

## Division of Palliative Care

### Mandate

*To develop a recognized program of scholarship and research in palliative care to meet the needs of the university, healthcare, and the broader community.*

### Vision

*To humanize living and dying.*

## Research and Scholarly Projects Fund 2023

### Background & Eligibility

#### Goal:

To support new academic initiatives by faculty members in the Division of Palliative Care (DPC).

#### Total funding available\*:

Up to \$5,000 over 18 months is available. The maximum funding allotted to a project will be \$5,000.

#### Eligibility:

- Pilot projects must be scholarly in nature (research or education) and advance the vision of the Division of Palliative Care.
- Preference will be given to projects that are interprofessional and/or support early career investigators and/or are designed to lead to an application for external funding.
- The project must have at least two DPC faculty members as investigators. The Principal Investigator (PI) must hold an academic appointment in the Division of Palliative Care.
- Projects must meet the requirements for approval by the Hamilton Integrated Research Ethics Board (HiREB) - if applicable - or qualify for a research ethics exemption under the Tri-Council Policy Statement on Research Ethics (TCPS 2; [https://ethics.gc.ca/eng/policy\\_politique\\_tcps2-eptc2\\_2018.html](https://ethics.gc.ca/eng/policy_politique_tcps2-eptc2_2018.html)).
- The grant must not duplicate other funding for a research project.

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\*Note there is no requirement for all funds to be disbursed.

## Guidelines for Application Submission

The application submission itself should be no more than **four (4) pages** (excluding cover sheet and budget – standard margins, 1.5 spacing, 11-point font (excluding tables)).

### Scholarly/Scientific Criteria to Address in the Application:

1. Research Question/Project Aim
2. Background/Rationale – *What do you intend to learn or demonstrate and why? How does this project build on existing knowledge?*
3. Study/Project Approach – *Is it prospective (e.g., survey, piloting a new intervention, etc.) or retrospective (e.g., (chart) audit, etc.)? Is it comparative (e.g., control group, or measures done over time, etc.)?*
4. Setting – *In what setting(s) will the study/project take place?*
5. Intervention Studied (if applicable) or Educational Initiative to be Developed
6. Outcomes: *What are the outcomes corresponding to the research question/project aim? How are the outcomes measured?*
7. Planned Analyses – *Qualitative, quantitative, mixed-methods (as appropriate)*
8. Knowledge Translation – *Describe intent to publish, present findings, etc.*

### Additional Criteria:

- Timeline: Please provide a timeline of the major milestones of the project (e.g., Gantt chart).
- Scale up and Sustainability: Describe how the pilot project will facilitate the development of a sustainable initiative or full-scale research proposal (including possible future funding opportunities).
- Budget and Budget Justification (no more than one (1) page). Please see <https://pcrc.fammedmcmaster.ca/wp-content/uploads/2023/03/Before-Submitting-a-Grant-Application-DFM-2023-03-27.pdf> for the *What to Know Before Submitting a Grant Application* document that describes departmental and university administrative and financial considerations in the preparation of the budget. Further details about budget items and allowable expenses are provided in Appendix 1.

## Submission

Proposals should be submitted as one (1) PDF file by **December 11, 2023, at 8:00 PM** local time (Hamilton, Ontario) to Patricia Habran-Dietrich at [dietph@mcmaster.ca](mailto:dietph@mcmaster.ca)

The submission should consist of the following:

- Application Cover Sheet (see Template)
- Budget and Budget Justification (maximum one (1) page)
- Research Proposal (maximum four (4) pages). Must include information on: Background, Research Goals/Objectives, Research Question(s), Research Design, Specific Methods, Recruitment, Data Management, Analysis Approach, and Knowledge Translation (if applicable).
- Curriculum Vitae (*short*) of the Principal Investigator (maximum four (4) pages) and Co-Investigators (maximum two (2) pages), highlighting clinical and educational accomplishments, as well as research, relevant to the proposal. Abbreviated CVs are preferred.

The applicants *may* also submit the following as optional items:

- Appendices of no more than two (2) pages related to the work proposed, e.g., timeline (Gantt chart).
- Letter(s) of Support from partner organization(s).

**New investigators:** Enhanced support for new investigators, faculty members who are not as experienced in research methods, design, and development (e.g., have not held major grants or been research-active), is offered for proposal development for their pilot grant application:

- New investigators can submit a Letter of Intent and Application Cover Sheet as one (1) PDF file by **September 26, 2023**.
- They will receive feedback and support in developing the full application package. New Investigator submissions are due **December 11, 2023, at 8:00 PM** local time (Hamilton, Ontario).

**Note:** There is a limit of one (1) application per Principal Investigator.

## Funding Decisions, Reporting, Accounting

- The proposals will be reviewed by a Research Grant Review Committee, consisting of a minimum of three (3) members with content knowledge and/or research expertise.
- The criteria contained in Appendix 2 will be used to review the projects.
- Upon review, the Principal Investigator will receive notification of the funding decision.
- Funding Period: February 12, 2024, to August 13, 2025.

