

2007 Research Competition Frequently Asked Questions (FAQ's)

1. GENERAL

How do I access an application form and instructions?

Simply email rfa@cpsi-icsp.ca and request an application form; one will be emailed back to you.

Is there a registration or letter of intent to submit?

No. This year's competition only requires the request and submission of a completed application form, including all attachments as indicated in the competition criteria.

When is the deadline for application?

The deadline for the hard copies of the full application is Thursday, November 8, 2007 at 12:00 hrs MST; this consists of one original and three hard copies of the completed application form, including all attachments. One electronic copy of the application is required to be submitted in MS Word format via email to rfa@cpsi-icsp.ca by this time. Partial applications will not be considered in this competition.

How do I submit my application?

Hard copies of the applications (one original and three copies) are to be submitted to CPSI at the following postal address.

Mail/Courier: Canadian Patient Safety Institute
Suite 1414, 10235 – 101 Street
Edmonton, Alberta
T5J 3G1
780-409-8090

In addition only the electronic copy of the application form (MS Word format) is to be submitted to CPSI through the following email: rfa@cpsi-icsp.ca

NOTE: CPSI will **NOT** accept faxed applications.

When will I receive confirmation that my application has been received?

Our goal is to send a confirmation email to the team lead shortly after the deadline. We appreciate your patience and understanding during this time.

What if I have questions about the competition, application form or application process, what do I do?

Please email your questions or concerns to rfa@cpsi-icsp.ca. This will allow us to look into your query and provide an accurate and timely written response.

Is there a limit to the number of applications that an institution can submit?

The Canadian Patient Safety Institute is willing to accept more than one application from individual institutions in the 2007 competition. We encourage project teams from the same institution applying on the same project topic area, to consider collaboration at the onset of the process. In the event that there are projects that fit this profile and are successful through the competition process, the review panel may recommend that the teams work together to conduct a combined project.

What is the process for this years' competition?

There are 3 stages in the competition process; they include: 1) Administrative Screening Process in which the application is screened for all mandatory submission criteria; 2) Peer/Merit Review Process and 3) Agreement and Project Commencement. We encourage you to review the Competition Process section of the research announcement for details on all three stages and their respective criteria.

If I miss the application submission deadline, is CPSI planning to launch another competition in the near future, this year or early next year?

At this time, CPSI has not made the decision to hold another competition. With its long term goal of expanding the scope and scale of patient safety research in Canada, CPSI will explore various avenues to achieve this, which may include future research competitions.

When will applicants be notified of the results?

The team lead of all applications unsuccessful in stage 1 will receive notification from CPSI by end of January, 2008. Applications that have undergone Stage 2: Peer/Merit Review will be notified of the results of the process by mid April 2008.

FUNDING QUESTIONS

What is meant by 1:1 matching funds?

Matching funds consist of cash or in-kind contributions available and dedicated to the project other than those provided by CPSI. The amounts must be equal to or greater in value than the amounts requested from CPSI. For in-kind contributions to be considered acceptable, it 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; however a 1: 1 funding ratio is the acceptable minimum.

Who is responsible for securing the matching contributions?

It is the applicant team'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, regional health authorities, hospitals, research centers or the private sector. The matching funding may also be from another research organization such as the Canadian Institutes of Health Research (CIHR).

Can you explain the funding criteria for this years' competition.

Stream 1 – Applied Health Services Research projects:

- maximum CPSI contribution - \$120,000; a minimum of 1:1 matching funds are required
- Project requesting CPSI contributions of less than or equal to \$20,000 do not require matching funds

Stream 2 – Demonstration projects:

- Maximum CPSI contribution - \$120,000; a minimum of 1:1 matching funds are required

Regarding Stream 1 (Applied Health Services Research) projects that are requesting \$20,000 or less from CPSI – does this mean that CPSI contributions are one year only at \$20,000 and/or two years with \$20,000 for each year (\$20,000 for year one and \$20,000 for year two)?

Projects are only eligible for a one-time contribution of \$20,000.

What happens if matching funding is required but 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. 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 and confirmed?

Matching funding sources must be identified and funds secured no later than the time of submission deadline of the full application (Thursday, November 8, 2007 at 1200hrs MST).

Can a PhD student stipend be included as part of the budget?

Student stipends are eligible to be included as part of the budget, as long as the student is not lead applicant nor co-lead applicant

What are the allowable personnel costs?

The allowable personnel costs are the time to enable staff participation on the project and contract staff/consultants. Staff time must be dedicated to the project and not assignable to other activities of the organization. Release time does not apply to university researchers who hold tenure or tenure-track positions, career awards or fee-for-service clinicians.

What is a cash contribution?

A cash contribution from a co-sponsor means that the co-sponsor will be providing cash which will be transferred to your financial administering organization to control and for the project team to spend.

What is an in-kind contribution?

In-kind contributions are in the form of payment for personnel time (a co-sponsoring organization is freeing up a staff person to participate in the project) or a co-sponsor is going to provide funds for a person directly (i.e. they will pay and not transfer the funds to the administering organization). In-kind contributions for salaries can only be counted if the person's salary is eligible (refer to the allowable expenses page in the application form).

Can in-kind contributions be provided by the same institution as will be administering the funding, or are "external" partners required?

Yes, co-sponsorship in-kind funds can be provided by the institution that is administering the funding. Please note, however, that there are restrictions on what is eligible to be counted as in-kind contributions.

2. PROJECT REQUIREMENT QUESTIONS

What is the maximum timeline of the projects?

