2018-2019 FRASER HEALTH PHYSICIAN RESEARCH PLANNING SALARY AWARD

Purpose

The purpose of the Fraser Health Physician Research Planning Salary Award is to provide a Fraser Health Authority (FH) physician with salary support for **planning** their research program. The award consists of salary support in the amount of **$20,000.**

The main deliverable is for the successful applicant to produce a **detailed three year plan** that describes how they are going to develop their program of research. This deliverable is to be completed within one year of the initial notification of successful application of the Salary Award.

Applicants must demonstrate past research capacity and experience as a Principal Investigator or a co-Investigator and must have obtained **at least one** internal or external provincial or national research grant.

Support Available

The maximum amount of the award is $20,000 (this amount includes benefits). Only **one** FH Physician Research Planning Salary Award will be awarded. The successful applicant will be supported by and can consult with the team in the Department of Evaluation and Research Services.

Table 1. Important Deadlines

Activity	Deadline
Submission of Letter of Intent	4 pm Thursday, January 31, 2019
Submission of Full Application	4 pm Thursday, February 28, 2019*****
Announcement of Award	Week of March 18, 2019
Disbursement of Award Funds	Before end of March, 2019
Development of research program plan	April 1, 2020
Submission of annual and final reports	April 1 in 2020, 2021, 2022 and 2023

*** Please Note: LATE or INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Eligibility Criteria

The research program plan is to be in an area that is relevant to FH (e.g., in alignment with FH strategic priorities). The following types of activities are **not** eligible:

- description of actual research studies being or to be conducted
- activities normally funded from the FH operational budget, for example, program evaluation and quality improvement (see Table in Appendix I)
- research conducted as part of an academic requirement (e.g., student projects)
- trainee residency projects
- community development projects

Applicant Eligibility

The applicant (Principal Investigator - project lead and primary applicant) must be a physician with privileges at FH facilities who has:

1. obtained a research grant (currently held or held in the past) and has therefore managed research; or
2. has been a co-investigator on funded research studies and has made a significant contribution to those studies; and,
3. has **not** been a recipient of a previous Fraser Health scholar or salary award

*** Trainee awards or studies do not qualify.**

Application Process

Letter of Intent (LOI)

Prospective applicants must submit a LOI in order to be eligible to submit a full application. If the LOI falls within the criteria for ineligibility as specified above, the applicant will be advised that they are not eligible for the competition. *The LOI will be acknowledged and you will be requested to have a brief conversation with the Research Development Specialist to ensure you understand what is required in the full application.*

The LOI should be no longer than ½ page and include the following information:

- Name of applicant
- Job title
- Name of FH program and/or department
- Applicant contact information
- 1-2 sentence description of the general research area

Deadline for Submission of the LOI: 4pm Thursday, January 31, 2019
Please submit the LOI by email to Kate Keetch at kate.keetch@fraserhealth.ca

Full Application

Table 2: Required Documentation

Application Sections	Maximum Number of Pages
FH Grant Application Cover Sheet with signatures (see Appendix II)	1
Research Program Plan	3
Description of Applicant's Research Experience	1
Timeline Appendix	1
Applicant's CV	As needed
Letter of Support from FH administrative supervisor	2

In addition, all applications must adhere to the following instructions for presentation and content, with the exception of the cover sheet:

- Research Program Plan is to be in Word format. Other application items may be in PDF format
- Arial font, minimum 10 point
- Text, single-spaced; Pages single-sided
- 2 cm (0.75 inch) margin on all sides of each page
- A header on each page with the section name in the top left-hand corner, applicant's name top right
- A footer on each page with the page number
- References must use the American Psychological Association [APA] format. See http://apastyle.apa.org/
- Please use titles to introduce each section and sub-section

Research Program Plan (3 pages)

The three year research program plan that you develop needs to address the following items:

