



LAWSON

HEALTH RESEARCH INSTITUTE

Lawson's Internal Research Fund (IRF) **PILOT STUDIES**

Spring 2018 Competition Guidelines

IMPORTANT DATES:

- **Call for Proposals: March 29th 2018**
- **Application Deadline: May 7th 2018 by 5:00PM**
- **Award Announcement: June 2018**



Spring 2018 Competition Guidelines

Mandate of the Internal Research Fund (IRF) Competition:

The two annual IRF competitions are made possible by the financial support of the Clinical Departments of London Health Sciences Centre and St. Joseph's Health Care London, as well as the two Hospital Foundations (London Health Sciences Foundation and St. Joseph's Health Care Foundation). Lawson administers the competitions and disperses the funds on their behalf.

The IRF Pilot Study competition supports scientists under the following IRF mandate (in order of priority):

- To provide startup operating funds for New Principal Investigators (**within 5 years of first academic appointment**) that will assist in obtaining preliminary data for an external grant application.
- To support Established Principal Investigators for whom an internal grant can provide **bridge funding** or a means to get their **research back on track**.
- To support New and Established Principal Investigators in pursuing a **novel research direction** that will result in an application to an external funding agency.
- To assist all Principal Investigators in **salary support for a Post-Doctoral Trainee for a new project**.

The applications are evaluated by the Internal Research Fund Grant Review Committee. This Committee consists of peers (basic and clinical research Scientists at Lawson) who volunteer their time and expertise to ensure that the quality of research being funded through the IRF is leading-edge. The IRF peer-review process assists our scientists in developing grantsmanship skills prior to submitting an application to external agencies.

IMPORTANT NOTES

- Please note: all Pilot Studies awarded funds through the Spring 2018 IRF Competition will have a start date of July 1 2018 and an end date of either June 30 2019 or June 30 2020.
- If you currently hold an IRF (Pilot Study or Studentship) as the Principal Investigator – you are not eligible to apply to this competition.
- Investigators are allowed to submit only **ONE** application per IRF competition as a Principal Investigator (either a Pilot Study or a Studentship).
- Principal Investigators submitting proposals to fund graduate students (Master's and PhD students only) should use the **Lawson Internal Research Fund - Studentship Award** Guidelines and Application Form. Note: Post-Doctoral funding must be submitted through the Pilot Study stream, and not as a studentship.
- Salary support cannot be requested for Post-Doctoral Trainees who are listed as Co-investigators on the project
- When possible, available funds will be distributed as follows:
 - 70% - IRF Pilot Study Applications (New and Established Investigators)
 - 30% - Lawson IRF Studentship Awards
- New Investigators are strongly encouraged to have their draft applications peer-reviewed by a colleague prior to submission.
- Applications submitted by New Investigators and Established Investigators will be ranked separately.
- All Research Assistant salaries must be managed through Lawson's Human Resources Department to ensure that CPP, WSIB, and EI adjustments are made. If you are awarded funding for post-doctoral support, the Post-Doctoral Trainee can be hired as a Research Associate through Lawson or as a Post-Doctoral Associate through Western University. Salaries for both Research Associates and Post-Doctoral Associates should include mandatory benefits, CPP, and EI.
- Awarded funds will not be transferred to an affiliate institution to be managed. The funds must be administered through Lawson Finance.

Applications for the following types of research projects will be considered:

1. Start-up projects, especially for new scientists (within 5 years of first academic appointment), with potential to lead to *external funding, an important publication or a clinical benefit to patients (limit \$15,000)*.
2. New projects for established scientists, particularly for those to whom an internal grant can provide a means to get their *research back on track*, or take them in a *new direction* that has significant opportunities for *external funding, an important publication or a clinical benefit to patients (limit \$15,000)*.

