



## 2021 HEALTH PROFESSIONAL-INVESTIGATOR COMPETITION

### GUIDELINES

#### DEADLINES:

LETTER OF INTENT: **JUNE 4, 2021, 4:30 P.M. PT**

FULL APPLICATION: **AUGUST 20, 2021, 4:30 P.M. PT**

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## Help with your Application

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For questions regarding the HP-I Program, application and submission process, please contact:

Shannon Tolleson  
Research Competitions Coordinator  
[hpi@msfhr.org](mailto:hpi@msfhr.org)

For information about the MSFHR ApplyNet system or help with login information, please contact:

MSFHR Help Desk  
[helpdesk@msfhr.org](mailto:helpdesk@msfhr.org)  
604.714.6609

## 1. Introduction

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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](http://www.msfhr.org).

MSFHR has a strategic commitment to develop health research talent and strengthen health research capacity across BC. Through the HP-I Program, we support practicing health professionals to develop strong research programs that advance cutting-edge health solutions.

### **Delivering for BC in a changing context**

As BC's health research funding agency, MSFHR is committed to helping develop, support and retain the province's research talent base. The COVID-19 pandemic has created rapid change and uncertainty within BC's health research community.

We reached out to stakeholders in BC's health research system in 2020 to better understand current needs. In response, we're introducing changes to our program application and review process for the 2021 Health Professional-Investigator (HP-I) competition to account for the impact of the pandemic on research outputs and activities.

### **Purpose**

The purpose of the MSFHR Health Professional-Investigator (HP-I) Program is to support health professionals who are actively involved in patient care to conduct and apply research relevant to health and the health system, with the aim of closing the gap between health research and its implementation. The HP-I Program achieves this by contributing to the award recipient's salary in order

to protect time for research, and/or by defraying the cost of research personnel directly associated with the award recipient's proposed research project.

## Objectives

The specific objectives of this program are to:

- Increase the capacity for practicing health professionals to lead research that contributes to changing policy/practice related to patient health and/or the health system.
- Contribute to the continued development of research careers for health professionals.

## 2. Key Competition Dates

Action	Target Date
Competition launch	Early May 2021
LOI deadline	June 4, 2021, 4:30 p.m. PT
Anticipated notice of LOI decision	July 2020
Full application deadline (applicant)	August 20, 2021, 4:30 p.m. PT
Full application deadline (host institution)	August 27, 2021, 4:30 p.m. PT
Anticipated notice of funding decision	November, 2021
Anticipated start of funding	January 1, 2022

## 3. Award Amount, Duration and Eligible Expenses

The HP-I award provides full or partial salary contributions of up to \$90,000 per annum for five years, inclusive of benefits. The award may support the salary of the award recipient or the salary of designated individuals directly related to the conduct of the award recipient's research activities. Health professionals who hold external salary awards during the term of the award are eligible to receive incentive funding. See Appendix A for details.

Since launching the HP-I Program in 2017, MSFHR has awarded an average of 11 new HP-I awards in each competition year (including awards funded through partnership). Over the last two years, a competitive LOI process was in place and the average funding success rate for applicants that are invited to submit a full application, following the competitive LOI, was approximately 38 percent. Award rates may vary from year to year due to factors such as the availability of funds and recommendations by the peer review panel.

The host institution is responsible for administering the award funds. The applicant's department and/or host institution must ensure that MSFHR funds are used to support:

- Salary and benefits of the award recipient.
- Buy-out time from clinical, teaching, and administrative responsibilities.
- Stipends and/or salaries of undergraduate and graduate students, residents, post-doctoral fellows, research assistants, research technicians and statisticians working directly with the award recipient on the proposed research.

The HP-I award cannot be used as operating funds.

MSFHR's financial contributions beyond year one of the award are subject to future funding of the Foundation by the provincial government and the annual budgetary approval by the Foundation's Board of Directors.

## 4. Eligibility Requirements

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HP-I award applicants are expected to have a level of research training and/or experience appropriate for their proposed research. Applicants must describe their research training (formal or experiential) and their significant contributions to research and knowledge translation (KT) in their letters of intent, which will be assessed by peer reviewers to determine each applicant's suitability for moving into the full application stage of this competition.

Applicants must meet all of the general eligibility criteria and the eligibility criteria of one of the two applicant streams (physician or allied health professional).

Note: Applicants must not have previously held/currently hold an MSFHR Health Professional-Investigator award, MSFHR Scholar award, or MSFHR Innovation to Commercialization award. Applicants must have met all reporting requirements (including final financial statements) for previously and currently held MSFHR funding.

MSFHR reserves the right to declare applications ineligible.

