



Michael Smith
**Health
Research BC**

2022 Health Professional-Investigator Program

GUIDELINES

DEADLINES

Letter of intent: April 29, 2022, 4:30 p.m. PT

Full application: June 20, 2022, 4:30 p.m. PT

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Help with your Application

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

Shannon Tolleson

Research Competitions Coordinator

HPI@healthresearchbc.ca

For information about the [Michael Smith Health Research BC ApplyNet](#) system or help with login information, please contact:

Michael Smith Health Research BC Help Desk

helpdesk@healthresearchbc.ca

604.714.6609

1. Introduction

Michael Smith Health Research BC (Health Research BC), funded by the Province of British Columbia, is BC's health research agency. Health Research BC helps recruit, develop, and retain 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.healthresearchbc.ca.

Delivering for BC in a changing context

As BC's health research agency, we are 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.

Health Research BC continues to reach out to stakeholders in BC's health research system to better understand current needs, and we recognize the critical importance of funding health professional-investigators at this time. Using our program learning and improvement cycle, we continue to grow and evolve our health research funding programs to ensure they meet the needs of BC's health research and life sciences community. Beginning with the 2021 Health Professional-Investigator (HP-I) competition, Health Research BC implemented changes to our application and review process to account for the impact of the pandemic on research outputs and activities.

New for 2022: Health Research BC recognizes the importance of engaging patients, the public and community to facilitate research that contributes to changing policy/practice related to patient health and/or the health system. The BC SUPPORT Unit, which is now part of Health Research BC, will support patient, public and community review and work with applicants to develop patient, public and community partner engagement in their research proposals. ***The 2022 HP-I application process has been modified and applicants should review the guidelines and other competition information carefully.*** Following external peer review, the highest ranked applications will undergo review by patient, public and community reviewers. Applicants will be required to provide a response to the patient, public and community reviews by completing a short response template. The BC SUPPORT Unit will work with applicants to respond to and address the recommendations from the patient, public and community reviewers. Health Research BC, through the BC SUPPORT Unit, will offer successful applicants additional training, resources and ongoing support to ensure successful engagement of patient, public or community partners throughout their work.

Purpose

The purpose of Health Research BC’s 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 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	March 2022
LOI deadline for applicants	April 29, 2022, 4:30 p.m. PT
Full application deadline (applicants)	June 20, 2022, 4:30 p.m. PT
Full application deadline (host institution)	June 27, 2022, 4:30 p.m. PT
Peer review	Late summer-September 2022
Applicants notified of peer review outcomes	December 2022
Patient, public and community review response period	Early January-early February 2023
Anticipated notice of funding decision	March 2023
Anticipated start of funding	April 1, 2023

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, Health Research BC has awarded 12 new HP-I awards on average in each competition year (including awards funded through partnership). On average, 21% of

those who apply at the letter of intent (LOI) stage are funded through this competition¹. Award rates may vary from year to year due to factors such as the availability of funds and the results of 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 Health Research BC 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.

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

New for 2022: Health Research BC, through the BC SUPPORT Unit, will offer successful applicants additional funding (up to \$15,000 over the duration of the HP-I award), as well as training, and ongoing support to ensure successful engagement of patient, public or community partners throughout their work. These resources will be administered separately, and information will be provided to qualifying applicants.

4. Eligibility Requirements

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 a Michael Smith Foundation for Health Research (MSFHR; now Michael Smith Health Research BC) Health Professional-Investigator, Scholar, or Innovation to Commercialization award. Applicants must have met all reporting requirements (including final financial statements) for previously and currently held MSFHR (now Michael Smith Health Research BC) funding.

Health Research BC reserves the right to declare applications ineligible.

¹ The success rate statistic here was calculated for the last five competitions by dividing the number of successful applications by the number of LOI submitted. This calculation method varies from the success rate calculations in other Health Research BC competitions and was adopted because the application process for the HP-I Program has varied over the last five years (administrative versus competitive LOI stages).

General Eligibility Criteria

By the full application deadline, the applicant must:

- Have confirmation from the department head (or equivalent) protecting a minimum of 50% 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 Health Research BC. The appointment must allow the applicant to:
 - Apply for and hold research funding
 - Engage in independent research activities
 - Publish their research results

Applicant 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@healthresearchbc.ca to verify eligibility before proceeding with your application.)