- Brief description of area of research interest (Please note that FH Library Services can assist with the literature search http://fhpulse/research_and_library/find_articles/Pages/Default.aspx)
    - the size and extent of the problem of interest and how this applies to FH
    - the state of the research field to date
    - the gap in knowledge/research literature that the research program would address
    - justification for line of research
- Goal
    - indicate what you hope to achieve in the short-term (e.g., 3 yrs) and long-term (e.g., 5 yrs)
- Purpose

- Objectives (measureable)
- Planning activities:
    - Environmental scans/literature reviews
    - Team building activities and linkages (i.e., clinicians, decision makers, academics, patients)
    - Identifying potential sources of funding
    - Research question development (arising out of present research)
    - Knowledge transfer plan
    - Timeline of events (the timeline can be added as an appendix)

The review committee is not just interested in the "what" you are going to do but also needs to understand "how" you plan to undertake the planning activities.

Description of Applicant's Research Experience (1 page)

Include a section that demonstrates previous research experience by listing prior involvement in research studies and including the following details for each research study:

- a brief description of each study (1 to 2 sentences)
- whether the study was funded or unfunded (please list name of funder and award program)
- description of applicant's role in the study, with respect to significant contributions
- whether the study was successfully completed or an explanation of why study was not completed
- study outcomes and impacts (both within FH and externally).

Applicant's CV

The Curriculum Vitae should include the following information:

- education
- employment history
- professional qualifications
- professional memberships
- awards and grants
- publications
- presentations

A university Curriculum Vitae or a CIHR Common CV are acceptable.

Letter of Support from Administrative Supervisor

This letter should be written by the applicant's Department Head and must clearly indicate that the applicant will have time to carry out the deliverables of the FH Physician Research Planning Salary Award. The letter should express confidence that the applicant has the necessary ability to carry out the intended program of research being planned and that the implementation of the developed plan would help achieve program objectives. The letter should contain the information required to assess indicators B1 to B3 (see Review Process and Criteria below).

Submission Process

Please email your application to: Kate Keetch, FH Research Development Specialist, kate.keetch@fraserhealth.ca.

Deadline for Submission: 4 pm Thursday, February 28, 2019

Deliverable

The awardee is required to develop and submit **one 3 year research program plan.**

Review Process and Criteria

1) Peer Review

Applications will be reviewed by a peer review committee.

The applications, written reviews and evaluation committee discussions are confidential and subject to the Freedom of Information and Protection of Privacy Act (FOIPPA). In order to maintain the integrity of the peer review process, the identity of reviewers assigned to review applications is kept anonymous. All reviewers are required to observe the FH Policy on Conflict of Interest.

2) Application Scoring

Applicants will be rated on the following scale for each of the indicators in section 3 below.

5 = excellent
4 = very good
3 = average
2 = needs improvement
1 = incomplete

The decision to fund an application will be made using a scoring system based on the one used by CIHR[1] (see Table 3).

Table 3: Scoring System

	Range	Descriptor
Fundable	4.5-4.9	Outstanding
	4.0-4.4	Excellent
	3.5-3.9	Very Good
Not Fundable	3.0-3.4	Acceptable but low priority
	2.5-2.9	Needs revision
	2.0-2.4	Needs major revision
	1.0-1.9	Seriously Flawed
	0	Rejected

3) Indicators

a. 3-Year Research Program Plan

1) Is the 3-year plan well-thought out and clear?
2) Is the plan relevant to FH?
3) Are the planned activities well described?
4) Are the planned activities reasonable and feasible?
5) Does the research program plan have the potential to make significant contributions to the chosen area of research?

b. Letter of Support

1) Does the letter of support indicate an awareness of the applicant's research?
2) Does the letter indicate specific support for the applicant??
3) Does the letter specify time to carry out research?

