (standard type or quantity of publications for a given career stage, choice of journals to publish your research results, type of field work, length of time to complete studies, etc.)
- If your training or career has taken place outside Canada and the study or research environment was significantly different from that in Canada, explain the specifics relevant to your research and career (availability of research funding, grants, fellowships, academic positions, opportunities to publish research results, quality of publications in non-English journals, etc.)
- If your career path has involved a career change or unusual shift in trajectory, please explain your new direction.
- If you wish to include it, the contributions of your lived experience to your career path and research.

2500 characters

Most Significant Contribution(s)

Most Significant Contributions

5

Most Significant Contribution 1

In separate lines, please provide the following information on your Significant Contribution:

A. Position or Activity Type (Activity type examples: publication, knowledge activity, dataset, etc.)

B. Description of Contribution - Please describe the contribution or activity. For publications, please provide the reference and a brief description of the content. For presentations, please provide a title, a brief description of the content, and the event. Please list any partners or stakeholders (e.g. research users) involved.

C. Date

D. Target Audience and Significance of the Contribution - Please describe the impact of this activity on your field of research, on your research project/program and/or on your research career. Please describe the groups who will be impacted by the research and/or KT activity (e.g. undergraduate nursing students, researchers in the field of diabetes, clinical researchers and methodologists, patients and caregivers and the general public, etc.)

E. Applicant Role - Please explain your role in the activity, including percentage contribution. (example: for a publication please indicate your role in conceptualizing the publication, obtaining and analyzing the data, and drafting the publication.) Please describe your role in supervising trainees as part of the activity, if applicable.

2500 characters

Most Significant Contribution 2

2500 characters

Most Significant Contribution 3

2500 characters

Most Significant Contribution 4

2500 characters

Most Significant Contribution 5

2500 characters

Most Significant Contributions Upload

Most_Significant_Contributions.pdf

97.5 KB - 03/15/2022 9:59AM

Total Files: 1

Uploads

Reference Letters (optional)

Reference_Letter_Upload.pdf

74.6 KB - 03/15/2022 9:59AM

Total Files: 1

Canadian Common CV

Canadian_Common_CV_Upload_Guide.pdf

107 KB - 03/15/2022 9:59AM

Total Files: 1

Publications, Patents and Intellectual Property Rights

Publications_Patents_and_Intellectual_Rights_Upload.pdf

94.1 KB - 03/15/2022 10:00AM

Total Files: 1

Research Proposal

Project Information

Project Title

Project Title (190 characters)

Lay Summary

Please provide a brief plain-language summary of your research project including the problem the project will address, an overview of the research itself, and how the knowledge gained will address important knowledge gaps that directly impact patient health and/or the health system.

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 Health Research BC website and used to share information about the valuable research supported by public funds.

For guidance on writing plain language summaries, you may find these resources helpful:

- Health Research BC KT Encounters blog post from health literacy researcher Iva Cheung (<https://www.msfr.org/news/blog-posts/plain-language-summaries>)
- BC SUPPORT Unit plain language guide (<https://www.bcahsn.ca/learning/plain-language-guide>)
- MS Society of Canada guide for writing lay summaries (<https://mssociety.ca/uploads/files/guide-to-writing-lay-summary-eng-final20130726.pdf>)

1250 characters

Scientific Summary

The summary should provide an abstract that is understandable by a multi-disciplinary group of scientific reviewers. Please include the research questions, a summary of the proposed research and knowledge translation activities, and how the knowledge gained will address important knowledge gaps that directly impact patient health and/or the health system.

1250 characters

Theme

Clinical Research

Keywords

Mental Health, Psychology, Child Psychology and Development

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

Yes

Response to Previous Reviews

Previous Applications

Yes

Response to Previous Reviews

If you were previously unsuccessful in applying for this Health Research BC 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

Knowledge Translation

Knowledge Translation Activities

Describe any planned or current knowledge translation activities (<https://www.msfnr.org/wp-content/uploads/2022/03/Knowledge-Translation-for-HPI.pdf>) that relate to your proposed research activity. Please include any research users involved.

For more information on how to incorporate KT into your research, please click here to visit KT Pathways (<https://ktpathways.ca/>).

