Program in Critical Care Medicine
Schulich School of Medicine & Dentistry
Western University

INTERNAL RESEARCH FUND (IRF) COMPETITION

Application Deadline: December 1, 2014 at 1200 hrs

INTERNAL RESEARCH FUND GUIDELINES
These guidelines are designed to facilitate the completion of the Program in Critical Care Medicine IRF application.

1.   The principal applicant **must** hold a Western University appointment within the Program in Critical Care Medicine and be a contributing member of the CCW Research/Education program.

2.   The principal applicant **must** be the lead scientist on the project.

3.   All sections of the IRF form and attachments **must** be completed.

4.   Grants up to a maximum of $25,000.00 each will be awarded to successful applications.

5.   Successful applicants will be required to submit an annual progress report for review by the Research Committee.

6.   The research activities must be performed on site at LHSC, SJHC or an affiliated institution.

7.   Preferential consideration will be given to principal applicants who are Junior Faculty (<5 years post Fellowship) and/or support **trainees**.

8.   Applications for the following types of research projects will be considered:
     (a)   Start up projects or pilot projects, particularly those which have potential for extramural funding or give rise to novel areas of research will be given preferential consideration.
     (b)   Projects of new investigators that have received partial funding from external funding agencies will also 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.

9.   Applications for travel funds will **not** be considered.

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10.   The Research Committee will review a **MAXIMUM** of one application from each principal investigator.

11.   Investigators are encouraged to seek funds from other sources as soon as possible.

12.   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 Program in Critical Care Medicine IRF.

13.   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 encumbered 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 **three months** from the date of award notification. Failure to do so will cancel this research funding.

14.   Any research study that involves human participants **must** be registered with the ClinicalTrials.gov database prior to the release of funds.

15.   Note that signature by the principal investigator attests to the fact that all co-investigators have reviewed the application and are in agreement with its contents.

16.   If your application is incomplete or does not conform to the guidelines, it will be returned.

17.   Applications must be submitted to Tina Mele either in electronic form or as a paper document (Rm C8-005), LHSC-UH. Electronic copies can be sent as an attachment (Adobe PDF or Word) to tina.mele@lhsc.on.ca

18.   All completed applications are **due** by **12:00 hrs on Monday, December 1st, 2014.**

19.   Any work presented and/or published that is funded by this grant **must** acknowledge the Division of Critical Care Medicine, Schulich School of Medicine & Dentistry, Western University' for funding support.

20   **Adjudication**: Applications will be reviewed by a committee of 5 program members. Program members who have an application in the competition are excluded from the committee. The review committee should include 1 research committee member and include 2 members each from UH and VH. The chair of the Research program will be charged with naming the program members to serve on the committee. The committee is expected to review the applications and determine the successful applicant(s) within 6 weeks of the submission deadline.

21   **Assessment:** You will be asked to submit a Final Research Report back to the Research Committee. Please note that consideration for future competitions will only be given to Investigators who have submitted a Final Research Report outlining the use of previous CCW Research Awards.

22.   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 Tina Mele – tina.mele@lhsc.on.ca ext. 33970.

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INTERNAL RESEARCH FUND (IRF) GRANT APPLICATION

1. Principal Investigator: _____

Co-Investigator(s): _____

2. Title of Project: _____

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

   _____   _____

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1. Outline: Please provide an outline of the proposed research on **no more than FOUR (4)** 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: Timelines and related deliverables, Presentation (meeting/year), Publication (pilot, abstract, and/or manuscript), and Future Funding expectations
   8) Potential challenges/limitations and strategies to mitigate these challenges
   9) References (maximum of 15 on 1 additional page)
   10) Appendix (Can include photographs, charts, diagrams, or other relevant information, maximum 5 additional pages).

2. Impact: Please provide an impact summary (1 page maximum length) 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 Division of Critical Care Medicine. Indicate WHAT skills, interests or background contributes to likelihood of success of this project.

3. Indicate your role as applicant and the role of each of the co-investigators (1 page maximum in length). Please describe the expertise, experience and resources contributed by each person on the application to this project.

4. Detailed budget breakdown (1 page maximum in length). Requests for salary funding for research trainees or research assistants must be accompanied by a CV of the individual (max 2 pages).

5. If this is a reapplication for continuation of a previous project or a related project, please provide a summary of justification to the committee for consideration of renewed

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funding. In addition, please provide a summary of progress of previously funded projects by Critical Care Western.

6. If any of the applicant(s) have been funded by Critical Care Western in the last 5 years, please submit a summary of output/outcomes/progress of that research project (1 page maximum).

7. Please submit a CV for each principal investigator/co-investigator (max 2 pages for each investigator).

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