Annual Surgery GFT Research Grant Competition

A Guide for Applicants & Awardees

Department of Surgery Research Office
Max Rady College of Medicine – Rady Faculty of Health Sciences

Email:
Surgery.Research@umanitoba.ca

Surgery Research Website:
http://umanitoba.ca/faculties/medicine/units/surgery
The Department of Surgery has provided this guide as an overview of the Annual Surgery GFT Research Grant competition for applicants and awardees. It includes information on the application process; resources/tools for the applicant; and responsibilities of the Awardee. This guide has been produced in accordance to the Terms of Reference for the Department of Surgery GFT Surgeon Research Grant that are subject to the Academic Fund Terms of Reference for the Department of Surgery.

Both documents are available to review:

Department of Surgery Administration Office
Room 348 – SMD Building
825 Sherbrook Street
Winnipeg Manitoba R3A 1M5

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BACKGROUND
Established in 2009 by the Department of Surgery GFT Executive Council, the Surgery Research Advisory Committee accepts applications on an annual basis in the fall for competition. The awards are intended for surgical research in which the principal investigator is a full-time (GFT) member of the Department of Surgery. The awards have a maximum value of $15,000.

APPLICANT
The principal investigator must be a full-time (GFT) member of the Department of Surgery. By submitting an application to the Department of Surgery, the applicant agrees to and shall comply with all requirements of the Department and consent to all disclosure of information, including progress and financial reports (see Responsibility of the Awardee).

A Call for Application announcement is sent to the members of the Department and available on the Surgery Research website in September.

Letter of Intent
A Letter of Intent (LOI) is provided by the primary applicant that includes the title and short descriptor of the intended research project; name and contact information of the principal investigator. Applicants can email an electronic copy to: Surgery.Research@umanitoba.ca.

Applicants will be notified by the Thorlakson Chair in Surgical Research approving the LOI and to proceed to the application process within 5 working days after the LOI submission deadline.

Application
The application form will be attached in the email sent to successful LOI applicants. This form must be used and adhered to when applying. Limit two (2) pages of supporting documentation (appendices) will be accepted. Submissions not complete or conforming to the instructions outlined in the form will be returned to the Principal Investigator. Only one (1) application per GFT member will be reviewed for the competition.

Compliance Approvals
All human, animal and basic sciences research funded through a Surgery GFT Research Grant must comply with the ethical and safety conduct requirements as outlined with the policies and procedures applicable to the institution in which the grant fund will be administered.

Information on these policies is available through the finance/research offices of the institution (Concordia Hospital, Health Sciences Centre, Pan Am Clinic, St Boniface Hospital, Victoria General Hospital or University of Manitoba) in which the grant account is being established. For assistance with the forms/applications – please see Administrative Assistance Available on page 4.

The Principal Investigator is responsible for submitting their research to the regulatory bodies applicable to their study. This can include:

- Research Ethics Board
- Office of Research Services
- Biosafety Committee
Award Announcement
The Thorlakson Chair in Surgical Research, in consultation with the Department of Surgery Research Advisory Committee, will determine the grants to be awarded.

The grants will be awarded at the Annual Department of Surgery Research Day held in January. All successful applicants will receive an award letter at that time confirming the project title, award amount, dates of the award term and information on claiming the award. Unclaimed awards will revert back to the Department of Surgery.

Applicants who are not successful will receive a letter from the Thorlakson Chair in Surgical Research providing feedback on their application.

Grant Specifics
- All grants are effective on the date the awardee receives notification of their successful application
- Grants must be claimed by July 31st of the year in which the grant is awarded
- The term of the grant is two (2) years: April 1 – March 31
- All grants will expire at the end of the term

AWARDEE
It is the responsibility of the Awardee (Principal Investigator) to adhere to the Terms of Reference for the Department of Surgery GFT Surgeon Research Grant and outlined in this section.

IMPORTANT NOTE
The Awardee (Department of Surgery GFT member) must be listed as the Principal Investigator on all form related to this award (i.e. compliance approvals, account forms, FAAF, etc.).

