

Centre for Studies in Family Medicine_Research Committee

DOCUMENT 2:

SUBMITTING AN APPLICATION FOR DEPARTMENTAL RESEARCH TRUST FUNDS

The purpose of this document is to assist the Centre for Studies in Family Medicine _Research Committee (CSFM_RC) in achieving its mandate to foster, facilitate and co-ordinate research by members of the Department of Family Medicine. Faculty, residents, and students in the PhD and Masters of Clinical Science program of the Department of Family Medicine can apply to the Research Trust Fund.

Limited research trust funds are available: (a) to encourage new projects/activities likely to lead to further research and external funding, or (b) to support the completion of an existing project.

Completed projects will not be considered for funding.

The process of submitting, reviewing and implementing proposals includes submission directly to the Centre for Studies in Family Medicine_Research Committee through Maureen Kennedy. The Chair or his/her delegate will arrange for review of the project relay any necessary suggestions for modification, ultimately recommending or not recommending the proposal to the Centre for Studies in Family Medicine_Research Committee. Relevance to Family Medicine, appropriate methodology, and judged capacity to complete the proposed work will be important criteria in review. If recommended by the Centre for Studies in Family Medicine_Research Committee, the Chair will present the proposal to the Departmental Committee for final approval. The applicant will be informed by the Chair of the Centre for Studies in Family Medicine_Research Committee.

Once approved, funds for the proposal are accessed through the submission of original receipts/invoices to Jody Moon of the Department of Family Medicine.

Allowable expenses are transcription or translation costs, printing of surveys, letter of consent, and other materials relevant to survey distribution, postage for survey mailings, brochure printing for QI project implementation, costs to register for online survey distribution, compensation for study participation, and refreshments for focus groups.

A maximum of \$300 on equipment is allowed per application. Equipment purchased must be returned to the department (example of allowable equipment: digital recorders)

For Faculty only: requests can include hiring part time research assistants to work on new projects.

Expenses that are NOT allowed:

- 1) No travel expenses (mileage, conference registration, transportation costs, accommodation)
- 2) For residents and graduate students only: hiring of individuals to work on the study

Maximum Funding levels

Faculty: \$5,000	Residents: \$1,000	Graduate: \$1,500
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Funding Timelines

Applications can be submitted at any time during the year. There are three review cycles each year.

Approved at March CSFM_RC (3 rd Wed of March)and Departmental meetings (4 TH Wed of March)	Approved at May CSFM_RC (3 rd Wed of May) and Departmental meetings (4 th Wed of May)	Approved at November CSFM_RC (3 rd Wed of Nov) and Departmental meetings. (4 th Wed of November)
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Forms for Application (only one Form required)

Form 1	Form 2
All Faculty Funding requests	All Residents funding requests
Residents conducting research/QI at more than one FMC	All PhD and Masters students funding requests
PhD and Masters students conducting research at more than one FMC	

Resident Project Day Funding Requests

Residents can apply for a maximum of \$150 for expenses related to Resident Project Day. Allowable expenses are: poster printing, one copy of brochure for display purposes. These applications will be accepted until the end of June each year for the current year's Resident Project Day. These are the only funding applications that will be accepted for consideration as completed projects.

Under special circumstances, Research Trust Fund capital may be drawn on by Departmental direction to provide infrastructure support that can be shown to benefit the Department's research activities. This will occur in consultation with the Chair of the Department, the Director of the Centre for Studies in Family Medicine and the chair of the Records & Quality Improvement Committee for amounts up to \$5,000, or by the Departmental Committee approval for larger amounts or when consensus was not reached for smaller amounts.