

## **2020 Clinical/Community Research Integration and Support (CRISP) program Guidelines**

Updated January 2020

These guidelines provide detailed information regarding the Clinical/Community Research Integration and Support Program (CRISP) offered by the Women & Children's Health Research Institute (WCHRI).

These guidelines will be reviewed annually and may be subject to amendment. It is the responsibility of the principal investigator to ensure continued compliance with these guidelines.

- 1.0 [Award overview](#)
- 2.0 [Eligibility](#)
- 3.0 [Budget details](#)
- 4.0 [Award details](#)
- 5.0 [Research project](#)
- 6.0 [Application](#)
- 7.0 [Review process](#)
- 8.0 [Review criteria and scoring](#)
- 9.0 [Competition results](#)
- 10.0 [Funding implementation](#)
- 11.0 [Leaves of absence](#)
- 12.0 [Reporting](#)
- 13.0 [Communication](#)
- 14.0 [Award Termination](#)
- 15.0 [Contact Information](#)

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## **1.0 Award Overview**

This grant competition is intended to fund collaborative research with patient or community populations that have the potential to improve community health outcomes and/or influence clinical practice at the point of care for women and/or children.

Funding requests up to \$20,000 (total) for a three year term will be considered.

The objectives of the program are to:

- Enhance research excellence and capacity in investigator-initiated clinical/community research studies;
- Support the development of evidence-informed practice to improve health outcomes for women and/or children.

## **2.0 Eligibility**

All applications to WCHRI must align with our [relevance criteria](#) in order to be eligible for funding. Eligibility is restricted to projects that require human subjects (HREB) ethical approval.

Criteria for the CRISP Grant:

- principal investigators must be WCHRI academic member for not less than 1 year prior to application; except new recruits with an academic appointment of less than 1 year at time of application to WCHRI.
- each principal investigator may submit one application (maximum).
- a research mentor is required as part of the team if the PI has less than 40% protected research time.
- research mentors must hold a full-time continuing academic appointment and be WCHRI academic members.
- past awardees may not apply for two years from the date of implementation on the previous award.

All applications must be complete and signed by the University of Alberta on behalf of the applicant prior to application submission. WCHRI CRISP grants are tenable at the University of Alberta only.

WCHRI membership is free—complete information may be found on our [website](#).

## **3.0 Budget Details**

All funding requests are limited to a total maximum of \$20,000.00 over three years. Funding associated with this award cannot be used as top-up funding. Applications for this award may not present with match funding. All principal investigators and research team members must demonstrate an independent salary/stipend source.

**3.1 Required Budget Costs** include:

- minimum budget of \$3,000.00 (total) allocated to support of research dissemination and/or knowledge translation costs.

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

- research materials, supplies, and other expendables;
- computer/CPU time, data access charges and library resources;
- computer and computing equipment or software limited to \$1,000;
- publication costs including open access publishing
- salaries (including benefits) for research assistants, technicians, postdoctoral fellows;
- stipends for summer and graduate students;
- travel required for research data collection (mileage paid according to U of A guidelines);

### **3.3 Ineligible Expenses** include (but are not limited to):

- secretarial and clerical support.
- stipend for faculty members and/or members of the research team.
- renovations.
- maintenance of equipment.
- installation of major equipment.
- membership fees.
- equipment purchases valued at over 20% of the total proposed budget (refer to 3.4 Special Consideration of Relaxed Equipment Allocation below).
- indirect costs, including but not limited to infrastructure costs and/or fees.

### **3.4 Special Consideration of Relaxed Equipment Allocation**

Where equipment over 20% of the total budget is required (defined as unfeasible without the equipment), evidence must exist that the equipment is not available to the investigator or team, and/or access to existing equipment or similar equipment is impeded. WCHRI will consider equipment costs up to a maximum of 40% only. No costs above 40% of the total budget requested will be considered.

### **3.5 Support of knowledge translation initiatives beyond award scope**

Working in collaboration with WCHRI, awardees that have completed the knowledge translation plan associated with the funded award may be eligible to receive additional support to further translate research findings. All awardees must evidence

- A collaborative and engaged working relationship with the project stakeholder
- Evidence of award compliance
- A defined knowledge translation plan/ initiative must be submitted to WCHRI for consideration.

Any additional funding allocation is determined by WCHRI and may include engagement of the committee chair and/or review committee. Additional contributions may not be used for travel and/or publication costs. All work must be completed during the WCHRI-approved period of support.

### **3.6 Institutional sponsorship**

All applications must be institutionally sponsored on behalf of the principal investigator. Changes to institutional support may result in WCHRI's withdrawal of an application during the competitive process or financial commitments for an offered or currently implemented award.

Application sponsorship confirms that adequate support exists at the institutional level to achieve the proposed/ funded research and that all signees have reviewed and agreed that: 1. the application meets research scholarship and practice requirements and 2. is consistent with UAPPOL policies and procedures. Please refer to the [Meaning of Signatures](#) for details on sponsorship responsibilities.

Institutional sponsors also agree to the public release of information and/or support of any WCHRI communication initiatives subsequent to award funding. By signing the application, institutional sponsors agree to administration of award funding to awardees in a timely manner following fund transfer. All award disbursements are processed by the sponsor according to the WCHRI payment schedule from RSO established accounts. Where changes to employment, and/or human resources concerns arise that affect institutional sponsorship, WCHRI must be contacted without delay.

### **4.0 Research project**

The research project must clearly detail the work that will be done by the principal investigator and each research team member. A letter of collaboration is required for each collaborator. Letters of collaboration must clearly detail the role of each collaborator. Applications must present with a stakeholder as a research partner; the application stakeholder and/or community partner may provide a letter detailing research engagement, roles and responsibilities.

