Department of Obstetrics and Gynecology
Resident Research Grant Competition Guidelines

Background:
The Department of Obstetrics and Gynecology is dedicated to fostering a learning environment that encourages and supports basic and clinical research. The Resident Research Grant Competition has been established to provide start up funds that will nurture and help develop resident research interests.

Eligible Applicants:
• Limited to core Obstetrics and Gynecology Residents
• Only one application per resident per project will be accepted

Funding:
A single award no greater than $750 and will be awarded per resident for the duration of their 5 years of residency. A full budget with justification must be provided.

Ineligible Costs:
Funding support will not be awarded for secretarial/clerical or clinical support, travel, renovations, or equipment maintenance or installation costs.

Application Procedure:
• The program is administered by the Department Education Fund Committee in the Department of Obstetrics and Gynecology. Application Forms are attached (see below)
• Applications will be received on a rolling basis between April 1st and December 15th of each year. Please allow for sufficient time for review of the application prior to expected start date of the research (estimated 6 weeks of lead time)
• Submit a Research Grant Application Form with all original supporting documentation to the Department APO, Obstetrics and Gynecology, 55131 Lois Hole Hospital, Robbins Pavilion, Royal Alexandra Hospital.
• Incomplete applications will not be considered.
• A subcommittee will review and approve applications.

Human Ethics, Animal Biosafety and Resource Approval:
Applicants are responsible for ensuring that applications have received all necessary ethics, animal certification or biohazard approval. Applications utilizing Capital Health resources must receive resource approval from Capital Health.

Distribution of Funds:
Once awarded, funds will be administered by the Department Education Fund Committee within the Department of Obstetrics and Gynecology. Funds must be spent within one (1) year of the award, or before end of applicant’s residency (whichever comes first). Major changes in how the awarded funding will be used must be submitted in writing to the Department Education Fund Committee for approval.

Reporting:
Each successful applicant is required to submit a report indicating the results and a financial report at the end of the funding period to the Department Education Fund Committee, Department of Obstetrics and Gynecology.

Revised: April 2013
Applicant Name (Please print):
________________________________________

First Submission ☐ Resubmission ☐

Project Title: ______________________________________________________________________
Start Date: ___________________________ Finish Date: ___________________________
Preceptor: ___________________________ Preceptor Title: ___________________________

Proposed Location of Research
Department/Faculty: ______________________________________________________________
Research Group Affiliation (if applicable): ___________________________________________

Human Ethics, Animal Biosafety and Resource Approval
Indicate if the project involves the following. Please note that certification must be received before funds are released.

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Budget
The requested budget should reflect expenditures for the development and expansion of the proposed research project. The following costs are not to be included as part of the requested budget: secretarial/clerical/clinical Support, travel, renovations and maintenance/installation of equipment.

Materials/Supplies/Services (list items separately): $

Other Expenses (provide details)
Budget Justification: Please attach a one page maximum budget justification

Details of Research Proposal

Describe clearly and concisely the proposed research project and include the following (maximum of 5 pages not including bibliography, figures, graphs). Your proposal should be typed in Calibri or Arial, 11 point font and attached to the application form.

1. Introduction to the problem being investigated/rationale
2. Research question/hypothesis
3. Objectives
4. Methodology
5. Anticipated results
6. Research design and data analysis
7. Criteria that will be used to measure whether project objectives have been achieved
8. Relevance of project to women’s health
9. Bibliography
10. References

Project Summary Suitable for Public Information
Provide in 15 lines or less a non-technical summary of your research, written in simple and clear language suitable for a lay audience. Also include the lay title of your research. Your summary should be typed in Arial, 11 point font and attached to the application form.

Signatures
The applicant is responsible for obtaining all required signatures. The application will not be considered if signatures are missing.

Applicant Name (please print): ____________________________________________________
Applicant Signature: ____________________________________________________________
Date Signed: __________________________________________________________________

Preceptor Name (please print): __________________________________________________
Preceptor Signature: __________________________________________________________
Date Signed: __________________________________________________________________

Department Chair Name (please print): ___________________________________________
Department Chair Signature: __________________________________________________
Date Signed: __________________________________________________________________

Completed applications must be received between April 1st and December 15th.
Please submit your package to the department APO at the following address:
Department of Obstetrics and Gynecology

Revised: April 2013