1250 characters

Yes - My program/project is KT Science focused.

Patient, Public, and Community Partner Engagement Activities

If you have already engaged, or have a plan to engage, with patient, public, and community partners in your proposed research activities, provide a summary here. Please describe what lived or living experience your patient, public, and community partners will bring to your proposed work, your objective(s) for doing engagement, and how your engagement activities will improve the relevance of your research activities and contribute to improvements in health and the health system in BC. If you are selected to participate in the patient, public, and community review process, your response will help reviewers to comment on the importance, relevance, and feasibility of the proposed work, and to provide feedback on any partner engagement activities outlined in the application.

If you do not currently have plans to engage patient, public, and community partners in this project, please provide your rationale for why partner engagement is not something you are seeking to integrate into your proposed work. Reviewers may provide further recommendations for how patient, public, and community partner engagement could be incorporated into the research proposal.

2500 characters

Research Proposal

[Research_Proposal_Upload_Guide.pdf](#)

79.9 KB - 03/15/2022 10:00AM

Total Files: 1

Appendices

[Research_Proposal_Appendices_Upload.pdf](#)

34 KB - 03/15/2022 10:01AM

Total Files: 1

Letters of Collaboration

[Letters_of_Collaboration_Upload_Guide.pdf](#)

34.8 KB - 03/15/2022 10:01AM

Total Files: 1

Environment & Support

Research Location

Research Location

Health Research BC-DO NOT USE

Research Support

Research Support Statement

Describe the environment and support that are available to you to conduct the research proposed in this application. Include information on your access to relevant thought leaders, mentors and collaborators; the quality and practicality of your environment; and the availability and accessibility of personnel, facilities, and infrastructure required to conduct the proposed research and KT activities. If the majority of your time is spent in self-employed clinical practice, include additional details on how your time will be protected to meet the minimum 50% of time/20 hours per week for research.

5000 characters

Department Head and Dean

Which of the following applies to you?

I have both a Department Head and a Dean

Department Head

Name	Email	Invitation Status	Activity Status
Second Tester	secondtester16@gmail.com	Accepted	Submitted

Dean

Name	Email	Invitation Status	Activity Status
First Tester	first2019tester@outlook.com	Accepted	Submitted

Impact of Award

Award Impact Statement

Award Impact Statement

Please describe what impact a Health Professional-Investigator award will have on your career. How will the funds help establish or advance your career as an independent health professional-investigator? Include the impact that the funds will have on personnel, including salary or buyout time for you as well as any staff/trainees needed to establish or advance your research program and its impact on changing policy/practice related to patient health and/or the health system.

2500 characters

Mitacs Accelerate Application

Are you applying for a Mitacs Accelerate application for intern support?

Yes

Name of Mitacs Business Development Associate (if known)

Enter the name of the Mitacs Business Development Associate you are in contact with, if known.

Consent to Health Research BC sharing contact details with Mitacs.

I consent to Health Research BC sharing my contact details with Mitacs so that a business development representative can contact me to provide me with the correct Mitacs application form and to discuss my application.

Upload Sections 1 & 2 of Mitacs Accelerate Application

[Mitacs_Upload_Guide.pdf](#)

26.2 KB - 03/15/2022 10:03AM

Total Files: 1

Describe how the proposed Mitacs intern(s)'s role is appropriate for their academic degree level. How will the project benefit the intern(s)'s training and career development?

1750 characters

Please indicate if the project involving the Mitacs intern(s) will have any adverse effects on the environment.

1750 characters

6. List the intern(s) you wish to obtain funding for, and the length of each internship. If the identity of the intern(s) is not known, please use TBD1, etc.

Name	Length of Internship (in months)
Intern Name 1	4
Intern Name 2	8

7. Indicate the name and location of the non-academic partner organization(s) in Canada where the internship will take place and that will be providing match-funding with Mitacs to co-fund the intern.



Name	Location (City)
Organization 1	City 1
Organization 2	City 2

SAMPLE

Reference Letters (optional)

Letters of reference are not mandatory, but may be submitted if you feel they will enhance your application. You may upload **up to three letters** of reference – if you upload more than three reference letters, the additional letters may be removed from your application.