### General Eligibility Criteria

**By the full application deadline, the applicant must:**

- Have confirmation from the department head (or equivalent) protecting a minimum of 50 percent of the applicant's time for health research activities, or no less than **20 hours per week** by the award start date.

**By the award start date, the applicant must:**

- Be a clinician, health practitioner, and/or health care provider whose role requires clinical decision-making. **Note:** Health professionals who do not make clinical judgments and/or clinical decisions that directly impact patients and/or patient care (i.e. all time devoted to administration, teaching and/or research) are *not* eligible.
- Hold a valid license to practice in BC and be a member in good standing of the appropriate regulatory college OR be a board-certified/board-eligible health professional and a member in good standing of the appropriate provincial/national certification body ([BC Health Regulators](#)).
- Hold an appointment at a BC host institution that holds a memorandum of understanding with MSFHR. The appointment must allow the applicant to:
  - Apply for and hold research funding.
  - Engage in independent research activities.
  - Publish their research results.

## Application Streams Eligibility Criteria

**Physician stream** applicants must:

- Hold a medical doctorate or equivalent (e.g. MD, DDS, DPM, etc.).
- Be recognized as a physician, dental surgeon, or podiatric surgeon by [BC Health Regulators](#).

**Allied health professional** stream applicants must:

- Hold a minimum of a Bachelor's degree or equivalent.
- Be a member of a [regulated health profession](#), excluding physicians and surgeons. (Note: If your regulated health profession is not listed by BC Health Regulators, please contact [hpi@msfhr.org](mailto:hpi@msfhr.org) to verify eligibility before proceeding with your application.)

## 5. Commitment from Host Institution/Department

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See Appendix B for information on how to correctly choose your host institution. Applicants should communicate with their chosen host institution to verify that they are the appropriate institution for award administration.

### Department Head Form

The Department Head Form is required at the full application stage. It is important that applicants discuss their intent to apply to the HP-I competition, including requirements and deadlines with their department head (or equivalent) well in advance of the full application deadline. The department head form must be submitted online through MSFHR ApplyNet. (Please note that new users will need to register and create a system account email and password in order to submit the Department Head Form.)

In the Department Head Form, please provide the following information:

- Confirmation of the applicant's appointment and the institution's commitment that the applicant shall have a minimum of 50 percent protected time for research for the duration of the HP-I award.
- If the applicant already has salary to cover research activities, a description of how the HP-I award funding will be used.
- A description of the institutional resources available to the applicant to facilitate their research and KT activities as well as their career development (e.g. infrastructure, mentoring, operating grant funds).
- A description of the department's plan for continuing support of the applicant beyond the term of the HP-I award.

## 6. Research Ethics

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HP-I applicants must comply with the ethical and research policies outlined by the host institution and the [Tri-Agency Framework: Responsible Conduct of Research](#).

This includes, but is not limited to:

- Tri-Council Policy Statement: [Ethical Conduct for Research Involving Humans \(2018\)](#)
- [TCPS 2 – Chapter 9: Research Involving the First Nations, Inuit and Métis Peoples of Canada](#) if the research involves Indigenous peoples
- [Canadian Council on Animal Care Policies and Guidelines](#)



- [Canadian Environmental Assessment Act](#)
- [Canadian Biosafety Standards and Guidelines](#)

## Indigenous Health Research

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.

## 7. Knowledge Translation

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MSFHR requires all applicants to include knowledge translation (KT) activities in their research proposal. KT is defined as the broad range of activities meant to improve the use of health research evidence in practice, policy, and further research. It provides the pathway to the impact of your research.

KT-related activities must be embedded within the research proposal through, for example, research user<sup>1</sup> engagement, research dissemination, and/or research uptake activities. KT activities should be determined based on their appropriateness given the type of research, expected findings and target audience. Applicants are strongly encouraged to engage research users throughout the research process.

### KT Resources

For examples of KT activities and resources to explore as you consider what KT activities make sense — and are doable — within the context of your research project/program, read MSFHR's [Knowledge Translation by Research Theme](#) guide.

If you would like to assess your KT skills, learn more about KT competencies and find resources on incorporating KT into your application, please see [KT Pathways](#). For additional resources on KT in health research, please visit [MSFHR's KT page](#) or contact the MSFHR KT unit at [KT@msfhr.org](mailto:KT@msfhr.org).

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<sup>1</sup> 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 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](http://www.cihr-irsc.gc.ca/e/45321.html). Accessed April 2021.



## KT Science

Applicants may submit a program of research that is fully focused on KT science. While the practice of KT covers activities to encourage and enable evidence use (for example, synthesis, dissemination, exchange and implementation of evidence), KT science is the study of those activities, including implementation science. KT science explores the theories, mechanisms, concepts, and/or methods by which evidence is used in health care practice and policy.

