



## COMMUNITY INNOVATION AWARD

### APPLICATION GUIDELINES

Applications should be submitted electronically, **in Word format**, to the Canadian Orthopaedic Foundation at [research@canorth.org](mailto:research@canorth.org). The email subject line should state: Community Innovation Application – [Last Name]

DEADLINE FOR SUBMISSION

**September 8, 2017**

Decisions will be communicated in November 2017.

**Please read this document in its entirety before completing application.**

For questions or concerns, please email [research@canorth.org](mailto:research@canorth.org)  
or call 416-410-2341 or 1-800-461-3639 Ext. 221

# COMMUNITY INNOVATION AWARD

The Community Innovation Award celebrates community-based surgeons and research studies dedicated to improving patient care or musculoskeletal health in their community.

## CRITERIA FOR AWARDS

The following criteria must be satisfied for an award to be granted:

- The importance of the question as judged by peers.
- The quality of the proposal as judged by peers.
- Applicants must not hold academic appointments.
- Applicants must be affiliated with institutions or organizations that are registered with Revenue Canada as conducting charitable activities within Canada. Health agencies including hospitals, provincial and municipal government departments and public health units, community groups or associations and non-profit organizations are eligible.
- One of the principal investigators must be working in a Canadian orthopaedic centre both at the time of application and at the award's receipt.
- The application must include an orthopaedic surgeon lead.

Research projects previously funded will not be considered for an award; that is, research projects will not be funded for linear growth.

In this proposal, applicants are expected to provide a systematic, logical description of the project or line of research, which demonstrates familiarity with the subject matter and a carefully formulated plan of implementation. The rationale, the project plan, the methods and procedures to be used, and the mode of analysis to be employed should be clearly outlined. In general terms, the proposal describes the work, proceeding from general theoretical considerations to the specific project and must include a budget. The budget qualifies the work in terms of personnel, materials, services or other requirements.

In addition to the quality of the proposal, decisions on awards will also take into account:

- The intention that Community Innovation Award funds are to be awarded to novel short-term (1-2 years) research projects which could include:
  - New investigator starting a novel research project
  - Experienced investigator seeking funding for a pilot project
- Previous research awards from the Canadian Orthopaedic Foundation. (It is the intention of the COF to fund as many researchers as possible).
- The probable availability of outside funds and/or resources. This may be a function of the experience of the applicant and their existing resources, the amount of the request, the subject matter, or the nature of the research. Applicants who appear to be otherwise well funded, and especially those who propose work which closely parallels other sponsored projects, should comment specifically on the circumstances of their application.
- Expected publication, further research or creative opportunities anticipated.
- The appropriateness of the amount requested in terms of the Canadian Orthopaedic Foundation's capability to fund from the Community Innovation Awards program.

If an applicant believes there are any special considerations that should be taken into account, these should be noted for the reviewer's attention.

# COMMUNITY INNOVATION AWARD

## GENERAL INFORMATION

### Amount of Funding

Individual Community Innovation Awards are in the amount of \$15,000. The total amount of funding and the number of awards each year will be variable. This is a result of the variation of donations each year to the research program. It is the endeavor of the Canadian Orthopaedic Foundation to disburse the funds available from the research program each year less expenses incurred.

### Deadline

Grant applications must be received electronically by September 8, 2017.

### Number of Applications

It is not the wish of the Canadian Orthopaedic Foundation to limit the initiative of individual researchers; however, it is necessary to limit the total number of awards per principal investigator. In addition, among the primary goals of this research competition is the ability to fund individuals or groups who need assistance in starting research endeavours, or who have projects that would not fit easily within other research granting agencies' policies. In years where more than one research award is available, we propose to limit the number of grants per principal investigator to a maximum of one (1). The investigator or the co-investigators may wish to submit as many applications as they wish; however, it may prove more efficient to concentrate on one or two good projects that have a high potential to be funded.

### Review Process

The applications will be reviewed by the Canadian Orthopaedic Foundation's Research Committee. Each reviewer will grade the application based upon a number of factors, including: relevance to Canadian Orthopaedic Foundation research criteria; significance of research; ability of applicants to complete research; and the scientific work justifying the proposed budget. The successful candidates will be notified in November 2017.

### Disbursement of Awards

The successful applicants are expected to arrange the method of funds disbursement through the Canadian Orthopaedic Foundation. If funds have been awarded but arrangements have not been made for disbursement or utilization of these funds (12) months from the date of awarding of the grant, the funds will revert to the Foundation.

Funds will be disbursed as follows:

- \$15,000 paid within four (4) weeks of award announcement.
- A written progress report of the work carried out through the utilization of the grant, and a financial report from the institution holding the grant, are to be submitted to the Foundation twelve (12) months from the date of grant award. The scientific report may consist of a reprint of a publication that has resulted from grant support, abstract of a presentation at a meeting, or a purpose written summary of ongoing work. The Foundation reserves the right to request a review of expenses incurred against the grant funds that were supplied.
- Final written scientific and financial reports are to be submitted to the Foundation twenty-four (24) months from the date of the grant award indicating what has resulted from grant support, future directions of the research project and any other significant information.