The research project should not be substantially altered from that proposed in the original application. If significant changes should become necessary, the principal investigator must seek WCHRI's approval prior to any significant change being made.

## **5.0 Application**

WCHRI supports the University of Alberta's efforts to ensure the highest standards of research and scholarship practice and behaviour. By submission of the signed application, the Principal Investigator asserts that the information provided in the document(s) adheres to all research policies and procedures in place at the University of Alberta. WCHRI reserves the right to request institutional confirmation of assertions contained within this application.

Misrepresentations of authorship, credentials or research support may result in disqualification of the application from this competition. Further actions may include: disqualifying the principal investigator and/or research team member(s) from future competitions for a time period determined solely by WCHRI, withdrawal of any remaining installments of support for any existing WCHRI grant or award for which misrepresentation appears in the submission, and seeking partial or full repayment of any past financial support under any WCHRI grant or award for which misrepresentation appears in the submission.

Please refer to [UAPPOL](#) for further information on the University of Alberta's [research and scholarship integrity](#) policy.

## **5.1 Application Process**

The complete application must be submitted on a current WCHRI application form through the [WCHRI CRISP Grant Electronic Submission Portal](#) by 4:00pm on the deadline date. Printed or late application material will not be accepted. Applications with missing information or documentation may be submitted to the Committee "as is" provided program eligibility is met. It is the principal investigator's responsibility to ensure the application is accurate and complete. Where information is not provided as required in the application, eligibility to participate in the competition and/or hold funds may be affected.

## **6.0 Review Process**

The CRISP Advisory Committee is broadly composed of experts from the University of Alberta and are representative of the application demographic for this program opportunity. All eligible applications are forwarded to this committee and undergo peer-review according to program review criteria.

Committee composition includes engagement of community reviewers. Community reviewers for this committee are nominated through previous engagement with WCHRI programs and/or supports. Feedback from community reviewers is provided to the committee and considered in the assessment of application translatability and potential impact / KT (see below for review criteria and scoring).

## **7.0 Review criteria and scoring**

All applications forwarded to the committee undergo rigorous peer-review. Applications are reviewed based on merit and relevance to WCHRI's strategic priorities and relevance criteria.

## **8.0 Competition Results**

Awardees will be posted on the WCHRI website. Official result letters and competition feedback will be emailed to the principal investigator within 1 week following the competition result posting. In the event of discrepancy between the website posting and the formal outcome letter, the formal outcome letter constitutes our notification of outcome. All institutional sponsors will be provided with application outcomes.

## **9.0 Funding implementation**

All offers of awards must be implemented within the period stipulated on the formal award letter. The award is disbursed as a one-time lump sum payment. WCHRI disburses award funding upon confirmation from the Research Services Office (RSO) that an account has been opened (Advice Notice). Note that

ethics and all other institutional approvals must be received by RSO in order to open the account. *WCHRI must be listed as the award funder.*

### **9.1 Extension Requests**

It is expected that the funded research will be carried out within the time-frame offered at the time of implementation. WCHRI may consider a no-cost extension to the initial period of support. In order for WCHRI to assess extension eligibility a formal extension request is required 2-3 months prior to the end of the period of support. Only one extension will be allowed. If the spend rate at the time of formal extension request is deemed inappropriate, WCHRI may opt to terminate the grant and recover any residual funds.

Reporting requirements remain unchanged where extension is sought/approved. Refer to section 11.2 Progress and final reporting for information on reporting.

### **10.0 Leaves of absence**

#### **10.1 Maternity/ paternity leave**

WCHRI awardees who take a maternity/ paternity leave during the tenure of the award must provide WCHRI with formal notification prior to the commencement of the leave. This notification should be supported by the awardee's department chair or faculty dean. Following the period of leave, the awardee may request an extension to the term of the award equal to the time allocated to the leave but not exceeding 1 year.

#### **10.2 Unpaid leave(s) of absence**

WCHRI must be notified of any unpaid leaves of absence not less than 1 month prior to the leave and will consider all requests on a case by case basis. WCHRI may consider extending the award by an amount of time not exceeding the duration of the approved leave. Formal notification of intent to return from a leave must be provided to WCHRI within one month of returning and request of award extension must be requested within this one month period. Formal notification must include institutional support to reinstate the award.

### **11.0 Reporting**

#### **11.1 Research day presentation**

Either during the term of the award or no later than the November following the end of the period of support, a member of the research team is expected to present outcomes related to the research at WCHRI's Research Day.

#### **11.2 Progress and final reporting**

The principal investigator must complete and submit the report form within 30 days of the request to report. An on-line survey link will be sent to the principal investigator to facilitate reporting. Failure to comply with reporting requirements may result in ineligibility to apply to future WCHRI funding programs and/or may affect or interrupt support through [WCHRI research platforms](#).

### **12.0 Communications**

Awardees may be highlighted in WCHRI communication initiatives. All publications, including public messages, arising from research supported by WCHRI grants and/or awards must acknowledge the support of WCHRI. Funding acknowledgement is provided in the formal offer of award letters and can be found on our [website](#).

Awardees are asked to inform WCHRI 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.

### **13.0 Award Termination**

WCHRI 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 principal investigator must immediately notify WCHRI of any

changes to the research team; particularly if the change may affect eligibility to hold an award. This includes termination of employment, and leaves of absence.

**14.0 Contact Information**

If you have any questions regarding this program or application process, please contact WCHRI grants administration at [wcgrants@ualberta.ca](mailto:wcgrants@ualberta.ca).