GUIDELINES
Updated: August 09, 2017

University Hospital Foundation Medical Research Competition
(UHFMRC) – 2017

Please note NEW POLICY & PROCEDURE on page 4

BACKGROUND
The University Hospital Foundation (UHF) was created in 1962 by an act in the Alberta legislature. Its mission is inspiring philanthropy to support innovation and excellence at the University of Alberta Hospital, the Mazankowski Alberta Heart Institute, and the Kaye Edmonton Clinic. The UHF’s vision is to be a Canadian leader in health care philanthropy that passionately engages the community and continually grows support.

The Faculty of Medicine & Dentistry (FoMD) is dedicated to the improvement of health through excellence and leadership in medical and dental education, research and health care. Its mission is to prepare physicians and dentists to provide the highest quality of health care to the people of Alberta and beyond, and to advance knowledge and skills through fundamental, clinical, and applied research.

OBJECTIVES
To provide one-year research operating grants for up to $35,000 to fund innovative, translational research for clinician scientists in the FoMD. Although applications in all areas of biomedical, clinical, health services and outcomes research are acceptable, a clear linkage to clinical problems in adults is required. This year, a portion of the funds are restricted to the following areas: Alzheimer’s, heart, hematology, immunology, and respiratory.

Please note:
(1) Applications from new investigators (those within five years of their first academic appointment) are encouraged.
(2) Established investigators may also apply but are encouraged to participate in projects as co-investigators or co-applicants with new investigators.
(3) It is expected that project funding will form the basis for subsequent and simultaneous applications for peer-reviewed external funding (e.g., CIHR). Projects currently funded by another source will be given lower priority.

ELIGIBILITY
- A clinician holding a primary appointment with Alberta Health Services (AHS) – Edmonton Zone at the University of Alberta Hospital, Mazankowski Alberta Health Institute, or the Kaye Edmonton Clinic and a faculty appointment with the Faculty of Medicine & Dentistry, University of Alberta that permits applying for and holding research funding as per the University’s Eligibility to Apply for and Hold Research Funding Policy. Principal investigators and co-PIs must provide a letter from their Department Chair or Divisional Director stating they are primarily involved in the care of adult patients at the University of Alberta Hospital and this is their major site of service delivery.
- Basic biomedical researchers and clinical researchers who are not clinicians within the FoMD are only eligible to apply as a PI if they have a clinical colleague (based on the above criteria) as the co-principal investigator.
- One application per principal investigator, or co-PI.
- Applicants can only hold one UHFMRC grant as a PI or Co-PI at any point in time; applications
for additional funding will not be processed until the completion of the previous grant and submission of the final report. In other words, investigators that currently hold the award from previous competitions are still eligible to apply for the upcoming competition but must complete the project, return unused funds to the UHF, and complete the final report by December 31, 2017.

- Researchers must maintain a good standing with the UHF grants panel with regards to interim, final, and budgetary reporting, and acknowledgement of the UHF in publications and presentations to be eligible for subsequent grant cycles.

**Not Eligible**
- Clinicians and faculty members who are primarily involved in the care of patients at the Stollery Children’s Hospital, Covenant, Cross Cancer Institute, Glenrose Hospital, and/or Royal Alexandra Hospital. These clinicians are encouraged to seek funding associated with the Foundations supporting these hospitals.
- **NEW:** Principal investigators or co-principal investigators who have held the award three or more times over the past 10 years. These individuals are encouraged to apply as co-applicants with new investigators as the principal investigator.

**GUIDELINES**

**Research Areas Supported**
Applications in all areas of biomedical, clinical and health services/outcomes research are acceptable. A clear linkage to a clinical problem in adults is required and an emphasis on T1 or T2 translational research is desirable. As specified by donors, a portion of the funds are restricted to the following areas: Alzheimer’s, heart, hematology, immunology, and respiratory; however, the majority of funds available have no such designation.

**Budget**
Funding will be limited to a total budget of $35,000 per project and will be awarded for one year (see eligible expenses below). Continuation of funding for the same project will only be awarded in unusual circumstances. Renewal of funding is not permitted.

- Eligible costs: publication or open access costs, equipment (maximum $10,000), and stipends for graduate students, research assistants, technicians, postdoctoral fellows, and research associates.
- Ineligible costs: secretarial/clerical staff support, conference travel, computers, renovations, maintenance/installation of major equipment.

