

Competition Guidelines

Healthy Starts Catalyst Grant

The Healthy Starts Theme invites its members to submit new project proposals for the 2022 Healthy Starts Catalyst Grant Competition. The purpose of the Healthy Starts Catalyst Grant Competition is to provide Healthy Starts Theme Investigators with the opportunity to conduct collaborative and cross-disciplinary research projects that will contribute to the long-term vision and strategic direction of Healthy Starts. The overarching goal of Healthy Starts is to keep children and families healthy and out of hospitals. This competition is initiated by Healthy Starts and supported by donors to the BC Children's Hospital Foundation.

A Healthy Starts Catalyst Grant should:

- Fit the long-term strategic plan of Healthy Starts and have clear significance for child health.
- Catalyze a new project between members of Healthy Starts and the BC Children's Hospital Research Institute (BCCHR) community.
- Not have existing funding for this project and/or be part of a larger project, as the intent of this competition is to catalyze new research projects.

Centre for International Child Health (CICH) Global Health Seed Grant

The Centre for International Child Health (CICH) invites its members based at the Children's and Women's Health Centre of BC (C&W) to submit new project proposals for the 2022 CICH Global Health Seed Grant Competition. The purpose of the CICH Global Health Catalyst Grant Competition is to support the development of high-quality, transformative global health projects by supporting small but catalytic projects in research, education, or capacity-building. Projects that are not primary research projects will be considered but they must have an appropriate plan for evaluating implementation and impact. This competition is initiated by CICH and supported by donors to the BC Children's Hospital Foundation (BCCHF).

A CICH Global Health Seed Grant should:

- Support [CICH 2020-2024 Strategic Priorities](#). This includes: Building capacity through global partnerships; Enhancing global health education; and Enhancing global health research.
- Support BCCHF's mission to transform child health, including through integrated approaches that consider the health of a child and their mother.
- Be informed by the local needs and priorities of our partners in low- and middle-income countries (LMICs).

LOI deadline: October 13th, 2022, 4:00 PM PDT

The LOIs will be reviewed and the top proposals will be invited to submit a full application. Submit the LOI to Gabrielle (gabrielle.savage@bcchr.ca) by 4:00 PM (PST) on October 13th, 2022.

Full application deadline: December 9th, 2022, 4:00 PM PDT

Gabrielle must receive the complete application package via email by 4:00 PM (PST) on December 9th, 2022, or they will not be accepted.

Requirements for Healthy Starts Catalyst and CICH Global Health Seed grants differ in their "research team" and "eligible expenses" areas. If you plan to submit a project to both competitions, please carefully review the guidelines to ensure you meet both sets of criteria.

Healthy Starts Catalyst Grant

RESEARCH TEAM ELIGIBILITY CRITERIA

Applications require a Principal Applicant (PA) and Co-PA (see criteria below). New collaborations between PIs within Healthy Starts is encouraged, but is not mandatory. Co-PAs may be from any of the Research Themes at BCCHR, but strong representation from Healthy Starts is preferred.

An individual may only be a PA or Co-PA on one submitted application to Healthy Starts but can be a PA on applications to both the Healthy Starts or CICH competitions *if the applications are for separate projects*. Projects which are eligible for both competitions may submit to both competitions. If a project is submitted to both competitions, the selection of awardees for Healthy Starts Catalyst Grants will occur prior to CICH Global Health Seed Grants.

Principal Applicant: The PA of a Healthy Starts application must have current investigator status with the BCCHR Healthy Starts Theme and hold a university faculty position (assistant professor, clinical assistant professor, or higher).

Co-Principal Applicant: The Co-PA(s) of a Healthy Starts application must have current investigator or affiliate investigator membership with a BCCHR Theme and hold a university faculty position (assistant professor, clinical assistant professor, or higher). A maximum of 2 Co-PAs is allowed.