5. Commitment from Host Institution/Department

See Appendix C-Host Institution Selection 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 Health Research BC [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% 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 awards 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. Responsible Conduct of Research

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 Biosafety Standards and Guidelines](#)

7. 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.

8. 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 proposals, 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 to consult appropriate resources, access additional training and professional development, and seek input from more experienced mentors.

9. Patient, Public and Community Partner Engagement (new for 2022)

Health Research BC recognizes the importance of [patient](#), public and community partner engagement in health research. Meaningful patient, public or community partner engagement promotes active [collaboration](#) in research governance and throughout the research process; from the planning and conduct of research through the dissemination, implementation and evaluation of research evidence. Patient, public and community partner engagement brings the unique lived experiences, perspectives and voices to research process to ensure the work is relevant and that it addresses priorities, questions and outcomes that matter to the people of British Columbia.

Applicants are strongly encouraged to include patient, public and community partner engagement in their research proposal. The BC SUPPORT Unit, part of Health Research BC, will offer resources and training sessions during the application phase to assist applicants who wish to include planned patient, public and community partner engagement activities in relevant sections of their application. The BC SUPPORT Unit will offer virtual training workshops to assist applicants in developing meaningful partner engagement (dates to be determined but will be posted on our website). Applicants are also encouraged to access the [BC SUPPORT Unit website](#) for additional [resources](#) and support.

Following the external review of the full applications, the highest ranked applications will undergo a review by patient, public and community reviewers. Full details on the review process can be found in Section 13. The patient, public and community reviewers will provide comments on the importance, relevance and feasibility of the proposed work, and provide feedback on any partner engagement activities outlined in the application. Reviewers will also provide recommendations for how patient,

public, and community partner engagement could be further incorporated into the research proposal. Applicants will be required to provide a response to the patient, public and community reviews by completing a short response template. The BC SUPPORT Unit will work with applicants to respond to and address the recommendations from the patient, public and community reviewers. Further details be provided to applicants at this phase.

Health Research BC, through the BC SUPPORT Unit, will offer successful applicants additional training, resources and ongoing support to ensure successful engagement of patient, public or community partners throughout their work. Details will be provided to successful applicants.

10. Knowledge Translation (KT)

Health Research BC requires all applicants to include knowledge translation (KT) activities in their research proposal. KT plays an important role in maximizing the impact of health research, and is ultimately defined as using health research to improve health. Our work in this area encompasses both the practice and the science of knowledge translation. The practice of KT covers activities to encourage and enable evidence use in practice, policy, and further research, for example synthesis, dissemination, exchange, and implementation of evidence; the science is the study of those activities, including implementation science.

KT provides the pathway to the impact of your research. KT-related activities must be embedded within the research proposal through, for example, research user² 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 Health Research BC's Knowledge Translation 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 the [Health Research BC KT page](#), [KT Guidelines for Health Professional-Investigators](#) or contact the Health Research BC KT team at KT@healthresearchbc.ca.

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,

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 members of the research team will ideally result in more relevant research evidence and an increased likelihood of its use for the purpose of making informed decisions about health policies, programs and/or practices. A research user may include, but is not limited to, other researchers, policy makers, health care practitioners, decision makers, health care administrators, educators, patient user group, or health charity, and the public. [Adapted from Canadian Institutes of Health Research's 'Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches']. www.cihr-irsc.gc.ca/e/45321.html. Accessed September, 2021.

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.

11. Partnerships

Health Research BC partners with other funders to build capacity and support research in priority areas. Partnerships 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 [Health Research BC ApplyNet](#), Health Research BC's online application portal, in the coming weeks.

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

1. Applicants interested in being considered for partnered awards are encouraged to indicate this preference in Health Research BC [ApplyNet](#) at the full application stage. Please indicate the partner(s) of interest and how your research aligns with the partner's areas of interest.
2. Health Research BC uses keywords provided by partners to identify applications that align with partners' areas of interest. Applicants are encouraged to review the list of partners and keywords on our [website](#) and in [Health Research BC ApplyNet](#), and ensure that the lay and scientific summaries within the application captures at least one of the keywords.