Some examples of possible referees are:

- A previous or current supervisor, or equivalent, who can comment adequately on your professional and research experience and achievements
- An expert in the area proposed in your research proposal
- A mentor

Reference letters must be written on letterhead from the referee's affiliated organization, and must be signed by the referee. Either handwritten or digital signatures are acceptable.

Note: Letters of collaboration, if provided, should be uploaded in the Letters of Collaboration upload field under the **Research Proposal** part of the application.

Canadian Common CV

- The applicant must complete the Common CV – Health Research BC CCV– Scholar & HP-I (<https://ccv-cvc.ca>) from the **last five years only** (with the exception of degree history).
- The current Health Research BC ApplyNet system is not linked with the Common CV system. To complete your requirement, please **Submit your CV**, provide your consent, confirm your submission, then go to the history tab and save a .pdf copy of the Common CV – Health Research BC CCV - Scholar & HP-I.
- In your Health Research BC ApplyNet account, go to the **Applicant Expertise and Experience** section of your Full Application Form and upload the .pdf copy of the **Common CV – Health Research BC CCV - Scholar & HP-I** where indicated.

SAMPLE

Publications, Patents & Intellectual Property Rights

New for 2022: As Health Research BC is now a signatory of the [Declaration on Research Assessment \(DORA\)](#), we no longer allow the use of journal-based or publication metrics, such as Journal Impact Factor and citation counts as surrogate measures of research quality. ***Please do not include Journal Impact Factors, H-index, or citation counts in your application.***

Applicants must upload a list of publications, patents and intellectual property rights, formatted as a single .pdf document.

To assist with readability, we recommend formatting publications as a numbered list, with entries listed in chronological order (beginning with the most recent). Please create separate lists for each category of publication, which may include some or all of the following categories:

- publications relevant to the proposed research
- journal articles
- patents and intellectual property rights
- books and monographs
- abstracts and presentations
- research, technical and government reports
- articles in professional or cultural journals without review

For each publication, please bold your name, and underscore the name of trainees you supervised. If the application is accepted or in press, please indicate this in brackets at the end of the reference. Inclusion of digital object identifier (DOI), PubMed ID (PMID) and/or preprint server links is encouraged. Do not include Journal Impact Factors, H-index, or citation counts in your publication list.

Under each publication, please include a brief statement outlining your role in the publication (e.g. conceptualization, experimental design, data collection and analysis, drafting and editing the publication), your role in supervising trainees, and your percent contribution.

To aid reviewers in assessing their expertise and the quality of research outputs, please use the **Significant Contributions Section** to highlight the significance and impacts of your work.

Page Format

- Use font size 10 point, Arial (or equivalent other), single spaced, on one side of a letter-sized (21.25 x 27.5 cm / 8.5" x 11") page with a 1" margin.
- All print must be black, of letter quality, and legible.

Most Significant Contributions Upload (optional)

In this section of the application form, you will be asked to describe your 5 most significant contributions to research and knowledge translation, with emphasis on contributions relevant to the research proposed in this application.

To support these entries, **you may append up to 5 pdfs** (e.g. research articles, presentation abstracts, reports, descriptions of datasets). Peer reviewers may use these supporting documents to assess quality of the research outputs/KT activities; however, they are not obligated to read these materials in their entirety.

For most journal articles that you attach, **please only include the abstract**. If the publication is in a smaller journal that not all Canadian universities would have access to, consider attaching the full journal article.

SAMPLE

Research Proposal Upload

Applicants must upload a description of their proposed research, formatted as a .pdf document (10 pages maximum). The research proposal should fill the entire 5-year term of the award. We recommend that applicants review the [HP-I Evaluation Criteria](#) before completing this section. The description of the program of research should include the following information:

- **Background and literature review** – What information is needed for other researchers to understand the research questions, research design, and methods?
- **Research question(s)** – What research question(s) are being asked, and how do they address important knowledge gaps that directly impact patient care and/or the health system?
- **Research design and methods** – Describe the research design and methods. How will they address the research question?
- **Expected outcomes** – What are the expected outcomes and impacts of the proposed research?
- **Project timeline** – How will you complete the proposed research over the course of the five years of the award? Please include any key milestones.
- **Knowledge translation plan** – Describe the KT tools/activities you plan to use. How will your approach contribute to influencing policy and/or practice related to patient health and/or the health system?
- **Risk management plan** – What are the key risks that you may encounter during your research, and how do you plan to mitigate them?
- **Budget statement** describing funding/resources available for the project, and a plan to address any significant gaps.

