

**Western University
Department of Surgery
Resident Research Grant (RRG)
Guidelines**

The following below are the current policies and procedures for the Department of Surgery Resident Research Grant Fund.

The Department of Surgery is holding a Resident Research Grant competition this year. The four research node areas that grants can be submitted to are:

- A. Big Data/ICES**
- B. Quality Improvement & Patient Centered Research**
- C. Surgical Education**
- D. Fundamental Sciences and Surgical Innovation**

Each grant has a maximum value of \$5000. There will be a minimum of 2 awards available.

This document serves as the funding guidelines for the resident research fund competition. The following below are the policies and procedures for the Department of Surgery Resident Research Grant (RRG). Applications can be submitted for a maximum budget amount of \$5,000. The final approved budget will be at the discretion of the Research Committee.

1. The Principal applicant must be a full-time Resident within a Division associated with the Department of Surgery at the University of Western Ontario, and must have the full support of a Supervisor (Clinical Academic with a full appointment within the Department).
2. The supervisor **must be** member of the Research Node that your application is for.
3. **Priority for funding RRGs will be given to proposals that align with the principles of Equity, Diversity, Inclusion & Decolonization.** (see attached document).
4. The Principal applicant can be at any stage of his/her residency training.
5. The Principal applicant will be responsible for writing the proposal for the RRG as well as for completing the project within a one-year time frame. The Supervisor is expected to guide the resident through the grant writing process as well as directly supervising them throughout the course of the project.
6. Applications for chart reviews will not be considered.
7. Applications for travel funds will not be considered.
8. Maximum of funds for each applicant is \$5,000.00.

9. No more than one grant application can be submitted by each eligible Principal investigator per competition.
10. No more than two RRG grants can be held by each eligible applicant during the course of their residency. Prior to submitting a new application, the Principal investigator must submit a final report as well as a budget reconciliation indicating that all funds have been utilized from the previously successful RRG project.
11. Investigators are encouraged to also seek funds from external sources. If a Supervisor supports a resident who is successful with a RRG, the Supervisor cannot simultaneously hold a Department of Surgery IRF for the same project.
12. Where research involving human participants 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 UWO Health Sciences Research Ethics Board and/or the UWO Animal User Subcommittee is received by the Department of Surgery, UWO.
13. Grants will be awarded for a one-year time period **starting December 1, 2023**. Principal Investigators may apply for an additional one year extension by contacting the Chair of the Research Committee.
14. Once awarded, unspent funding shall not revert back to the Department except under the following circumstances:
 - a) the member fails to **activate the funding within three months of the grant being awarded**; (note a reminder email to activate the funds will be sent to the member one month before the final time period has occurred).
 - b) the research grant remains inactive for one year;
 - c) the original end date of the grant is reached and the Principal Investigator/Supervisor fails to contact the Department in order to request an extension and to explain the circumstances that warrant such as extension;
 - d) the Principal Investigator/Supervisor's appointment with the Department of Surgery is terminated or if the supervisor withdraws from participation in the Department of Surgery Practice Plan.
15. Charges to the Resident Research Grant must be itemized and processed through the Department of Surgery office. The research account for the award must be created by the Supervisor. Requests to transfer charges from an LRI or UWO grant account to the RRG must meet documentation requirements for processing.
16. A final report on funded Department of Surgery Resident Research Grants must be submitted by the Principal Investigator to the Research & Graduate Program Coordinator at the conclusion of the research grant (full expenditure of funding or completion of time allocated to the research grant) or where a request for an extension is made. It is the responsibility of the supervisor to ensure that the final report is submitted. If not submitted, the supervisor will not be eligible to apply for future RRG funding.
17. The application **must be signed by the Division Chair/Chief, Residency**

Program Director as well as the Supervisor. The signature attests to the fact that the applicant is a member of the Clinical Department and the Division supports the proposed project.

18. All applications will be reviewed by the Department of Surgery Research Committee and will be discussed at the a convened meeting of the committee so that a consensus funding decision will be reached for each application based on overall scientific merit and clinical relevance.
19. If the supervisor is a member of the Department of Surgery Research Committee **they will be excused from reviewing and evaluating the grants.** If sufficient committee members are not able to review the grants received delegates from within each division will be arranged.