Additional Co-Applicants (Co-As): Representation from Healthy Starts members is encouraged, but not required. Co-As can be members of any BCCHR Theme and the inclusion of others outside of Healthy Starts is strongly encouraged. Co-As should include individuals appropriate for the particular project proposed. There is no set number of Co-As for a project. Interprofessional collaborations and involvement of trainees (e.g., residents, clinical fellows, research associates, and post-doctoral fellows, graduate students) are encouraged but not required. However, it is expected that individuals listed as Co-As will substantially contribute to the intellectual content, design, and implementation of the research project.

AWARD TERM AND ELIGIBLE EXPENSES

- Proposals will be considered for a maximum of \$40,000.
- Up to 4 Healthy Starts Catalyst Grants will be awarded.
Investigators may submit their projects to both competitions, but may only hold 1 grant for a given research project.
- The project is for a 2-year term
- Start date of the project is April 1, 2023
- Awards are non-renewable and any unused funds at end of term are to be returned to Healthy Starts.
- Healthy Starts Catalyst Grants may be used for the following purposes:
 - Salary support for trainees and technicians
 - Expenses directly associated with the conduct of the project (material, supplies, and services)
 - Patient/family support or recruitment costs
 - Database development for data collection

If submitting to both HS + CICH competitions, the following are also eligible:

- Travel to the LMIC (please justify why this is required)
- Travel within the LMIC for local collaborators
- Salary support for Co-PAs in LMICs
- Expenses to support virtual engagement
- Indirect costs for the partnering LMIC institution, up to 10% of total direct costs allocated towards the LMIC partner.

INELIGIBLE EXPENSES

- Equipment (greater than \$5,000)
- Conference expenses, including associated travel
- Salary support for investigators at BCCHR and C&W.

EVALUATION CRITERIA AND REVIEW PROCESS

Scientific summaries will be reviewed to ensure that proposals meet the minimum requirements and evaluated based on the criteria described below. A maximum of 10 **Healthy Starts Catalyst Grant** proposals will be invited to move to the full application stage.

Proposals will be assessed on:

- Rigor of the research proposal; the importance and applicability of the project to the vision of Healthy Starts
- The plans and objective of the research activities and budget are clear, well justified, and feasible
- Strength of the PA/Co-PAs research expertise to guide the project; the appropriateness of each team member and their roles; the team's capacity to do the proposed work
- Breadth of the proposed collaboration; originality of approach; innovation and new approaches

Proposals will be rated using the CIHR rating scale (attached below for reference).

SUBMISSION REQUIREMENTS

Letter of Intent (LOI) (4 page maximum): All applicants are required to submit an LOI. Separate LOI Instructions are available on both the [BCCHR Hub](#) and the [CICH website](#).

Full Application Package:

1. Healthy Starts & CICH Global Health Seed Grant Cover Sheet, available on the [BCCHR Hub](#) and the [CICH website](#). The cover sheet must be completed and signed by both the PA and Co-PA(s). Electronic signatures will be accepted.
2. Project Proposal and Supporting Documents
 1. Scientific abstract (maximum 300 words)
 2. Lay abstract (maximum 100 words)
 3. List of investigators (PA and Co-PA indicated clearly)
 4. A description of the PA's involvement and engagement within the Healthy Starts Theme (maximum 300 words). Examples may include attending research seminars,

presenting or having trainees present at seminars, serving as a judge for Research Day, inviting speakers, involvement in collaborative projects/initiatives, etc. Similar information can be provided for other team members (e.g. Co-PA, co-applicants), if applicable.