[1] CIHR Guide for Reviewers at http://www.cihr-irsc.gc.ca/e/4656.html

c. Applicant's Ability to be an Independent Researcher

1) Does the applicant have the ability to independently manage a program of research (see Description of Applicant's Research Experience)? Has the applicant managed a funded research project (not including trainee projects) or contributed significantly as a co-investigator to funded research projects?
2) Has the applicant any research publications or made research presentations? (see Description of Applicant's Research Experience and CV)
3) Has the applicant shown an interest in research through the development of research skills (e.g. – has the applicant attended research workshops or taken research courses?) (see Description of Applicant's Research Experience and CV)
4) Has the applicant shown professional leadership and accomplishment in their field in FH or elsewhere? (see CV)
5) Does the applicant stand a good chance of obtaining future research funding at a national or provincial level, based on performance to date and qualifications?

Completion and Reporting Requirements

Annual reports (April 1, 2020, 2021, 2022) and a final report (April 1, 2023) must be submitted to Kate Keetch, Research Development Specialist. It must include:

- Summary of submissions to research funding agencies, including where applications were submitted, the level of funding requested, and results of the grant competitions, if known. If unknown, please include timeline of when competition results will be announced.
- Summary of research program outcomes, achievements and challenges

In addition, the awardee will be expected to present their research at the FH Research Week or at a FH Researcher's Café.

APPENDIX I

Differentiation of Research, Quality Improvement and Program Evaluation[1,2,3,4]

	RESEARCH	QUALITY IMPROVEMENT	PROGRAM EVALUATION
Which phrase best describes the purpose of your project?	To generate new knowledge, [e.g. pilot testing, new therapeutic interventions, behavioural research] in order to expose & understand the basic laws according to which the world operates.	To improve internal processes, practices, costs or productivity for a specific intervention [i.e. determine how *this* intervention affected *this* participant group in *this* setting].	To inform decisions, identify improvements [i.e. formative evaluation], and provide information about the success of programs [i.e. summative evaluation] according to predefined goals and objectives
What are you trying to accomplish with this project?	To test a new, innovative practice or understand phenomena to formulate general 'laws'.	To measure an existing practice that is an approved procedure or that has been shown effective in the literature.	To make judgments about the program, improve or further develop program effectiveness, inform decisions about future programming, and/or increase understanding.
Who will most likely benefit from your project? How generalizable will your results be?	*Results can be generalized* to future individuals with the same characteristics as the study sample/population.	Decision-makers; program management; Current and future program participants. *Results cannot usually be generalized outside of the existing practice.*	Decision-makers; program management; Current and future program participants. *Results cannot usually be generalized outside of the existing practice.*
Will participants be placed at risk during the project?	There will likely be some risk incurred by participants, e.g. physical, emotional, privacy risks of harm, as a result of change in the usual standard of care/intervention.	There will be no risks beyond the usual intervention [i.e. improve usual care and not place participants at risk; n.b. privacy may be a concern].	There will be no risks beyond the usual intervention; n.b. privacy may be a concern.
How will you determine how many participants to include?	Through a formal power analysis [n.b. pilot testing does not require power analysis]. Typically, the research subjects must reflect the characteristics of the total population that is being studied.	Will use a convenience sample of participants exposed to the practice [i.e. small sample size, but large enough to observe change; depends somewhat on size of practice].	Sample size will depend on the # of program participants and to what degree it is necessary to determine if the success of the program can be attributed to the program itself versus confounding factors.
Will you try to randomize participants into different groups?	Yes or will design sampling strategies to match the targeted population	No	Only if an experimental or quasi-experimental design can be used.
Could your project be done with participants outside your setting?	Yes, having participants outside the setting would add strength to its external validity, e.g. multi-site clinical trials.	No, having participants outside the setting would not make sense because another setting would not deliver the practice in the same way.	No, having program participants outside the program would not make sense because another program would not deliver the practice in the same way