Note: new partners may come on board after the competition launch date. The research priorities and keywords for these partners may not appear on Health Research BC ApplyNet, but they will be added to the website. Applicants are encouraged to give careful thought to keywords and their description as they will be used to assess alignment with partners' areas of interest.

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

Mitacs Accelerate Internships

Health Research BC 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 to submit along with their HP-I full application.

See **Appendix B** for more details.

12. How to Apply

The HP-I application process is composed of three stages: (1) Letter of intent (LOI), (2) Full application and (3) Patient, public and community review response. For the 2022 competition, at the LOI stage, applications will be reviewed for eligibility only. LOI and full applications must be submitted online through Health Research BC [ApplyNet](#).

New for the 2022 Competition: Mandatory Patient, Public and Community Review Response:

Following the external peer review of the full applications, the highest ranked applications will undergo a review by patient, public and community reviewers. **Applicants will be required to provide a response to the patient, public and community reviews by completing a short response template (to be completed in early January-early February 2023).** The BC SUPPORT Unit will work with applicants to respond to and address the recommendations from the patient, public and community reviewers. Further details be provided to applicants at this phase. (For additional information see Section 9.)

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. Health Research BC 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: April 29, 2022, 4:30 p.m. PT**
- Complete the LOI form in Health Research BC ApplyNet, which includes:
 - Clinical and research training and experience
 - Practice as a health professional
 - Lay & scientific summaries

2. Full application

- **Deadline: June 20, 2022, 4:30 p.m. PT**
- **New for 2022 competition:** As Health Research BC is now a signatory of the [Declaration on Research Assessment \(DORA\)](#), we no longer allow the use of journal-based metrics, such as Journal Impact Factor, as surrogate measures of research quality. In keeping with best practices for responsible research assessment³, we will no longer allow the use of article citation counts or H-index. *Please do not include Journal Impact Factors, article citation counts or H-index in your application.*
- Complete the full application form in Health Research BC [ApplyNet](#), which includes the following additional information:
 - Health Research BC CCV – SCH & HPI (last five years)
 - List of Publications, patents and intellectual property rights (full career)
 - Research proposal and appendices⁴
 - Department head (or equivalent) form in Health Research BC [ApplyNet](#)

³ See [Bibliometrics: The Leiden Manifesto for research metrics](#).

⁴ References, charts, figures, tables, and photographs only (10 pages max.)

- Dean of Faculty form (if applicable)
- Optional – letters of reference, which may include, but are not limited to, the examples below:
 - 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)⁵
- Mitacs simplified Accelerate joint application form (if applicable)

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

Submission Requirements

- All steps of the application must be submitted using the Health Research BC ApplyNet online application submission system.
- All documents uploaded into Health Research BC ApplyNet must be in .pdf format.
- It is the applicant’s responsibility to review their 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.
- Applicants will receive a .pdf copy of their full application via email following submission.

Health Research BC reserves the right to declare applications ineligible based on the established criteria.

Note: Applicants using Health Research BC [ApplyNet](#) for the first time will need to register and create a system account. Department Heads and Deans will need a system account in order to submit Department Head and Dean of Faculty forms.

13. Review Process

Applications are evaluated via a process that incorporates six principles of peer review: **integrity, accountability, transparency, balance, confidentiality, and impartiality**. For more details, please see the [overview of Health Research BC’s peer review process](#).

Health Research BC recognizes that 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. Health Research BC’s commitment to rigorous peer review includes ensuring applications from across BC are reviewed fairly and equitably.

⁵ 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.

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. Health Research BC will also provide peer reviewers with additional guidance on how to take COVID-19 impacts into consideration as part of the review process.

Letter of Intent (LOI)

LOIs will be screened for eligibility by Health Research BC staff, and those that satisfy all eligibility criteria will be invited to submit a full application.

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.

