

DFM Research Fund 2024-2025

1. Call for Applications

Since 2008, the Department of Family Medicine (DFM) at McMaster University has funded research projects in primary care, palliative care and medical education. The purpose of this funding opportunity is to foster a culture of inquiry through research that is relevant to primary care, and to build research capacity in individuals and the department. This year, the Department of Family Medicine (DFM) at McMaster University will fund up to 11 projects with awards of \$5,000 to \$10,000 each.

New for 2024-2025: Projects will be awarded for a two-year period for \$5,000 with awards of up to \$10,000 for some topics, outlined in 1.1 below. Applicants will develop a research question, use the literature, and determine a project design that will enable them to answer their question. Eligible studies include a pilot and feasibility study, quantitative study (e.g., survey), qualitative study (e.g., interviews, focus groups) and review methods including systematic reviews and scoping reviews. For more information on proposal development, see [Appendix 1](#).

1.1 Eligibility and funding

Funding for faculty members: There are two sources of funding based on affiliation. For faculty who are members of Family Medicine Associates (FMA), there is a total of \$30,000 available. For faculty who are not FMA members (i.e., community physician or faculty researcher), there is a total of \$20,000 available. For both categories, the principal investigator's primary academic affiliation must be with DFM at McMaster University. The topics and funding amounts are outlined below.

Primary care grants: Awards of \$5,000 to \$10,000 are available for research that advances our knowledge in primary care with the aim to enhance the care that people receive, to enhance the care that is delivered to people, and to improve the coordination, continuity, and access to person-centred primary care for people in greatest need. The number of grants awarded will depend on the amount of funds requested (between \$5,000-\$10,000) for a minimum of four awards and a maximum of eight.

Medical education grant: One \$5,000 to \$10,000 award is available for a medical education project that deepens the knowledge and understanding of learning, teaching, and education in primary care.

Palliative care grant: One \$5,000 award is available for palliative care research that addresses health system capacity to serve the needs of a community and population in a way that ensures equity of care.

Knowledge translation grant: One \$5,000 award is available for a project that supports researchers in disseminating research evidence through knowledge translation activities, tools, and/or events. Projects should aim to engage knowledge users in the process and have an evaluation component. See [Appendix 1](#) for more information.

Funding for graduate students: One \$5000 award is available to graduate students. The student's primary supervisor must be a DFM faculty member. This opportunity is funded by the [David Braley Primary Care Research Collaborative](#). See Section 3.1 for more information.

2. New Investigator Mentored Application Process

We are again offering new investigators the chance to apply for enhanced support for proposal development. New investigators are faculty members who are not as experienced in research methods, design, and development (e.g., have not held major grants). Enhanced support for proposal development involves one-on-one and group consultations with DFM research staff, ongoing reminders, access to research resources, budget consultations, meetings with experts, and advice and mentoring to ensure the grant application meets the minimum requirements. The aim is to support new investigators in developing methodologically sound proposals by enhancing understanding and skills in research design and grant writing using a mentoring approach. See [Appendix 2](#) for Recommended Resources to Build Knowledge and Skills in Research.

2.1 Submitting a letter of intent (LOI)

If you have any questions about the LOI process, email dfmresearch@mcmaster.ca

The process begins with a Letter of Intent (LOI), due on **Tuesday, September 24** which will be reviewed by the Application Review Committee in early October. Investigators will be informed by email on **Friday, October 11** if

the letter of intent will be invited to the full application stage. Up to two successful New Investigators will receive support (up to a value of \$2,000 in-kind) from the David Braley Primary Care Research Collaborative staff to develop their full proposal. The submission of an LOI does not guarantee that the proposal will be funded. Applicants will be required to make time available for the development of a full proposal over the period from October 13 to the proposal deadline of **December 9, 2024**. If the full application is submitted and approved by the review committee, funding will be awarded for project completion and the Principal Applicant will be invited to join the DFM Research Fund Community of Practice.