KT science applications will be evaluated by a peer review panel that includes expertise in KT science.

## 8. Partnerships

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MSFHR partners with other funders to build capacity and fill strategic gaps in health research in BC. By partnering on competitions, MSFHR and our partners are able to increase the total number of HP-I awards funded. Partnered awards have the added benefit of offering researchers the opportunity to develop relationships with partners and their community of stakeholders. Details regarding potential partners will be available on our [website](#) and in [MSFHR ApplyNet](#), MSFHR's online application portal, in the coming weeks.

There are two ways for applicants to be considered for partnered awards:

- Applicants interested in being considered for partnered awards are encouraged to indicate this preference in MSFHR ApplyNet when completing their full application. Please indicate the partner(s) of interest and how your research aligns with their funding priorities.
- MSFHR uses keywords provided by partners to identify applications that may be relevant to and align with partners' areas of interest. Applicants are encouraged to review the list of partner keywords that will be available on our website and in [MSFHR ApplyNet](#), and ensure that their scientific summary within the application captures at least one of the keywords.

Applications that fulfill the funding criteria for both MSFHR and a partner organization are eligible for a partnered HP-I award. However, only those applications that receive an MSFHR peer review score of **3.8 or above** will be considered. Funding decisions on partnered awards are based on existing MSFHR policies, confirmed partnership support, and available funding. Financial contributions from MSFHR and its partners are subject to availability of funds and the annual budgetary approvals by both the MSFHR Board of Directors and the partner organization beyond year one of the award.

## Mitacs Accelerate Internships

MSFHR and [Mitacs](#) are partnering together to provide HP-I applicants access to additional funding and training opportunities for graduate students and post-doctoral fellows involved in their program of research, through the Mitacs Accelerate internship program. Mitacs Accelerate grants start at \$15,000 per four-month segment through co-funding with an eligible non-academic partner. Applicants

interested in benefiting from this additional opportunity must complete a Mitacs Accelerate Proposal application as part of their HP-I full application.

See Appendix C for more details.

## 9. How to Apply

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The HP-I application process is composed of two stages: (1) letter of intent (LOI) and (2) full application. **Only successful LOIs will advance to the full application stage.** Letters of intent and full applications must be submitted online through [MSFHR ApplyNet](#), MSFHR's online grant system.

In recognition of the impact the COVID-19 pandemic has had on many researchers, applicants will have the option to complete a **COVID-19 impact statement** as part of the application process. MSFHR will provide peer reviewers with additional guidance on how to take COVID-19 impacts into consideration as part of the review process.

Applicants are encouraged to refer to the evaluation criteria when completing their applications.

### 1. Letter of intent (LOI). **Deadline: June 4, 2021, 4:30 p.m. PT**

Complete the LOI Form in MSFHR ApplyNet, which includes:

- Clinical and research training and experience
- Significant contributions in research and knowledge translation
- Preliminary research proposal
- Award impact statement
- COVID-19 impact statement (optional)

### 2. Full application. **Deadline: August 20, 2021, 4:30 p.m. PT**

Complete the full application form in MSFHR ApplyNet, which includes the following additional information:

- MSFHR Full CCV (last five years)
- List of Publications, Patents and Intellectual Property Rights (full career)
- Research proposal and appendices<sup>2</sup>
- Department Head (or equivalent) Form in MSFHR ApplyNet
- Dean of Faculty Form (if applicable)
- Optional – letters of reference, which may include, but are not limited to, the examples below:

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<sup>2</sup> References, charts, figures, tables, and photographs only (10 pages max.).



- A previous or current supervisor, or equivalent, who can comment adequately on the applicant's professional and research experience and achievement
- A mentor
- Letters of collaboration (if applicable)<sup>3</sup>
- Mitacs Accelerate Proposal application – Part 1 (if applicable)

To complete your application, login to create an [MSFHR ApplyNet](#) account and follow the instructions in the MSFHR ApplyNet application form. Ensure that applications are complete and submitted by the application deadline. Incomplete or late applications cannot be considered.

### 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 LOI and full 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 to MSFHR, it cannot be modified in any way.

MSFHR reserves the right to declare applications ineligible based on the established criteria.

**Note: Applicants using [MSFHR ApplyNet](#) for the first time will need to register and create a system account email and password. Department heads will also need a system account in order to submit the Department Head Form.**

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<sup>3</sup> A collaborator is an individual who participates at some point in the overall program of research and may make a significant contribution to the intellectual direction of the research or research-related activity, and who may play a significant role in the conduct of research or research-related activities.