### Administrative Considerations:

The research account must be opened by **April 30, 2024**, and funds must be spent by **August 13, 2025**.

A research account will be opened, and funds will be available once evidence of Research Ethics Board approval/exemption is provided.

A project that has been funded will need to meet the administrative requirements of Health Research Services (HRS) at McMaster University, which include:

1. Completed and signed HRS account request form at <https://healthresearch.mcmaster.ca/app/uploads/2021/09/HRS-Account-Request-Form-Sep-2021-unsecured.pdf>
2. Copy of the Award Letter
3. Copy of Proposal
4. Budget
5. Budget Justification
6. Any applicable ethics approval(s) (or waiver(s) of approval).

The Department of Family Medicine Research Administration will provide financial administration of the funds.

### Spending Timelines:

It will be necessary to forfeit the funds to the Division of Palliative Care if:

- The project account has not been opened by **April 30, 2024**
- The funds have not been used by **August 13, 2025**

### Reporting Requirements:

The successful applicants will be asked to complete the following:

- A brief Progress Report **November 13, 2024**
- A Final Report or publication copy **plus** Financial Report by **September 15, 2025**

## Appendix 1: Budget Items and Allowable Expenses

Budget items may include:

- Research Personnel, Practicum Students, etc. (See Table 1 below).
- Consumables (such as office supplies, postage, printing, etc.).
- Non-Consumables (such as digital recorders, analysis software, transcription fees, analytical support, data access, licensing fees, etc.).
- Equipment costs up to a maximum of \$750.
- Participant costs (e.g., tokens of appreciation, parking, etc.).
- Administrative personnel costs including secretarial and financial administration support related to the work proposed.
- Knowledge Translation/Dissemination (including infographics, etc.).
- Other

**Table 1:**

<b>Research Staff</b>	
Research Assistant, Data Manager	Hourly rate \$24–29; add 30% benefits
Research Coordinator, Biostatistician	Hourly rate \$28-36; add 30% benefits
Business Analyst for MUSIC (OSCAR) data requests	Hourly rate \$32-44; add 30% benefits
McMaster Work Program Student (undergrad)	Hourly rate \$14; add 10% benefits
<b>Practicum Students</b>	
Fall or Spring Term (10 hours per week for 16 weeks)	Recommended stipend of \$500 per month (\$2000)
Summer Term (40 hours per week for 16 weeks)	Recommended stipend of \$500 per month (\$2000)
<b>Volunteers</b>	
Undergraduate medical students are interested in exposure to research. Arrangements can be made to have a volunteer on your project. Volunteers must receive a concrete and desired outcome from their experience (e.g., role in a publication), and researchers must be aware that their time and availability is limited.	

### Ineligible expenses:

- Institutional or administrative overhead.
- Travel or other expenses related to presentation of findings at conferences.
- Salary support is restricted to that of technical or support personnel and is not to be used for salary support of the Principal Investigator or Co-Investigators ('release time').

## **Appendix 2†: Review Criteria for Research and Scholarly Project Fund Applications**

The review process is intended to serve two purposes: To ensure applications meet criteria, and to provide feedback to applicants to strengthen the project. As such, applications will be evaluated using the following criteria:

### **BACKGROUND AND RATIONALE**

Are the specific aims/hypothesis for the research project clearly stated? Does the proposal explain why this project should be undertaken? Does it reflect an adequate review of the literature?

### **SIGNIFICANCE**

Is the project relevant to the vision of the Division of Palliative Care? Is the proposed project original or unique in any respect (new problem or question, new or unique study method or evaluation technique, etc.)? Will the outcome of the project likely help to advance the field of Palliative Care?

### **METHODS**

Do the proposed methods appropriately address the specific aims/hypotheses? Are the methods well described? Are methodological problems anticipated and alternative approaches proposed?

### **INVESTIGATORS**

Are the professional (including clinical, educational or research) competencies and previous research experiences of the Principal Investigator and Co-Investigators appropriate to carry out the project? Is the research team familiar with the research methods being employed or do they have access to consultation?

### **FEASIBILITY**

Is the intervention and/or research activity feasible according to the proposed scope and timeline of the project? Will the target population be available for recruitment and participation in the project within the proposed timeline (if applicable)?

### **BUDGET**

Does the budget match the staffing resources required (i.e., research staff, students) to complete the project? Is the probable outcome worth the time and money invested? Will the grant serve as the total sum for the project or supplement an existing research effort?

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† 1. Review criteria adapted from the Department of Family Medicine Pilot Research Funding Application.  
Revised: May 2019

If the grant will provide only partial support for the project's total budget or any personnel, has the Principal Investigator stated specifically how the balance will be funded and provided evidence of its guaranteed availability?

#### LIKELIHOOD TO CONTRIBUTE TO FUTURE RESEARCH ENDEAVOURS

Will the project most likely generate findings that can support a future full-scale grant application or further evaluation and roll-out of an initiative?

#### PRIORITY AREA

Does the project focus on the priority area of the call for proposals (i.e., research related to furthering the vision of the Division of Palliative Care)?