To express interest in this opportunity, please submit a Letter of Intent (maximum 2 pages) with [Application Cover Sheet](#) to Brittney Bowen (bowenbd@mcmaster.ca) by **Tuesday, September 24**.

2.2 Letter of intent criteria

- **Describe yourself:** As an investigator who is new to research methods and design; identify the areas of support that would assist you with full proposal development.
- **Define the issue:** Summarize the existing literature to identify what is already known about this topic, whether the proposed research is novel, and/or whether the proposed work will fill a gap in knowledge in primary care. Describe how you hope to address the gap. It may be helpful to use the [problem/gap/hook framework](#) (Lindgard, 2015) to illustrate your research idea.

- **Frame the question:** Based on the literature, craft a specific research question. The McMaster [Health Sciences Library](#) has a web page to assist with formulating a good qualitative or quantitative research question.
- **Answer the question:** What steps can you take toward answering this question with this funding? How will you answer this question? What initial ideas do you have about methods and approaches that could be used to answer this question?
- **Identify the potential for impact:** What do you hope to achieve by exploring this question? What is the contribution to knowledge in primary care, and why is this important to primary care?

3. Full Application Criteria

If you are not participating in the New Investigator mentored process, you may submit a full application, as detailed below, **by December 9, 2024**.

- The project needs to focus on areas of research that are directly relevant and of value to primary health care. Refer to eligible topics in Section 1.1.
- The project must be led by a faculty member with their primary academic affiliation to DFM at McMaster. Allied health professionals are welcome to participate as co-investigators, as are students, residents, and fellows.
- There is a limit of one application per principal investigator.
- The project should engage a team of colleagues with specific roles and areas of expertise.
- Preference will be given to principal investigators who have not received DFM research funding within the past two years.
- The grant may serve as the total support for a project, or supplement an existing research effort, if a specific portion of the research is identified as being made possible by this grant and provided that the investigator states specifically how the balance will be funded, providing evidence of its guaranteed availability.
- The funding is not for program development.
- The funding is intended for the support of research activities and may not be used for the development of commercial products or services.
- Projects must meet the usual requirements for approval by a Research Ethics Board or seek a waiver from a Research Ethics Board once granted (e.g., reviews, KT grants). If submitting to HIREB (Hamilton Integrated Research Ethics Board), certification may be required for the principal investigator(s). See [Appendix 5](#) for more information about certification. See [Appendix 3](#) for information about ethical review.

3.1 Graduate student award criteria

- The student's primary supervisor must be a DFM faculty member.

- Applicant has salary support covered through an existing award and has no funds to cover direct research costs through scholarship or PI (Principal Investigator) funds.
- Funding should be sought elsewhere and if it is awarded, these funds will be returned.
- Research project is funded by and should align with [David Braley Primary Care Research Collaborative priorities](#); preference will be given to students with career goals related to primary care research.

4. Submitting the Full Application

Contact dfmresearch@mcmaster.ca to discuss your research idea.
Or, send a draft proposal by November 9, for feedback.

The research project proposal should be no more than four pages plus one additional page for a project budget and justification (see [Appendix 4](#)). A two-year project timeline should be included in the 4 pages, and there should be an

additional page for the reference list. Applications will be reviewed according to the evaluation criteria listed in [Appendix 5](#).

Proposals should include proper referencing and should be supported by corresponding best practices, e.g., reporting guidelines/checklists for the type of study design (e.g., CONSORT, STROBE, studies) and relevant models, theories, or frameworks (e.g., diffusion of innovations, behaviour change). Examples of research topics, methods and guidance for proposal development can be found in [Appendix 1](#). A list of recommended resources to explore knowledge and skills in primary care research, such as TRAction (the Toolkit for Research in Action), can be found in [Appendix 2](#). Additional information on the ethics review process (e.g., HiREB) can be found in [Appendix 3](#).