## 10. Review Process

Applications are evaluated via a process that incorporates six principles of peer review: integrity, accountability, transparency, balance, confidentiality and impartiality. For further details, please see this overview of [MSFHR's peer review process](#).

MSFHR recognizes each BC region brings strengths to the provincial health research system and that there is variation in the infrastructure, resources, and supports available to health researchers at different institutions. MSFHR's commitment to rigorous peer review includes ensuring applications from across BC are reviewed fairly and equitably.

### Letter of Intent (LOI)

LOIs will be screened for eligibility by MSFHR staff, and those that satisfy all eligibility criteria will be reviewed by an external peer review panel composed of physicians and allied health professionals with expertise in relevant areas of health research and/or knowledge translation. LOIs from the physician stream and allied health professional stream will be evaluated independently from one another against a defined set of evaluation criteria. A full description of the LOI evaluation criteria can be found on our [website](#).

The score for an LOI application will be sum of the weighted scores for the criteria. Applicants will receive the quartile rank for their LOI, along with feedback from the panel. Only those applicants whose LOIs are ranked in the **top two quartiles** for each applicant stream will be invited to submit a full application. Applicants will be informed of the results of the LOI stage in early July 2021.

### LOI Evaluation Criteria

Criterion	Weighting
Applicant expertise and experience	40%
Research proposal	40%
Impact of award	20%

### Full Application

Full applications will undergo review by an external review panel for funding recommendations. Full applications from the physician stream and allied health professional stream will be evaluated independently from one another against a defined set of evaluation criteria. A full description of the evaluation criteria can be found on our [website](#). To be considered for funding, the application must receive a minimum score of 3.8. At the full application stage, applicants will receive notification of the funding decisions, as well as the reviewers' comments.

## Full Application Evaluation Criteria

Criterion	Weighting
Applicant expertise and experience	20%
Research proposal	40%
Support for research activities	20%
Award impact	20%

## Rating Scale

Descriptor	Range	Outcome
Outstanding	4.5 – 4.9	May be funded (min. score of 3.8)
Excellent	4.0 – 4.4	
Very good	3.5 – 3.9	
Fair	3.0 – 3.4	Not fundable
Less than adequate	0 – 2.9	

## Funding Decision

Following application review, the highest ranked applications from the physician and allied health professional applicant streams will be identified. MSFHR will aim to have reasonably comparable success rates for each applicant stream, although the actual number of awards allocated to each stream will be dependent upon the number of applications received and the results of peer review. Applicants will be notified of the outcome of the review process after the review panel meetings and the subsequent approval of the results. There is no appeal process. A list of successful applicants will be published on MSFHR's website.

## 11. Award Start Date and Deferral

Unless otherwise indicated, funding for HP-I awards begin **January 1, 2022**. Successful applicants must confirm their acceptance of the award within the stipulated time indicated in the award notification package.

For the 2021 competition, the start date may be deferred up to a maximum of 18 months with justification; if a deferral is required, award recipients must complete the Award Acceptance Form in ApplyNet and obtain approval for their deferral. The start date must be on the first day of any month and be no later than **June 1, 2023**. Deferred start dates, once confirmed by MSFHR, cannot be revised.

## 12. Reporting Requirements

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HP-I award recipients are required to complete annual progress reports and provide an up-to-date Canadian Common CV (CCV) to MSFHR for each year of their award. MSFHR will provide information for these purposes in advance of the reporting deadline. This information is used for administration, evaluation, government reporting, and communication purposes, and helps improve MSFHR award programs.

In addition to the annual reporting requirements, award recipients must submit a final report in the last year of their award, and a final financial statement within **three months** following completion of the award. Any unexpended funds must be returned to MSFHR. MSFHR will provide reporting information for these purposes in advance of the award end date.

MSFHR reserves the right to contact award recipients up to five years after the award end date to determine the outcomes and/or impacts of the HP-I 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.

## 13. Applicant Updates

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MSFHR will accept updates regarding **new awards** received following the full application deadline by September 30, 2021. MSFHR will contact all applicants in early September to provide updates on any new awards.

## Appendix A – Incentive Funding

Researchers who hold external salary awards at the time of application or at the award start date, or who apply and receive such an award during the period they hold an HP-I award are eligible to receive incentive funding. MSFHR considers a salary award to be external if the award meets all the four conditions below:

- Is external to BC.
- Is granted through an open competition.
- Is peer-reviewed.
- Has a total value<sup>4</sup> of 50 percent or more of the value of the MSFHR HP-I award.

The incentive funding is available for the duration of the HP-I award or to the end of the external award, whichever comes first. Award recipients who receive top-up or incentive funding are still required to complete the reporting requirements stated in section 12.

