2019 Research Grant Competition  
Criteria and Submission Checklist

Please review the following questions carefully before submitting your research grant application. **Your submission will be disqualified if it does not comply with the checklist.** It is the responsibility of the applicant to ensure the application is complete when submitted. Applications will be evaluated as submitted. A copy of this completed checklist is required as part of your submission.

If you require clarification of the criteria for submission, please contact Lauren Bressee, Chair, CSHP Research Committee at lbresee@ucalgary.ca; or Desarae Davidson, Director, Corporate Services, at ddavidson@cshp.pharmacy.

| ☐ | We understand that this application will be reviewed by the Grant Review Sub-committee of the CSHP Research Committee as per the grant evaluation criteria posted on the CSHP Foundation website. |
| ☐ | The principal investigator is a Member, Member-in-Training or Student Supporter of the Canadian Society of Hospital Pharmacists and has been a member for at least 12 consecutive months at the time of the grant application. **A single Principal Investigator must be specified and their CSHP Membership Number must be provided.** |
| ☐ | This is the **sole** application to this year’s grant competition for **each** of the investigators. |
| ☐ | This application is not being submitted on behalf of a CSHP group (committee, task force, or affiliated board). Please contact Desarae Davidson (ddavidson@cshp.pharmacy) if you are uncertain about this criteria. |
| ☐ | This research is based and will be conducted primarily in an organized healthcare setting in Canada. |
| ☐ | We understand that the funds to be granted will be determined through the evaluation process and may be less than the full amount of the budget for the submitted research project. |
| ☐ | This application does not duplicate funding already held for this project or a portion of the project. If an additional funding source is being solicited, please declare the funding source and decision date for that funding source. |
| ☐ | The purpose of the grant competition is **not** to fund residency research projects that would be undertaken regardless of external funding. However, if a portion of a residency project is novel and requires external funding, this will have to be explicitly stated and justified in the rationale and budget of the project – including “contributions in kind” from the sponsoring institution. |
The complete submission contains the following as 6 distinct documents, in PDF format:

- Both pages of this checklist, completed
- Research proposal
- Budget and budget justification, using the required template.
- Curriculum vitae of each investigator, collated into one document.
- Signatures of all investigators and an authorized signing official of the approving institution

**Institutional Review Committee (Research Ethics Board)**
Must select **one** below:

- Proof of ethics board approval included with application (e.g., REB certificate of approval)
- Proof of ethics board submission and currently under consideration (e.g. form letter from REB Chair or delegate stating that the application for REB approval has been received and is under consideration)
- Proof that REB review is not required (e.g. letter from REB that review is not required)

The PI has reviewed the “Research Committee Grant Review Process” and the "Criteria for Evaluation of Submissions" documents.

The **Research Proposal** contains the following items:

**Part A: Not to exceed a total of 24 double-spaced typed pages**

1. A Title Page, containing:
   - Title of the proposed research
   - Principal investigator’s, name, title, institution and CSHP membership number
   - Names, titles, and institutions of the collaborating investigators
   - Name and address of the organized health facility in which the research will be primarily conducted

2. A brief Summary of the Research Proposal (maximum 300 words)

3. An Introduction, containing:
   - A review of research in the area, with appropriate references
   - The rationale for the research proposal
   - A description of the significance of the research

4. Research Hypothesis and Objectives

5. Methodology, with adequate discussion of the following items:
   - Experimental design
   - Study population, sample selection and sample size justification (if applicable)
   - Methods and procedures for data collection

6. Data Analysis Procedures

**Part B: Not to exceed 8 pages**

7. Work Plan that corresponds with specified objectives and methods. The work plan should identify activities, centres of responsibility, and target completion dates.

8. References

9. Appendices (if applicable)
The **Budget** is presented using the *CSHP Research Grant Application Project Budget & Justification* template and clearly indicates the total funding requested, not to exceed $15,000, in this grant application **AND** justifies the requested funds for each following item:

- Personnel (include benefits): job functions and time commitment to the research project is described *see guidance note*
- Supplies
- Equipment

1. *Guidance Note:* Please justify the rationale for the requested salary/wages (e.g. collective agreement wage scale, institutional required wage, etc).

The **Budget** does **NOT** include funding requests for the following:

- Non-scientific personnel salaries (clerical and other indirect project assistant) *see guidance note*
- Conference travel
- Institutional overhead or administration charges
- Costs associated with publication of the research results in a recognized scientific journal

2. *Guidance Note:* Eligible funding for salaries include research coordinators, research assistants, research students, biostatisticians, and analysts. Please note: the following budget requests will **NOT** be funded: salaries of the study investigators, salaries of pharmacy staff who will be providing a service during the study (such as direct patient care or drug distribution operations). For example, if a study intervention requires a pharmacist to provide admission medication reconciliation, discharge medication reconciliation, and discharge patient education, the salary of that pharmacist would **NOT** be funded, irrespective of whether it is an existing service, newly proposed service, or pilot service. If you have questions about funding eligibility for specific line items, please contact the Chair of the CSHP Research Committee.

We understand that granted monies must be used within parameters outlined in the budget submitted in this application. Permission to deviate from the outlined budget with granted monies will be sought in writing from the Foundation Board. Written approval from the Foundation Board must be obtained prior to expenditures.

**Signatures** (in 1 single collated document):

- Signature of the Primary Investigator
- Signature(s) of the Co-Investigators
- Signature of the President or authorized signing official of the organized health facility in which the research will be primarily conducted. If the project does not have a primary organized health care facility, the authorized signing official will be the institution (health care / academic facility) where by the principle investigator resides. Additional letters of support are encouraged in cases where there may be an overlap in signing authority.

Do you consider yourself a novice researcher? **Yes / No** (please circle appropriate response)

Your complete application must be submitted electronically at [https://cshpfoundationgrants.msubmit.net](https://cshpfoundationgrants.msubmit.net).

**NOTE:** All files submitted must be in **PDF format**.

**The deadline for submission is October 10, 2019.**
**DEFINITIONS:**

**Novice researcher** is defined as the principal investigator for fewer than 3 research publications AND fewer than 5 different research presentations (podium or poster).

**Principal investigator** is defined as the first author of the publication or the primary investigator of the project.

**Research publication** is defined as a full peer-reviewed manuscript (with typical sections of Introduction, Methods, Results, and Discussion) that is not an abstract, a case report or case series, or a review article.

*CSHP Foundation Research Grants support research in the basic pharmaceutical sciences, clinical pharmacy or any area of investigation relevant to institutional pharmacy practice.*