

Department of Surgery Research Handbook

For New Department Members

Table of Contents

Topic	Page(s)
1. Welcome3
2. Introduction/Goals3-4
3. Department of Surgery Administrative Office4
4. Research Support4-6
5. Funding Opportunities6
6. Writing Your Grant Application7
7. Submitting Your Grant Application8
8. Research Accounts8
9. Research Policies8-9
10. Animal Care & Veterinary Services9
11. Office of Research Ethics10
12. Conducting Research10
13. Opportunities to Get Involved10-11
14. Department of Surgery Research Committee Members11-12

Welcome

Welcome to the Department of Surgery! Research is an important measure of productivity in our Department and encompasses a variety of disciplines including basic sciences, clinical, surgical education and outcomes/epidemiology research. Our faculty has a strong track record of success in securing both internal and external funding. We expect that trend to grow through new funding initiatives, mentorship and collaboration.

The Research Committee currently funds 3 Clinician Scientists and 2 Institute Scientists through a competitive internal review process. In addition, we hold annual internal research grant competitions with seven annual awards of \$20,000 each. This award has always been an excellent way to get seed funding for novel projects so as to generate enough pilot data for larger studies and external awards. Furthermore, we hold annual resident research grant competitions where up to two resident projects are funded at \$5000 each. Many of the resident grant winners have won best presentation at their divisional research days and have then presented at the annual Department Research Day, thus reinforcing that we are fostering the development of successful future surgeon scientists.

Unfortunately there is no ideal recipe for faculty in creating a productive research program while maintaining a successful and fulfilling clinical practice. The goal of the Research Committee is to foster a strong foundation for research in the Department so as to promote a collaborative network of basic scientist and clinicians with the common goal of furthering surgical innovation and translational knowledge.

Introduction

The Department of Surgery at Western has a well-established relationship between innovation and improving patient caring. Research and knowledge-creation have been a hallmark of the Department of Surgery since its inception.

In order to facilitate research The Department of Surgery has a Research Committee. The committee is comprised of members of each surgical division. The Committee is responsible for the review of: Internal research grants, Clinician and Institute scientist applications, and abstracts for Research Day. All members also provide input in to the coordination and planning of the annual Department of Surgery Research Day.

Goals

The goals of the Department of Surgery Research Committee are to help and encourage new faculty and existing faculty to get involved in research. The role of the committee is to provide members of the department with information and support to apply for both internal and external research funding.

Department of Surgery

The Department of Surgery Administrative Office provides support to department members.

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Research Support

There are various levels of research support available to assist you with your research. The levels of support are: Department of Surgery Office, Lawson Grants Facilitation and Development, Research Western and the Schulich Research Office. These offices each offer varying levels of service in the following areas:

- Identifying research funding opportunities

- Strategies for obtaining grants
- Help with coordination in obtaining letters of support
- Research training opportunities
- Facilitate the development of research teams

Department of Surgery

All new faculty members are assigned a mentorship committee to guide you in your research career. Please meet with your committee and be sure to ask them for assistance. In addition to your mentorship committee, the Chair of the Department of Surgery Research Committee and the committee members are also willing to meet and provide advice. If you require administrative support please contact the staff in the Department of Surgery administrative offices. In particular the Research and Graduate program coordinator may be able to provide assistance and/or direct you to someone who can if they are not able to. The Department of Surgery has a dedicated website for research.

Website: <https://www.schulich.uwo.ca/surgery/menus/research>

Research Western

Research Western provides services to all members of the Western community. In particular they offer support on grant facilitation, proposal preparation, contacts and commercialization.

Contact Information:

Website: <http://www.uwo.ca/research/services/preparation.html>

Email: res-serv@uwo.ca

Schulich Research Office

The Schulich Research office provides support for members of the Schulich School of Medicine & Dentistry. For more information on the support provided by the Schulich Research Office they can be contacted at:

Contact Information

Website: <http://www.schulich.uwo.ca/research/>

Email: research@schulich.uwo.ca

Lawson Health Research Institute

Lawson Health Research Institute is the research institute of London Health Sciences Centre and St. Joseph's Health Care London. As one of the largest hospital-based research institutes in

Canada, Lawson is committed to furthering scientific knowledge to advance health care around the world.