### Incentive Funding Scenarios

Incentive funding is applied when:

- The external award totals **less** than the MSFHR HP-I award and is used to raise the combined salary award amount to equal the HP-I award, **OR**
- The external award totals **more** than the MSFHR HP-I award and is used to provide an additional amount (\$15,000) on top of the external award.

Examples:

MSFHR salary award	External salary award	Effect on MSFHR salary award
\$90,000	\$60,000	MSFHR will pay the difference (\$30,000) between the other salary award amount and the HP-I award amount so the total sum is \$90,000 per year.
\$90,000	\$100,000	MSFHR salary award is reduced to \$0 and applicant receives an MSFHR incentive award of \$15,000. Total amount applicant receives from both salary awards combined: \$115,000.

<sup>4</sup> Inclusive of match funding from other funding sources, if applicable. Total award value applies to the portion used for salary, i.e. it is not inclusive of other components above and beyond salary, such as research or travel allowances.

## 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
<b>Health Authorities</b>		
First Nations Health Authority (FNHA)	If your research project is being conducted at FNHA, please select FNHA as your host.	<b>Amanda Ward</b> Director Research & Knowledge Exchange <a href="mailto:amanda.ward@fnha.ca">amanda.ward@fnha.ca</a>
Fraser Health (FH)	If your research project is being conducted at FH, please select FH as your host.	<b>Kate Keetch</b> Director Evaluation & Research Services <a href="mailto:kate.keetch@fraserhealth.ca">kate.keetch@fraserhealth.ca</a>  <b>Ashley Kwon</b> Research Development Specialist <a href="mailto:ashley.kwon@fraserhealth.ca">ashley.kwon@fraserhealth.ca</a>
Interior Health	If your research project is being conducted at Interior Health, please select Interior Health as your host.	<b>Kim Peake</b> Research Navigation & Community Facilitation Lead <a href="mailto:kim.peake@interiorhealth.ca">kim.peake@interiorhealth.ca</a>
Island Health	If your research project is being conducted at Island Health, please select Island Health as your host.	<b>Annie Moore</b> Research Education & Grant Facilitator <a href="mailto:isabel.moore@viha.ca">isabel.moore@viha.ca</a>
Northern Health (NH)	If your research project is being conducted at NH, please select NH as your host.	<b>Julia Bickford</b> Regional Director Research Evaluation and Analytics <a href="mailto:julia.bickford@northernhealth.ca">julia.bickford@northernhealth.ca</a>