4.1 Application checklist

The application should consist of the following:

- Application cover sheet
- Research proposal with timeline (maximum 4 pages, 12 pt font, single-spaced)
- Budget and budget justification (maximum 1 additional page)
- Reference list (maximum 1 additional page)
- Curriculum vitae of the principal investigator, highlighting clinical and educational accomplishments, as well as research relevant to the proposal. **Abbreviated CVs are preferred** to focus on activity over the last 5 years
- Appendices of no more than 2 additional pages related to the work proposed (optional)

4.2 Application timelines

New Investigator letter of intent (LOI) due	September 24, 2024
New investigator invitation for full proposals announced	October 11, 2024
New Investigator mentored process: one-on-one and group consultations with DFM Faculty and Research Associate	October 15 to December 9, 2024
Full application due (all applicants)	December 9, 2024
Funding announced	February 13, 2024
Research account opening (with HIREB approval or waiver, as required)	April 30, 2024
Initiation of research study <ul style="list-style-type: none">• New Investigator mentored process: monthly Community of Practice group meetings; ongoing one-on-one consultations with DFM research staff	May to August
Interim report due	February 13, 2026
Final report due	February 13, 2027

5. Appendices

Appendix 1 Resources for Proposal Development

Appendix 2 Resources to Build Knowledge and Skills in Research

Appendix 3 The DFM Research Ethics Process

Appendix 4 Research Project Budgeting

Appendix 5 Evaluation Criteria for Final Proposals

Appendix 6 Required Certification for Faculty Research Participation

Appendix 1

Resources for Proposal Development

Three examples of successful project proposals with budgets are available. Permission to share these proposals was granted by the authors.

Below are examples of projects ideas and proposal considerations for 1) Primary Care, Palliative Care and Medical Education grants and 2) Knowledge Translation grants.

Examples and Considerations for Primary Care, Palliative Care and Medical Education Research Projects

Examples

- Systematic review or scoping review
- Development and testing of a new survey instrument
- Feasibility testing of an intervention
- Patient and/or provider experiences/perspectives of a health care service, program, practice, or policy
- Analysis of MFHT EMR (Electronic Medical Record) data for prospective research or a health care intervention study
- Barriers and facilitators to implementation of a new health care practice or program
- Evaluation of a medical education module or intervention

Proposal Considerations

- **Background/rationale:** describe the purpose of the study and why it is important
- **Objectives:** identify what will be achieved by conducting this research
- **Research question:** define a specific research question (e.g. PICO, SPIDER)
- **Study setting:** describe where the research will take place and who will be involved
- **Study design:** describe the qualitative, quantitative, or mixed-method design of your study. It is highly recommended to consult with the corresponding reporting guideline/checklist that corresponds to your study design, e.g., CONSORT, STROBE, pilot studies
- **Study sample:** describe the number and type of participants involved in the research and the rationale for inclusion. State your participant inclusion and exclusion criteria
- **Recruitment:** describe the human participants involved in the research (if applicable), how you will recruit them to participate, and the departments or organizations you will need to approach to allow participation It is highly recommended to connect with your anticipated partners and enclose letters of support/email confirmation of their agreed participation in your research study
- **Data collection:** describe how you will collect qualitative or quantitative data in-person or virtually and the types of data collection tools you will use (surveys, interviews, focus groups, etc.)
- **Data analysis:** describe the qualitative or quantitative methods you will use to analyze the data

- **Measures/outcomes or findings:** describe quantitative measures and outcomes, and clearly state your primary and secondary outcomes, or qualitative findings, as applicable
- **Study implications:** describe the potential study's impact from relevant primary care research, clinical care, and/or health equity perspectives (sex/gender, equity, diversity, and inclusion (EDI), health equity).
- **Ethical considerations:** describe ethics required for human subjects or retrospective review (see [HiREB](#)). If the project could be considered quality assurance or quality improvement, you may be able to apply for a waiver from HiREB. Faculty may be required to attain certification for ethics applications (see Appendix 6) and follow the process for ethics approval at DFM (see Appendix 3)
- **EDI Considerations:** Describe any concrete practices or resources you will use to meaningfully and appropriately account for equity, diversity, and inclusion (EDI) in the design of your proposed project
- **Knowledge Translation:** describe the intent to publish or present your results/findings. If a publication is produced, the principal investigator can receive support from a DFM Knowledge Translation Specialist to develop a simple KT product, which could include an infographic, short video, or media release. The principal investigator may be requested to present their research at a Research Knowledge and Skill Builder session and share a written summary of the project in the department's Family Medicine Connection newsletter
- **Budget table and justification** (no more than 1 page): see Appendix 4 for Research Project Budget Information
- **Timeline:** create a chart outlining the key project activities by the 18 months of the project.
- **List of References**

