



**THE SPINA BIFIDA AND HYDROCEPHALUS
ASSOCIATION OF CANADA**

RESEARCH GRANT

GUIDELINES, CRITERIA AND APPLICATION

Address inquiries to:

The Spina Bifida and Hydrocephalus Association of Canada

Research Grant Program

647-167 Lombard Avenue

Winnipeg, MB R3B 0V3

Ph: 204 9253650

Fax: 204 925 3654

Toll Free: 1 800 565 9488

Email: info@sbhac.ca

Web: www.sbhac.ca

Revised: October 12, 2016

Guidelines and Criteria for the Research Grant Program

1. Mission Statement

The Mission of the Spina Bifida and Hydrocephalus Association of Canada (SBHAC) is "To improve the quality of life of all individuals with spina bifida and/or hydrocephalus and their families through awareness, education, research and advocacy, and to reduce the incidence of neural tube defects."

2. General Information

The Spina Bifida and Hydrocephalus Association of Canada has an established research program that awards funds annually to allied health care professionals, psycho-social or educational professionals and medical researchers.

Revised guidelines and criteria regarding application for a research grant and administration of funds are listed below.

3. Description of Research Funds

The Spina Bifida and Hydrocephalus Association of Canada supports research conducted in Canada. Grants typically awarded range between \$10,000-\$25,000. The number of grants awarded yearly will depend on the size of the grants. Larger projects that require multi-year funding will be considered for a maximum of three years subject to the receipt of a satisfactory annual interim progress report.

- Grant application for equipment only will not be considered.
- Complete documentation of all budgetary details submitted to other granting agencies must accompany submission.
- Partial funding is available for projects concurrently supported by other sources.
- The roles of all personnel paid by the grant must clearly be identified in the proposal.
- Grants are awarded based on SBHAC's fiscal year, which runs from May 1 to April 30.
- Funding for subsequent years will fall into the same timeframe.
- Funds are sent to the institution where the research will be carried out.
- Grants will NOT be subject to institutional overhead costs.
- Renewal applications require updated information regarding additional funding requested along with submission of an interim report outlining the progress of the funded project. Renewal applications must be submitted along with progress report by April 1.
- The Spina Bifida and Hydrocephalus Association of Canada requires documentation outlining changes to the completion date of funded projects.

4. Applicant Eligibility

Principal and co-investigators must be Canadian citizens or have an appointment at a Canadian institution as defined by CIHR (Canada Institutes for Health Research).

5. **Submission of Application Materials**

Application deadline is 5:00 p.m. C.S.T. January 31, 2017.

- New grant applications must include the standard "Application for Research Grant" form. No grant application will be reviewed by the Research Committee and Reviewers if not received by the deadline.
- The application is to be submitted online or by email and should include a non-scientific summary, approximately 150-200 word summary in simple, non-technical language, which explains the research proposal and its relevance to spina bifida and/or hydrocephalus.

Research Proposal

The proposal is to include the following:

- Statement of the problem to be investigated- Objectives of the proposed research
- Background and literature search
- Selected methodology (qualitative or quantitative) or research design to be used which may include sampling, data analysis and instrumentation.
- Copies of Animal Care certificate (if pending)
- Biohazard/Bio-safety Approval (if applicable)
- Applicant's two choices for reviewers
- Letters or statement of ethical approval or pending ethical approval
- Letters of collaboration from co-investigators
- Present position, past history of research, publications, ongoing grants of co-investigators
- An itemized budget for the total proposal and the amount being requested by the Spina Bifida and Hydrocephalus Association of Canada. This is to include:
 - * Salaries and duties of research personnel
 - * Supplies, material, incidentals
 - * Equipment rental or purchase
 - * Travel for data collection
 - * Computing, consulting, data analysis
 - * Support and documentation from other sources

The completed proposal must be single spaced restricted to 20 single-sided or 10 double-sided sheets. Letter sized pages 8 1/2X 11 and 12 pitch in Times New Roman font.

Abbreviations are acceptable as long as a table is provided. Figures, columns, charts, graphs and tables are included in the 20 page limit.

- The following are considered outside the 20 page limit:
Photographic material, references, appendices, certificates, letters of collaboration from co-investigators, letters of ethical approval, budget, duties or research personnel, instruments to be used, funds approved from other agencies, consent forms and applicant's two choices for reviewers.

6. Acknowledgement of Application

The Spina Bifida and Hydrocephalus Association of Canada will confirm receipt of the research application.

7. Assessment of Application and Scientific Review Process

Each application is sent to three of our professional reviewers, two who would be knowledgeable for the scientific review and one to review the lay summary and relevance to SBHAC's mission. Applicants can recommend two reviewers from the enclosed panel of advisors who have the necessary expertise to critically evaluate their application. If suggestions are not made then the chair of the research committee will decide who the reviewers will be. Evaluation is completed by the advisors and their comments are reviewed by our Research Committee by mid-March. The Research Committee then makes its funding recommendations to the Board of Directors of the association. Once approval is completed by the Board, funds are sent directly to the institution where the research will be carried out.

The Spina Bifida and Hydrocephalus Association of Canada reserves the right to refuse any application without stating its reason.

8. Notification of Award

In May, an official letter will be forwarded to successful applicants. If requested by the applicant, a copy of the letter will also be forwarded to the successful applicant's institution.

