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## GUIDELINES

The Internal Research Grant (IRG) Program supports research initiatives of relevance to oral health or dental education. This program promotes scholarly activity by faculty members whose primary appointment is within Schulich Dentistry. A maximum of \$10,000 is available to successful applicants for seed money, one-time requests, and projects of short duration (max. 1 year). Requests for funds to supplement existing operating or research grants, to augment funds for larger projects, or to attend workshops or training programs will not be accepted. Applications from the same applicant will not be funded for the same project beyond two consecutive years. Applicants re-applying after the first year of funding must provide a progress report of their research, including evidence of grant applied for and list of publications resulting from the IRG funding received previously. Preference will be given to those clinical faculty members striving to get new research programs established.

**Eligibility:** The principal applicant must be a regular, full-time faculty member of Schulich Dentistry. Applicants who currently hold research grants, contracts or internal funds (including start-up funds) totaling more than \$15,000 a year are ineligible to apply.

**Guidelines for Projects:** A faculty member may submit only one application per year. The project can be on any topic relevant to oral health or dental education, including biomedical, materials, clinical, health services, population health or educational research. Applications should provide a detailed budget that justifies the planned expenditures. Purchase of equipment costing more than \$2,000 in total will not normally be allowed.

**Application Procedure and Deadline:** The application form is attached. Please complete all sections and follow the page and size restrictions for each section; incomplete applications will be returned to applicant. Deadline for submission is September 30, 2018. Late applications will not be accepted.

**Adjudication:** The Dentistry Research Committee will review and rank the submitted applications. Preference will be given to applications that offer a clear rationale for the proposed research, exhibit innovation, and contain a budget explaining fully how the money requested will be spent. Based on the Research Committee's recommendation, the Director and Assistant Director of Research will make the final decisions on the awards and budget. Funds will be released by March of the next year (if all applicable Ethics, Animal & Biohazard approvals are submitted) and will be available for use for up to 1 year. Extensions will be granted in special circumstances upon written request to the Director of Dentistry.

**Ethics, Animals & Biohazards:** All research proposals involving human or animal subjects or biohazardous materials must be approved by the appropriate Western review committee. Approvals should accompany the proposal or be sent to the Director's office within 60 days of the granting of the award. Funds will be encumbered and the project may not commence until appropriate approvals are received from the investigator.

**Use of Funds:** Grants will be administered by Western University. After all approvals and a ROLA are submitted, a research account will be established for each award. Investigators are expected to spend the funds in the manner proposed in the original request. Any unused funds must be returned to Dentistry at the end of the project period. Eligible expenses include salary for employees or trainees, supplies, and publication costs; please note, travel expenses are now not eligible (see more information on the application form). Funds cannot be used for computer hardware or non-research related items. Equipment purchases (including the software to run equipment) totaling no more than \$2,000 and which are essential to carry out the study will be allowed. Use of funds for items not listed in the approved budget will require prior written permission from the Research Committee.

**Outcomes:** Within 3 months of the end of the project period, applicants must submit an 'IRG Progress Report' to Dentistry's Research Office describing the research completed. It is expected that funded projects will generate peer-reviewed publications and lead to applications for research funding from other sources.

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**APPLICATION FORM - INSTRUCTIONS**

All sections must be completed. Please follow all instructions. One inch margins, minimum of 12-point font, single spaced or greater is required. Additional pages are not allowed unless specifically indicated.

- 1) Abstract of Proposal:** In terms that can be understood by a lay person, please describe the research project. Include the reason for the study, and the projected outcome (maximum ½ page).
- 2) Proposal:** Provide an outline of the research project on not more than 5 pages. This section should include:
  - a) purpose of the research
  - b) background information (cite references)
  - c) hypothesis and objectives
  - d) experimental plan
  - e) expected results
  - f) possible pitfalls and alternatives
  - g) significance / long-term goal

As an appendix to the Proposal, you can include additional pages containing references, preliminary data (figures, charts, tables, questionnaires) and letters of support.

- 3) Role:** Outline the role of each investigator (principal and co-investigators) (maximum ½ page).
- 4) Detailed Budget:** Present an itemized list of proposed costs. Provide a description and justification for all major expenditures, including salary for research trainees or assistants (maximum 2 pages).
- 5) Other Research Funds:** For each investigator (principal and co-investigators), list other funds a) applied for, b) received for all current projects, and c) received in the past 3 years. All sources of support should be listed, including research contracts and funds from Schulich Dentistry. Include the source of support, funding period, amount of support, title of the project, and names of principal and co-investigators.
- 6) CV(s):** A mini curriculum vitae (max 2 pages per person) must be provided for each investigator (principal and co-investigators), describing appointments, publications and supervisory experience. Do not list lectures, presentations, teaching or service.
- 7) Progress Report:** Applicants re-applying after the first year of funding must provide a progress report of their research, including the list of publications resulting from the IRG funding received previously.

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**Submit your completed application *electronically* to:**  
[Dentistry Research](#) or [Cathy Ferrie](#)

If further information is required, please contact  
Cathy Ferrie, Research Administrator  
[cferrie@uwo.ca](mailto:cferrie@uwo.ca)