Examples and Considerations for Knowledge Translation Proposal Development

Examples

- Create and share educational resources (e.g., videos, pamphlets, and workshops) that raise awareness
- A KT initiative including a video and graphic media products, earned mainstream media coverage, and a social media campaign
- Co-design tools and communication plans to disseminate expert recommendations
- Develop an animated explainer video to improve awareness and education, engage knowledge users to develop content
- Organize an educational forum
- Hosting a reciprocal learning and sharing event between health researchers, research users, and trainees
- Co-develop, test, and disseminate knowledge translation tools to support integration of research into policy and program implementation
- Develop a video

Proposal Considerations

- **Background/rationale:** describe the purpose of the project and why it is important
- **Expected outcomes/outputs:** Describe the expected outcomes and outputs of the proposed activities, including how they could impact health research, the health system, and the health of individuals.
- **Goals:** describe the overall goal of your KT initiative
- **Audience:** who should know about the research findings?
- **Strategies:** what methods will you use to disseminate the findings? Strategies should be tailored to the target audience and the type of evidence.
- **Budget and justification** (no more than 1 page): see Appendix 4 for Research Project Budget Information.
- **Timeline:** create a chart outlining the key project activities by the 18 months of the project.
- **EDI Considerations:** Describe any concrete practices or resources you will use to meaningfully and appropriately account for equity, diversity, and inclusion (EDI) in the design of your KT activities and team.

Appendix 2

Resources to Build Knowledge and Skills in Research

1) TRAction: Toolkit for Research in Action

Please consult [TRAction](#) to support your proposal development in the following ways:

- Develop your research idea
- Review the literature
- Form, and refine the research questions
- Plan your research design, gather and analyze your research data
- Share your research findings

[TRAction](#) also has information about [applying for grants](#).

2) Reporting Guidelines / Checklists for Different Study Designs and Review Types

Consult the following resources below to help in the planning stages of your research. These and other resources to help in research planning can be found on the [Equator Network](#), a repository of commonly used guidelines/checklists available.

Pilot and Feasibility Studies

- **Journal Article**
Thabane, L., Ma, J., Chu, R. et al. [A tutorial on pilot studies: the what, why and how](#). BMC Med Res Methodol 10, 1 (2010)
- **For Randomized Controlled Trials**
[CONSORT2010 statement: extension to randomised pilot and feasibility trials](#)
- **For Non-Randomized Controlled Trials**
Lancaster, G.A., Thabane, L. [Guidelines for reporting non-randomised pilot and feasibility studies](#). Pilot Feasibility Stud 5, 114 (2019)

Randomized Controlled Trial

- [CONSORT, parallel groups](#)

Non-Randomized Studies

- [STROBE](#)

Systematic and Scoping Reviews

- [PRISMA](#)

3) Knowledge Translation (KT)

- Knowledge translation (KT) is an active process that includes the synthesis, dissemination, exchange, and implementation of knowledge. KT aims to bridge the gap between knowledge producers and knowledge users with the goal of improving

health, providing more effective health services, and strengthening the healthcare system.