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## Administration and Timing

- The start date of the Community Innovation Award will be the date the award is issued.
- The end date will be the Canadian Orthopaedic Foundation's fiscal year end (March 31<sup>st</sup>) two years from the start date. (For example, the start date for the 2017 award would be at or around November 15, 2017 and end March 31, 2020).
- A high-resolution headshot of the recipient, a short bio (approximately 100 words), and a non-technical summary of the body of work for use in the Foundation's public material must be submitted by the recipient within four (4) weeks following notification of the award.
- It is expected that funds awarded will be spent as allocated within the twenty-four (24) month period. If funds are remaining after this time, an explanatory request for an extension should be included with the final written report. Extension requests will be decided by the Research Committee based on explanation provided. If no explanation is provided nor an extension requested, the remaining funds are to revert back to the Foundation.
- The Canadian Orthopaedic Foundation is a public charitable organization funded by donor contributions and as such informs donors and other interested parties about its awarded research grants and awards.

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## INSTRUCTION TO APPLICANTS

These instructions correspond to the numbering on the application.

### PART A

1. Principal Investigator(s)
2. Secondary Investigator(s)
3. Project Title. Type of project, funding for start-up (start-up funding for a new researcher), a discreet project (funding to complete a single project), or a collaborative project (partial funding for a collaborative work).
4. Expected starting and completion dates of the work described in the application.
5. Certifications of Approval for research involving human subjects, animals and/or biohazards is required. Certifications need not be appended at the time of application; however, funding will not be released until written notification of the necessary approval(s) has/have been received by the Canadian Orthopaedic Foundation.
6. If you have received funding for a similar project from another source, the budget page and proposal summary for that project must be attached.
7. Report previous Canadian Orthopaedic Foundation funding.
8. Date and signature.

### PART B

#### B1. CURRICULUM VITAE OF PRINCIPAL AND SECONDARY INVESTIGATORS

*[One CV summary per Investigator (1 page preferred, up to a maximum 3 pages per Investigator)]*

**B2. EXPERIENCE AND/OR PRIOR RESEARCH:** For each principal and secondary investigator, describe your recent research activities and accomplishments, emphasizing work in the area of the present proposal.

*[Maximum of two (2) pages for each person]*

**B3. PROJECT DESCRIPTION:** In three (3) pages or less, describe your research project. While the form and order of presentation of the material may vary according to the nature of the project and in the interests of clarity, the following must be included:

- The problem or subject to be researched. Define the problem clearly and concisely, providing any background information essential to understanding the importance of the work. Include a statement of the potential significance, future use, relevance or application of the results.
- The hypotheses or theoretical framework. The choice of methodology, data to be collected, the structure and procedure of experiments, analysis to be done, are all to some extent based on assumptions, theoretical considerations or hypotheses. A statement of these is essential to understanding the proposal.
- Set out and describe the methods and procedures that will be used (how the research will be done), the sequence of events, the resources required ( personnel, facilities, equipment, materials, etc.,) which are included in the budget.
- Describe the outcomes to be used. An essential research instrument, such as a questionnaire, if constituting the basis of the proposed research, must be appended.
- Provide details of the analysis plan (statistical tests to be employed).
- Include references in the description, where appropriate, to similar or related work. If the field is largely untouched, this should be indicated.

For clarity, a narrative style should be used with headings. **Please note this section must not exceed THREE (3) pages. Note that one additional page, to a maximum of four (4) in total, may be added for references only if needed.**

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## PART C

### BUDGET DETAILS

Expenses for travel, for the purchase of personal computers, or for indirect or overhead costs (such as heat, lights, etc.) are ineligible.

#### C1. Summarize the budget in terms of personnel, materials, supplies and other costs:

- Investigators are to provide one paragraph justifying the budget to provide the reviewers with an improved understanding as to how the money provided by the Community Innovation Award will allow the investigators to complete their research project.

#### C2. Personnel Costs:

- Research assistants should not be expected to do work that appropriately belongs to the principal investigator(s).
- Indicate the hourly rate, number of hours/week to be worked and duration of employment; include at least 10% for benefit costs (WCC, CPP). A rationale for the hourly rate must be provided.

#### C3. Equipment, Materials, and Services:

- Itemize.
- Include the basis used to calculate the estimated cost for each item.
- If equipment is requested, a quotation must be included.
- Additions of hardware to existing equipment or the purchase of software packages must clearly demonstrate exceptional circumstances.

These guidelines reflect the response to increasing number of applications received for limited research funds. These guidelines are meant to make the process fair for all applicants and transparent in regards to the decision-making process for awarding of grants.