CRIO – POPULATION RESILIENCY FULL APPLICATION INSTRUCTIONS

(The sections below correspond to the sections of the **CRIO Population Resiliency Full Application Form**)

Submission Deadline: 4:00pm on October 31, 2014

Applications will be accepted if they are sent by overnight courier
by 4:00pm on the day of the deadline

GENERAL INSTRUCTIONS

- Only those applications invited following the expression of interest (EOI) stage are eligible to proceed to the full application stage of the CRIO Population Resiliency.
- The application form must be completed in its entirety (including signatures) when applying. Electronic, faxed, PDF or original copies of signature pages are acceptable. Signatures may be submitted on multiple pages.
- The application is to be completed using 12 pt. font size for all parts of the application. Margins should not be less than 0.5 inches on all additional pages provided.
- Applicants are required to use the space provided on the form for each item of information. Additional pages may only be attached where indicated.
- Tables provided in the application form should NOT be modified or reproduced.
- Copies of publications should NOT be included in any section of the application package.
- One copy of the application and all attachments must be submitted to AIHS by the deadline. If the team wishes to provide colour figures, charts, tables or graphs to the review committee, five copies of each figure/chart/table/graph must be included with the application submission. If copies of the colored figure/chart/table/graph are not provided, black and white copies will be sent to the review committee.
- Do NOT bind, staple or place the application in binders. Please use a paper clip or elastic to assemble application.
- Do NOT use double sided photocopies.
- General program guidelines are available on our website

Section 1: Proposal and Personal Data (Collaborative Lead and Co-Leads only)

Provide all of the requested information.

The application will be filed under the Collaborative Lead's name. Co-Leads will also be listed. All correspondence relating to this application will be sent to both the Collaborative Lead and Co-Leads. See section 3 for the Collaborative Member personal data form.

Section 2: Organizational/Institutional Signatures

Organizational/institutional signatures are required only for the Collaborative Lead. The Collaborative Lead will have their primary appointment at an Alberta-based organization. AIHS will accept Electronic, faxed, PDF or original copies of signature pages are acceptable. Signatures may be submitted on multiple pages.

Section 3: Collaborative Members

List all Collaborative Members along with their titles, affiliations, and signatures. For each Collaborative Member, identify their research expertise and the research pillar(s) that most appropriately describes their work (biomedical, clinical, health systems and services, and population and public health) or if they are a knowledge/end-user. Knowledge/ end-users are individuals or groups that will utilize the results of the research. Knowledge/ end-users may include (but are not limited to) other researchers, the private sector, community partners, patient groups, not-for-profit organizations, practitioners, health authorities, policy makers, and the public. A description of how the different knowledge/ end-users are/will be engaged should be provided in the Knowledge Transfer and Exchange Plan (Section 8).

Section 4: Significance and Relevance Summary

Provide a lay summary of the CRIO proposal in plain language that would be accessible to a general audience and clearly communicates the significance and relevance of the proposed activities as they relate to the identified priorities outlined in the Program Guide. Use analogies, simplifications and generalizations rather than scientific and technical terms.

Section 5: Detailed Proposal

A maximum of 12 pages may be submitted for this section (does not include references). You may attach a total of 5 additional pages that can include figures, charts, graphs or surveys/questionnaires. Legends are limited to five lines. This section must be completed using 12 pt. font and all margins should not be less than 0.5 inches. If the collaborators wish to provide colour figures, charts, tables or graphs to the reviewers, five copies of each figure/chart/table/graph must be included with the application submission. If colored figures are not accompanied by the requested copies, AIHS will copy the figures, charts, tables or graphs in black and white.

Please address the broad headings below and use additional headings as necessary. The headings include a number of questions/issues that should be addressed in the detailed proposal; however, not all of these questions/issues will apply to every proposal.

Overview

- The health issue, question, or problem the collaboration will address and its importance.
- The specific objectives, hypotheses and/or research questions that will be addressed to fill the gap in knowledge that has been identified.
- A summary of the collaborative approach that will be taken. Please provide a table which lists the disciplines involved and the investigators for each discipline. This table is in addition to the 12 page (maximum) Detailed Proposal and 5 page (maximum) appendix.
- The potential/anticipated outputs and outcomes of the proposed research activities.
- The specific value added to the research by utilizing a collaborative approach.