Arranging a Grant Fund/Account
The Awardee must activate and account for disbursement of the funds by July 31st. The Department of Surgery will not release the award until the applicable requisites to establish a grant account/fund set by the institution have been met:
- If the award is being administered through the University of Manitoba a Funding Application Approval Form (FAAF) must be completed;
  - All grant applications and associated FAAFs originating from Max Rady College of Medicine Researchers are to be submitted to the Office of the Vice-Dean Research – RFHS, using the email address: resmedgrants@umanitoba.ca
    - This email address has been created specifically for research-related applications. ORS has indicated they require grants 1 – 2 weeks prior to agency deadlines. Allow 24 hours to process your applications, prior to the ORS deadline.
    - Submit 2 documents for each application: One is the FAAF, in UNLOCKED format (electronically signable), that has already been electronically signed by the PI, all co-investigators, and the Department Head. The percentage of time effort for University of Manitoba investigators needs to add up to 100% for internal crediting purposes. External co-applicants should be listed but they are assigned 0% effort on the FAAF. Second is the entire Grant Application which has all
necessary non-electronic signatures (if any), and also must include all other pertinent documents. These all must be combined into one single PDF file.

- Once the Office of the Vice-Dean Research – RFHS checks both forms (FAAF & Grant application form), it will be emailed to the Office of Research Services (ORS) and the grant PI will be copied for their record.

- If the award is being administered through Pan Am Foundation or Concordia Foundation the Awardee must follow the institution’s guidelines to establish their account. An administrator/manager must be identified as the contact person for the grant account with the Department of Surgery Research and Administration Offices.
  - Fill out a NON-UM Surgery GFT Grant Account Steps form and submit to the Department of Surgery Administrator: surgery.research@umanitoba.ca

**Administrative Assistance Available**
The Department of Surgery can provide assistance with compliance approval forms; help to establish your research study fund; processing study-related expenses; and reconciling research fund, etc. Please contact the Surgery Research Office at surgery.research@umanitoba.ca.

**Releasing the Award**
Once notification is received containing the account/fund number, the Principal Investigator will notify the Department of Surgery Research Office and the award will be released.

If the grant account/fund cannot be established before the July 31st deadline the Awardee may request an extension, in writing, from the Thorlakson Chair in Surgical Research. A template has been developed and available on the Surgery Research website.

**Accounting**
It is the responsibility of the Awardee to adhere to the terms of for the funds:
- Funds must be used directly to support research
- Funds may not be used to pay any indirect costs (i.e. institutional overhead or other surcharges)
- Funds may not be used to pay for travel with the exception of trainee travel (resident, medical student) who are presenting the award study at a conference to a maximum of $1500.00

All support must be used in accordance to the initial application as approved by the Department of Surgery. If the needs of the project change that result in the need to re-allocate funds within the study budget, it is the responsibility of the Awardee to notify the Department of Surgery Administration Office. Requests for re-allocation will be considered on a case-by-cases basis. The Chair, in consultation with the Department Head, may refuse an expense claim that does not adhere to the terms of use.

**Financial Report**
At the end of each fiscal period within the term of the award, it is the responsibility of the Awardee to submit a financial report to the Thorlakson Chair in Surgical Research. Funds may be withheld if reports are not complete or submitted beyond the March 31st deadline.
**Progress Report**

Principal Investigators are responsible for submitting an annual progress report. A fillable template has been developed to streamline the process and must be used when submitting the grant report. It is available through the Surgery Research website. The report will include:

- Name of Principal Investigator
- Project title
- Name of all co-investigators
- Brief summary of the progress made in the research project including the stage of the project, etc.
- List of other grants received as a result of the Surgery GFT Research Grant
- Publications generated from the study
- Presentations generated from the study
- Information on the involvement of trainees (residents, medical students)

Progress reports are to be submitted to the Department of Surgery Research Office by the March 31st.

**IMPORTANT NOTE**

If a Progress Report is not submitted by the deadline, the Awardee will not be eligible to apply for a Department of Surgery GFT Research Grant for one (1) year.

**Grant Extensions**

Requests for an extension of the award beyond the term must be submitted, in writing, by February 1st deadline, to the Thorlakson Chair in Surgical Research. A letter template is available through the Surgery Research website. Extension periods will be for one (1) year ending March 31st. Further extensions may be requested but approved on a case-by-case basis by the Thorlakson Chair in Surgical Research.

**PLEASE NOTE:** It is the responsibility of the Principal Investigator to ensure all compliance approvals are current and will not expire during the extension period.

Should an extension be approved, Progress Reports will still be required to be submitted up to the date granted. The Thorlakson Chair in Surgical Research may request additional progress reports.

**DEPARTMENT OF SURGERY ACKNOWLEDGEMENT**

Awardees must acknowledge in presentations, publications, etc. that the project was a grant funded by a Department of Surgery GFT Surgeons Research Grant. The following acknowledgement must be used:

*This work was supported by a Department of Surgery GFT Surgeons Research Grant from clinical earnings of GFT surgeons at the University of Manitoba, Winnipeg, Manitoba, Canada.*

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