

RESEARCH COMMITTEE

DOCUMENT 1:

SUBMITTING AN APPLICATION FOR DEPARTMENT RESEARCH TRUST FUNDS

The purpose of this document is to assist the Research Committee (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 Master 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.

Requests for funding are reviewed for suitability of funding requested. It is important that requests are received in time to be evaluated and possible suggestions for change to be implemented. Completed projects are not eligible for funding.

Please submit applications directly to the Research Committee through Committee Coordinator, Kim Champion (kim.champion@schulich.uwo.ca). 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 Research Committee. The review criteria are: relevance to Family Medicine, appropriate methodology, and judged capacity to complete the proposed work. If recommended for approval by the Research Committee, the Chair will present the proposal to the Departmental Committee for final approval. The Chair of the Research Committee will inform the applicant of the Research Committee's decision.

Once approved, applicants must submit original receipts/invoices to Jody Moon (jmoon@uwo.ca) of the Department of Family Medicine to access funds.

Allowable expenses are transcription or translation costs, printing of surveys and brochures, letter of consent, and other materials relevant to survey distribution, postage for survey mailings, costs to register for online survey distribution, compensation for study participation, other supplies for interviews (e.g. digital recorders) and refreshments for focus groups.

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

Priority will be given to those within 5 years of appointment and to clinical faculty members.

Expenses that are NOT allowed:

- 1) Travel expenses (mileage, conference registration for faculty, residents, students and volunteers, conference booth registration, transportation costs, accommodation)
- 2) For residents and students only: hiring 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. The Research Committee reviews applications at its meetings

Under special circumstances, Research Trust Fund capital may be drawn on at the direction of the Department 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.