- End-of-grant KT covers any activity aimed at diffusing, disseminating, or applying the results of a research project. Methods appropriate to translating research findings range from simple communication activities to more intensive knowledge application efforts, such as workshops, academic detailing, and tool development.
- CIHR has a resource, [Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches](#), which would be helpful in developing your proposal. Categories from the proposal have been drawn from the [end-of-grant KT plan worksheet](#), so it is recommended to review it to complete your application.
- Additional resources:
 - [Knowledge Translation of Research Findings, which outlines effective KT interventions and other considerations](#)
 - [TRAction, Knowledge Translation](#)

4) DFM Research Knowledge and Skill Builder Series

The RKSb series is a monthly in-service learning opportunity for faculty and staff. It occurs on the third Tuesday of every month from September to June. Previous topics and slides are listed below.

Topic	Presenter(s)	Link
Moving your research from idea to action: A hands-on exercise to map out a study	Michelle Howard, Dee Mangin	Video Slides
Pilot Studies: What We Need to Know	Sayem Borhan	Slides
Research Paradigms	Larkin Lamarche	Video Slides
The process of searching the literature for research	Jo-Anne Petropoulos	Video Slides
Creating and Managing a Research Budget	Laura Cleghorn, Julie Datta, Dawn Elston, Francine Marzaneck-Lefebvre	Video Slides
Basic and Advanced Research Designs for Primary Care Research	Ric Angeles	Video Slides
Qualitative Research: Overview of Methods	Meredith Vanstone	Video Slides
Systematic Reviews in Health Research	Jennifer Salerno	Part 1: Video Slides

		Part 2: Video Slides
Retrospective Chart Reviews	Michelle Howard, Jeffrey Templeton	Video Slides
Knowledge Translation	Casey Irvin, Erin Beaulieu	Part 1: Video Slides Part 2: Video Slides
<hr/> Complete list of RKSB archives <hr/>		

Appendix 3 The DFM Research Ethics Process

At the request of the DFM Chair, all HiREB applications are to be reviewed by our research staff prior to requesting the Chair's signature. Additional approvals for research participation and recruitment may be required by DFM Leadership and/or other committees prior to submission to HiREB. If you are involving any parties listed in Step 1 below, we recommend that you connect with the leadership in that area to engage them in the proposal.

Steps	Timeline
<p>1. Additional approvals may be required if:</p> <ul style="list-style-type: none">a. You wish to recruit research participants from the McMaster Family Health Team (patients, clinicians, and/or residents). Approval by DFM Leadership is required.b. You are using OSCAR (MFHT EMR) data, or your participants are from the McMaster Family Health Team. Approval by DFM Leadership is required.c. You wish to recruit medical students as participants. Approval is required from the Undergraduate Medical Education Program (UGME) Protocol Review Committee (PRC).d. You wish to recruit participants (patients, clinicians, and/or residents from a department other than DFM), approval from the respective department may be required. <p>If you require any approvals listed above, Neha Arora, our Clinic Research Coordinator can assist you with this process: narora@mcmaster.ca</p>	<p>Approval from DFM Leadership may take up to a one month.</p> <p>Approval from the UGME PRC may take up to 6-10 weeks.</p> <p>Approval timelines from other medical departments are variable.</p>
<p>2. Sign up for a HiREB account and complete the online HiREB application Access the Helpdesk: 905-521-2100 x70014; erebhelpdesk@hhsc.ca. Applications that involve human subjects must use the General Application Form. Retrospective chart reviews can use the Chart Review Application Form.</p>	<p>See HiREB website for submission instructions and deadlines.</p> <p>Application review by the HiREB Committee may take 4 – 8 weeks</p>
<p>3. Before you request the Chair's signature</p> <p>Send Michelle Sylvain, Research Administrative Coordinator (sylvaim@mcmaster.ca) a PDF of the HiREB application, the protocol, consent form(s), and data collection forms.</p> <p>Research Staff will review your application and correspond with you about any recommended changes.</p>	<p>Research staff may take up to seven business days to review your application; please allow enough time before the HiREB submission deadline.</p>

4. **Once staff have reviewed your HIREB application**, you will be notified to request the signature of the DFM Chair, Dr. Cathy Risdon (risdonc@mcmaster.ca). The signature of the Managing Director of Research, Laura Cleghorn (cleghol@mcmaster.ca) is required if research resources (staffing, equipment, IT, space) is needed for your study. After all signatures are obtained, the application will submit automatically.