5. Proposal, three-page maximum not including references, tables, charts, figures and photographs. Other material (references, figures, tables) should not exceed two additional pages. Description of methods or evaluation and monitoring plan and discussion of results should be included in the body of the proposal and not in the legends nor included as an appendix. The following sections should be included:
 - Background and rationale
 - Hypothesis(es) and/or Objectives,
 - Implementation/research plan including specific aims, project design, evaluation methodology, analysis plan, and preliminary data (if any).
 - Feasibility in the context of the team's expertise and timeline/budget
 - Potential impact / significance of the project to child health
 - Risk mitigation strategy
6. Budget and justification (one page). If applicable, include a description of any related funding received or applied for the proposed project.
7. Common CV of all investigators (PA, Co-PA, and Co-As) listed in the proposal in CIHR Biosketch format (same CCV used for CIHR Project Grant submissions); otherwise CVs can be provided in any format.
8. Resubmissions may include a half-page letter of response to reviewers

Letters of Support are not required and will not be included in the application package provided to reviewers if submitted along with the proposal.

3. Research Project Information Form (available on UBC's website [here](#))

The cover sheet must be completed and submitted along with the full application package. PIs based at BCCHR must send RPIFs signed by themselves and their Department Head to Nur Eisma (neisma@bcchr.ca) at the Office of Research Services (ORS) approximately 1 week prior to the full application deadline to ensure that institutional signatures are obtained in time. Electronic signatures will be accepted.

RESEARCH PROPOSAL FORMAT

- PDF
- Letter size, 8.5 x 11" (21.2X27.5 cm), 2 cm margins on all sides
- Times New Roman font, 12-point, single-spaced text OR Arial 11-point font, single-spaced text

SUBMISSION DEADLINES & TIMELINE

LOIs: Email completed LOI to Gabrielle (gabrielle.savage@bcchr.ca) by 4:00 PM (PST) October 13, 2022. Applicants invited to submit a full application will be notified by the end of October.

Full Application: Applicants must submit the following three documents via email to Gabrielle (gabrielle.savage@bcchr.ca) by 4:00 PM (PST) December 9, 2022:

1. Cover sheet signed by the PA, Co-PA(s), and CO-As.
2. Full Project Proposal and Supporting Documents as a single PDF file
3. Completed and signed Research Project Information Form.

APPROVALS

Notification of awards are expected to occur in February 2023 at which point funding will be made available. Applicants are urged to request ethics approval as soon as they have received notice since projects must be initiated by April 1, 2023.

COMMUNICATION, PARTICIPATION, AND REPORTING REQUIREMENTS

Mid-term (end of year 1) and project end (end of year 2) reporting is required and a final report including a general ledger and spending breakdown against the original budget will be sent to PIs at the end of the award period. PIs are also expected to provide ongoing project updates, including materials such as stories, photos, or plans. BCCHR will use these project reports to publicize research, evaluate the impact of the program and to report back to the BCCHF. In addition, grant recipients will be asked to present their study findings to Healthy Starts. Recipients are asked to acknowledge the BCCHF in any communication, presentation, or publication related to the project.

CIHR Rating Scale

Descriptor	Range	Definition	Potential Impact
Outstanding	4.5 – 4.9	The application excels in most or all relevant aspects. Any short-comings are minimal.	Extremely Significant
Excellent	4.0 – 4.4	The application excels in many relevant aspects, and reasonably addresses all others. Certain improvements are possible.	Very Significant
Good	3.5 – 3.9	The application excels in some relevant aspects, and reasonably addresses all others. Some improvements are necessary.	Significant
Fair	3.0 – 3.4	The application broadly addresses relevant aspects. Major revisions are required.	Moderate
Poor	0.0 – 2.9	The application fails to provide convincing information and/or has serious inherent flaws or gaps.	Limited

CICH Global Health Seed Grant

RESEARCH TEAM ELIGIBILITY CRITERIA

An individual can be a PA or Co-PA on applications to both the Healthy Starts and CICH competitions *if the applications are for separate projects*. Projects which are eligible for both competitions may submit to both competitions. If a project is submitted to both competitions, the selection of awardees for Healthy Starts Catalyst Grants will occur prior to CICH Global Health Seed Grants.

