

**Department Of Anesthesia & Perioperative Medicine  
Schulich School of Medicine & Dentistry  
Western University**

**INTERNAL RESEARCH FUND (IRF) COMPETITION**

**Application Deadline: Monday, November 12, 2018 at 3:00 pm**

**INTERNAL RESEARCH FUND GUIDELINES**

These guidelines are designed to facilitate the completion of the Department of Anesthesia and Perioperative Medicine IRF application.

1. The principal applicant **must** be a registered trainee or hold a Western University appointment within the Department of Anesthesia & Perioperative Medicine.
2. The principal applicant/anesthesia faculty sponsor **must** be a member of the Phase 3 Alternate Funding Plan.
3. The principal applicant/anesthesia faculty sponsor **must** be the lead scientist on the project.
4. All sections of the IRF form and attachments **must** be completed.
5. One grant in the amount of \$30,000 will be awarded. Projects that are eligible to apply **must** be group collaborative efforts within anesthesia subspecialty programs. Individual projects that do not demonstrate group collaboration will not be considered for funding.
6. Applications for the following types of research projects will be considered:
  - (a) Start up projects or pilot projects that demonstrate a clear potential to receive extramural funding or give rise to novel areas of research
  - (b) Randomized controlled trials, including those that have received partial funding from external funding agencies, will be considered.
  - (c) Funding of research projects may include clinical medicine, basic sciences or education.
  - (d) Funding for equipment integral to new areas of research will be considered if the equipment is critical to the success of the project and it has been demonstrated that the equipment was unable to be provided in kind from industry collaborators. Quotes for equipment must be included with the submission.
7. The Principal Investigator(s) may be a mid-career or senior researcher. However, at least one junior staff member (within the first 5 years of his/her appointment) **must** be a member of the research team.

8. The funding term will be 2 years in length.
9. Projects must indicate a clear continuity plan for the project following the conclusion of the funding term. This continuity plan must include anticipated applications to external funding agencies and a clear plan for knowledge translation.
10. **Funds for successful applications will be awarded in two equal instalments.** The first instalment (50% of the approved budget) will be distributed as soon as the training requirements and ethics requirements (if applicable) of the project have been met. **The remaining 50% will be released following submission of a project progress report.**
11. Successful applicants will be required to submit an annual progress report for review by the Research Committee. This progress report must include a spending summary with a description of expenditures.
12. The research activities must be performed on site at LHSC, SJHC or an affiliated institution.
13. Applications for travel funds will **not** be considered.
14. Each subspecialty group may receive only one IRF grant **per year**.
15. Funds must be utilized within **24 months** of the release of funding. A report and statement of expenditures must be provided at the end of the project period. Any unexpended funds must be returned to the Department of Anesthesia/Perioperative Medicine IRF.
16. The following training requirements **must** be completed by **the Principal Investigator** prior to **grant submission**:
  - a) Privacy (PHIPA) – to be completed on iLearn/My Education (ME)
  - b) Tri-council Policy Statement (TCPS) 2: Course on Research Ethics (CORE) tutorial - <http://tcps2core.ca/welcome>
  - c) Good Clinical Practice (GCP) - <https://www.citiprogram.org/default.asp?> (if applicable to your study and/or requested by Lawson)
  - d) Lawson Standard Operating Procedures (SOPs) – to be completed on iLearn/My Education (ME)
17. Where research involving human and/or animal subjects is indicated, applications will be reviewed as to the scientific validity of the project. However all funding for successful submissions will be held until evidence of approval by the Western University Health Sciences Research Ethics Board (HSREB) and/or the Animal User Subcommittee (AUS) is received by the Chair of the Research Committee. Applications to the HSREB and/or AUS **must be submitted** within **two months** from the date of award notification. Failure to do so will cancel this research funding.

