

NETWORK ENVIRONMENTS FOR ABORIGINAL HEALTH RESEARCH



A Michael Smith Foundation for Health Research Network

**The competition and applications will be considered on a first come first considered basis for the 2009 fiscal year
All applications must be received by May 30, 2009**

Network Environments for Aboriginal Health Research, University of Northern British Columbia Node RESEARCH SEED GRANT GUIDELINES

Purpose

A limited amount of seed funding is available from the University of Northern British Columbia Node of Network Environments for Aboriginal Health Research (NEARBC) to assist BRITISH COLUMBIA -based researchers, working in the area of Aboriginal Health, to develop grant applications. These seed funds may be utilized for:

- **research team development** which would link academic and/or community based researchers to prepare an application for research funding; or
- conducting **exploratory work** to test research questions/methods or collect **pilot data** to support an application for research funding.

Eligibility

Teams of BC researchers based in both academic and community settings are eligible. Awarded funds must be located at, and be accounted for, by an accredited post-secondary institution within British Columbia. Preference will be given to proposals involving collaborative teams (e.g., those that include a partnership of at least two of the following – academics, practitioners, public and/or private service providers, community organizations, government representatives, etc.). NEARBC encourages the building of mentoring relationships. To that end, preference will also be given to proposals that include graduate students who are working with community based researchers in this capacity.

Application Presentation

All applications will be considered on a first come first considered basis by the NEAR BC secretariat. The format for submitted applications is outlined below.

1. **Research Team Development Seed Grant (maximum 7 pages + budget and timeline)**

The following table lists the required sections of the application and the suggested number of pages for each section of the application (intended as a guide only). *Details regarding these sections are described below under “Application Content”.*

| | Section | Number of Pages |
|----------------------|--------------------------|-----------------|
| Detailed Application | Application Cover Form | 1 |
| | Description | 2 |
| | Team Members | 1 |
| | Team Development Process | 1 |
| | Grant to be applied for | 1 |
| | Budget justification | 1 |
| | Total | 7 pages |
| Appendices | • Timeline | 1 |

| | | |
|--|----------|---|
| | • Budget | 1 |
|--|----------|---|

2. Exploratory/Pilot Study Seed Grant (maximum 7 pages + budget and timeline)

The following table lists the required sections of the application and the suggested number of pages for each section of the application (intended as a guide only). *Details regarding these sections are described below under “Application Content”.*

| | Section | Number of Pages |
|----------------------|-------------------------|-----------------|
| | Application Cover Form | 1 |
| Detailed Application | Description | 2 |
| | Team Members | 1 |
| | Description of method | 1 |
| | Grant to be applied for | 1 |
| | Budget justification | 1 |
| | Total | |
| | <i>Appendices</i> | |
| | • Timeline | 1 |
| | • Budget | 1 |

Application Content and Instructions

Applications for both types of Seed Grants include an Application Cover Form, a Detailed Application and Appendices, References, Curriculum Vitae, Letters of Reference (minimum 1) and Disclosure of Personal Information Form (available for download on website) signed by the Team Leader / Applicant.

1. Application Cover Form

Please download the Application Cover Form at www.nearbc.ca/documents/node-unbc/NEARBC-CoverForm2009.doc. This form must be signed by the Team Leader / Applicant.

2. Detailed Application

- a) *Description*
A description of your research idea/question and its significance/contribution to Aboriginal health research
- b) *Team Members*
A profile of proposed research team members including recent grant successes and research training
- c) *Team Development Process (Research Team Development only)*
A description of the team development process, including any proposed training
- d) *Description of Method (Exploratory Pilot Study only)*
A description of the research method including study design, sample size, method of participant recruitment, proposed data collection method and approach to analysis
- e) *Grant to be applied for*
Identification of the specific granting agency and grant program that you intend to apply to once exploratory/pilot work is complete, including date of intended application
- f) *Budget Justification* A justification of proposed expenditures

Application Format

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To be eligible for review, all applications must adhere to the following instructions for presentation and content. Except for the cover forms and appendices, all material must be presented as follows:

- Arial font (regular), minimum 12 point;
- Text single-spaced;
- Pages single-sided;
- 2.54 cm (one-inch) margin on all sides of each page;
- A header on each page with Team Leader/Applicant's name in the top left-hand corner, and the page number in the top right;
- References must be included and will not be included in the page limit;
- Appendices are limited. Only two appendices (e.g. timeline and budget pages, 1 page each) are permitted. References, Curriculum Vitae and letters of support are not included in this limit and should be attached following the Appendices. *Do not include copies of publications*; and
- Curriculum Vitae of the Team Leader / Applicant must be appended with a list of current funding and publications (last 5 years).
- In the case of the Research Team Development Grant also append a list of current funding and publications (last 5 years) for each proposed research team member.

Funding

Funds available

NEARBC Northern Node has funds available for a total of four \$2500.00 team development or exploratory/pilot Seed Grants for 2009. Seed Grants are available on a one-time basis per project.

How may the funds be used?

NEARBC Seed Grant funds are intended to facilitate the research development process for BC-based Aboriginal Health researchers leading to the submission of a competitive research grant application (e.g., MSFHR, CIHR, SSHRC, etc.). Specifically, funding can be used for:

- Personnel (research assistants)
- Travel and communication (such as teleconferences)
- Supplies and services

Reporting

Reporting requirements

Seed Grant projects must be completed by September 2009. A final report must be submitted to the NEARBC Executive within 6 weeks of project completion and should include:

- 1) a complete financial statement
- 2) a summary of the findings
- 3) a summary of applications resulting from the seed funding including name of proposal, abstract, budget requested and granting organization applied to.

Adjudication

Adjudication of Seed Grant Applications

Adjudication of applications will be conducted by members of the NEAR BC Executive Committee.

Applications should be sent by regular mail or emailed to:
University of Northern British Columbia
3333 University Way
Prince George, BC
V2N 4Z9

Web: <http://www.nearbc.ca>
Email: erobinso@unbc.ca