Principal Applicant: The PA of a **CICH Global Health Seed Grant** must be a member at BCCHR and/or the WHRI at the Oak Street Campus but does not need to be a Healthy Starts member unless they are submitting to both the Healthy Starts and CICH competitions. An individual may only be a PA on one submitted application to the CICH. Collaboration between Healthy Starts Research Groups is not required if only submitting to the CICH Global Health Seed Grant competition.

Co-Principal Applicant: At least 1 Co-PA for a **CICH Global Health Seed Grant** must be based in an LMIC. They can be affiliated with any organization appropriate to the proposed project (e.g., health centres, educational institutes, professional organizations, not-for-profits, governments). Applications to both the Healthy Starts and CICH competitions require 2 Co-PAs (1 from Healthy Starts and 1 from an LMIC). A maximum of 2 Co-PAs is allowed.

Additional Co-Applicants (Co-As): Co-As for CICH Global Health Seed Grant can be based at BCCHR, WHRI, or in an LMIC. Co-As should include individuals appropriate for the particular project proposed. There is no set number of Co-As for a project. Interprofessional collaborations and involvement of trainees (e.g., residents, clinical fellows, research associates, and post-doctoral fellows, graduate students) are encouraged but not required. However, it is expected that individuals listed as Co-As will substantially contribute to the intellectual content, design, and implementation of the research project.

AWARD TERM AND ELIGIBLE EXPENSES

- Proposals will be considered for a maximum of \$40,000. If the proposed work is catalyzing a new sub-aim of larger research program, a maximum of 50% of CICH Global Health Seed Grant funds may be used towards existing program costs.
- Up to 2 CICH Global Health Seed Grants will be awarded.
Investigators may submit their projects to both of these competitions, but may only hold 1 grant for a given research project.
- The project is for a 2-year term
- Start date of the project is April 1, 2023
- Awards are non-renewable and any unused funds at end of term are to be returned to the CICH.
- CICH Global Health Seed Grants may be used for the following purposes:
 - Salary support for trainees and technicians
 - Expenses directly associated with the conduct of the project (material, supplies, and services)
 - Patient/family support or recruitment costs
 - Database development for data collection
 - Travel to the LMIC (must justify why this is required)
 - Travel within the LMIC for local collaborators
 - Salary support for Co-PAs in LMICs
 - Expenses to support virtual engagement
 - Indirect costs for the partnering LMIC institution, up to 10% of total direct costs allocated towards the LMIC partner.

INELIGIBLE EXPENSES

- Equipment (greater than \$5,000)
- Conference expenses, including associated travel
- Salary support for investigators at BCCHR and C&W.

EVALUATION CRITERIA AND REVIEW PROCESS

Concept notes will be reviewed to ensure that proposals meet the minimum requirements and evaluated based on the criteria described below. 4-5 CICH Global Health Seed Grant proposals will be invited to move to the full application stage. A review of the proposals will be conducted by a multidisciplinary, impartial, gender-balanced selection committee. Applicants should therefore explain the evaluation plan and expected impact clearly.

The proposals will be assessed on:

- Degree to which the proposed work represents a new global health project or program (i.e., not supporting an existing, well-funded research program);
- Potential impact on patients or healthcare providers in LMIC;
- Ability to build capacity among health research or healthcare providers within LMICs;
- Degree to which the project builds global health capacity within C&W;
- Degree to which the proposed investment will advance each of CICH's strategic objectives;
- Clarity, quality, and feasibility of the implementation plan, including timeframe, budget, and monitoring & evaluation plan;
- Sustainability, including ability to leverage additional funding sources to support future implementations;
- Degree to which the proposal considers equity, diversity, and inclusivity with respect to team members and project (including in aims & evaluation plan);
- Applications which meet the following criteria are encouraged, but not required:
 - Establish or strengthen partnerships with collaborators in Uganda;
 - Facilitate capacity-building for nurses and other allied health professionals;
 - Provide clear mentorship plans for global health trainees;
 - Include collaboration between members of the BCCHR and C&W

See CICH Global Health rating rubric below for specific evaluation criteria.

