

RFA FAQ's

GENERAL QUESTIONS

Is CPSI planning to fund another Request for Applications in the near future?

At this time, CPSI has not made the decision to hold another Request for Applications (RFA). CPSI has the long term goal of expanding the scope and scale of patient safety research in Canada. CPSI will explore various avenues to achieve this, and another RFA may well occur.

How do I submit my registration and full application for this Request for Applications?

Registration: The Mandatory Registration of Projects form must be completed in full (including signature of the lead applicant) and received by June 17th, 2005 at 1600hrs MDT at CPSI. Completed registration forms may be submitted via the following:

Fax: 780-409-8098

E-mail: rfa@cpsi-icsp.ca

Mail/Courier: Canadian Patient Safety Institute
Suite 1414, 10235 – 101 Street
Edmonton, Alberta
T5J 3G1

Full application: The full application, consisting of six copies of the completed application form (counting the original), one electronic copy on CD, and required attachments, must be received by August 2nd, 2005 at 1600hrs MDT at CPSI.

Applications must be sent via mail or courier to the following address:

Canadian Patient Safety Institute
Suite 1414, 10235 – 101 Street
Edmonton, Alberta
T5J 3G1

When will I receive confirmation of both registration and application?

Our goal is to immediately confirm with applicants that we have received their registration and/or application. The significant interest in the Request for Applications has however required that we implement a timeframe for confirmation of 5 to 7 business days. We appreciate your patience and understanding during this time.

I am having problems access forms on-line. What can I do about this?

The registration and application forms have been updated in response to technical difficulties experienced by some applicants. Please visit the website at www.cpsi-icsp.ca, click on **Request for Applications**, and follow the instructions on the screen to access and download these updated forms. Should you have difficulties, please contact CPSI at 1-866-421-6933.

FUNDING QUESTIONS

Please describe what is meant by 1:1 matching funds.

Matching funds consist of cash or in-kind contributions resources available and dedicated to the project, other than those provided by CPSI, that are equal to or greater in value than that requested from CPSI. For in-kind contributions to be counted in the ratio of CPSI funding to co-sponsor funding, the in-kind funding must be new contributions specifically devoted to the proposed project. For example, the cost of equipment purchased prior to funding application and for other purposes are not eligible in-kind contributions.

Is there a limit to partner contributions?

There is no limit on partner contributions that can be applied to a project. A 1: 1 funding ratio is the acceptable minimum.

Who is responsible for securing the matching contributions?

It is the applicant's responsibility to identify and secure matching funding from other contributing organization(s).

What types of organizations could I consider for the matching funds contributions?

Eligible applicants may obtain contributions from universities, foundations, voluntary health charities, provider associations, provincial government departments, or the private sector. The matching funding may also be from another research organization such as the Canadian Institute for Health Research (CIHR) or Canadian Health Services Research Foundation (CHSRF).

Are matching funds required for both Streams of CPSI's Request for Applications?

Yes, 1:1 matching funds are required for projects in either Stream.

What happens if matching funding is not found?

If the matching funding is not found, then CPSI will be unable to consider the project in this competition.

Can salaries of applicants count as in-kind contributions?

Salaries of university researchers who hold tenure or tenure-track positions or career awards are not eligible as in-kind contributions, nor are salaries of fee-for-service clinicians. Salaries of other individuals contributing to the project (e.g., employees of a health region) are eligible as in-kind contributions, per ratio of time spent on the project. For example, if 40% of an individual's time will be dedicated to the project, 40% of his/her salary would be eligible as an in-kind contribution).

When does matching funding need to be secured?

The sources of matching funding do not have to be identified or secured by the mandatory registration deadline. However, matching funding sources must be identified and should be secured in your full application (to be received by CPSI by August 2nd, 2005).

QUESTIONS ABOUT MANDATORY REGISTRATION

When is the deadline for registration?

