## Royal Roads University – BC Ministry of Health Institutional Grant Application Form

|  |  |
| --- | --- |
| **Name of Applicant(s)** |  |
|  |  |
| **Employee Number** |  |
|  |  |
| **New/Emerging Faculty** | YES **\*\*Please refer to the bottom of page 6 for description of Emerging Faculty**  NO |
|  |  |
| **Applicant’s School / Faculty** |  |
|  |  |
| **Application Deadline** | **March 15, 2022** |
|  |  |
| **Type of project** | New project  Expand or enhance existing project |
|  |  |
|  |  |
| **Descriptive Title** |  |

|  |  |
| --- | --- |
| **Supports Ministry of Health priority(s)** (select one or more) | ~~Development of a peer-informed framework and approach to use administrative health data to estimate non-fatal/fatal overdose among gender diverse people in BC.~~ (removed by MOH 3Mar22)  To assess the overall coherency of government policies related to legal substances and problem gambling using public health criteria (e.g., burden of illness) to identify leading practices and/or opportunities to inform Ministry strategic policy development.  Understanding the impacts that extreme weather events have placed on the health sector and/or health-determining sectors.  To identify best practices from other jurisdictions on how best to build the foundation for a climate resilient health system, using the WHO Operational Framework.  To investigate specific climate-related risks to small water and wastewater systems in order to evaluate preparedness for and build capacity to manage those risks.  **NOTE:** All applications are conditional upon confirmation and approval from the Ministry of Health. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Amount requested  ($5000 to $50,000)** |  | | | |
|  |  | | | |
| **Date(s) of Proposed Activity** |  | | | |
|  | | | |  |
|  | | | |  |
| **Ethical Review Required?** (i.e. Are human subjects involved in the activity proposed for funding?) | | | | YES  NO |
| Please note that funding may not be released until the ethical review has been approved if the research involves human subjects. | | | | |
|  | | |  | |
| **Does this project involve RRU students as participants?** | | | **If yes or maybe**, please confirm that you have sent your proposal to Roberta Mason ([Roberta.Mason@royalroads.ca](mailto:Roberta.Mason@royalroads.ca%20)). | |
| YES  NO  MAYBE | |  | YES, my proposal has been sent. | |
| **Does this project involve Indigenous communities/peoples?** | | | **If yes or maybe**, please confirm that you have sent your proposal to Asma-na-hi Antoine ([Asmanahi.Antoine@RoyalRoads.ca](mailto:Asmanahi.Antoine@RoyalRoads.ca)). | |
| YES  NO  MAYBE | |  | YES, my proposal has been sent. | |
| **Does this project involve IT resources?** | | | **If yes or maybe**, please confirm that you have sent your proposal to IT. | |
| YES  NO  MAYBE | |  | YES, my proposal has been sent. | |
| **Does this project involve CTET resources (e.g., website, learning design)?** | | | **If yes or maybe**, please confirm that you have sent your proposal to CTET. | |
| YES  NO  MAYBE | |  | YES, my proposal has been sent. | |
| **Research that intends to use University staff, students or faculty as a research focus requires special approval by the VP Academic. Please note such intent here:** | | | **If yes or maybe**, please see <https://www.royalroads.ca/home/research/research-resources/research-policy-procedures> and confirm that approval has been provided | |
| YES  NO  MAYBE | |  | YES, this has been approved | |

|  |
| --- |
| **ABSTRACT** (maximum 250 words) |
| Your project title and abstract will be used on the RRU research website and may be included in other materials.  Omit providing an abstract if there is a reason not to publish information. |
|  |

|  |
| --- |
| **PROJECT DESCRIPTION - Guidelines for completion** (maximum 1500 words) |
| Write your project description in clear, plain language. Use non-technical terms that can be understood by a range of audiences with varied areas of expertise. Make it easy for the committee to see how the proposal addresses the criteria of each specific funding opportunity (e.g. consider using some or all of the criteria as headings).  **Required Components:**   1. Background and rationale 2. Purpose and significance of the research and expected benefits of the research (to the University, to society, to knowledge creation) 3. Research question, objectives, methodology and methods 4. Alignment with the BC Ministry of Health’s stated priorities (please see guidelines) 5. Faculty / team members’ research excellence 6. Plans for the training of highly qualified personnel (HQP) 7. Capacity and preparedness to collaborate with Ministry knowledge users 8. Capacity and planning for health research knowledge translation 9. A demonstrated commitment to equity, diversity and inclusion, and/or reconciliation 10. Expected outcomes 11. Timeline for completion; and 12. Detailed budget   ***NOTE:*** *Applicants are expected to address the selection criteria for the MoH Institutional Grant as part the application.* (*See the* [*MoH Institutional Grant Fund website*](https://www.royalroads.ca/home/research/find-funding/internal-funding/bc-ministry-health-institutional-grant) *for links to the guidelines.*) |
|  |