<p>Provincial Health Services Authority (PHSA)/BC Cancer</p>	<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>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>Please see more information on PHSA HI selection here:  <a href="http://www.phsa.ca/researcher/resources-support/research-development/funding-sources/msfhr-funding">www.phsa.ca/researcher/resources-support/research-development/funding-sources/msfhr-funding</a></p>	<p>General contact for all locations except for BC Cancer:  <b>Nur Eisma</b>          Research Manager, UBC ORS/BC Children's Hospital Research Institute  <a href="mailto:neisma@bcchr.ubc.ca">neisma@bcchr.ubc.ca</a></p> <p>For BC Cancer applicants:  <b>Karen Hagan</b>          Grants Officer  <a href="mailto:khagan@bccancer.bc.ca">khagan@bccancer.bc.ca</a></p> <p><b>Jillian McKenna</b>          Grants Officer  <a href="mailto:jmckenna@bccancer.bc.ca">jmckenna@bccancer.bc.ca</a></p> <p>For BC Women's applicants:  <b>Kathryn Dewar</b>          Senior Research Manager  <a href="mailto:kdewar@cw.bc.ca">kdewar@cw.bc.ca</a></p> <p>For BCCHR applicants:  <b>Isabelle Linden</b>          BCCHR Research Services Director  <a href="mailto:Isabelle.linden@bcchr.ca">Isabelle.linden@bcchr.ca</a></p> <p>For BCCDC applicants:  <b>Priscilla Vuong</b>          Research Manager  <a href="mailto:priscilla.vuong@bccdc.ca">priscilla.vuong@bccdc.ca</a></p> <p>For BCMHSUS applicants:  <b>Deborah Ross</b>          Provincial Director, Strategic Initiatives  <a href="mailto:deborah.ross@phsa.ca">deborah.ross@phsa.ca</a></p> <p>For BC Renal applicants:  <b>Dr. Adeera Levin</b>          Executive Director  <a href="mailto:alevin@providencehealth.bc.ca">alevin@providencehealth.bc.ca</a></p> <p><b>cc: Pam Sewell</b>          Executive Assistant  <a href="mailto:psewell@providencehealth.bc.ca">psewell@providencehealth.bc.ca</a></p>
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<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><b>Susan O'Neil</b> Manager, Research Awards VCHRI Office of Research Services <a href="mailto:susan.oneil@ors.ubc.ca">susan.oneil@ors.ubc.ca</a></p>
<b>Universities and Institutes of Technology</b>		
<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><b>Stefan Joseph</b> Program Head Applied Research Liaison Office <a href="mailto:stefan_joseph@bcit.ca">stefan_joseph@bcit.ca</a></p> <p><b>Shan Satoglu</b> Program Head, Healthcare Management BCIT School of Health Sciences <a href="mailto:shan_satoglu@bcit.ca">shan_satoglu@bcit.ca</a></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><b>Cathy Parlee</b> Research Services Coordinator <a href="mailto:catherine.parlee@kpu.ca">catherine.parlee@kpu.ca</a></p>
<p>Royal Roads University (RRU)</p>	<p>If your research project is being conducted at RRU, please select RRU as your host.</p>	<p><b>Deborah Zornes</b> Director, Research Services <a href="mailto:deborah.zornes@royalroads.ca">deborah.zornes@royalroads.ca</a></p>
<p>Simon Fraser University (SFU)</p>	<p>If your research project is being conducted at SFU, please select SFU as your host.</p>	<p><b>Primary: Gabriella Por</b> Officer, Research Grants <a href="mailto:gabriella_por@sfu.ca">gabriella_por@sfu.ca</a></p> <p><b>Secondary: Yuzhu Liu</b> Coordinator, Research Services <a href="mailto:ors@sfu.ca">ors@sfu.ca</a></p>
<p>Thompson Rivers University (TRU)</p>	<p>If your research project is being conducted at TRU, please select TRU as your host.</p>	<p><b>Troy Fuller</b> Director, Research &amp; Graduate Studies <a href="mailto:tfuller@tru.ca">tfuller@tru.ca</a></p> <p><b>Anita Sharma</b> Manager, Research Services <a href="mailto:ansharma@tru.ca">ansharma@tru.ca</a></p>

<p>Trinity Western University (TWU)</p>	<p>If your research project is being conducted at TWU, please select TWU as your host.</p>	<p><b>Richard Chandra</b> Director, Research Services <a href="mailto:richard.chandra@twu.ca">richard.chandra@twu.ca</a></p> <p><b>Sue Funk</b> Officer, Research Grants <a href="mailto:sue.funk@twu.ca">sue.funk@twu.ca</a></p>
<p>University of British Columbia (UBC)</p>	<p>If your research project is being conducted at UBC and your paymaster is UBC, please select UBC as your host.</p> <p>If your research project is being conducted at UBC and your paymaster is a health authority, please select the health authority as your host.</p>	<p><b>Yvonne Ng</b> Manager, Research Awards <a href="mailto:yvonne.ng@ors.ubc.ca">yvonne.ng@ors.ubc.ca</a></p> <p><b>Bryan Wong</b> (Faculty of Medicine only) Officer, Grant Applications <a href="mailto:bryan.wong@ubc.ca">bryan.wong@ubc.ca</a></p>
<p>University of Northern British Columbia (UNBC)</p>	<p>If your research project is being conducted at UNBC, please select UNBC as your host.</p>	<p><b>Nicole Balliet</b> Officer, Research Project <a href="mailto:nicole.balliet@unbc.ca">nicole.balliet@unbc.ca</a></p>
<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><b>Jerri-Lynne Cameron</b> Director, Research Services and Industry Engagement <a href="mailto:jerri-lynn.cameron@ufv.ca">jerri-lynn.cameron@ufv.ca</a></p> <p><b>Garry Fehr</b> AVP, Research, Engagement &amp; Graduate Studies <a href="mailto:garry.fehr@ufv.ca">garry.fehr@ufv.ca</a></p> <p><b>Kelly Tracey</b> Officer, Grants &amp; Contracts <a href="mailto:kelly.tracey@ufv.ca">kelly.tracey@ufv.ca</a></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><b>Nicole Kitson</b> Officer, Senior Grants <a href="mailto:grants@uvic.ca">grants@uvic.ca</a></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><b>Roisin Mulligan</b> Research Development Manager Scholarship, Research, and Creative Activity Office <a href="mailto:roisin.mulligan@viu.ca">roisin.mulligan@viu.ca</a></p> <p><b>May Norman</b> Research Services Manager Scholarship, Research, and Creative Activity Office <a href="mailto:may.norman@viu.ca">may.norman@viu.ca</a></p>



## Appendix C – Mitacs Accelerate Internships

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[Mitacs Accelerate](#) supports collaborative research between researchers, graduate student or post-doctoral research interns (trainees) and a non-academic partner that has committed to hosting the students and/or fellows for an experiential learning opportunity. Researchers get flexible funding for new collaborations and experiential training for their researchers. Mitacs Accelerate grants start at \$15,000 for a four-month term through **co-funding** with an eligible non-academic partner.