Contact Information

Website: <https://intra.lawsonresearch.ca/>

Email: info@lawsonresearch.com

Finding Funding Opportunities

There are many avenues available to you when you are looking for funding opportunities. Research Western provides a website listing of funding opportunities:

<http://www.uwo.ca/research/funding/index.html>

In addition to the opportunities listed at Research Western, the Schulich Research Office and Lawson Health Research Institute provide a list of funding opportunities that can be located at:

<http://www.schulich.uwo.ca/research/funding/index.html>

And

<https://intra.lawsonresearch.ca/preparing-research/funding>

The Department of Surgery has two annual grant competitions where 7 internal research grants are available for clinical academics. The Fall competition is open to all faculty members and the Spring competition is reserved for members within 5 years of their appointment to Western. The value of the awards is \$20, 000 each for a two year term. The grant application form, guidelines and instructions can be found at:

<https://www.schulich.uwo.ca/surgery/internal-research-fund>

The fall deadline for 2014 is September 26, 2014 and the spring deadline is April 17, 2015. We encourage you to apply for an Internal Research Award.

If you would like more information on the funding opportunities noted above please contact Janice Sutherland.

AMOSO AFP Opportunities Fund

The Opportunities Fund was established in 2002 by the Academic Medical Organization of Southwestern Ontario (AMOSO) to support local physicians with teaching and research projects. The fund was created by an allocation of academic funding provided to the London Academic Health Science Centre (AHSC) through the AHSC Alternate Funding Plan (AFP) and is

held twice annually in Spring and Fall. More information on AMOSO can be found at the link below:

<http://amosoweb.ca/>

Grant Writing is an Art

"There is no grantsmanship that will turn a bad idea into a good one, but there are many ways to disguise a good one." - Dr. William Raub, Former Deputy Director, NIH

Writing Your Grant Application

The list below identifies websites, books and documents containing helpful information on grant writing:

- Guidebook for New Principal Investigators (CIHR)
<http://www.ccubc.ca/chairs/guidebook.pdf>
- The Art of Grantsmanship (by Jacob Kraicer, University of Toronto)
<http://www.hfsp.org/funding/art-grantsmanship>
- A Guide for Proposal Writing (National Science Foundation)
<http://www.nsf.gov/pubs/1998/nsf9891/nsf9891.htm>
- The art of writing a CIHR application (CIHR)
<http://www.cihr-irsc.gc.ca/e/45281.html>
- How to Write a Good Proposal (McMaster University Website)
http://fhs.mcmaster.ca/healthresearch/guide_grantsmanship.html
- NSERC Hints for Discovery Grant Applications (by Jason P. Leboe-McGowan)
https://www.csbbcs.org/archive/pdf/11/CSBBCS_2011_NSERC_Jason.pdf
- Grant Writing Tips Sheet (National Institute of Health)
http://grants.nih.gov/grants/grant_tips.htm

We recommend that you always start writing your grant application well in advance of the deadline and to ask for feedback on your grant before you submit it. Consulting with the members of your mentorship committee for advice and suggestions when you are preparing grant applications is a valuable resource and we encourage you to do this.

Submitting Your Grant Application

A majority of grants may be submitted through Lawson or Western. There are four specific applications that must be submitted through Western and these are: National Sciences and Engineering Research Council of Canada (NSERC), Social Sciences and Humanities Research Council (SSHRC), Networks of Centres of Excellence of Canada (NCE) and Physician's Services Incorporated Foundation (PSI). The specific information for each institution on submitting a grant is noted below.

Western

When submitting a grant you must follow the specific instructions of the Funding agency and Westerns procedures outlined by Research Development and Services which are located at:

<http://www.uwo.ca/research/services/resources/procedures/index.html>

Be sure to carefully follow the information provided on the required signatures and approvals needed section. Please note that Schulich School of Medicine & Dentistry nor department chairs are authorized to sign for the institution. Institutional signatures can only be provided by Research Development & Services.