Updated for 2022: Research proposals involving Indigenous health research

Health Research BC is committed to reconciliation and to supporting health research to improve the health and wellness of First Nations, Inuit and Métis Peoples of Canada. Health Research BC is working to grow our knowledge and skills in Indigenous cultural safety through staff training, improving our policies, programs and practices, and building relationships and partnerships with Indigenous organizations, collectives and communities.

Health Research BC expects applicants to approach their research and knowledge translation activities with culturally safe practices that demonstrate humility, integrity, accountability and respect for Indigenous self-determination. Applicants must comply with the ethical and research policies outlined in [Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) of the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (2018). When appropriate, applicants must also describe their data management plan in accordance with the [First Nations principles of OCAP®: ownership, control, access and possession](#).

Additional resources for researchers can be found on the [First Nations Health Authority website](#).

Updated for 2022: Integrating equity, diversity and inclusion (EDI) considerations in research

Health Research BC has a [strategic commitment](#) to fostering equity, diversity and inclusion (EDI) in health research. Diversity in research is important to cultivating talent and promoting inclusive excellence, which in turn drives discovery and helps build a more equitable health research system.

There is a robust body of evidence demonstrating the effects of systemic inequities on the health of people and communities. Systemic inequities disproportionately and negatively affect specific groups, including Indigenous and racialized communities, women, disabled people, and LGBTQ+ people, among others. To achieve impact, health research and knowledge translation must seek to understand, account for and remedy systemic inequities in ways grounded in the needs and priorities of affected communities.

Health Research BC expects applicants to meaningfully and appropriately account for EDI in the design of their research programs, in the analysis and interpretation of the findings, in their KT activities, and in the composition and governance of their research teams. Health Research BC recognizes that meaningful approaches to support EDI in research and KT will vary depending on the research topic, discipline, methods, etc. Where guidance is needed, applicants are encouraged consult appropriate resources, access additional training and professional development, and seek input from more experienced mentors.

Page Format

- Use font size 10 point, Arial (or equivalent other), single spaced, on one side of a letter sized (21.25 x 27.5cm) / 8.5 x 11 inch) page with 1 inch margins.
- All print must be black, of letter quality and legible.

Appendices Upload

Your appendices upload is limited to 8 pages. The system will not allow you to upload a document that is more than 8 pages.

Your appendices upload may include references, tables, charts, figures and photographs. If you have data that is important to your application, include it in your **Research Proposal** and ensure it is clearly labeled.

Page Format

- Use font size 10 point, Arial (or equivalent other), single spaced, on one side of a letter sized (21.25 x 27.5cm) / 8.5 x 11 inch) page with 1 inch margins
- All print must be black, of letter quality and legible.

SAMPLE

Letter(s) of Collaboration (if applicable)

Letters of collaboration should describe:

- The role and time commitment of the collaborator(s)
- The relevance and significance of the support being provided
- The pertinent expertise of the collaborator

Multiple letters of collaboration may be combined into one .pdf document prior to uploading, or may be uploaded separately. Separately uploaded letters will appear in your application alphabetically by file name.

Note: Reference letters, if provided, should be uploaded in the Reference Letters upload field under the **Applicant Expertise and Experience** part of the application.

Page Format

- Use font size 10 point, Arial (or equivalent other), single spaced, on one side of a letter sized (21.25 x 27.5cm) / 8.5 x 11 inch) page with 1 inch margins
- All print must be black, of letter quality and legible.

Sections 1 & 2 of Mitacs Accelerate Application (if applicable)

If you are also applying for the Mitacs Accelerate Partnership, please save and upload a .pdf copy of your completed Mitacs Accelerate Proposal application (Sections 1 & 2). This will be uploaded in the Mitacs Accelerate Application section of the Full Application.

The full Mitacs application with all sections should be sent to your Mitacs business development representative.

SAMPLE