			However stakeholders and experts external to the program are typically an important line of evidence.
What kind of tool/instrument will you use to collect data?	Valid & reliable instruments that measure concepts of interest.	Data collection tools that allow simple & easy recording of information	May use a combination of valid & reliable instruments as well as program specific data collection tools.
Will you be able to vary your protocol during the study?	Design is tightly controlled in order to limit the effect of confounding variables on the variables of interest – essential to determine causality.	Design is flexible and may vary during course of project as feedback is provided throughout the Plan Do Study Act cycle. Changes in design are encouraged for quick identification of the best process to achieve a desired goal. Confounding variables are acknowledged but not controlled.	Design is tightly controlled to the degree that statistical analysis may be able to control confounding variables or a quasi-experimental design is used. The existence of confounding variables may emerge which may cause a change in design – i.e. may choose to conduct a qualitative analysis to understand program outputs & outcomes.
Will you be using an experimental or quasi-experimental design or generating theory from qualitative analysis?	Yes	No	Quasi-experimental ; non-experimental design; qualitative, quantitative and mixed-methods analysis
How will you handle extraneous variables [factors that might interfere with/confound your results]?	Try to control them, or measure them.	Acknowledge them, but do not try to interfere with them. They are part of any real life experience.	Use multiple lines of evidence to answer evaluation questions (related to program implementation and/or success) and to minimize the factors that confound results.
Will the data from participants be kept confidential?	Yes, deidentified, anonymized or anonymous	Yes, deidentified, anonymized or anonymous	Yes, deidentified, anonymized or anonymous
How will you analyze the data?	With inferential statistics to test for significant differences or a qualitative methodology that can compare and contrast qualitative data.	With descriptive statistics that demonstrate change/trends.	Quantitative (inferential and descriptive analysis) and qualitative may be used.
How long do you anticipate your project will take?	It will take considerable time.	It will be done quickly through rapid cycles.	It depends on the size and scope of the program. The complexity of the evaluation design, which depends on

			the type of information necessary to make decisions, influences the length of the evaluation process. The resources available to conduct evaluation may limit the evaluation design.
What do you plan to do with your findings? How will they be applied?	Findings will be applied as wide as possible to increase the body of scientific knowledge by publishing or presenting for others within the discipline. *This process has a longer time frame & is dependent on the research meeting scholarly criteria for publication.*	Communicate findings within the organization primarily by providing specific feedback to decision makers responsible for managing the practice. Findings may be published with organizational approval [i.e. QI is carried out for purposes of meeting organizational goals]. *This process has a short, more immediate time frame.*	Communicate findings within the program and organization primarily by providing specific feedback to those who commissioned the evaluation. Findings may be published with organizational approval [i.e. Program Evaluation is carried out for purposes of meeting organizational goals. FH also does accountability focused evaluation to answer questions from funders, not necessarily exclusively organizational goals]. The length of this process may be dependent on whether the evaluation includes recommendations or whether evaluation results are used by the evaluation commissioner's to make recommendations.
Is Research Ethics Board approval required?	Yes *REB approval is usually required for publication in a research journal.*	No	No
How will your findings change practice/policy?	Findings will contribute to scientific body of knowledge which collectively adds to evidence that will inform practice/policy. Will change practice slowly as often multiple studies validate the results.	Will change practice in my setting immediately.	Improve program design and implementation (i.e. redefine target population), and identify efficient practice, unintended benefits and risks.

[1] Kring, DL. Research and Quality Improvement: Different Processes, Different Evidence. MEDSURG Nursing. June 2008. Vol. 17, No. 3, p. 162-169.
[2] Rozalis, ML. Evaluation and Research: Differences and Similarities. The Canadian Journal of Program Evaluation. 2003. Vol. 18, No. 2, p. 1-31.
[3] Alberta Heritage Foundation for Medical Research: Alberta Research Ethics Community Consensus Initiative (ARECCI). ARECCI Ethics Decision-Support Tools for Projects
[4] Vancouver Coastal Health. Draft Project Screening Tool. October 2008.

APPENDIX II

FH Grant Application Cover Sheet

Applicant Name:	
Position:	
Program / Department:	
Title of Research Plan:	
Funding Agency:	
Name/Type of Grant:	
Total Budget:	

Signatures

	Printed Name	**Signature**	**Date**
Applicant			
Program Director / Department Head			