UCQ Scholarly Seed Grants (SSG)

Request for Proposals (RFP)

4thCycle

Oct 2020

Contents

1.0 Call summary

SCOPE	
Competition opens	Oct 25, 2020
Submission deadline	Jan 10, 2021
Announcement of results	Feb 2021
Project duration	Up to 2 years from the date of award
Funding amount	Up to 10,000 CAD per project.
How to apply	log in to the SharePoint and submit your application: Submit your application
Program contacts/inquiry	Roshi Taleghani: roshi.taleghani@ucalgary.ca

2.0 General information

2.1 Background

The University of Calgary in Qatar Scholarly Seed Grant (SSG) was created in 2015 to strengthen faculty scholarship and research capacity. This funding initiative is aligned with Qatar National Vision (QNV) 2030 to create a knowledge economy in Qatar and the University of Calgary's Eyes High strategic vision, and the University of Calgary in Qatar Strategic Plan.

2.2 Purpose and scope

The purpose of the SSG is to foster faculty capacity by providing funding to conduct basic and applied research in teaching and learning, practice, tool development, translational research, evaluation research, and system-related research with partners in the community. This funding is not provided for research limited to review of the literature.

2.3 Funding cycle

Funds for the SSG are sourced internally, mainly from UCQ's portion of overhead costs from major funding programs. Requests for proposals (RFP) are contingent on the availability of funding.

2.4 Types of award

The SSG will offer one-time funding for up to **CAD $10,000**. Examples of projects for which applicants can seek funding include:

a) Research aligned with the University of Calgary in Qatar strategic initiatives,

b) Research to examine current teaching and learning and clinical practices,

c) Pilot studies that can support larger grants (example: tool development); and

d) Additional types of research directed at the National Health Strategy 2018-2022, Qatar National Research Strategy (QNRS) 2013, and QNRS 2014 (link).

2.5 Eligibility

Faculty holding full-time appointments are eligible. An applicant must demonstrate in his/her application, the ability for the individual and /or team to complete the activity before the end of their contracts.

- One application per faculty (as a lead applicant) for each cycle is allowed.
- Awardees must maintain employment/affiliation with UCQ for the award to remain active.

2.6 Submitting applications

A complete application package comprises the following documents:

- Online Application form: SSG Application Form
- Attach your full research protocol (not to exceed 12 pages including budget and references) to the online application form- sample Research Protocol Template and sample Budget Template
- Attache the Departmental Approval Form attached to the online application online
- Attache the signed External Peer Review Feedback Form to the online application (All research funding applications to prepared by principal investigators (PIs) in the UCQ must undergo an external peer review process. A minimum of two peer reviewers is required). Please find below the list of available Peer Reviewers.
    - Peer Reviewer list and

- O'Brien Institute of Health (you need to become member)

Interested applicants should log in to the sharepoint link below to submit the application:

Submit your application

Applications must be received by noon on the deadline date for each cycle. Applicants should adhere to submission instructions listed in the SSG application form. Additional information and material attached to the submission will be removed from the application.

Note: Please check the Research Grant Application Process and Timeline

3.0 Evaluation and Awards

3.1 Screening

All submitted proposals are subject to screening by the Research Office according to the checklist for SSG before they can be submitted for and evaluation. The SSG will be administered by the UCQ Research Office. Applications will be adjudicated by a peer review committee to be nominated by UCQ Research and Scholarship Committee. Specific review criteria will be adopted with input from internal - external peer reviewers as required.

3.2 Evaluation

The proposal must be well justified and fit within the context of the budget that has been presented. Each proposal will be evaluated against a set of criteria. The reviewers will evaluate, score, and make recommendations to the award committee using the following criteria:

Criteria	Score: 0 - 5
1. **Significance** of the proposal or activity (need for the research; relevance for the University of Calgary in Qatar Strategic Plan and relevant National Strategy documents)	
2. **Feasibility** – Data sources are feasible, human resources, time to complete project	
3. **Methodology** – Clear description of methods to achieve desired objectives including design, sampling, data collection, and analysis	
4. **Budget** – Clear rationale for the amount requested (Appendix 3 –sample budget sheet)	
5. **Impact and knowledge translation** – Example: potential to inform future research; impact on end-user (providers, patient, and organizations); plans for dissemination.	
Total score	**/25**

**Additionally, the application will be reviewed in terms of the individuals' or teams' ability to conduct the study. The quality of an SSG team can be described in terms of:

- The demonstrates an appropriate composition of researcher and research users/community stakeholders
- The team demonstrates a research track record that is relevant to the proposed study
- The team demonstrates evidence of experience with the study setting and study procedures

Following the review, the score will be summarized and tabled for panel deliberation and shortlisting of applications for funding.

