**WCHRI and Department of Obstetrics & Gynecology**

**Resident/Clinical Fellow Trainee Research Grant**

**Grant Guidelines**

These guidelines provide detailed information regarding the Resident/Clinical FellowTrainee Research grant program offered by the Department of Obstetrics & Gynecology and the Women and Children’s Health Research Institute (WCHRI).

These guidelines are reviewed periodically and may be subject to amendment. It is the responsibility of awardees to ensure continued compliance with the guidelines.

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**1.0 Award Overview**

The purpose of this grant is to provide resources and support for eligible trainees to gain experience in the components of completing a research grant from start to finish, including developing research skills and tools that may be helpful in their future clinical practice.

Applications may be submitted at any time prior to the onset of the research. Mentors are expected to provide an active and engaged role in the development of the application and research project.

1. **Eligibility**

To apply for this competition, the trainee must:

* be registered in a residency , subspecialty residency or clinical fellowship program at the University of Alberta;
* present an application with an effective, detailed mentorship plan;
* be committed to complete the work by the program end date.

Both the trainee and mentor must be members of WCHRI; membership is free and complete information may be found on the WCHRI website at [wchri.org/membership](http://wchri.org/membership). Trainees may hold this grant once per eligible training program type.

All awardees are expected to remain compliant with the general policies and conditions governing this award.

**2.1**.**Ethical Considerations**

Institutional approvals are required. These include human research ethics, biohazards & environmental safety, and/or animal welfare. Department of Obstetrics & Gynecology (internal funding) can be listed as the award sponsor.

1. **Award Details**

The value of the grant is up to a total maximum of $2000. This grant may be held for a period not exceeding the trainee’s actual program end date. It is expected that all awardees will complete the research project as outlined in the approved application, under the guidance of the recognized mentor.

* 1. **Budget**

Both the budget summary and the budget justification are mandatory components of the grant application. All budgeted items must be clearly listed and justified. The candidate’s mentor may be required to contribute to the candidate’s proposed project to ensure that adequate financial resources are in place to complete the work proposed.

Please note that all applicants are expected to publish the results of the project, therefore must either include publication costs in the proposed budget or identify sources of funding specifically for the purpose of paying publication costs. In the event that costs associated with the project exceed the award value limitations, applicants must clearly account for the budget excesses in the Summary and Justification sections of the application form.

* 1. **Support through WCHRI Research Platforms**

WCHRI can provide support for applications through their research platforms. In order to access services applicants must complete a WCHRI [Project Request Form](https://redcap.med.ualberta.ca/surveys/?s=MvcSPz). Please note that requests for WCHRI support should be submitted at least 3 weeks before the grant is submitted.

**3.2.1 REDCap**

Applicants are encouraged to use REDCap as the data management system for all quantitative and/or mixed methods studies. REDCap is a secure, web-based application for building and managing online research projects. Using REDCap can significantly improve research data security and quality. Through collaboration with WCHRI, the Faculty of Medicine & Dentistry, and the Northern Alberta Clinical Trials and Research Center (NACTRC), this research support is available to all members of the University of Alberta. Initial project setup and training sessions are provided free of charge.

* To setup a new REDCap project go to: <https://redcap.med.ualberta.ca/surveys/?s=VHG6Zy>
* To receive REDCap training: <http://www.wchri.org/redcap-sessions>
* To access WCHRI’s REDCap expert services, complete the WCHRI [Project Request Form](https://redcap.med.ualberta.ca/surveys/?s=MvcSPz).

It is a condition of WCHRI's licensing for REDCap that researchers reference REDCap in their publications.

**3.2.2 Biostatistics Support**

As a component of this grant, all applicants are eligible for a maximum of 13 hours of biostatistics support. Access to this service is considered as in-kind support and not included in the overall operating grant amount/limit.

All applicants requiring biostatistics support must meet with the WCHRI biostatistician prior to submission of their application. Early engagement of the biostatistician will enable assistance with the project design, sample size calculations, and analysis plan.

All applicants that wish to access WCHRI biostatistics support must provide a quote with the submitted application. To acquire a quote for service, please contact WCHRI’s biostatistician via the WCHRI [Project Request Form](https://redcap.med.ualberta.ca/surveys/?s=MvcSPz).

* 1. **Budget Expenses and Eligibility**

**Eligible Expenses** include (but are not limited to):

* direct research project laboratory supplies;
* poster printing, photocopying, library charges;
* manuscript/publication costs;
* postage/courier;
* reference books directly related to the funded research project;
* mileage for data collection (reimbursed as either gas *or* kilometers.)