New for 2022 – Patient, Public and Community Reviews: Following the external review of the full applications, the highest ranked applications will undergo a review by patient, public and community reviewers. The patient, public and community reviewers will provide comments on the importance, relevance and feasibility of the proposed work, and provide feedback on any partner engagement activities outlined in the application. Reviewers will also provide recommendations for how patient, public, and community partner engagement could be further incorporated into the research proposal. Applicants will be required to provide a response to the patient, public and community reviews by completing a short response template (anticipated timeline early January-early February 2023). The BC SUPPORT Unit will work with applicants to respond to and address the recommendations from the patient, public and community reviewers. Further details be provided to applicants at this phase.

Health Research BC, through the BC SUPPORT Unit, will also offer successful applicants additional training, resources and ongoing support to ensure successful engagement of patient, public or community partners throughout their work. Details will be provided to successful applicants.

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 Decisions

Following the full application review, the highest rated applications are identified in each applicant pool. Applicants will be notified of the outcome of the peer review process after the review panel meetings and the subsequent approval of the results. Health Research BC 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.

Applicants receive notification of the funding decisions and the reviewers' comments. A list of successful applicants is published on Health Research BC's website.

14. Award Start Date and Deferral

Unless otherwise indicated, funding for HP-I awards begins April 1, 2023. Successful applicants must confirm their acceptance of the award within the stipulated time indicated in the award notification package.

The start date may be deferred up to a maximum of 12 months; if a deferral is required, award recipients must contact Health Research BC with the deferral request and obtain approval. The start date must be on the first day of any month and be no later than April 1, 2024. Deferred start dates, once confirmed by Health Research BC, cannot be revised.

15. Reporting Requirements

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

In addition to 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 Health Research BC. Health Research BC will provide reporting information for these purposes in advance of the award end date.

Health Research BC 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 Health Research BC's award programs, award recipients are invited to provide feedback to Health Research BC staff to determine areas of improvement for this funding opportunity.

New for 2022: Health Research BC, through the BC SUPPORT Unit, will offer successful applicants additional training, resources and ongoing support to ensure successful engagement of patient, public or community partners throughout their work. Reporting requirements for this process will be administered separately and information will be provided to qualifying applicants.

16. Applicant Updates

Health Research BC will accept updates regarding **new awards** received following the full application deadline (**June 20, 2022**).

Please email all relevant information, including confirmation of award, to HPI@healthresearchbc.ca by **August 19, 2022**.

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 a HP-I award are eligible to receive incentive funding. Health Research BC considers a salary award to be external if the award meets **all** the four conditions below:

1. Is external to BC
2. Is granted through an open competition
3. Is peer-reviewed
4. Has a total value⁶ of 50% or more of the value of the Health Research BC 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 incentive funding must follow the eligible expenses requirements in Section 3 and complete the reporting requirements stated in Section 15.

Incentive Funding Scenarios

Incentive funding is applied when:

- The external award totals **less** than the Health Research BC 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 Health Research BC HP-I award and is used to provide an additional amount (\$15,000) on top of the external award.

Health Research BC salary award	External salary award	Effect on Health Research BC salary award
\$90,000	\$60,000	Health Research BC 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	Health Research BC salary award is reduced to \$0 and applicant receives a Health Research BC incentive award of \$15,000.

⁶ 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 – Mitacs Accelerate Internships

[Mitacs Accelerate](#) supports collaborative research between faculty, graduate or post-doctoral research interns and a non-academic partner that has committed to hosting the interns for an experiential learning opportunity. Faculty receive flexible funding for new collaborations and experiential training for their interns. Mitacs Accelerate grants start at \$15,000 per four-month segment through **co-funding** with an eligible non-academic partner.

Successful Health Research BC applicants have expedited access to Mitacs funding, as Mitacs recognizes the results of the scientific review managed by Health Research BC and requires only an internal evaluation to confirm eligibility and compliance with Mitacs Accelerate program requirements. HP-I applicants who have submitted a **Mitacs simplified Accelerate joint application form** are eligible for this expedited review process.

How to Apply

Applicants interested in including a Mitacs Accelerate internship in their Health Research BC HP-I application must contact their regional [Mitacs Business Development](#) representative to learn more about the program and obtain the correct **Mitacs simplified Accelerate joint application form**. Mitacs will work with interested applicants to determine how best an internship can be integrated into the proposed program of research.