3.3 Announcement of Awards

Funding decisions will be announced within 4 to 6 weeks following the application deadline. Awardees will be provided with a 'Notice of Award' document for project set-up and billing.

4.0 Post Award

4.1 Policies and procedures

Grant recipients must abide by all University policies and procedures including, but not limited to, intellectual property, integrity in scholarly activity, employment of family/relatives, ethics for human study, animal care, and biosafety. Additionally, all university procedures regarding the conduct of research apply. These include but are not limited to research accounting, research services, and research ethics policies.

Scholarly Seed Grants may only be used for the project and purposes described in the application, subject to any special conditions given in the SSG 'Notice of Award' or correspondence from the Committee.

4.2 Eligible and ineligible expenses

Eligible Expenses - Personnel:

- **Research Assistants** should not be expected to perform work that appropriately belongs to the principal investigator(s). Please describe the responsibilities and tasks to be carried out by the Assistant.

- **Students** may be paid from SSG funds as long as they are hired as Research Assistants according to University policy. Requirements of <u>Sponsored students</u> may limit their participation as paid research assistants on projects.
- **Rates of Pay:** Please check with UCQ HR for details on student stipend.

Ineligible Expenses:

- Ineligible expenses include tuition and course fees, entertainment, report writing and copying expenses, subscriptions, and retroactive expenses, office furnishings, retroactive expenses. This is not an exhaustive list.

All Research Accounting policies and procedures governing funded research apply.

It is advisable to refer to the University's Travel and Expense Reimbursement Handbook and those of the Tri-Council. The general principles outlined in this guidebook serve as the basis for eligible and ineligible expenses: http://www.ucalgary.ca/finance/operations/ap/handbooks

4.2 Termination
Awards may be terminated with or without notice if conditions are not observed.

4.3 Reporting
Upon receipt of the award, the recipient agrees to submit a brief final report on how the funds aided and contributed in the activity for which it was intended. The final report should make the reference of any publications, creative works, a conference abstract, or any new external grant application that you have applied for following the SSG award.

جامعة كالجاري في قطر

UNIVERSITY OF CALGARY IN QATAR

DEPARTMENTAL APPROVAL

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<td colspan="2">SIGNATURES:

Signatures indicate approval and acceptance of the general requirements for Scholarly Seed Grants. They do not guarantee funding, but simply a step to enter a competition</td>
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Appendix 2: Sample Protocol Template

Full protocol should not exceed 12 pages including budget and references

You <u>may</u> consider using the following headings for your research protocol

TITLE PAGE:
- Title of proposal
- Principal investigator
- Other investigators

I. BACKGROUND AND SIGNIFICANCE

II. STUDY OBJECTIVE(S); INCLUDING SPECIFIC AIMS AND/OR HYPOTHESES

III. METHODS

 A. Study Design

 B. Study Population

IV. DATA COLLECTION

V. DATA ANALYSIS

A. Sample Size Considerations

B. Data analyses

VI. ETHICAL CONSIDERATIONS (if applicable)

VII. STUDY LIMITATIONS

VIII. BUDGET

 IX. PLANS FOR DISSEMINATION OF FINDINGS

X. REFERENCES

XI. APPENDICES

   A. Instruments, rating scales, consent forms, etc

Appendix 3: Sample Budget Template

Description	Qtity	Unit rate	Amount
Equipment (**e.g. briefly describe equipment type, provide rational)**			
Personnel			
Dissemination			
Travel			
Miscellaneous			
Total			

** Please note that this is only a sample. You may edit as required given project needs. Total

must not exceed CAD $10,000