Lawson Health Research Institute

If you are submitting a grant through Lawson you must receive prior approval from the institute. Information on the procedures to follow if submitting through Lawson are located at:

<https://intra.lawsonresearch.ca/preparing-research/regulations-procedures/grant-approvals>

Research Accounts

Once you have successfully received a grant you will need to set up your research account so that you can access the funds. Accounts are either held at Western or at Lawson. All grants to be held at Western require the completion of a ROLA application on-line. Research accounts held at Western are managed through the Department of Surgery office. If you require assistance with your account please contact Dinah Frank or Tricia Toderick. The link to apply for a ROLA on-line is: <http://uwo.ca/research/rds/ROLA/ROLAFrameset.html>

If you are setting up your account through Lawson Health Research Institute you will need to request an account using the form at the link

below: <https://intra.lawsonresearch.ca/sites/default/files/Request%20for%20Research%20Account%20Dec%202013.pdf>

Research Policies

Before you start your research you need to be aware of the policies governing Research, at Western, Lawson Health Research Institute and the federal regulations for research in Canada. Before you proceed with your research you may need to obtain ethics and/or animal approval, and institutional approval (for example clinical research impact committee). More detailed information on the policies that must be followed is outlined over the next few pages of this handbook.

When you conduct research as a Western faculty member there are various policies you need to be aware of. The information on the policies can be found at the website noted below:

<http://www.uwo.ca/research/services/resources/policies/index.html>

In particular you must be aware of the Research Specific policies pertaining to Research and Purchasing found in the Western Manual of Administrative Policies and Procedures (MAPP).

Additionally you must be aware of the various compliance requirements at Western. There are specific requirements related to:

- Animal Care & Veterinary Services
- Human Research Protection
- Biohazardous Materials
- Health, Safety and Wellness
- Laboratory Safety
- Radiation Safety Program

Animal Care & Veterinary Services Department

Animal Research at Western and its affiliated institutions is regulated by the University Council on Animal Care and its working groups. The groups are supported by the Animal Care & Veterinary Services Department.

Contact Information:

Website: <http://www.uwo.ca/animal-research/facilities/index.html>

Email Inquiries: acvs@uwo.ca

Office of Research Ethics

Human participant research at Western and its affiliated institutions is governed by the University of Western Ontario Health Sciences Research Ethics Board. The Ethics Board is supported by the Office of Research Ethics at Western.

Contact Information

Website: <http://www.uwo.ca/research/services/ethics/index.html>

Email Inquiries: ethics@uwo.ca

In addition to the policies at Western, you also must follow the policies of Lawson Health Research Institute. You must have obtained approval from Lawson prior to commencing your research. Information on the approvals Lawson requires can be found at:

<https://intra.lawsonresearch.ca/preparing-research/regulations-procedures/grant-approvals>

All research in Canada is governed by regulations. For a detailed list of the applicable regulations and information on whether or not your research is subject to a particular regulation please go to the website below:

<https://intra.lawsonresearch.ca/preparing-research/regulations-procedures/regulations-guidelines>

Conducting Research

Lawson provides useful information on conducting research and in particular they have information on hiring personnel, research accounting, clinical study maintenance and maintenance of lab and research space. Detailed information on these topics is available at:

<https://intra.lawsonresearch.ca/conducting-research>

Opportunities to Get Involved

Department of Surgery Research Day

The Department holds an Annual Research Day to showcase the research being conducted across the department. This is a great opportunity to network and see what research is being done by your peers and the residents/fellows in the Department. We encourage you to also consider presenting your research.

MSc in Surgery

The Department of Surgery has a Masters of Science in Surgery program. This program is tailored to the unique needs of surgical trainees; providing an intensive research experience

and a solid foundation for success as an academic surgeon. If you are interested in getting involved in this program by supervising a graduate student, being on a thesis committee or teaching please contact Janice Sutherland or the Chair of the Graduate Program Committee, Dr. Abdel-Rahman Lawendy (contacted information noted on page 11).

More information on the MSc in Surgery can be found at the link below:

<https://www.schulich.uwo.ca/surgery/graduate-education>

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