Research Plan

- The proposed research activities that will be undertaken.
- How collaborative investigation will be applied.
- How Collaborative Members' research expertise will contribute to the proposed research activities.
- For each activity include the following:
    - The names of the Collaborative Lead, Co-Leads and Members;
    - The specific hypothesis/research question to be addressed, research plan and significant milestones;
    - How the proposed activity will contribute to the overall objectives of the proposal.

Collaborative Research Group

- The scientific excellence, leadership and collaborative management experience of the Collaborative Lead and Co-Lead(s).
- The current level of collaborative interactions and a description of how this award will enhance these interactions and/or add collaborative capacity.
- The role to be played by each member of the collaborative group.

Training

- What training or educational opportunities will be provided?
- How will the trainees be mentored?

Institutional Support and Partnerships

- The institutional support may be provided in many ways including direct funding, space, materials, and protected time for the Collaborative Lead and Co-Leads, as examples. The institutional support should be described in the research proposal but also confirmed in attached letters from the Dean, Associate Dean, Department Heads and/or Corporate Officers as appropriate.
- The role of any partners who will play a significant part in the group's research activities. The nature of the partner's participation/contribution is to be outlined in the research proposal and confirmed in an attached letter(s) from the partner(s).

Organizational Aspects, Collaborative Interactions, and Evaluation

- The communication plans to encourage, enhance, and maintain collaborative interactions.
- The evaluation and tracking plan: how will the group be aware if it is meeting the goals, objectives and milestones of the proposed research activities?

Other Information

- Other relevant information that will describe the collaborative group's anticipated goals, objectives, milestones and outcomes of the proposed research activities.

Information deemed additional to the application may be removed without notification to applicant(s) and/or affiliated organization(s).

Section 6: Summary Research Management Plan (in addition to the Detailed Proposal)

Provide a summary, not more than two pages (excluding figures, charts, tables or graphs), using 12 pt. font and margins no less than 0.5 inches, of the Research Management Plan. Any figures, charts, tables or graphs associated with the Research Management Plan can be included as an appendix but cannot exceed 2 pages. The summary should include the following framework elements:

- Milestone Schedule: Key research objectives and milestones, and expected dates of completion.

- Critical Path: A critical path description, noting the dependence of key milestones within or between objectives and/or theme areas.
- Risk Factors: Identification of key risk factors, and the Group's mitigation strategy.
- Governance: Description of how the research activities will be administered and decisions made with a dispute resolution strategy. Also include a description of the scientific advisory committee, or similar group, as it relates to the governance of the proposed collaborative research initiative.

In addition to the two page summary Research Management Plan and appendices (maximum 2 pages), a Gantt chart summarizing the milestone schedule should also be provided. The Gantt chart should identify each objective and milestone included in the proposed research activities and the expected date of completion (by quarter). The Gantt chart can be prepared using any computer software chosen by the applicant(s). An example of a Gantt chart is provided in Appendix 1.

Information deemed additional to the application may be removed without notification to applicant(s) and/or affiliated organization(s).

Section 7: Knowledge Translation (KT) and Exchange Plan (in addition to the Detailed Proposal)

Provide a summary, of the Knowledge Translation and Exchange Plan. This section must be completed using 12 pt. font and should not exceed 2 pages not including figures, charts, tables or graphs. Any figures, charts, tables or graphs associated with this section can be included as an appendix but cannot exceed 2 pages. All figure/chart/table/graph legends are limited to five lines. All margins should be not less than 0.5 inches. Please address the broad headings below and use additional headings as necessary. The headings include a number of questions/issues that should be addressed in the detailed proposal; however, not all of these questions/issues will apply to an individual Collaborative Group.

KT Objectives

- Are the KT objectives clear, concise, measureable and appropriate to the expected research results?
- What do you want to accomplish? What do you want people to do with the research results?
- What is the expected impact of the proposed research activities? Are you adding to existing knowledge? Will you raise awareness within a specific audience? Change practice or service delivery? Inform policy decisions? Market a new medical device?