3. Funding to pay salaries (Research Assistants, Post-Doctoral Trainees, **limit \$15,000**). Salary support cannot be requested to pay Post-Doctoral Trainees who are listed as Co-Investigators. Please contact Lawson's HR Department (lawsonsjhcpersonnel@lawsonresearch.com or lawsonlhscpersonnel@lawsonresearch.com) to ensure that salaries for Research Assistants and/or Associates are appropriately budgeted for within your proposal, as well as the mandatory benefits (CPP, WSIB and EI). For information on salaries and benefits for Post-Doctoral Associates, please contact Western's School of Graduate and Postdoctoral Studies at 519-661-2102 or mharmos@uwo.ca.

ELIGIBILITY CRITERIA

Please note that ALL of the criteria listed below must be met in order for a proposal to be eligible.

1. The Principal Investigator must be a Lawson Scientist (Primary or Associate). Allied and Adjunct Scientists are not eligible to apply.
2. The Principal Investigator must have a primary appointment in a clinical department at either London Health Sciences Centre or St. Joseph's Health Care London. Those who do not have a primary appointment in a clinical department at either hospital must have a laboratory based at one of these institutions.
3. The Principal Investigator must have an active university faculty appointment at Western University.
4. The Principal Investigator must be the lead scientist on the project.
5. Co-investigators must either: a) hold an active faculty position at Western University and be eligible to hold external funding, or b) be a senior Post-Doctoral Trainee in at least their second year, who are being supervised by the Principal Investigator. Salary support cannot be requested for a Post-Doctoral Trainee who is listed as a Co-investigator.
6. The research activity (clinical or basic) must be performed on-site at either London Health Sciences Centre or at St. Joseph's Health Care London. If the proposed research cannot take place at either Hospital, an explanation must be provided within the application.
7. The Principal Investigator must **not** hold an active IRF award (Pilot Study or Studentship). This means that the Lawson research account associated with any previously funded IRF award must be closed, and the Final Report received by Lawson, prior to applying.
8. If the project is approved, Lawson will withhold awarded funding until the appropriate approval has been issued by Lawson including the receipt of UWO Health Sciences Research Ethics Board, UWO Animal Use Subcommittee or other. Please ensure your study is registered in ReDA (<https://reda.lawsonresearch.ca>). If you have not received login credentials for ReDA, please send email to lawsonapproval@lawsonresearch.com and the Approvals team will send you login and password. Once in ReDA, you must register your study as a New Study and complete the following tabs: Project Information, Location, and Stakeholder (including funder and sponsor). If funding is tied to an already existing study in ReDA, please log into appropriate ReDA study ID, go to Stakeholder tab and add new funder. Upload appropriate documents (award letter, budget, and request for research account form) to the documents tab in ReDA. Request for Research Account form can be found in SOP tile for ReDA under forms. Once complete, go to the bottom of the Project Information Tab and select Submit to Lawson (select down arrow – Lawson Review). Any questions about ReDA, can be directed to lawsonapproval@lawsonresearch.com.
9. Health Canada approval must be obtained (if applicable) PRIOR to the application deadline to verify that the proposed research is reasonable.

DEFINITIONS

Principal Investigator: The individual primarily responsible for conceiving the ideas of the grant proposal, for writing the proposal, and for ensuring appropriate licenses and ethics approvals are obtained for the proposed research. The proposed research will be conducted primarily in the Principal Investigator's lab space. The Principal Investigator will be the grant holder.

Co-Investigator: An individual who shares the above responsibilities with the Principal Investigator. The Co-Investigator may share lab space and/or personnel support with the Principal Investigator, and may also hold any necessary licenses and ethics approvals for the proposed research.

Collaborator: An individual whose role is to provide a special service (such as access to equipment, provision of specific reagents, training in a specialized technique, statistical analysis, access to a patient population, etc.) to the research project, and who may be reimbursed from the grant for actual costs incurred in providing the service.