Successful MSFHR applicants have expedited access to Mitacs funding, as Mitacs recognizes the results of the scientific review managed by MSFHR and requires only an internal evaluation to confirm eligibility and compliance with Mitacs Accelerate program requirements. Only applicants who are successful in the MSFHR HP-I competition and who have submitted a **Mitacs Accelerate Proposal application (Part 1)** are eligible for this expedited review process.

### How to Apply

Applicants interested in including a Mitacs Accelerate internship in their MSFHR HP-I full application **must** contact their regional [Mitacs Business Development](#) representative to learn more about the program and obtain a **Mitacs Accelerate Proposal application (Part 1)**. Mitacs will work with interested applicants to determine how best an internship can be integrated into the proposed HP-I research project.

To apply for Mitacs Accelerate funding, HP-I applicants will need to include the following in their full application:

- The number of interns and the length of each internship (the identity of the intern(s) is not necessary at this stage).
- The name of the non-academic partner organization in Canada where the internship will take place, and that will provide match funding with Mitacs to co-fund the intern.
- Details of the internship project, including specific objectives, methodologies, timeline, expected deliverables, benefits to the intern, and partner interactions.
- The partner's proposed role in the project, how the partner will benefit from participating, and how the Canadian community will benefit from this research.

**All questions regarding the Mitacs Accelerate program, such as eligibility, timelines, expectations, and benefits should be directed to [Mitacs](#).**

## Appendix D – Frequently Asked Questions

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### Eligibility Questions

**1. Who should apply for a Health Professional-Investigator (HP-I) award?**

The HP-I award is designed to increase the research capability of practicing health professionals, allowing them to conduct and apply research that leverages their practical knowledge in patient care in order to improve the patient experience and outcomes. Applicants must be a clinician, health practitioner, and/or health care provider whose role requires clinical decision-making and must show evidence of a track record that demonstrates a committed interest in pursuing research. See section 4: Eligibility Requirements for more information.

**2. Are all health professions eligible?**

Eligibility is limited to regulated health professionals recognized by the BC Health Regulators who hold a valid license to practice in BC and are a member in good standing of the appropriate regulatory college, OR who are a board-certified/board-eligible health professional and a member in good standing of the appropriate provincial/national certification body.

For physician applicants, this means being recognized as a physician, dental surgeon, or podiatric surgeon by BC Health Regulators.

For allied health applicants, this means being a member of a regulated health profession, excluding physicians and surgeons. If your health profession is not regulated under the Health Professions Act, please contact [hpi@msfhr.org](mailto:hpi@msfhr.org) to confirm eligibility.

**3. I am a health professional, but I oversee other health professionals who engage directly in patient care and I am not directly involved in making clinical judgments/decisions. Am I eligible to apply?**

No. Eligible health professionals who do not make clinical judgments and/or clinical decisions that impact patients and/or patient care (i.e. all time devoted to administration, teaching and/or research) are not eligible. The HP-I Program is primarily designed to allow for the release time from clinical practice of health professionals so as to allow them to pursue their research interests.

**4. Can research associates and post-doctoral fellows apply?**

Yes, but they must meet all other program eligibility criteria.

**5. Can I apply for this award if I currently hold or have previously held an MSFHR award?**

Award recipients may not currently hold or have previously held an MSFHR Innovation to Commercialization award, MSFHR Scholar award, or MSFHR HP-I award, in whole or in part.

## Application Questions

**6. Why are there separate applicant streams for physicians and allied health professionals?**

MSFHR recognizes that there are fundamental differences between physicians and allied health professionals in their research training, career progression and access to research support and resources. Therefore, these groups are evaluated separately in order to ensure a more equitable comparison.

**7. Which applicant stream should I choose?**

Applicants must select the most applicable stream for their background – physician or allied health professional — and only one stream can be selected per application. See section 4: Eligibility Requirements for more information.

**8. I have a joint appointment with two or more institutions. How do I select my host institution for this application?**

The host institution is the institution that administers funds for the duration of the award and where the majority of resources to support the project is provided (e.g. infrastructure, human resources, administration, etc.). It does not need to be the same BC institution where the appointment is held. Host institutions **must** have a memorandum of understanding (MOU) with MSFHR. View a complete list of [eligible host institutions](#).

