

2021 PIP Small Research Grant NOTICE OF FUNDING OPPORTUNITY

Application Deadline (Step 1)	<u>September 22, 2021</u> (see Evaluation & Adjudication below, for more detail on steps and timelines)
Notice of Decision (Step 1)	October 7, 2021 (move to Step 2 or not)
Online Presentation (Step 2)	October 18, 2021
Notice of Decision (Step 2)	October 19, 2021 (move to Step 3 or not)
Response (Step 3)	October 21, 2021
Notice of Decision (Final)	October 25, 2021 (final awardee)
Grant Start Date	December 1, 2021
Grant End Date	November 30, 2022
Award Total	\$15,000
Expected Number of Awards	1

DESCRIPTION

As part of its commitment to patient engagement in cancer research, the [Canadian Cancer Research Alliance \(CCRA\)](#) is releasing its inaugural funding opportunity as part of its Patient Involvement in Cancer Research Program ([PIP](#)). Integrated with the biennial [Canadian Cancer Research Conference \(CCRC\)](#) since 2017, PIP provides patient partners with an opportunity to learn about leading-edge science from Canada's cancer researchers and trainees and to, likewise, offer the scientific community an opportunity to learn from and interact with patient partners keen on building their knowledge of cancer research and demonstrating the value that engaged patients can bring to the cancer research process.

In this context, *patient* is used as an overarching term that includes individuals who have or have had cancer and informal caregivers, including family and friends, who have cared or are caring for a cancer patient. *Patient engagement* is defined in the [Strategy for Patient-Oriented Research \(SPOR\) Patient Engagement Framework](#) as meaningful and active collaboration with patients in governance, priority setting, conducting research and knowledge translation. Effective patient engagement occurs throughout the research process and improves the relevance of the research and its translation into policy and practice.

Applications to this funding opportunity will be evaluated entirely by patients participating in PIP using a three-step process. Top rated applicants will have an opportunity to present a brief overview of their research during an online feedback session (akin to pitch as in "Dragons' Den") with a small group of PIP

participants (Step 2). The winning applicant will demonstrate how they have strengthened their proposal based on this feedback.

The PIP Small Grant Program is intended to fund:

- Forums to bring together patients to jointly identify cancer research priorities, protocols, processes, etc. that would form the basis of a subsequent grant application to another granting agency.
- Pilot work/feasibility testing intended to strengthen an anticipated major grant application, where patients are advisors/contributors to this pilot work. Examples of pilot studies include: a needs assessment, qualitative work to develop a survey instrument, testing of a survey instrument, pilot/feasibility testing of an intervention.
- Engagement of underserved communities to identify needs, gaps, opportunities, and/or priority policy issues in cancer control, and/or to inform research approaches, outreach, knowledge translation, etc. Insights may be used to inform current or planned research. Note that grant applicants have an obligation to become informed about, and to respect, the relevant customs and codes of research practice that apply in the community/communities with whom they will engage. Proposed approaches must comply with the Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans – TCPS 2 (2018) (see https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html).
- Development and evaluation of competency-based educational approaches (online learning resources, etc.) designed to help patients better understand the research process and/or facets of the underlying science for a cancer research project that will be conducted in the future.
- Synthesis review on a cancer-related topic that fully engages patients in the methodology, analysis, and final report preparation. This can build on a funded project that is in progress, about to be initiated or a novel limited-scope review that is scaled appropriately to the funds available. Patients substantially contributing to this work must be included as co-authors on resulting publication(s) (see <https://pubmed.ncbi.nlm.nih.gov/34048618/>).
- Other innovative approaches not listed above that will directly engage patients with an aim to advancing cancer research that benefits patients. (A recent scoping review by researchers from across Canada has made the case for patient engagement in preclinical laboratory research - see <https://www.sciencedirect.com/science/article/pii/S2352396421002772>.)