Unsuccessful applicants will also be send a letter during the month of May.

The Spina Bifida and Hydrocephalus Association of Canada recognizes the merit of all applications but there may not be sufficient support to fund all submissions.

The Spina Bifida and Hydrocephalus Association of Canada encourages researchers to present at professional conferences and our association's national conference if called upon.

9. Other Responsibilities of the Grantee

An interim progress report (a minimum of 250 words) is required six months into the project.

A final scientific report must be submitted within 90 days following the completion of the study. Objectives of the study, methods used, analysis of data and new knowledge obtained must be included. The Spina Bifida and Hydrocephalus Association requests that this be in the same format as that which is submitted for journal publication.

A concise summary of the final report must be in layman terms (a minimum of 500 words). The purpose and results must be clearly described. This can be in the form of an abstract. It will be used for public and/or professional education. This report is to be forwarded within 90 days following the completion of the study.

A statement of expenditures must be submitted following conclusion of the grant period. If not, documentation must be forwarded as to the lengthening of the study. If the project is cancelled/or abandoned unused funds are to be returned to the SBHAC along with an explanation.

Any grantee who does not comply with the above requirements will not be considered for future funding should they reapply to the Spina Bifida and Hydrocephalus Association of Canada Research Program.

The Spina Bifida and Hydrocephalus Association of Canada is to be acknowledged and thanked for their financial support and assistance in all publications relating to the research that has been funded.

No printed material or publications bearing the Spina Bifida and Hydrocephalus Association of Canada's name and/or logo may be produced without the knowledge and consent of the Spina Bifida and Hydrocephalus Association of Canada.

10. **Conflict of Interest Statement**

It is the policy of the Research Committee of the Spina Bifida and Hydrocephalus Association of Canada that individuals of the research committee or those who review applications disclose any financial, professional or personal gains that may influence the position or review process of a research grant application.

THE SPINA BIFIDA AND HYDROCEPHALUS ASSOCIATION OF CANADA

APPLICATION FOR RESEARCH GRANT

DEADLINE: January 31, 2017

This application is a: New Application Renewal

Date of Application _____

Amount Requested _____

This application is for _____ years

Principal Investigator:

Full Name:

Title:

Institution:

Mailing Address:

Phone:

Fax:

Email:

Canadian Citizen

Landed Immigrant

CV enclosed

Title of Proposed Research:

Co-investigators: (If any)

1. Name:

Title:

2. Name:

Title:

Agreement:

It is agreed the general conditionals governing grants as outlined in the Spina Bifida an Hydrocephalus Association Research Grant Guidelines and Criteria apply to any grant made pursuant to this application, and are hereby accepted by the applicant.

Principal Investigator Signature:

Date:

Co-investigator Signature(s):

Date:

THE SPINA BIFIDA AND HYDROCEPHALUS ASSOCIATION OF CANADA

Non-Scientific Summary

In the space below, please provide a non-scientific summary of the proposed research, in simple non-technical language (150-200 words), which explains the proposal and its relevance to spina bifida and hydrocephalus. This summary will be used by our national office and the research committee to promote awareness of research supported by the Spina Bifida and Hydrocephalus Association of Canada.

Title of Proposed Research:

Investigator(s):

Summary:

Spina Bifida and Hydrocephalus Association of Canada

Research Program

Professional Reviewers Selection Form

Please indicate your choice of two reviewers:

- Dr. Paige Church
- Dr. Douglas Cochrane, Pediatric Neurosurgery
- Dr. Marc Del Bigio, Neuropathology
- Ms. Viola Duff, R.N.BN
- Ms. Beverly Irwin, R.N. Nurse Clinician
- Ms. Katherine Moore, R.N. PhD Faculty of Nursing
- Dr. Keith Chambers, Epidemiology, MD Statistics
- Dr. James Drake, Neurosurgeon

Spina Bifida and Hydrocephalus Association of Canada

Research Application Checklist

Applicant Checklist:

Please make sure you have enclosed the following:

A completed grant application and a non-scientific summary

The Research Proposal that includes:

- 1) Statement of the problem
- 2) Objectives
- 3) Background and literature search
- 4) Selected methodology or research design
- 5) Analysis and instrumentation
- 6) Duties of research personnel
- 7) Budget
- 8) Animal care certificate if applicable
- 9) Biohazard/Bio-safety approval if applicable
- 10) Letters or statements of ethical approval or pending ethical approval from your institution

Applicants requesting a renewal must include a financial and interim progress report to complement the proposal.

Professional reviewers selection form (check two)

Letters of collaboration from co-investigators and/or their pertinent publications

Classification of grant:

Check several disciplines, if necessary:

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Diagnostic | <input type="checkbox"/> Neurology | <input type="checkbox"/> Rehab |
| <input type="checkbox"/> Education | <input type="checkbox"/> Nursing | <input type="checkbox"/> Shunts |
| <input type="checkbox"/> Family Dynamics | <input type="checkbox"/> Obstetrics | <input type="checkbox"/> Statistics |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Orthopedics | <input type="checkbox"/> Surgical |
| <input type="checkbox"/> Management | <input type="checkbox"/> Psycho-social | <input type="checkbox"/> Surgical |
| <input type="checkbox"/> Prevention | | |

Applications must be submitted by the deadline date of January 31, 2016.

**The Spina Bifida and Hydrocephalus Association of Canada
Research Grant Program**

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