Interested applicants are requested to register their interest in applying for Mitacs funding in the letter of intent stage. Your contact details will be shared with Mitacs to help facilitate the process.

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.
- Attach their simplified Mitacs Accelerate joint application form.

All questions regarding the Mitacs Accelerate program, such as eligibility, timelines, expectations, and benefits should be directed to your institution's [Mitacs](#) business development representative.

Appendix C – 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 Health Research BC.

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.	Mathew Fleury Manager, Research & Knowledge Exchange mathew.fleury@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 Adriel Orena Research Development Specialist adriel.orena@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.	Andrea Zeelie-Varga Research Education & Grant Facilitator Andrea.ZeelieVarga@islandhealth.ca
Northern Health (NH)	If your research project is being conducted at NH, please select NH as your host.	Julia Bickford Regional Director Research Evaluation and Analytics julia.bickford@northernhealth.ca

<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: http://www.phsa.ca/researcher/project-start-up/project-start-up/funding-sources/msfhr-funding</p>	<p>General contact for all locations except for BC Cancer: Nur Eisma Research Manager, UBC ORS/BC Children’s Hospital Research Institute neisma@bcchr.ubc.ca</p> <p>For BC Cancer applicants: Karen Hagan Grants Officer khagan@bccancer.bc.ca</p> <p>Marlene Manson Grants Officer marlene.manson@bccancer.bc.ca</p> <p>For BC Women’s applicants: Kathryn Dewar Senior Research Manager kdewar@cw.bc.ca</p> <p>For BCCHR applicants: Isabelle Linden BCCHR Research Services Director Isabelle.linden@bcchr.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</p> <p>cc: Pam Sewell Executive Assistant psewell@providencehealth.bc.ca</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>Susan O'Neil Manager, Research VCHRI Office of Research Services susan.oneil@ors.ubc.ca</p>
<p>Universities and Institutes of Technology</p>		
<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 catherine.parlee@kpu.ca</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>Deborah Zornes Director, Research Services deborah.zornes@royalroads.ca</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>Primary: Gabriella Por Officer, Research Grants gabriella_por@sfu.ca</p> <p>Secondary: Joan Chamunorwa Coordinator, Research Services ors@sfu.ca</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>Troy Fuller Director, Research & Graduate Studies fuller@tru.ca</p> <p>Anita Sharma Manager, Research Services ansharma@tru.ca</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>Richard Chandra Associate Provost Research richard.chandra@twu.ca Sue Funk Research Grants Officer sue.funk@twu.ca</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>Yvonne Ng Manager, Research Awards yvonne.ng@ors.ubc.ca Bryan Wong (Faculty of Medicine only) Officer, Grant Applications bryan.wong@ubc.ca</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>Nicole Balliet Sr. Research Project Officer – Health nicole.balliet@unbc.ca</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>Jerri-Lynne Cameron Director, Research Services and Industry Engagement jerri-lynn.cameron@ufv.ca Garry Fehr AVP, Research, Engagement & Graduate Studies garry.fehr@ufv.ca 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 Manager, Research 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>Roisin Mulligan Research Development Manager Scholarship, Research, and Creative Activity Office roisin.mulligan@viu.ca May Norman Research Services Manager Scholarship, Research, and Creative Activity Office may.norman@viu.ca</p>

Appendix D – Frequently Asked Questions

Questions related to Patient, Public and Community Reviews

1. Do I need to have patient, public and community engagement incorporated in my research proposal to be successful in the 2022 HP-I competition?

For the 2022 HP-I competition, applicants are encouraged, but not required, to integrate patient, public and community partner engagement in their research proposal at the full application stage. Applications will be peer reviewed according to the evaluation criteria that is posted along with these competition guidelines and there is no specific requirement for the research proposal to include patient, public and community partner engagement. However, Health Research BC recognizes the value of patient, public and community partner engagement in health research, and we have modified the 2022 HP-I application process to facilitate capacity building in this important area. The highest ranked applications following peer review will undergo patient, public and community review, and applicants will be required to develop a response to patient, public and community reviewers by completing a short template. Applicants are strongly encouraged to access the resources (e.g.: webinars) provided by the BC SUPPORT Unit during the application phase, and to include current or planned patient, partner and community engagement in their research proposals.