ETHICS

Regarding ethics approvals, either the Principal Investigator or Co-Investigator may hold those approvals, as follows:

- i) The Scientist holding the REB approval must be listed on the IRF application as either the Principal Investigator or Co-Investigator.
- ii) The approved REB must clearly state the name of the Scientist who is applying to the IRF as Principal Investigator or Co-Investigator. This means that REB approval has been given to both scientists to access the research data collected within the REB.
- iii) The research being conducted is part of a large external grant (IRF grants are not over \$15,000). Example: The external grant has four separate components all conducted by different Investigators. Each Co-Investigator must apply for separate REB approval for the component of the research they are doing. Therefore, there would be four separate REBs for the one large grant. The Principal Investigator would be the researcher who obtained the external funding, and the three others would be Co-Investigators. In this case, the Co-Investigators may have a separate account set up for their research costs. This account would relate back to the main account held by the Principal Investigator.

INSTRUCTIONS FOR APPLICATION

- Complete the Application Checklist
- Print Signature Page and obtain signatures. *Please note:* the signature of the Chief of the Clinical Department in which the Principal Investigator belongs is required. If the Principal Investigator does not belong to a Clinical Department, the signature of the Principal Investigator's Lawson Program Leader is required.
- Complete Application Form in Microsoft Word - Do not exceed word count or page limits.
- 12-point font, Times New Roman, leave the margins as provided within the application, 6 lines per inch.
- The research proposal must not exceed 3 pages in length, and must be arranged in the order of the format provided.
- Appendices:
 - Appendix A: Names of Three External Reviewers
 - Appendix B: References (maximum 20)
 - Appendix C: Supporting Documentation (maximum 3 pages) for figures of preliminary or published data, photographs, diagrams, or other information that is relevant to the proposal. *Please note:* appended manuscripts will not be accepted.
 - Appendix D: The decision letter and ranking received from external agencies, and the abstract from the application. Only required for "bridge funding" applications. This information is shared only with the IRF Review Committee.
 - Appendix E: Letters of Collaboration from each collaborator mentioned in the proposal to document their contribution to the proposed research
- Please save entire application as a single PDF file named: "**IRF Spring 2018 – name of researcher**". Please note that fragmented sections of the application will not be accepted and no responsibility will be taken by Lawson administration if any documents are missing.
- Submit electronically by email to internalresearchfund@lawsonresearch.com
 - E-mail subject line should read "**IRF Spring 2018 – name of researcher**"
 - A confirmation e-mail will be sent to you upon receipt of the application

****Late applications will not be considered****

BUDGET GUIDELINES

1. Research Equipment: Funding for equipment, up to a maximum of \$1,500, may be requested. Definition of Equipment: Any item (or interrelated collection of items comprising a system) of non-consumable tangible property, having a useful life of more than 1 year, which is used wholly or in part for research. Please clearly define in your budget justification the importance of the equipment for the project.
2. Travel: The IRF does not provide funds for travel or related expenses for Principal Investigators, Co-Investigators, Collaborators, or trainees.
3. Database Development: Lawson has invested in a robust informatics core to help our scientists collect and securely store REB approved health research data. If your proposed project requires the use of a research database, please contact rupinder.mann@lawsonresearch.com to obtain a quote. The cost should be included in the project budget and the quote appended to the final application.

Incomplete applications or failure to follow these guidelines will result in the application being withdrawn from the current competition.

COMPETITION RESULTS

The IRF Review Committee will review the applications and awardees will be notified by the end of June 2018. Results will be posted on the Lawson Health Research Institute website at <https://intra.lawsonresearch.ca/>.

Information for IRF Awardees:

Funding support for the IRF is received from the clinical departments, as well as the St. Joseph's and LHSC Foundations. Applications may be funded from two sources: designated funds or non-designated funds. Reporting requirements vary depending on the source of the funding support (see below).

- i) **Designated Funds** are those that come from donors that are directed towards specific clinical research. Please review the Lawson website for details pertaining to the Terms of Reference for these funds, or contact Lawson's IRF Coordinator (Macarena Pampillo, internalresearchfund@lawsonresearch.com). All research supported by these funds must be identified with the donor's name, along with the Lawson Internal Research Fund, in the acknowledgement section of any publication or presentation resulting from the funded study.