**BUDGET**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONNEL** (Includes Research Assistants and Learners) | | | | | |
| * *Please list each position separately, with hourly rate of pay, number of hours and benefit.  Please see the* [*'Appendix: Research Assistants suggested hourly rates of pay*](#RArates)*' at the end of this form. Please add 15% for benefits/vacation pay.* * *Personnel must be hired in accordance with RRU Human Resources policies and procedures* | | | | | |
| *Position* | | *Total expected hours* | *Base hourly rate* | *Hourly rate including 15% Benefits / vacation pay* | *Total cost to project* |
|  | |  |  |  |  |
|  | |  |  |  |  |
| **Honoraria** *$200 for ½ day; $400 for full day* | | | | | *Amount* |
|  | | | | |  |
| **Other (e.g. Contractors)**  *Please outline tasks for the staff/contractor(s) and an overall estimate of the time involved* | | | | *No. of hours* | *Amount* |
|  | | | |  |  |
| **TRAVEL**  *Please refer to the* [*University’s travel and business-related expenses policy manual*](file:///O:\Staff\finance\public\Travel\) *for further information.* | | | | | *Amount* |
| *Air travel (specify)* |  | | | |  |
| *Ground travel (specify* |  | | | |  |
| *Accommodation (specify)* | | | *No. of nights* | *Nightly rate* | *Total* |
|  | | |  |  |  |
| [*Per diem / food allowance*](O://Staff/finance/public/Travel/6_Business%20Travel%20Rate%20Schedule.pdf) *(specify)* |  | | | |  |
| *Other travel (specify)* |  | | | |  |
| **Equipment / Supplies (Specify)**  *Note: Equipment Purchase form required when submitting expense claim.* | | | | | *Amount* |
|  | | | | |  |
| **Fees** (Specify - includes conference fees, publication fees, etc.) | | | | | *Amount* |
|  | | | | |  |
| **Other** (Specify) | | | | | *Amount* |
|  | | | | |  |
| **TOTAL ($5000 - $50,000)** | | | | |  |

|  |  |
| --- | --- |
| **Budget Justification**  Justify each budget item in terms of   1. how it will help you achieve your research/event goals and objectives, and 2. the calculation of the cost. Funds requested may be used only for the purposes described in this application.  |  | | --- | |  |   **For projects that are to expand or enhance an existing project** |
| Please describe briefly the existing project and indicate how the proposed research will expand or enhance the existing project. |
|  |

## CONFLICT OF INTEREST IN RESEARCH

*Please review the Conflict of Interest Policy and Procedures, available at:* [*http://research.royalroads.ca/policies-and-procedures,*](https://www.royalroads.ca/home/research/research-resources/research-policy-procedures%20and) *and complete disclosure form below.*

## Definition of Conflict of Interest

“**Conflict of Interest**” may arise when activities or situations place the University or an RRU Member in a real, perceived or potential conflict between their duties or responsibilities related to research and their personal, institutional or other interests. Conflict of interest may occur when the University’s or RRU Member’s judgments and actions in relation to research are, or could be, affected by personal, institutional or other interests, including, but not limited to, business, commercial or financial interests, whether of the RRU Member or Closely Associated Persons, or their former, current or prospective professional associations, or of the University itself.

Examples of Conflict of Interest in Research include but are not limited to:

* Evaluating the research or writing, or any other activity, of a colleague who is also a direct competitor of the RRU Member.
* Contributing to a decision on the hiring, evaluation, advancement, or scholarly work of an individual if the RRU Member has a previous ongoing connection (positive or negative) with that individual (i.e. a Closely Associated Person, e.g., spouse, relative, friend; or student supervisor/advisor).
* Entering into an agreement with a sponsor(s) wherein advantages are promised, formally or informally, to researchers for findings that are favourable to the sponsor(s). This may involve, among other things, the payment of money, royalties, or grants or the transfer of shares or options in the sponsoring company.
* Supervising research personnel, including students, technicians and/or staff, employed by a related business, i.e. in which the RRU Member has a financial or other interest.
* Supervising research work of a Closely Associated Person, i.e. someone to whom the RRU Member is related or with whom he or she has a close personal relationship.
* Using University or sponsor resources for private business purposes.
* Using information acquired in the course of research activities, which is not in the public domain, to advance an RRU Member’s personal or financial interests or those of a related business.
* Entering into a licensing agreement for the development of intellectual property, generated as the result of University research with a company in which the RRU Member has a financial or other interest.