The Chair's signature must be requested a minimum of 24 hours before the HiREB submission deadline.

HiREB reviews can take 4-6 weeks.

Appendix 4

Research Project Budgeting

Contact dfmresearch@mcmaster.ca if you have any questions about your budget!

Please present your budget in a table with budget amounts and a justification for the items, as in the example below. Applications for

palliative care, medical education, and graduate student research are a maximum of \$5,000. Awards of \$5,000 to \$10,000 are available for primary care research projects.

[Click here](#) to access three examples of successful project proposals with budgets. Permission to share these proposals was granted by the authors.

Item	Justification <i>(provide a rationale for the expense)</i>	Cost
Personnel		
Research Staff <i>(see table below for wages)</i>	A research coordinator is required approximately 10 hours per month for six months to assist with recruitment, data management and analysis (\$45/hr x 60 hrs)	\$2700
Supplies and services		
Equipment/Software	SPSS license is required for the Principal Investigator @ \$295	\$295
Participant honoraria	\$25 gift card per participant (80 x \$25)	\$2000
Other	Examples: simulation lab fees, travel to and from research sites for data collection or meetings, translation, transcription etc.	n/a
Total		\$4995

This table presents wages for research staff.

Research Staff Wages	
Research Coordinator (recruitment, data collection analysis, literature review)	Hourly rate \$42 – 48 per hour (including benefits)
Knowledge Translation Specialist (infographics, graphic design)	Hourly rate \$42 – 48 per hour (including benefits)
Research Associate (research methods, statistical analyses consultations)	Hourly rate \$75 per hour including benefits)
McMaster Work Program (subsidized program for undergraduate student Research Assistants)	\$18 - \$20/hr with a subsidy from the university of \$7.50 per hour
Fall/Winter Terms (up to 10 hours per week Sept 1 - April 25. Example: 5 hrs per week x 8 months @\$20/hr with subsidy = \$2000)	\$2000
Summer Term (40 hours per week for 16 weeks May 1 – August 31. Example: 15 hours per week x 4 months @\$20/hr with subsidy = \$3000)	\$3000

Engaging students in research: DFM Research has established guidelines for engaging undergraduate, graduate students, and residents in research. Applicants are encouraged to include students as members of research teams but recommend that their time is compensated. Refer to the [Research Opportunities for Students and Trainees](#) guidelines document.

Ineligible Expenses

- 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
- Publication costs: McMaster has agreements with several publishers to waive article processing fees. DFM also has an Open Access Fund that Principal Investigators can apply for at the time of publication.

In Kind

There are a number of free or in kind services and resources available to support your research:

- McMaster resources
 - Software for free:
 - Microsoft 365
 - Endnote software for literature review
 - Covidence software for systematic review
 - Zoom
 - Access to a Health Sciences librarian for literature searching
 - Agreements with publishers to waive Article Processing Fees. Search the McMaster Open Access Publishing Journal Search Tool to find waivers and discounts to publish open access
- Department of Family Medicine, Research resources
 - Meeting rooms and office space on the 5th floor, DBHSC, 100 Main Street West, Hamilton
 - SharePoint folder creation and access for secure data storage and management
 - REDCap for secure quantitative data collection and management
 - Access to SPSS or NVivo software on a laptop available for loan
 - Free consultations with our Research Staff Support Team any time
 - TRAction Toolkit: an open source toolkit for conducting primary care research
 - Research Knowledge and Skill Builders: webinars presented by DFM faculty and staff on many topics about research in primary care