The following expenses are considered eligible provided quotes are submitted with the application

* computer software purchased through the University of Alberta (i.e. SPSS);
* study participant honorariums payable by gift card or other non-cash incentive, limited to $25 per participant;
* WCHRI research platform support (see item 3.2 for further information).

For gift cards, awardees are to maintain records for the purchase and distributing of gift cards. The documentation will include the type and amount of gift card with purchase details as well as a list of the individual research participants that they were distributed to with evidence that the gift cards were received (i.e. recipient initials). Residual gift cards must be returned to the Department of Obstetrics & Gynecology at the end of the Resident Research Grant period of support.

**Ineligible Expenses**

* travel to or registration fees for conferences, workshops or symposia (see [FGSR Travel Awards](http://www.gradstudies.ualberta.ca/en/awardsfunding/scholarships/travel.aspx) or [WCHRI Trainee Travel Grant](http://wchri.srv.ualberta.ca/content/trainee-travel-grants) as alternatives);
* computer hardware and accessories (such as printing cartridges);
* association membership, dues or fees;
* general office supplies;
* research assistants.
  1. **Changes to the Proposed Research and/or Budget**

Neither the research project nor budget should be changed once the grant has been reviewed and approved for funding; it is expected that the funded research will be done according to the proposal detailed in the application. If changes must be made, express written approval from the department must be obtained.

1. **Mentorship**

All trainees are required to complete this research award under the faculty mentor who sponsored their application. A strong research mentor is a requirement of this award. A mentorship plan must be detailed in the grant application. Submissions that do not clearly detail the roles, access and purpose of the mentor and/or mentorship team, including co-mentor, may not be eligible for funding.

* 1. **Mentorship Expectations and Track Record**

All mentors are expected to have a proven track record mentoring trainees that is commiserate with their faculty level and research experience. Where the proposed mentor has not previously sponsored a resident grant through to successful completion, and may have limited experience in the mentorship of trainees, Department of Obstetrics & Gynecology may (1) determine eligibility to participate as a research mentor, (2) request evaluation of the proposed mentors expertise and experience in mentorship, or (3) request the addition of an experience mentor to the research mentoring team.

* 1. **Mentorship Team**

One (1) co-mentor may be identified on the application.

* 1. **Change in Mentorship**

Under special circumstances, consideration may be given to a change in mentorship. This will be assessed on a case-by-case basis. Where a change in mentorship affects the project and/or project outcomes, the applicant may be required to re-apply to this program with a new project and mentor.

1. **Application**
   1. **Application Process**

Please read the instructions, guidelines, and application before filling out the application form.

The original, signed application must be submitted on a current application form, with the requested supporting documentation to the research administrator in the department administrative office located at 5S 116-1 Lois Hole Hospital for Women, Robbins Pavilion.

Applications that are either: i) incomplete, or ii) non-compliant with the program guidelines and/or application instructions may not be forwarded for review / funding consideration.

1. **Review Process**

All applications are evaluated by up to two faculty members. All applications are assessed using the following resident research scoring sheet.

**WCHRI and Department of Obstetrics & Gynecology**

**Resident/Clinical Fellow Trainee Research Grant**

**Scoring Sheet**

All applications will be reviewed by University of Alberta academic faculty. Every effort is made to find reviewers with expertise in the area of research. Where applicable, applications will be reviewed based on the following criteria:

**Resident/Trainee’s Academic Background and Work Experience (Score 0 to 3)**

|  |  |
| --- | --- |
| Academic background (including awards, prizes and funding, publications and presentations) and work experience | **Point Allocation**  **(maximum)** |
| Adequate | 0 |
| Good | 1 |
| Very Good | 2 |
| Outstanding | 3 |

**A maximum of 3 points may be allocated for the Applicant’s Academic Background and Work Experience.**

**Role of Resident/Trainee in Proposed Research (Score 0 to 2)**

It is expected the Resident/ Trainee will engage in a research opportunity that will require both intellectual and methodological contributions.

|  |  |
| --- | --- |
|  | **Point Allocation**  **(maximum)** |
| The role of the resident/ trainee is clearly defined and will enable the resident/ trainee to obtain new methodological expertise. | 0 |
| The resident/ trainee is expected to make intellectual and methodological contributions that will enhance the learning experience. | 1 |
| The role of the resident/ trainee builds upon the resident/ trainee’s previous expertise and experience. The resident/ trainee clearly has the skills required to drive the research project to completion. | 2 |

**A maximum of 2 points may be allocated for the Role of the Resident/ Trainee in Proposed Research.**

**Role of the Mentor/ Mentorship Team (Score 0 to 2)**

It is expected the Resident/ Trainee will have a mentor that is engaged in the project and is committed to driving the research project through to completion. All mentors must be able to evidence success providing mentorship. Where limited experience with mentorship is evidenced, a co-mentor with a proven record of mentorship may be required. Reviewers are asked to consider the mentor’s CV/ publication track record with specific reference to publications with trainees.