Projects must start on or before May 31, 2008 and the maximum allowable timeline is 20 months – the projects must be finished within 20 months or their start date.

Can additional documents be submitted after the deadline date?

All documents must be submitted by the deadline. Additional documents received after the deadline will not be accepted.

What are the conditions or key criteria that must be met in the application?

Please refer to the 2007 research announcement document available at the CPSI website (www.patientsafetyinstitute.ca) for complete details of the 2007 Research Competition. A PDF version of the competition details is available to be printed

What is a re-submission?

A re-submission is the submission of the same full application from the year before to the competition this year. If you did not submit a full application last year but only a registration, then a submission to this year's competition would not be considered to be a resubmission.

What type of organization would be considered a data holding organization?

If the research involves the use of existing data bases, patient charts or health files then CPSI requires confirmation from the organizations in which this information is held to confirm that they are willing to allow the project team to access it

The proposal is of 8 pages. Is the existing text included in the 8 page maximum?

The eight page maximum includes the existing text. Therefore, there are less than eight pages to enter the information. In order to promote fairness and ease of review applicants are required to complete the form as presented and not alter it in any way (i.e. remove the text boxes, delete text, modify margins, or the font which is pre-set to Times New Roman 12-point font).

Are projects required to be multijurisdictional?

“Multiple jurisdictions” refers to more than one province/territory, more than one health delivery organization participating in the project. As outlined in the competition project requirements, teams must involve “interdisciplinary and/or multi-jurisdictional teams of researchers and decision makers”.

TOPICS and STREAM/THEME FIT

Our proposed application will cover multiple themes 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 all the theme boxes in the application form that apply.

What is a simulation project?

A simulation project refers to the discipline of simulation training or testing resulting in reduced adverse events, near misses, etc. This would include projects that simulate patient conditions, and where a health care team practices the treatments prior to facing the situation in real time. Examples could include team training for code teams in a hospital to practice dealing with the complexities of cardiac arrests.

Can a simulation of a hospital setting be considered a simulation project?

Projects that simulate bed usage in a hospital, for example, would not be eligible in this competition unless a clear outcome is the reduction of adverse events, near misses, etc.

What is a demonstration project?

Demonstration projects are intended to be initiatives where the problem is known, potential solutions are known, where one of the solutions is implementation/tested, and then the results are shared with the patient safety community.

TEAM

Can one person act as a decision maker, executive and a researcher?

The person who is serving as the Executive signature needs to have the proper authority to bind the organization; he/she can be part of the application team as well. However, if the organization is providing matching funding, the confirmation letter would have to be signed by someone else in the organization.

Does the lead applicant have to be a researcher?

No, the lead applicant is not required to be a researcher. However, there must be at least one experienced 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. However, 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.

Do the decision maker team member(s) have to be at a certain level within the organization?

There is no designated level that the decision-maker must represent, so long as the individual meets CPSI's definition of decision-maker. CPSI defines a decision-maker as someone positioned to effectively facilitate the adoption of project results, i.e.: an individual who makes decisions and influences policies that have a direct influence on the organization, financing, management, regulation and/or delivery of health systems or services.

What are the requirements for team members?

For both Stream 1 and Stream 2, the team must include:

- at least one experienced researcher and one decision maker,
- teams must involve "interdisciplinary and/or multi-jurisdictional teams of researchers and decision makers",
- representation from at least one of the following groups: direct care providers, patients, personal caregivers, or members of the public, and
- A team lead/co-lead who is an employee or affiliate of a Canadian not-for-profit organization.

What is a "Direct Care Provider"?

A direct care provider is any person who is providing care directly to a patient. While there is no exhaustive list, it could include doctors, nurses, pharmacists, including rehabilitation, care support personnel, etc. In the context of the project, it is the individuals who are delivering care to that patient. A hospital director, unless they actually deliver bedside care, would not be considered a direct care provider.

What type of information is requested in the description of applicant team?

Please provide a brief description of key roles, time commitment, and planned contributions to the project as well as relevant qualifications and experiences.

Is there a specific format for CVs?

There is no specific required CV format. Please note that CVs must be no longer than the five-page limit. The information contained in the CV should be the most recent experience of the person, should be activities that are most relevant to the proposed project and the person's role on the team.

ETHICS

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

Although ethics approval is not required at the time of application, it will be required prior to the release of funds for those projects recommended for funding by CPSI, as identified through Stage 2: Peer/Merit Review Process.

KNOWLEDGE TRANSFER and DISSEMINATION

What is required in the Knowledge Transfer plan?

As stipulated in the research competition criteria, the knowledge transfer plan must go beyond publication in peer-reviewed journals and presentations at scientific conference(s). We encourage teams to be creative in their approach to knowledge transfer and exchange and to ensure that all stakeholder groups' needs are addressed.

APPLICATION FORM

Is it possible to include an Appendix related to our research submission in the application?

Please note that the *ONLY* allowable attachments to the application are:

- required team member CVs;
- letter(s) of support from co-sponsoring organization(s)
- letter from the organization holding the data required for the project confirming data access; and
- letter confirming ethics approval

Any other documents attached to the proposal will NOT be forwarded to the peer/merit review panel for consideration.

Do signatures need to be included in the electronic version of the application form?

The electronic copy of the application does not need signature. Signatures must be provided on the paper copy.

What should the letters of support from co-sponsors include?

Letters of support from co-sponsoring organizations must include reference to the specific amount of funding to be provided and whether the funds are cash or in-kind. These amounts must match the budget. This is in order for the panel and CPSI to confirm the amounts to be contributed.