ELIGIBILITY REQUIREMENTS

Eligible applicants will be trainees (masters, doctoral, post-doctoral) or early career investigators (within five years from the date of their first research-related appointment). Applicants working in any of the four pillars of research (biomedical, clinical, health services and policy, and population health) are eligible. Applications may be submitted in either English or French and subsequent steps in the application evaluation will be conducted in the applicant's choice of English or French.

There is a limit of one application per principal applicant. (You may, however, be named as a co-applicant on another submission.) Multiple applications from the same research group for similar projects will be excluded.

Applicants must:

- be registered for the 2021 CCRC (the winning applicant will be announced at the CCRC)
- reside in Canada
- be affiliated with: a Canadian post-secondary institution or their affiliated institutions including hospitals and research institutes; a Canadian non-governmental, not-for-profit organization (including community or charitable organizations) with an explicit health research or knowledge translation mandate; a Canadian provincial or municipal government department or agency, including regional health authorities
- conduct the proposed research in Canada
- have responsibility for the intellectual direction of the proposed work as well as administrative and financial responsibility over the grant (for trainees, this may be assumed by the supervisor)

Applicants must not be under sanction for financial or research misconduct.

Co-applicants are to be listed in the application, including patient partners, unless the grant is designed, in part, to identify and engage eligible patient partners.

ELIGIBLE EXPENSES

Funds must contribute to the direct costs of the proposed work. Funds cannot result in personal gain for the principal applicant or other members of the proposed research team. Proposed research cannot be part of routine student coursework but can be a component of a thesis project. **No overhead or indirect costs** can be covered by this grant.

The PIP Small Grant can be used for:

- **Research staff and patient partner compensation:** Funds to pay personnel for specific activities involved in the project, including funds to reimburse patient partners for the time spent on providing expertise, feedback, and other direct contributions to the project (rate of \$25/hour).
- **Ceremonial gifts:** For Elders and other Knowledge Keepers participating in the project, in recognition of the cultures and traditions of First Nations, Métis, and Inuit.
- **Translation and transcription services:** As required to support necessary engagements and consultations and/or the creation of knowledge products.
- **Costs associated with meetings of patients that are part of the project methodology** (health guidelines permitting): Funds to reimburse patients' travel costs for attending in-person meetings; rental costs for a community space, where patients can be brought together for meetings/forums; and costs for non-alcoholic refreshments and food for patients attending meetings/forums.
- **Conference attendance:** Up to one in-person or online conference attendance (where fees are required) to further the applicant's knowledge/education on patient engagement in research. This conference costs cannot exceed \$1,500 (10% of the grant).
- **Open access journal fees:** Fees for publishing the resulting findings in an open access journal as per the Tri-Agency Open Access Policy on Publications (see <https://cihr-irsc.gc.ca/e/32005.html>). Up to one article can be supported.
- **Other expenses:** Costs associated with survey development or testing, or use of specialized research equipment; or, purchase of data sets, small equipment, software required to support the research activities, and supplies not provided by the institution, etc.

Unless noted above, the Tri-Agency Guide on Financial Administration applies (see https://www.nserc-crsng.gc.ca/interagency-interorganismes/TAFA-AFTO/guide-guide_eng.asp#a-a10).

CONDITIONS OF AWARD

Grant funds will be disbursed to the award recipient's institution through an agreement with the CCRA's fiscal steward, the Canadian Partnership Against Cancer Corporation. All funds *must be used* by the end date of the grant period. Any remaining funds must be returned to the Canadian Partnership Against Cancer Corporation to be used in subsequent PIP Small Grant competitions.

This is a non-renewable grant. A one-time extension of up-to six months will be considered *only under extenuating circumstances*, upon submission of a written justification, including a revised timeline and budget.

The winning grant recipient will be required to fill out a one-page report due one month after the end date of the grant and must provide a 15-minute presentation on the project's outcomes to the CCRA membership at its annual members' meeting in December 2022. The recipient must agree to being featured in social media and on the CCRA website. CCRA support must be acknowledged on all presentations and/or publications based on the research supported with this grant.