MANDATORY Reporting Requirements: A brief scientific update at the end of each year covered by the award, i.e., two scientific reports by the end of the 24-month funding period. **The report should also include a lay summary paragraph that will be shared with the donors**, who are provided with this feedback by the Foundations to confirm the valuable way in which their support has been used.

- ii) **Non-Designated Funds** are funds that come from our clinical departments in support of the IRF. The Lawson Internal Research Fund must be acknowledged in any publication/presentation resulting from the study.

MANDATORY Reporting Requirements: A Final Report at the end of year two, outlining results of the study (including the analysis of the results), abstracts, presentations, and publications that directly resulted from the study must be submitted. In addition, the report should include any future plans for obtaining external funding, or report on obtained external funding.

There is a report template that must be completed. You will be sent a report form if your proposal is successful, but you may also contact internalresearchfund@lawsonresearch.com for a copy of the report template.

NOTE: The Final Report must be received within 3 months of the project end date or future IRF eligibility will be at jeopardy.

FUNDING TERMS

- Funding awarded through the IRF Pilot Studies Competition must be utilized within a two year period following the date of formal award notification. If the money has still not been spent 6 months past the project end date, and an extension has not been formally requested, the remaining balance in the research account will be reverted back into the main IRF account for future competitions.
- Should an unforeseeable delay in completing the research occur, an extension may be obtained by contacting Lawson's IRF Coordinator (Macarena Pampillo, internalresearchfund@lawsonresearch.com) stating the reasons for the extension and the expected date that the project will be completed. **Please note: the extension must be anticipated well in advance of the project end date and the request must be made PRIOR to the end date of the award. The extension will be considered at the discretion of Lawson's IRF Coordinator. Requests for an extension after the end date of the award will NOT be considered. Maximum of one extension per project.**
- **Intellectual Property (IP):** IP simply defined is any form of knowledge or expression created with one's intellect. It includes such things as inventions, computer software, trademarks, literary, artistic, musical or visual works and even simply know-how. WORLDdiscoveries® is the business development arm of London's extensive research network and the bridge between local invention and global industry. Born out of a partnership between Western University and Lawson Health Research Institute, WORLDdiscoveries® draws upon a mix of industry connections, sector-specific market knowledge and business development expertise, to help researchers and local inventors commercialize their discoveries through licensing and new company spin-offs. Consistent with Lawson's IP Policy, any invention arising from an IRF funded project must be reported in confidence to Lawson using a Report of Invention form found at http://worlddiscoveries.ca/files/sites/invention_report.pdf. Please complete and email the form to kirk.brown@lawsonresearch.com so that WORLDdiscoveries® can provide consultation regarding the proper channels of protecting and commercializing your invention.
- Ethics approval must be received **within 6 months** of notification of award, or the award is subject to withdrawal. If difficulties receiving ethics approval are experienced, please inform Lawson's IRF Coordinator (Macarena Pampillo, internalresearchfund@lawsonresearch.com) before the 6 month mark.
- Investigators are encouraged to seek funds from other sources as soon as possible. If external funds are obtained prior to the commencement of the IRF project, and these external funds are for the same project as the IRF, the Principal Investigator must inform Lawson's IRF Coordinator (Macarena Pampillo, internalresearchfund@lawsonresearch.com) immediately, and withdraw the request for IRF support.
- If you are awarded money for salary support, you must work with Lawson Research Administration to ensure that the salary is paid out properly to the Research Assistant or Post-Doctoral Trainee. Research Assistant salaries must be managed through Lawson's Human Resources Department to ensure that CPP, WSIB and EI adjustments are made. If

you are awarded funding for post-doctoral support, the Post-Doctoral Trainee can be hired as a Research Associate through Lawson or as a Post-Doctoral Associate through Western University. Salaries for Research Associates and Post-Doctoral Associates should include mandatory benefits, CPP, and EI.

- If there is a significant change in the direction of the research, please inform Lawson's IRF Coordinator (Macarena Pampillo, internalresearchfund@lawsonresearch.com) detailing the reasons for the change in direction, and provide a revised budget. Continuation of funding will be at the discretion of Lawson's IRF Coordinator.