18. Any research study that involves human participants **must** be registered with the ClinicalTrials.gov database prior to the release of funds.
19. Signature by the principal investigator attests to the fact that all co-investigators have reviewed the application and are in agreement with its contents.
20. Signatures from Co-Investigators must be obtained to acknowledge their involvement in the project.
21. The application **must be signed by the Department Chair/Chief** prior to submission. The signature attests to the fact that the principal applicant/anesthesia faculty sponsor is a member of the clinical department and Academic Funding Plan. Applicants may submit their application for peer review by the internal review deadline.
22. If your application is incomplete or does not conform to the guidelines, it will be returned.
23. The Research Committee will review the applications. Applicants will be informed as quickly as possible. Results will be posted on the Department of Anesthesia and Perioperative Medicine website at [www.schulich.uwo.ca/anesthesia](http://www.schulich.uwo.ca/anesthesia)
24. Applications must be submitted to Kathie Baer, Department of Anesthesia & Perioperative Medicine (Rm B3-406), LHSC-UH. Submit **one complete original** of the application **with signatures** and **one electronic copy** of the application (signatures not required). Electronic copies can be sent as an attachment (Adobe PDF or Word) to [Kathie.Baer@lhsc.on.ca](mailto:Kathie.Baer@lhsc.on.ca).
25. All completed applications are due by **Monday, November 12, 2018 at 3:00pm**
26. Any work presented and/or published that is funded by this grant **must** acknowledge the 'Department of Anesthesia & Perioperative Medicine, Schulich School of Medicine & Dentistry, the University of Western Ontario' for funding support.

**By signing below, I declare that I have read and agree to adhere to the guidelines outlined above.**

**Signature of Principal Investigator**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

Any questions should be directed to Kathie Baer – [Kathie.Baer@lhsc.on.ca](mailto:Kathie.Baer@lhsc.on.ca) ext. 32092.

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**INTERNAL RESEARCH FUND (IRF) GRANT APPLICATION**

1. Principal Investigator:

\_\_\_\_\_

Subspecialty Group: \_\_\_\_\_

Co-Investigator(s): \_\_\_\_\_

2. Title of Project/Research Focus: \_\_\_\_\_

3. Location of Research (eg. site): \_\_\_\_\_

4. Study Commencement: \_\_\_\_\_

5. Budget - Total \$ Requested: \_\_\_\_\_

**\*N.B. Provide a detailed breakdown showing justification of the budget on a separate page**

6. Has this project been submitted for review by the UWO Health Sciences Research Ethics Board or Animal User Subcommittee?

No, not applicable

Yes, approved (copy of approval notice attached)

Yes, approval pending

Not yet submitted

**Signature of Principal Investigator**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Signature of Subspecialty Group Director**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Signatures of Co-Investigators**

Co-Investigator \_\_\_\_\_ Date: \_\_\_\_\_



Co-Investigator \_\_\_\_\_

Date: \_\_\_\_\_

Co-Investigator \_\_\_\_\_

Date: \_\_\_\_\_

Co-Investigator \_\_\_\_\_

Date: \_\_\_\_\_

Co-Investigator \_\_\_\_\_

Date: \_\_\_\_\_

**Signature Chair/Chief**

\_\_\_\_\_

Date: \_\_\_\_\_

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**INTERNAL RESEARCH FUND (IRF) GRANT APPLICATION**

1. Outline: Please provide an outline of the proposed research on **no more than FIVE (5)** attached pages (excluding References and Appendices) using a serif 12 pitch font. The outline should include:
  - 1) Title of Project
  - 2) Short lay summary of the project (2-3 sentences)
  - 3) Purpose of the research
  - 4) Hypothesis
  - 5) Background information
  - 6) Methodology
    - a. Proposed number of subjects (including power analysis)
    - b. Proposed statistical analysis
    - c. Protocol
  - 7) Outcome Goals: Presentation (meeting/year), Publication (pilot, abstract, and/or manuscript), and Funding expectation
  - 8) Project time line.
2. References and Appendices: In addition to the outline of the proposed research, references and appendices may also be included with the following restrictions:
  - a) References (**1 additional page**)
  - b) Appendix (Can include photographs, charts, diagrams, or other relevant information, **maximum 5 additional pages**).
3. Impact: Please provide an impact summary (maximum of **1 additional page**) outlining WHY this project is important and HOW it will contribute to furthering the development and extension of research within the field and within the Department of Anesthesiology. Indicate WHAT skills, interests or background contributes to likelihood of success of this project. Within this summary, please provide a description as to how the project and/or research focus that you are proposing will advance knowledge in your subspecialty field.
4. Team: Please provide a description of your research team (maximum **1 additional page**) and the roles each project member will have in this study.
5. Continuity plan: Please indicate the continuity plan for your project following the conclusion of IRF funding. In your summary, indicate specific funding sources where you anticipate applying to, how your project is a suitable fit for application to these agencies, and what project outcomes will generate novel and/or continuing research. Please also describe your plan for knowledge translation (maximum of **1 additional page**).

5. **Detailed budget breakdown.** Please indicate what funds are expected to be used during each year of the funding term. For personnel, indicate salary and time expectations. All requests for equipment must be accompanied by a quote.