## By submitting this grant application, I hereby acknowledge that:

* I have read the Conflict of Interest in Research Policy and Procedures.
* I have availed myself of assistance from the Office of Research for clarification where necessary.
* I agree to fully abide by the terms of the Conflict in Interest in Research Policy.

|  |  |
| --- | --- |
| **I have an actual, perceived or potential Conflict of Interest in Research to disclose:** | YES NO |

If yes, please describe in sufficient detail in order to satisfy the Conflict of Interest Policy and Procedures referred to above as to how the conflict will be avoided (e.g. supervision by a third party). The intention being not to bring the research initiative into disrepute for a perceived conflict of interest:

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant’s Signature** | *Electronic approval/submission in lieu of signature is accepted* | **Date** |  |
|  |  |  |  |
| **Director or Equivalent Signature Approving School/Department** | **(Not required for core faculty)**  *Electronic approval/submission in lieu of signature is accepted* | **Date** |  |

**Submissions and Inquiries**

Please direct all submissions (completed form) and questions to [rruinternalawards@royalroads.ca](mailto:rruinternalawards@royalroads.ca).

Applications must consist of one (1) PDF or Word document and must be received by the deadline date in electronic form to the Research Advisory Committee via [rruinternalawards@royalroads.ca](mailto:rruinternalawards@royalroads.ca). *Late applications will not be considered*.

**Emerging scholar**

An emerging scholar is someone who has not yet had the opportunity to establish an extensive record of research achievement but is in the process of building one.

In addition, they must meet at least one of the following criteria:

1. have completed their highest degree no more than six years before the competition deadline (SSHRC considers only the date of completion of the first doctorate); or
2. have held a tenured or tenure-track postsecondary appointment for less than six years; or
3. have held a postsecondary appointment, but never a tenure-track position (in the case of institutions that offer tenure-track positions); or
4. have had their careers significantly interrupted or delayed for health or family reasons within the past six years.

# Research Assistant Suggested Hourly Rates of Pay (vs. April 2021)

**Research Assistant 1:**

($18.72 - $22.88) about $140-$171 day –basic – lowest level clerical

Collects and records data using structured techniques.  Codes and inputs data using a computer program; conducts interviews face to face and by telephone using structured interview schedules; tabulates data and computes statistics under supervision; conducts standard literature reviews and provides descriptive annotations; guidelines are readily available. Qualifications and experience will vary.

**Research Assistant 2:**

($21.50 – $27.06) about $161-$202 day

Conducts unstructured or semi-structured interviews; judgment is required; analyses data under general supervision using statistical packages or electronic spread sheets; administers research projects on a day to day basis; assists in the development of research instruments; conducts literature reviews requiring critical annotations; assists in preparation and writing of draft reports; conducts uni-variate and bi-variate analysis of quantitative data. Qualifications and experience may require an undergraduate degree in the subject area or equivalent. (Equivalent is 3-4 years of related work experience.)

**Research Assistant 3:**

($24.96 – $30.51) about $187-$228 day

Manages entire projects or major aspects of projects independently; develops and conducts unstructured or semi-unstructured interviews; judgment is required; may supervise other research assistants; conducts literature reviews requiring critical annotations; prepares and writes draft reports; performs statistical analysis using SPSS-X or similar packages; requires analytical and judgment skills. Qualifications and experience require undergraduate degree in the subject area or equivalent. Minimum of 6-7 years of education/experience including specialized skills related to the area.

**Researcher:**

($30.41 - $38.14) about $228-$286 day

This level is a senior level and works with significant independence. Develops detailed research designs, monitoring the operationalization of research questions and choice of appropriate techniques of data collection and analysis; develops and implements research instruments; takes on major responsibility for project management (e.g. planning, resource estimation, coordination and control); may supervise other research assistants or clerical staff; conducts multivariate statistical analysis or uni-variate or bi-variate analysis requiring a high level of statistical judgment; may take the lead on report writing or other knowledge mobilisation activities. Qualifications and experience require a post graduate degree in the subject area. Related experience preferred with previous research experience required.