Knowledge/ End-users

- Who are the individuals or groups that you need to engage to realize your KT objectives (above)? Examples of knowledge/ end-users can be found in Section 3 (Collaborative Members) of these instructions
- What do you know about these knowledge/ end-users and how they use knowledge or make decisions?
- What is their knowledge base? Are there gaps between what they know and what they do? How do the proposed research activities address these gaps?
- What are the barriers and facilitators to KT with these knowledge/ end-users?

Strategies and Tactics

- How will you reach, engage and influence your knowledge/ end-users? Will you integrate them into the group engage them after the research activities are complete? If integrated, will you develop the research question together? Vet early results with them? Ask them to be an active player in disseminating/transferring results? Engage them in business development?
- How will you place your results in the context of other research in this subject area?
- What tools or methods will you use to involve or engage your knowledge/ end-users? Will you use targeted face-to-face presentations, knowledge brokers, opinion leaders, chart audit and feedback, focus groups, mass media, conference presentations, business plans, knowledge-to-action frameworks?
- Who will do the KT work and how much will it cost?
- Are your strategies and tactics reasonable, appropriate and feasible for the research results you hope to generate?
- What are the key messages from your results? Why are the results relevant to the audiences? What do you want the knowledge/ end-users to do with the results of your proposed research activities?
- Have you made progress already in your KT strategies? These should be noted.

Evaluation

- How will you measure the uptake, implementation and use of the knowledge by knowledge/ end-users and its impact relative to your KT objectives?
- Will you advance knowledge in your field of study?
- Will you build capacity or contribute to capacity building for knowledge/ end-users?

- Will you inform decision making?
- Will you improve health, the economy, or society?
- Will you have broad economic and social impacts?
- What metrics will you use to measure your impact?
- How will you measure sustained knowledge use?

Information deemed additional to the application may be removed without notification to applicant(s) and/or affiliated organization(s).

Section 8: Detailed Budget

A. The budget table is to outline the use of **AIHS funding only**.

AIHS funding can be used for a broad range of costs including research infrastructure, research operating costs, core administrative/management costs, scientific support for the group collaborative/linkage activity, knowledge translation/exchange activity, and training support.

Provide a detailed budget (using the table provided in the application only) for each year of the project that includes estimated amounts for each of the following categories: direct investigator support (release-time payments), trainee support, support for research associates/technicians, management and administration, other personnel, major equipment, major research initiatives or projects, general supplies and minor equipment, communications and networking, knowledge and dissemination and other costs to be listed by the applicant(s). In addition to the budget table, please provide a detailed justification for each of these main categories on separate pages. Please ensure that for any major research initiatives or projects, that these are outlined separately.

Allowable costs include:

- Release-time payments to enable employees of practice-, policy- or community-based partners to participate in the research activities. These payments are limited to 50% of salary costs, up to a maximum of $100,000 per CRIO per year.
- Release-time payments for the Collaborative Lead and/or Co-Lead(s) to a maximum of $25,000 per person annually.
- Salaries of trainees, research assistants, coordinators, technicians, administrative staff, knowledge exchange/translation coordinators, and other personnel who will enhance the research productivity of the collaborative group.
- Only participants who are trainees or research staff or associates may receive a salary, stipend, or honorarium from a CRIO Grant. The only exception to this rule is for the

release-time stipends for the Collaborative Lead or Co-Lead(s) and employees of community partners as described above.

- Support for research infrastructure including the purchase of equipment and maintenance contracts for common services and shared/core facilities.
- Research operating costs for the proposed collaborative activity. These costs must be distinct in their objectives from those for which group members currently receive funding from other sources. Operating costs could include the costs of developing and applying intervention projects as part of the research activities.
- Costs associated with major research initiatives or sub-activities such as (but not limited to) large surveys, knowledge/ end-user engagement workshops, or database development.
- Costs of data collection or maintenance of information holdings directly related to the collaborative research activities.
- Costs of regional, national and international networking activities, including collaboration, planning, and knowledge exchange activities. Such activities must be directly related to the collaborative research activities.
- Costs involved in linkage with and dissemination of research findings to those who would use the results, as appropriate to the research activities. This may include any knowledge/ end-user groups such as other researchers, the public, practitioners, policy makers, community partners, and the private sector.
- CRIO's are expected to provide a superior interdisciplinary training and mentorship environment. Support can be requested for all levels of trainees as long as the interdisciplinary nature of their training is emphasized.

