

GUIDELINES FOR APPLICATIONS FOR  
HSC MEDICAL STAFF FELLOWSHIP FUND RESEARCH AWARD

1. The award shall be used to support a research project.
2. The applicant must be the main investigator on the proposed research project. The proposed research project may be ancillary (a side project) to a larger funded research program. The award is not intended as a supplement to fund an established research program.
3. The principal investigator (PI) must belong to a departmental section at HSC having at least 80% compliance with Medical Staff annual dues.
4. The applicant must be a medical resident (including sub-specialty fellowships) or a post-doctoral (PhD) trainee in a clinical training program. Successful applicants are eligible for only one award per residency (or fellowship) or post-doctoral training program. Unsuccessful applicants are able to reapply from the same training program.
5. The primary research supervisor must have privileges at the Health Sciences Center and must be a member in good standing of the HSC Medical Staff. A letter of support from the supervisor should accompany the application. The letter should include the trainee's role in the project and details on what the funds will be used for, including any overlap with current research funding.
6. Five research grants are available each year. The grant is awarded based on the scientific merit of the research proposal and on a competitive basis. All aspects of the project including the methodology and organization/clarity of the summary will be considered in deciding on which projects will be funded.
7. If research projects cannot be ranked on scientific merit alone, the projects will be ranked according to the following funding priorities.
  - a. The PI will be based primarily at the Health Sciences Centre.
  - b. The PI's primary research supervisor must have primary privileges or a primary affiliation with HSC.
  - c. Research will be completed predominantly at HSC.
  - d. The project will focus on patient oriented research that has clinical relevance to the clientele that receive services on the Health Sciences Center campus. These projects can include clinical protocols, outcomes in various patient cohorts, population health studies, delivery of health services, or translational research. The applicant must clearly identify the link between the academic research and patient care.
8. The amount of the grant shall be up to \$2000. The amount awarded must be justified in a detailed budget, which will accompany the application. The funds from the grant must have a direct relationship to costs of conducting the research project. Appropriate use for research grant funding includes
  - a. Purchase of research supplies specific to the project.
  - b. Honorarium or advertising for research participant recruitment (as approved in the Research Ethics application and as required for resident's project).
  - c. Fees for statistical consulting.
  - d. Salary for research assistant time, specific to the project.
9. Use of funds for equipment or software purchases will generally not be considered. Any purchase requests for major capital equipment must be made in writing and pre-approved by the HSC Medical Staff Executive, with clear documentation that the equipment is for the research

project being funded. This equipment will remain the property of the research lab/university/hospital upon completion of the project.

10. The duration of the Research award is for a period of two years, starting from the date of the award. Funds must be used within this time period. The research project must be completed prior to completion of the clinical training program. Funds not used within that time period will automatically revert back to the HSC Medical Staff Fund. The research award will be placed in a research account and invoiced directly.

11. A one-page summary of the completed research for Research Awards is required and due on or before March 1, two years after the date of the Research Award.

12. Extension of the funding period (one year) will be considered upon written request only. The written request for extension must be received before the end of the period of funding. The trainee must remain eligible (trainee as above) for the award at the start of the funding extension period.

13. The application will include proof of current ethics approval/submission from the Ethics Committee of the University of Manitoba and the HSC Department of Research Impact Approval. In the case of animal studies, approval must be obtained from the University Committee on the Use of Animals in Research. Disbursement of funds will be dependent upon confirmation of approval from the above.

14. The Medical Staff Council Fellowship fund should be acknowledged in any publications arising from work to which support has been contributed, even if that support is partial. Copies of any publication arising with the assistance of this funding, including submitted abstracts, should be submitted to the Medical Staff Council Office.

15. The complete application must include the following in order to be considered:

- a. Cover letter.
- b. Application form.
- c. Research proposal (2 pages maximum, excluding references/diagrams) – include a summary of the background, hypothesis and objectives, and research methodology specific to this project.
- d. Letter of support from the trainee research supervisor (see above).
- e. Ethics approval (or proof of submission).
- f. HSC Department of Research Impact approval.
- g. University Committee on the Use of Animals in Research approval (as appropriate) .
- h. Detailed budget.

16. The Deadline for Submission of the Research Award is January 31 each year. Two hard copies and one electronic copy of the application should be submitted before 4:00 pm on the deadline date. The electronic copy should be a single PDF file. Awards will be finalized within 1 month (by March 1) of the same year. Applications received after the deadline will not be considered.