See Appendix B for information on how to correctly choose your host institution.

**9. What is the nature of the appointment that I must have with a BC host institution?**

The appointment must allow you to apply for and hold research funding, engage in independent research activities, and publish research findings. Depending on your institution, this can include academic, clinical and institutional research appointments, among others. Please check with your institution to make sure your appointment meets program eligibility.

**10. How will the impact of the COVID-19 pandemic be considered as part of my application?**

MSFHR has introduced changes to our program application and review process for the 2021 HP-I competition to account for the impacts of the COVID-19 pandemic. Applicants will have the option to complete a **COVID-19 impact statement** as part of the application process, and MSFHR will provide peer reviewers with additional guidance on how to take COVID-19 impacts into consideration as part of the review process.



**11. Where can I find the list of available partners, funding criteria to be considered for a partnered HP-I award, and instructions on how to register my interest in these awards?**

Details regarding potential partners will be available on our [website](#) and in [MSFHR ApplyNet](#), MSFHR's online application portal.

**12. What are the instructions on how to register my interest in the partner awards?**

Applicants interested in being considered for partnered awards are encouraged to indicate this preference in MSFHR ApplyNet when completing their full application. Please indicate the partner(s) of interest and how your research aligns with their funding priorities.

Alternatively, MSFHR may use keywords provided by partners to identify applications that may be relevant to and align with partners' areas of interest. Applicants are encouraged to review the list of partner keywords that will be available on our website and in [MSFHR ApplyNet](#), and ensure that their scientific summary within the application captures at least one of the keywords.

**13. My project proposal includes work relevant to Indigenous health. What ethical and research policies am I expected to comply with?**

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.

### Third Parties (Dean, Department Head, Collaborators and References)

**14. My appointment is with a university, but my research is conducted at a different site. Who should complete the Department Head Form?**

The nominated department head should be associated with **the host institution that you have selected to administer the award**. Therefore, if the host institution is a university, please nominate the appropriate department head at that university. If the host institution is a health authority or research institute, nominate the department head or equivalent associated with that institution.



**15. My host institution (e.g. health authority) does not require the approval of a dean. Who completes the Dean Form in MSFHR ApplyNet?**

Do not nominate a dean in the third-party section in MSHR ApplyNet. The department head (or equivalent) from your institution will be required to complete an additional question in the form to supply the required information.

**16. Will I be at a disadvantage if the dean, or the department head or equivalent indicates that my appointment is conditional upon my success in the HP-I award competition?**

Institutional support is an important component of the HP-I application and review process. A host institution should demonstrate a strong commitment to the applicant regardless of success in the competition.

**17. Where in the application does MSFHR want the written commitment to protect a minimum of 50 percent of the applicant's time for research for the duration of the HP-I award?**

This commitment must be confirmed in the department head (or equivalent) form. This form is to be completed and submitted electronically by the respective third parties within the MSFHR ApplyNet application.

**18. How many references do I need to add to my application?**

Reference letters are optional, recognizing that applicants for the HP-I Program are at different career stages.

**19. What is the difference between a reference letter and letter of collaboration?**

Both reference letters and letters of collaboration are optional. Reference letters may be provided by mentors, experts in the field, or former supervisors as a way to attest to the expertise of the applicant or indicate support for the research proposal. Letters of collaboration are written by collaborators who are expected to make a significant contribution to your research to confirm their support for the proposed research.

**20. How do I get help with developing a Mitacs Accelerate proposal?**

Applicants interested in including a Mitacs Accelerate internship in their MSFHR HP-I application **must** contact their regional [Mitacs Business Development](#) representative to learn more about the program and obtain a Mitacs Accelerate Proposal application. Mitacs will work with interested applicants to determine how best an internship can be integrated into the proposed research project. See Appendix C for more details.

All questions regarding the Mitacs Accelerate program, such as eligibility, timelines, expectations, and benefits should be directed to Mitacs.

## Award Administration

### 21. Can I defer the start date of the HP-I award?

Deferrals may be deferred up to a maximum of 18 months with justification. If a deferral is required, award recipients must indicate the requested award start date and the reason for deferral on the Award Acceptance Form and obtain approval from MSFHR. The deferred start date must be on the first day of any month and be no later than July 1, 2023.

### 22. What documents will I need to provide before I can start my award?

A copy of the Award Acceptance Form signed by you and your department head or equivalent (which also confirms your research appointment) must be uploaded in .pdf format to MSFHR ApplyNet via the “Award Acceptance Form” task.

If you hold other external funding, you are also required to upload official documents that show 1) the award has been offered and accepted, and 2) the award duration and amount, including start and end dates.