B. If applicable, please append details regarding the partnerships you have developed for this grant application or directly related research (i.e. funding agency or source, amounts applied for or received, in-kind contributions, degree of overlap/complementarity to current application, etc.)

Section 9: Biographical Sketches

Biographical sketches are required for the Collaborative Lead, Co-Leads and **all** Collaborative Members that have signed the application (Section 2). Collaborators are not required to provide a bio-sketch unless they are a formal member of the group. Only the format provided in the application may be used. A **maximum of four pages (excluding the information cover page)** per Collaborative Lead, Co-Lead(s) and Collaborative Member(s) is permitted. The four pages must be completed using 12 pt. font and all margins should not be less than 0.5 inches.

Provide a brief summary of the most relevant education/training/professional experience. In addition, provide the following information according to the following headings:

- **Personal Statement**. Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g., Collaborative Lead, Co-Lead, Collaborative Member, Knowledge/ end-user) in the proposed research activities.
- **Selected Peer Reviewed Publications.** Please limit list to peer-reviewed publications or manuscripts published or in press only. Do not list those that are in preparation or submitted. List only the most recent or relevant publications if space is an issue.
- **Contributions to your Field.** This may include presentations, interviews, or publications (newspaper, magazine, peer reviewed scientific research, etc.).
- **Other Outputs Relative to the Collaborative Research Team's Proposed Research Activities.** This may include advisory committees, government reports, clinical practice guidelines, patents, knowledge exchange activities, etc.
- **Research Support.** List both on-going and completed research projects for the last five years. List project title, funding source, period of support, amount funded, and your role in the project (Collaborative Lead, Collaborative Co-Lead, Collaborative Member, End-User etc.).

Please Note: Only the first four pages (in addition to the cover page) will be included for each biographical sketch. Any additional information **will not** be sent to the review committee.

Section 10: Letters of support:

Letters of support that demonstrate engagement, endorsement, or co-operation from groups such as key knowledge/ end-users, partners, or stakeholders may be included in the application. Letters of support should be included with careful consideration and should not be too numerous. Please note letters of support are not to include additional information for the detailed proposal and are not to include charts or figures.

Information deemed additional to the application may be removed without notification to applicant(s) and/or affiliated organization(s).

WHEN COMPLETE, SUBMIT 1 ORIGINAL COPY OF YOUR APPLICATION AND 5 COPIES OF ANY COLOUR FIGURES, CHARTS OR GRAPHS TO:

PROGRAMS DEPARTMENT
ALBERTA INNOVATES – HEALTH SOLUTIONS
Suite 1500, 10104 – 103 Avenue, Edmonton, AB T5J 4A7
Phone: (780) 423-5727 Fax: (780) 429-3509

Full applications must be **received no later than 4:00 pm on October 31, 2014.**
Applications will be accepted if they are sent by overnight courier by 4:00 pm on the day of the deadline

Electronic submissions are not permitted

Additional information on AIHS is available at:

http://www.aihealthsolutions.ca

Appendix 1: Example of a Gantt chart. The Gantt chart should identify each milestone included in the Team's Collaborative Research Proposal and the expected date of completion (by quarter). The Gantt chart can be prepared using any computer software.

			Year 1				Year 2				Year 3			
			12 month reporting period				12 month reporting period				12 month reporting period			
Milestone No.	**Collaborative Member(s)**	**Milestone**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**	**Q1**	**Q2**	**Q3**	**Q4**
Objective 1: Description of Objective 1														
1.1		Milestone 1												
1.2		Milestone 2												
1.3		Milestone 3												
1.4		Milestone 4												
Objective 2: Description of Objective 2														
2.1		Milestone 1												
2.2		Milestone 2												
2.3		Milestone 3												
2.4		Milestone 4												
Objective 3: Description of Objective 3														
3.1		Milestone 1												
3.2		Milestone 2												
3.3		Milestone 3												
3.4		Milestone 4												
Objective 4: Description of Objective 4														
4.1		Milestone 1												
4.2		Milestone 2												
4.3		Milestone 3												
4.4		Milestone 4												
Objective 5: Description of Objective 5														
5.1		Milestone 1												
5.2		Milestone 2												
5.3		Milestone 3												