

## 2008 Research Competition Frequently Asked Questions (FAQ's)

### 1. GENERAL QUESTIONS

***How do I access the application form and instructions?***

Simply email [rfa@cpsi-icsp.ca](mailto: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 submission of a completed application form, including all attachments as indicated in the competition criteria.

***When is the deadline for application?***

The deadline is Tuesday December 2, 2008 at 12:00 pm MT.

At this time, one original and three hard copies of the completed application form, including all attachments must be received at the CPSI offices. In addition an electronic copy of the application (in MS Word format) must also be received via email to [rfa@cpsi-icsp.ca](mailto: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) must be submitted to CPSI at the following postal address and received by the deadline.

Mail/Courier: 2008 Research Competition  
Research Services  
Canadian Patient Safety Institute  
Suite 1414, 10235 – 101 Street  
Edmonton, Alberta  
T5J 3G1

In addition an electronic copy of the application form (MS Word format) is to be submitted to CPSI through the following email: [rfa@cpsi-icsp.ca](mailto: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 do I do if I have questions about the competition, application form or application process?***

Please email your questions or concerns to [rfa@cpsi-icsp.ca](mailto: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, a team lead or member can submit?***

The Canadian Patient Safety Institute is willing to accept more than one application from individual institutions in the 2008 competition. Individuals can also be a team lead or member on more than one application. However, CPSI encourages project teams from the same institution working in the same topic area, to consider collaborating 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:

- 1) Administrative Screening - in which all applications are screened for inclusion of all mandatory submission criteria;
- 2) Peer/Merit Review; and
- 3) Agreement and Project Commencement.

We encourage you to review the Competition Process section of the Research Competition 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 February 2009. Applications that proceed to Stage 2: Peer/Merit Review will be notified of the results of the process by mid May 2009.

## 2. FUNDING/BUDGET QUESTIONS

### ***What is meant by 1:1 matching funds?***

Matching funds consist of cash or in-kind contributions made available and dedicated to the project other than those provided by CPSI. The amount of matching funding must be equal to or greater in value than the amounts requested from CPSI. For in-kind contributions to be considered eligible, they must be in the form of 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 required.

### ***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?***

Applicant teams may obtain matching funding from universities, foundations, voluntary health charities, provider associations, provincial government departments, regional health authorities, hospitals, research centers or the private sector. Matching funding may also be obtained from another research organization such as the Canadian Institutes of Health Research (CIHR).

### ***What happens if the required matching funding is not secured?***

If the required matching funding is not secured by the competition deadline, CPSI will be unable to consider the application for funding in this competition.

### ***When does matching funding need to be secured and confirmed?***

All required matching funding must be secured and confirmed no later than the application submission (Tuesday December 2, 2008 at 12:00 pm MT).

### ***Can you explain the funding model and matching funding criteria for this year's competition.***

Stream 1 – Applied Health Services Research projects:

- Maximum CPSI contribution - \$120,000; a minimum of 1:1 matching funds are required
- Exception: Projects requesting CPSI contributions of less than or equal to \$20,000 do not require any 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 would be \$20,000 per year or \$20,000 for the entire duration of the project?***

In order not to require matching funding, the total requested from CPSI for these projects is \$20,000.

***What are allowable personnel costs?***

Time to enable staff participation on the project and contract staff/consultants are allowable personnel costs. However, this staff time must be dedicated to the project and not assignable to other activities of the organization.

***Can the salaries of team members' count as in-kind contributions?***

- Salaries of researchers with appointments in university, colleges, technical institutes and other post-secondary institutions who hold tenure or tenure-track positions or career awards are not eligible as in-kind contributions.
- Salaries of fee-for-service clinicians are not eligible as in-kind contributions.
- Salaries of other individuals contributing to the project (e.g., employees of a health region) whose current job description does not include conducting or participating in research are eligible as in-kind contributions. For example, if 40% of an individual's time will be freed up in order for it to be dedicated to the project, 40% of his/her salary would be eligible as an in-kind contribution.

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

Student stipends are eligible budget items, as long as the student is not lead applicant nor co-lead applicant.

***What is meant by cash contributions from co-sponsors?***

A cash contribution from a co-sponsor is matching funds that are provided in cash to the project's financial administering organization for project expenses.

***What is meant by in-kind contributions from co-sponsors?***

In-kind contributions from co-sponsors can take the form of release time of a staff member to allow them to participate in the project (provided that they are eligible – see above) or direct payment for required research staff time.

Please note that contributions such as a private sector product development costs, cannot be counted as in-kind contributions.

***Can in-kind contributions be provided by the same institution that will be administering the funds, or are “external” partners required?***

Yes, administering agencies can provide in-kind co-sponsorship funds. Please note that there are restrictions on what is eligible to be counted as in-kind contributions.

***Is research overhead an allowable budget item?***

No, funds for the administration of the project budget or research overhead of the recipient organization are not eligible as a budget expense, neither as in-kind nor cash contribution.

***Are there budgetary restrictions regarding computer or other equipment purchases?***

These items are considered to be capital expenditures. A **maximum of 25%** of the budget amount requested from CPSI can be allocated to capital expenditures. While there are no other restrictions on the purchase of required computer or other equipment, all such requests must be fully justified in the application.

### **3. PROJECT REQUIREMENT QUESTIONS**

***What is the maximum timeline of the projects?***

Project duration must not exceed 20 months. The project must commence on or before June 30, 2009 and be completed by February 28, 2011.

***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 2008 Research Competition announcement document available at the CPSI website ([www.patientsafetyinstitute.ca](http://www.patientsafetyinstitute.ca)) for complete details of the 2008 Research Competition.

***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.

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

If the proposed 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 the organizations are willing to allow the project team to access the data.

***Can team members sign letters confirming co-sponsorship support or access to data?***

Team members cannot sign letters of co-sponsorship support or letters confirming access to data as it would put them in a conflict situation.

***Is the existing text included in the 8 page maximum for the “Project Details” section of the application form?***

Yes, the eight page maximum includes the existing text. 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 and/or 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”.

**STREAM/THEME FIT**

***Our proposed application will cover multiple themes. Will this application be accepted?***

Yes, an application that covers more than one theme will be considered in this competition. In this case, the applicant should check all the relevant theme boxes in the Application Form.

***What is a demonstration project?***

Demonstration projects examine situations where a problem and potential solutions have already been identified and where one of the potential solutions is implemented and tested, and the results shared with the patient safety community.

**TEAM**

***Can one individual act as Decision Maker / Executive or Researcher / Executive?***

Team members cannot act as the Executive. The Executive is defined as the head of the organization with which the lead applicant is affiliated, such as CEO for hospital/health region or a faculty dean. This individual must be authorized to legally and contractually bind the organization. If the organization head is part of the project team, then an alternate must sign as the executive.

***Can one individual act as both a Decision Maker and a Researcher?***

No, one individual cannot act as both the Decision Maker and Researcher.

***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 agrees to the terms and conditions for holding the funds that may be granted for the project. It should be noted that the complete results of the project must be made available to CPSI at the conclusion of the project and therefore any restrictions that these programs may have must be able to meet this CPSI requirement.

***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 CV should include the team member's most recent experiences and should highlight their activities that are most relevant to the proposed project and the person's role on the team. CVs must include relevant patient safety accomplishments over the past five years.

**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). CPSI encourages 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 grant submission in the application?***

*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
- ethics approval.

All other relevant information must be included within the application form. 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 to include signatures. 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 in the application in order for the panel and CPSI to confirm the amounts to be contributed.

PREVIOUS COMPETITION