Appendix 5

Evaluation Criteria for the Final Proposal

Evaluation Criteria for DFM Research Fund Final Proposals		
Item	Assigned Points	Reviewer Comments
INTRODUCTION: BACKGROUND AND RATIONALE (TOTAL: 10 points)		
1. Does the introduction provide sufficient literature/evidence to describe the primary care context that will be studied?	/ 5	
2. Does the introduction make the case for conducting the study? (e.g., it describes why the question is novel or what are the limitations of existing studies)	/ 5	
IMPACT: RELEVANCE TO PRIMARY CARE (TOTAL: 10 points)		
3. Does the proposal describe the relevance to primary care research and practice?	/ 5	
4. Does the proposal describe how the study will have the potential to contribute to changes in clinical care, medical education, or practice?	/ 5	
METHODS (TOTAL: 60 points)		
5. Is there a clearly defined research question?	/ 5	
6. Does the proposal identify and briefly describe an appropriate study design to answer the research question?	/ 5	
7. Are the study settings and participants (e.g., eligibility criteria and recruitment strategy) described?	/ 10	
8. Is data collection described which includes a brief description of any relevant implementation and/or ethical considerations? (e.g., survey development, type of consent, data storage etc.)	/ 10	
9. Are the outcomes of interest listed and described, and if relevant, is there a description of quantitative measures or evaluation metrics?	/ 10	
10. Is data analysis described and appropriate for the type of data collected?	/ 5	
11. Are feasibility concerns described in relation to the conduct of the study? (e.g., project scope, budget, staffing, timeline, proposed methods)	/ 10	
12. Have ethical considerations (e.g., clinical approvals) been addressed and how they will be taken into account? (e.g., timelines based on DFM HiREB Process Chart provided in Appendix 3)	/ 5	

BUDGET (TOTAL: 5 points)	
13. An extra page for a budget and budget justification has been provided and aligns with the proposed study activities.	/ 5
PRESENTATION STYLE/FORMAT (TOTAL: 5 points)	
14. Does the proposal conform to the application requirements? (e.g., 4 pages, 12-pt font, single-spaced)	/ 2
15. Are ideas clearly presented, logically organized, and supported by references that have been used appropriately and listed in a Reference List?	/ 3
TEAM EXPERTISE (TOTAL: 10 points)	
16. Has the PI described that they themselves have the expertise to carry out the research (e.g., pilot work, previous publications, training), and if not, the PI has ensured that the necessary expertise is present by involving Co-Investigators or staff?	/ 10
TOTAL (out of 100 points)	/ 100

Review criteria adapted from Health Research Methods, Evidence, and Impact marking rubrics.

Appendix 6 Required Certification for Faculty Research Participation

Note: The following are standard requirements for Principal Investigators of funded research projects. Not all the items listed below will be required for all ethics applications. There may also be other courses, questionnaires or certifications required. Always check the most up-to-date requirements when completing your HiREB application:

1. **Tri-council Policy Statement 2: Course on Research Ethics** (TCPS 2: CORE)

For non-clinical trials, the study PI must have completed TCPS 2: CORE or GCP (Good Clinical Practices) (below) when obtaining ethical approval from the Hamilton Integrated Research Ethics Board (HiREB)

[Completed through the Panel on Research Ethics website](#)

[TCPS 2: CORE User guide](#)

2. **Good Clinical Practice** (GCP)

For clinical trials, the study PI must have completed GCP training when obtaining ethical approval from HiREB

Request access to the CITI GCP Training by emailing hsresadm@mcmaster.ca

3. **McMaster Tutorial for Researchers Conducting Retrospective Review of Health Records**

Required for studies involving chart reviews when obtaining ethical approval by HiREB — [register here](#)

4. **Integrating Sex & Gender in Health Research core certification**

Required for all [applicants to CIHR \(Canadian Institutes of Health Research\)](#), not just the PI. However, collaborators are exempt. Three modules are required:

- sex and gender in biomedical research
- sex and gender in primary data collection with human participants
- sex and gender in analysis of secondary data from human participants

Completed through the [CIHR Institute of Gender and Health](#)

5. **CIHR Equity and Diversity Questionnaire**

Required for all applicants to CIHR at the full application stage, not just the PI. However, collaborators are exempt.

[Access the questionnaire here.](#)