Colleagues, I am pleased to announce the 2017/18 Department of Psychiatry research seed funding competition. The primary intent of this competition is to support research by trainees (including residents, graduate students, and fellows) and junior faculty members. However, given on-going funding challenges in health research, we are also open to providing research funding support for mid- and senior-level researchers. All members of Western University’s Department of Psychiatry are welcome to apply to this competition. Applications should clearly present study methodology, whether of a quantitative, qualitative, or mixed-methods approach.

Trainees are required to include a mentorship plan (see p. 2 for more details); the same is recommended for new investigators and junior faculty members.

The maximum budgetary amount available to support each project in this competition is $7,500; smaller funding requests will also be considered. Priority will be given to projects in which the investigators provide clear and compelling indication of how they intend to use findings from a successful seed-funding project to support applications for extramural research funding from Federal research agencies and/or foundations, and that ideally involve collaboration among multiple members of the Department of Psychiatry (e.g., Basic and Clinical scientists, faculty and trainees, etc.) and with other University Faculties, Departments, or Research Institutes. This competition will not support top-up or gap-funding for partially completed projects funded by other granting bodies, or continuation funding for currently-funded projects.

We additionally request that all proposed P.I.s or co-P.I.s who hold a currently-funded seed-funded project provide an update on their projects. Although we will not restrict investigators from holding more than one seed-funded project at a time, priority in this funding competition will be given to individuals who do not currently hold seed-funding through the Department of Psychiatry. Please note: All projects will now have an assumed two year window, unless expressly stated otherwise, and we require a brief annual progress report for all funded projects.

**THE DEADLINE FOR APPLICATIONS IS FEBRUARY, 2nd 2018:**

Please complete your application, noting the guidelines set out for this competition using the enclosed checklist. Once completed, please save a copy for your files and submit an electronic copy along with any attachments to Lindsay Cecile (Lindsay.Cecile@lhsc.on.ca).

We will send you an acknowledgement of receipt of your application and submission of enclosed checklist. If you do not receive an acknowledgement of your submission within 2 working days, please contact Lindsay Cecile, Research Administrative Assistant for the Department of Psychiatry, at
(519) 685-8500 x 74911.

We look forward to receiving your application.

Dr. Marnin J. Heisel, Ph.D., C. Psych.

Director of Research, Department of Psychiatry, Western University

**Department of Psychiatry**

2017/18 Seed Fund Application

Title of proposal:

Proposed Study Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\*

Principal Applicant:

(Clearly indicate the name of the Principal Investigator for this project)

Co-Investigator(s): \*\*

(Clearly indicate the names, roles, and/or responsibilities of each co-investigator and the percentage of time
or number of hours per week to be devoted to this project).

**If the principal applicant is a trainee, please list the name(s) of project mentor(s)**. Please also provide a half-page mentorship plan, including a proposed mentorship meeting schedule, a few learning objectives, and other pertinent information about the mentorship plan. Junior faculty members are also encouraged to include a mentorship plan. Mentors are required to submit a brief (2-page) C.V. listing their previous research mentorship experience and peer-reviewed research funds over the past 3 years. If this information is not provided, the committee will assume that a mentorship plan is not in place, and the submission will not be reviewed.

\* Please note: Seed funding projects are now assumed to be two years in duration, unless otherwise stated and justified.

\*\* Please note: By submitting this application, you are attesting that all co-investigators have seen and approved its submission and have agreed to their roles as stated.

Have you previously received research funding from the Department of Psychiatry Seed Funding Competition?

 [ ] Yes [ ] No

If yes, please specify the year(s) in which you received funding, the amount(s) awarded, your project title(s), and any academic outcomes/deliverables supported by Department of Psychiatry research seed-funding (e.g., papers, presentations, workshops, theses, additional dissemination, additional funding).

**Summary** (max 300 words)

Note: This summary should be appropriate for a “lay audience” and may be used in written or electronic departmental communications and reports or shared with donors or other funders.

**Instructions for Applicants**

Your proposal should be a **maximum of 5 pages in length\***, single-spaced, minimum 12-point font size, and have the following headings (submissions that do not adhere to these guidelines may be returned without review or receive low priority scores in this competition):

* Background
* Objectives/Hypotheses
* Methods (including statistical analysis and sample size analysis)
* Anticipated limitations/pitfalls and proposed remedies
* Overall significance
* Plans for dissemination/knowledge translation
* Plans for future extramural funding applications

Have all study investigators completed the Lawson SOP training? [ ] Yes [ ] No

Have you submitted this project protocol for REB approval? \*\* [ ] Yes [ ] No [ ] N/A

If yes, has your study already received REB approval? [ ] Yes [ ] No

Has this proposal been reviewed by all co-investigators/ mentors? [ ] Yes [ ] No [ ] N/A

Has this proposal been peer-reviewed by a colleague? [ ] Yes [ ] No

Please attach a detailed budget (with brief justification of costs and/or estimates), listing:
personnel, materials/expendable equipment, and miscellaneous expenses.

Note: The seed funding competition will not typically cover the cost of large or non-expendable equipment (e.g., a computer), conference travel expenses, or training courses. We will also not cover journal review, publication, or printing costs. Requests for top-up funding for existing partially-completed projects will not be supported. Please contact Dr. Heisel with any questions prior to applying.

**Please attach a list of publications and of research funding (including start-up funds) for the past 3 years for EACH APPLICANT (including trainees).**

\* Not including a 1-page Reference list. You may also attach up to 2 Appendices for your project. Please ensure that any attachments are focused and pertinent to your submission. Please do not append published articles. Reviewers are not required to review project Appendices.

\*\* Research ethics approval (or a waiver) must be received prior to the release of project funds.

Please submit this application electronically to

Lindsay.Cecile@lhsc.on.ca by **February 2nd, 2018**.

**Proposal Description** (Max. 5 pages: Begin your proposal here. Add pages as needed).

**Department of Psychiatry**

2017/18 Seed Funding Competition

**Applicant Checklist** (please submit this checklist along with your funding application).

Before submitting your application, please indicate that you have completed the following tasks:

|  |  |
| --- | --- |
| Have you... |  |
| 1. Completed and signed the application form?
 | Yes [ ]  No [ ]  |
| 1. Acknowledged all outstanding funding applications for this project?
 | Yes [ ]  No [ ]  N/A [ ]  |
| 1. Acknowledged your research ethics (HSREB/NMREB) approval status?
 | Yes [ ]  No [ ]  N/A [ ]  |
| 1. Listed all study Investigators/Co-Investigators and Mentors (if applicable)?
 | Yes [ ]  No [ ]  N/A [ ]  |
| 1. Appended your project Mentors’ brief CVs (if applicable)?
 | Yes [ ]  No [ ]  N/A [ ]  |
| 1. Appended your brief Mentorship plan (if applicable)?
 | Yes [ ]  No [ ]  N/A [ ]  |
| 1. Acknowledged that all investigators have reviewed this project

(and that authorship discussions have taken place)? | Yes [ ]  No [ ]  N/A [ ]  |
| 1. Acknowledged that the proposal has been reviewed by a colleague?
 | Yes [ ]  No [ ]  |
| 1. Appended a project budget (with budget justification)?
 | Yes [ ]  No [ ]  |
| 1. Noted any outstanding funds from previous Department of Psychiatry seed fund supported research projects?
 | Yes [ ]  No [ ]  N/A [ ]  |
| 1. Appended a list of publications and research funding for each applicant?
 | Yes [ ]  No [ ]  |

Please submit this application electronically to

Lindsay.Cecile@lhsc.on.ca by **February 2nd, 2018**.