2. Why is Health Research BC initiating patient, public and community reviews now?

In October 2021, the Michael Smith Foundation for Health Research and the BC Academic Health Science Network consolidated to form Michael Smith Health Research BC (shortened to Health Research BC). Health Research BC recognizes the importance of engaging patients, the public and community to facilitate research that contributes to changing policy/practice related to patient health and/or the health system. The BC SUPPORT Unit, which is now part of Health Research BC, will support patient, public and community review and work with applicants to develop patient, public and community partner engagement in their research proposals.

Meaningful patient, public, or community partner engagement promotes active collaboration in research governance and throughout the research process; from the planning and conduct of research through the dissemination, implementation and evaluation of research evidence. Patient, public and community partner engagement brings the unique lived experiences, perspectives and voices to research process to ensure the work is relevant and that it addresses priorities, questions and outcomes that matter to the people of British Columbia.

3. How does the patient, public and community review work?

Following the external review of the full applications, the highest ranked applications will undergo a review by patient, public and community reviewers. The patient, public and community reviewers will provide comments on the importance, relevance and feasibility of the proposed work, and feedback on

any partner engagement activities outlined in the application. Reviewers will also provide recommendations for how patient, public and community partner engagement could be further incorporated into the research proposal. Applicants will be required to provide a response to the patient, public and community reviews by completing a short response template. The BC SUPPORT Unit will work with applicants to respond to and address the recommendations from the patient, public and community reviewers. Further details be provided to applicants at this phase.

The BC SUPPORT Unit will offer successful applicants additional training, resources and ongoing support to ensure successful engagement of patient, public or community partners in their work. Details will be provided to successful applicants.

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. The applicant must be a clinician, health practitioner, and/or health care provider whose role requires clinical decision-making, and they must demonstrate 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@healthresearchbc.ca 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 a Health Research BC (formerly MSFHR) award?

Award recipients may not currently hold or have previously held a Health Research BC (formerly MSFHR) Innovation to Commercialization award, Scholar award, or HP-I award, in whole or in part.

Application Questions

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

Health Research BC 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 are 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 Health Research BC. View a complete list of [eligible host institutions](#).

See Appendix C 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?

Beginning with the 2021 Health Professional-Investigator competition, Health Research BC implemented changes to our program eligibility, application and review process to account for the impact of the pandemic on research outputs and activities. Applicants will have the option to complete a COVID-19 impact statement as part of the application process, and Health Research BC 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 [Health Research BC ApplyNet](#), Health Research BC's online application portal.

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

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

1. Applicants interested in being considered for partnered awards are encouraged to indicate this preference in Health Research BC [ApplyNet](#) at the full application stage. Please indicate the partner(s) of interest and how your research aligns with the partner's areas of interest.
2. Health Research BC uses keywords provided by partners to identify applications that align with partners' areas of interest. Applicants are encouraged to review the list of partners and keywords on our [website](#) and in [Health Research BC ApplyNet](#), and ensure that the lay and scientific summaries within the application capture at least one of the keywords.

Note: new partners may come on board after the competition launch date. The research priorities and keywords for these partners may not appear on Health Research BC ApplyNet, but they will be added to the website. Applicants are encouraged to give careful thought to keywords and their description as they will be used to assess alignment with partners' areas of interest.

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

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.

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. 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 Health Research BC ApplyNet?

Do not nominate a dean in the third-party section in Health Research BC 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 Health Research BC 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 Health Research BC 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. You may attach up to three reference letters to your application.

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 Health Research BC HP-I application must contact their regional [Mitacs Business Development](#) representative to learn more about the program and obtain a Mitacs simplified Accelerate joint application form. Mitacs will work with interested applicants to determine how an internship can be integrated into the proposed research project. See Appendix B for more details.

All questions regarding the Mitacs Accelerate program, such as eligibility, timelines, expectations, and benefits should be directed to your institution's Mitacs business development representative.

Award Administration

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

Deferrals may be deferred up to a maximum of 12 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 Health Research BC. The deferred start date must be on the first day of any month and be no later than April 1, 2024.

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 Health Research BC 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.