**APPLICATION DETAILS**

**Important Dates**
(1) Registration: Thursday, September 21, 2017 at 4:00pm
(2) Full Application: Thursday, October 12, 2017 at 4:00pm
Late applications will not be accepted

**New Procedures**
- **NEW:** Registration. Email Jill Byrne with PI and Co-PI names and the tentative title of the proposed research study. This step is mandatory.

**Application**
- Lay summary of proposal
- Research proposal (maximum 3 pages, 12 font)
- Budget details & justification
- Biographical sketch (PI and Co-PI(s) only)
• Letter from Department Chair or Divisional Director stating clinical applicants (PIs or co-PIs, not co-applicants) are primarily involved in the care of adult patients at the University of Alberta Hospital and this is their major site of service delivery.

Please submit the following materials to the Office of Research (2-13 Heritage Medical Research Centre) and submit your electronic copy online by Thursday, October 12 at 4:00pm:

• The original application with signatures, plus one copy.
• If funds are held from a previous UHFMRC, please note in writing that the final report will be submitted prior to December 31, 2017.

REVIEW PROCESS & EVALUATION
The UHFMRC Review Committee will evaluate all eligible applications. The committee will be appointed by the Associate Dean, Clinical/Translational Research (FoMD) with participation of the Committee Chair, and will include broad representation from within the faculty. The Terms of Reference are available upon request.

Applications will be reviewed in accordance with the traditional 5-point CIHR rating scale for grant programs. Upon completion of peer review, a ranked list of all applications in the fundable range will be generated to inform funding decisions; applications will be funded in top-down ranked order as far as the budget will allow. The review committee will meet in mid-November; applicants can expect notification of funding decisions by mid-December.

AWARDEE EXPECTATIONS
Failure to abide by the following terms will disqualify researchers from future applications as a PI or Co-PI.

Declaration
Successful applicants are required to sign a declaration relating to the issues described in this section ('Awardee Expectations') prior to release of funds.

Human Ethics, Animal Biosafety & Approvals
Applicants are responsible for ensuring that applications have received the necessary ethics, animal certification and/or biohazard approval. Funds will only be released to successful applicants when the Research Ethics Board approval is provided. Applications utilizing AHS resources must receive operational approval from AHS and a letter confirming this must be submitted to the UHFMRC Grant Administrator (Jill Byrne) prior to fund release.

Funding
Awarded funds will be administered by the Research Services Office (RSO) at the University of Alberta; it is expected that the funding period starts on January 01, 2018. Funds should be spent within one year of the award start date, and applicants cannot simultaneously hold unspent UHFMRC funds from a previous competition. Funds designated for equipment (maximum $10,000) must be used to purchase the request equipment. Major changes in how funding is used must be approved by the Chair of the UHFMRC Grants Review Committee and the UHF.

Reporting
An interim report is due at the one-year anniversary of the grant start date, and a final report is due at the two-year anniversary of the grant start date. In cases where the project is completed within one year, the final report can be submitted in lieu of an interim report. The program administrator will provide reporting details to awardees.

All reports (interim and final) will be provided to the UHF. The Foundation may share the reports and lay summaries with individual donors to the Medical Research Competition, and in cooperation with the
researcher, may publish and/or disseminate information regarding this award with donors and through UHF publications (online and print). Researchers must be available for impact reporting with donors as requested by the Foundation.

Acknowledgement
The UHF must be acknowledged in all publications and presentations.

Extensions
To request an extension, a letter explaining the reason for the extension and for how long must be provided to Jill Byrne. Once approved, a ‘Change to Existing Research Project Form’ through RSO must be completed.

NEW POLICY & PROCEDURE – 2017
- **Eligibility.** Applicants cannot apply as the principal investigator or co-principal investigator if they have held the award **three or more** times within a 10 year period. They can still apply as co-applicants.
- **Application Registration.** A simple registration step has been implemented three weeks prior to the application deadline to prepare the review committee and to ensure the PI and Co-PI(s) are eligible to hold funds. For this step, interested applicants are required to email Jill Byrne with applicant names (PI and Co-PI(s) only) and the title of the proposed research study.

CONTACT INFORMATION
This program is administered by the Office of Research, FoMD. If you have questions, please contact Dr. Jillian Byrne by phone (780-492-5345) or email (jill.byrne@ualberta.ca).