|  |  |
| --- | --- |
|  | **Point Allocation**  **(maximum)** |
| The applicant would benefit from the inclusion of a co-mentor to ensure adequate resources are in place to support this work. | 0 |
| The mentor has evidenced success providing guidance to trainees and in all likelihood the research project will be completed within the stipulated timeframe. | 1 |
| The mentor has significant expertise with trainees and WCHRI can expect that this research will be completed through to publication. | 2 |

**A maximum of 2 points may be allocated for the Role of the Resident/ Trainee in Proposed Research.**

**Quality and Clarity of Proposed Research Project (Score of 0 to 2)**

It is expected that all applications submitted for funding consideration will meet or exceed the criteria corresponding to point allocation of 2.

|  |  |
| --- | --- |
| The proposed research should present in accordance with the application instructions | **Point Allocation**  **(maximum)** |
| The overall quality of the project is not well-written/ the proposed work is not clearly described. Revisions are required. | 0 |
| The project is written well enough to convey the project rationale and a minimum acceptable level of methodological details. Some revisions of the proposed work are required to ensure project feasibility. | 1 |
| The project is well written, providing solid rationalization and methodological details. No revisions are required to clarify the proposal. | 2 |

**A maximum of 2 points may be allocated for the Quality and Clarity of Proposed Research Project.**

**Overall Impression of Proposed Research Project Feasibility (Score of 0 to 2)**

It is expected that all applications submitted for funding consideration will meet or exceed the criteria corresponding to point allocation of 2.

|  |  |
| --- | --- |
| The proposed research should present in accordance with the application instructions | **Point Allocation**  **(maximum)** |
| The proposed work is unlikely to result in a viable outcome and revisions are recommended. | 0 |
| Overall, the project appears to be achievable given the information provided. | 1 |
| The project is clearly feasible and there are no concerns with respect to the applicant and mentor achieving an outcome within the available timeframe. | 2 |

**A maximum of 2 points may be allocated for the Overall Impression of Proposed Research Project Feasibility.**

1. **Competition Results**

Official result letters and competition feedback will be emailed to the applicant and their Mentor with the application outcome. Details on successful applications may be posted on the WCHRI and/or Department of Obstetrics & Gynecology websites.

1. **Funding Access**

Once awarded, funds will be administered by Department of Obstetrics & Gynecology through the completion of expense reimbursement forms for which all original receipts must be supplied. Project RES0039532, speed code ZJ516 will be used for the corresponding reimbursement. All applicable approval documentation for ethics, animal care, and/or biosafety certification must be received prior to the release of award.

* 1. **Extension Requests**

It is expected that the funded research will be carried out within the timeframe offered at the time of implementation. The department may consider extending the term of the grant provided a request for extension is approved prior to the termination of the period of support.

1. **Reporting**

The awardee will be responsible for submitting reporting to the department within thirty (30) days from the period of support end date. All reporting must include a narrative that provides sufficient detail to assess the overall research project outcomes and impacts.

* 1. **Research Day Presentation**

Research funded through this program must be presented at WCHRI Research Day.

1. **Communications & Funding Acknowledgement**

WCHRI and Department of Obstetrics & Gynecology expect that all outcomes of work funded through this program will be published.

All publications, including public messages, arising from research supported by WCHRI grants and/or awards must acknowledge the support of WCHRI and the appropriate funder.

**For research projects related to women and children's health:** “This research has been funded by generous supporters of the Lois Hole Hospital for Women through the Women and Children's Health Research Institute.”

**For those awardees that have used REDCap**, it is a condition of WCHRI's licensing for REDCap that researchers reference REDCap in their publications. Please refer to the [WCHRI website](http://www.wchri.org/redcap) for correct and current wording.

Awardees are asked to inform WCHRI and Department of Obstetrics & Gynecology in advance if their research will be published in a major journal and/or receive media coverage. WCHRI reserves the right to publish and/or disseminate information relevant to grants and awards.

Downloadable logos may be found on the [WCHRI website](http://www.wchri.org/acknowledgments-and-logos).

1. **Award Termination**

Department of Obstetrics & Gynecology reserves the right to terminate any award if the conditions of the award are not met, or if there is evidence of unsatisfactory progress. The applicant and/or preceptor must immediately notify the department of any changes that may affect continued eligibility to hold the award. This includes, but is not limited to, changes in employment/program status and leaves of absence.

1. **Contact Information**

If you have any questions regarding the Resident/Clinical Fellow Trainee Research Grant Program or application process, please contact Dr Sue Ross (***Cavarzan Chair in Mature Women's Health Research***).