The deadline for registration is **Friday June 17th, 2005**. Please ensure that the completed registration form, including signature of the lead applicant, is received by CPSI no later than 1600hrs (4 p.m.) MDT on Friday June 17th, 2005. Completed registration forms may be submitted via the following:

Fax: 780-409-8098
E-mail: rfa@cpsi-icsp.ca
Mail/courier: Canadian Patient Safety Institute
Suite 1414, 10235 – 101 Street
Edmonton, Alberta
T5J 3G1

Only the completed registration form is due on this date.

Is there a requirement to submit a letter of intent?

No, there is no requirement to submit a letter of intent for this competition. It is essential, however, that the Mandatory Registration of Projects form be completed (including signature of lead applicant) and received by CPSI by the registration deadline date.

QUESTIONS ABOUT APPLICATION REQUIREMENTS AND PROCESS

When is the deadline for application?

The deadline for the full application is **Tuesday, August 2nd, 2005**. The full application, consisting of six copies of the completed application form (counting the original), one electronic copy on CD, and required attachments, must be received by CPSI no later than 1600hrs MDT on Tuesday, August 2nd, 2005. Applications must be sent via mail or courier to the following address:

Canadian Patient Safety Institute
Suite 1414, 10235 – 101 Street
Edmonton, Alberta
T5J 3G1

What conditions must be met in the applications?

Please refer to the CPSI website (www.cpsi-icsp.ca) for the themes, objectives, eligibility requirements, and other details regarding each stream of this Request for Applications.

Are projects required to be multijurisdictional?

“Multiple jurisdictions” refers to more than one province/territory, more than one health delivery organization, etc. participating in the project. Although projects that will be implemented in multiple jurisdictions or that include team members from multiple jurisdictions will be given additional consideration, this is not a requirement. Projects that involve interdisciplinary teams, direct care providers, patients, personal caregivers or members of the public will also receive additional consideration.

Does the lead applicant have to be a researcher?

No, the lead applicant is not required to be a researcher. For either Stream however, there must be at least one researcher involved on the applicant team.

Can a PhD Student act as the lead applicant?

Yes, a PhD student can act as the lead applicant. It is required that the senior University Faculty representative (Dean or Department Head) sign off on the application and that the University agree to the terms and conditions for holding the funds that may be provided for the project.

Is it acceptable if the lead applicant changes between the registration and the application?

Yes, it is acceptable if there is a change in the lead applicant. It must, however, be apparent that the project has been registered; only registered applications will be considered in the Request for Applications process. It is therefore recommended that distinguishing features of the application, such as project title, be carried through registration and application. In the event that the application has not been registered, the full application will be disqualified from the competition.

Is there a certain level within the organization that the decision maker must represent?

There is no designated level that the decision-maker must represent, as long as the individual meets CPSI's definition of decision-maker. CPSI defines a decision-maker as an individual who makes decisions and influences policies that have a direct influence on the organization, financing, management, regulation or delivery of health systems or services.

What are the requirements for team members?

For both Stream 1 and Stream 2, there must be at least one researcher and one decision maker on each team. An additional requirement for Stream 2 is that each application must identify a lead applicant and a co-lead applicant, one of whom should be a researcher and one of whom should be a decision-maker.

Our proposed application will cover both themes A and B in a Stream. Will this application be accepted?

Yes, an application that covers more than one theme in a Stream will be considered in this competition. In this case, the applicant should check the boxes for both streams of the appropriate stream in their registration and application forms.

Do we need to have ethics board approval at the time of application?

Although ethics board approval is not required at the time of application, it is encouraged that this process be completed. In the event that approval is not received at the time of application, a letter from the ethics board stating that the project is on the agenda of the board for review and the specific date in which the ethical review will occur is required.

What is required in the Knowledge Transfer plan?

As stipulated in the Request for Applications information document, knowledge transfer must go beyond publication in peer-reviewed journals and presentations at scientific conference.

PREVIOUS COMPETITION