SUBMISSION REQUIREMENTS

Letter of Intent (LOI) (4 page maximum): All applicants are required to submit an LOI. Separate LOI Instructions are available on both the [BCCHR Hub](#) and the [CICH website](#). Note that if you are submitting the same application to both the HS Catalyst and CICH Seed Grants only 1 LOI is required.

Full Application Package:

3. Healthy Starts & CICH Global Health Seed Grant Cover Sheet, available on the [BCCHR Hub](#) and the [CICH website](#). The cover sheet must be completed and signed by both the PA and Co-PA(s). Electronic signatures will be accepted.

4. Project Proposal and Supporting Documents

1. Scientific abstract (maximum 300 words)
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3. List of investigators (PA and Co-PA indicated clearly)
4. Proposal, three-page maximum not including references, tables, charts, figures and photographs. Other material (references, figures, tables) should not exceed two additional pages. Description of methods or evaluation and monitoring plan and discussion of results should be included in the body of the proposal and not in the legends nor included as an appendix. The following sections should be included:
 - Background and rationale
 - Hypothesis(es) and/or Objectives,
 - Implementation/research plan including specific aims, project design, evaluation methodology, analysis plan, and preliminary data (if any).
 - Feasibility in the context of the team's expertise and timeline/budget
 - Potential impact / significance of the project to child health
 - Risk mitigation strategy
 - Sustainability plan (CICH Seed Grant proposals only)
5. Budget and justification (one page). If applicable, include a description of any related funding received or applied for the proposed project.
6. Common CV of all investigators (PA, Co-PA, and Co-As) listed in the proposal in CIHR Biosketch format (same CCV used for CIHR Project Grant submissions); otherwise CVs can be provided in any format.
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CICH Global Health Seed Grant

Rating Rubric

<p>Does the project build capacity among health researchers or health care providers within LMICs? Is there potential for significant impact to patients or healthcare providers in LMICs? Does the project build global health capacity within C&W? (0-5 points using the CIHR Rating Scale)</p>	<ul style="list-style-type: none"> -Clearly explains how CICH’s strategic pillars are addressed, with clear reference to specific objectives. Proposals that address multiple pillars/objectives are preferred. Projects that establish or strengthen partnerships with collaborators in Uganda are also preferred (see obj. 1.3.1). -Local staff takes active role in project. -Project activities primarily occur in LMICs. -Potential outcomes are highly important to the health of population. Project is driven by local needs. The local impact is clear. -Prospects for future collaboration with partners in LMICs. -Facilitates capacity-building for nurses and other allied health professionals and/or provides clear mentorship plans for global health trainees, as appropriate -Describes how project will be sustained after the funding period. -All aspects of the project (including aims, evaluation plan and team composition) consider equity, diversity, and inclusivity. -Proposals that supports collaboration between members of BCCH/BCCHRI and BCWH/WHRI are preferred.
<p>Is there a clear, high-quality, and feasible implementation plan? Does it include clear plans for monitoring and evaluating progress? (0-5 points using the CIHR Rating Scale)</p>	<ul style="list-style-type: none"> -Rigor of the evaluation or research plan; expected impact of investments within proposed timeline is clearly defined; clear explanation of how expected impacts will be measured (qualitative or quantitative). -Implementation plan is clearly described and feasible. -Project timeline and budget are appropriate. Consider local context, resources and impacts of COVID-19, including needs of local partners. -Strength of the PI/Co-PIs expertise to guide the project; the appropriateness of each team member and their roles; the team’s capacity to do the proposed work. -Proposed work is catalytic and supports a new project/program, or a specific sub-aim of a larger global health program. If additional funding sources are being leveraged, it is clearly indicated how awarded funds will new program activities.