HOW TO APPLY

The application form is [available here](#). It is a fillable PDF, which is optimized for completion using Adobe Acrobat Reader. The completed, signed, and saved application form should be submitted by September 22, 2021 (Midnight PST) to Kim Badovinac at kimberly.badovinac@partnershipagainstcancer.ca. Incomplete or submissions received after the application deadline will be automatically excluded from consideration.

The application form consists of four sections: information about the applicant and co-applicants (section 1), the project proposal (section 2), the project timeline (section 3) and the project budget (section 4).

Section 1: Applicant information (identifiers, role, qualifications, institutional affiliation, contact information for principal applicant and supervisor(s) or co-applicant(s), where relevant). Co-applicants are defined as the individuals who contribute to the intellectual or scientific direction of the proposed work and have responsibility for the direction of the proposed activities. This list should identify patient partners, unless the purpose of the grant is, in part, to identify patient partners. The required institutional signatures (e-signatures are accepted) must also be included.

Note that this information will not be used in the application evaluation to reduce implicit bias.

Section 2: Project Description. Plain language description of the proposed research/project (avoid technical jargon). Proposals must be written concisely, but in sufficient detail to permit assessment of the value of the work. Include:

1. Title
2. Research question
3. Research need: how the project will address a relevant evidence gap or help to inform further hypothesis generation/research. If this grant will be a supplement to an existing research effort, the specific portion of the research identified as being made possible by this grant must be clearly stated.

4. Methodology: a brief (bulleted) summary of the methodology
5. Patient engagement approach: describe how, when, and where involvement will occur and the number of people involved, including how patients will be recruited and supported to contribute in a meaningful way
6. Expected outcomes
7. Proposed impacts - potential applications, relevance, and benefits of the project to patients in the short and long term
8. A short list of relevant pivotal literature being used to guide the work being proposed

There is no word limit, but proposals must keep to a two-page limit and within the text boxes provided in the form.

Section 3: Project timeline. A timeline for the key steps in the proposal should be provided. This is a one-year grant. Start date will be December 1, 2021 and end date will be November 30, 2022.

Note on projects requiring ethics approval: If ethics approval is needed, the applicant may wish to prepare the REB/IRB application *at the time of grant submission*. The REB/IRB approval process can take 6-8 weeks, so to maximize the active period of this grant, it may be advisable to be ready to submit the REB/IRB application immediately upon receiving notification of award. See https://ethics.gc.ca/eng/policy-politique_tcps2-eptc2_2018.html.

Section 4: Project budget. A budget breakdown with justification for each requested item must be provided and fall within the Eligible Expenses listed above, explaining how the funds will be used and why they are needed. If the budget required for the project is above the maximum amount awarded through this grant, explain how additional funds will be obtained.

EVALUATION & ADJUDICATION PROCESS

Grant adjudication will consist of a multi-phase selection process and will be undertaken entirely by PIP participants as follows:

Step 1	Application Deadline	Grant applications as per above specifications are submitted	September 22, 2021
	Notice of Decision	Fully completed applications are reviewed and rated by PIP participants; applicants are notified if they will/will not be proceeding to next phase	October 7, 2021
Step 2	Online Presentation	Top 10 applicants meet with small groups of PIP participants to pitch their proposals and receive feedback on their applications	October 18, 2021
	Notice of Decision	Applicants are notified if they will/will not be proceeding to next phase	October 19, 2021
Step 3	One-page Response	Top three applicants submit a one-page response on how they would refine their proposal given the feedback received	October 21, 2021
	Notice of Decision (Final)	Responses from top three applicants are reviewed and rated by PIP participants; applicants are notified of the results	October 25, 2021
	Decision Announcement	Successful applicant is announced during the 2021 CCRC	November 8-10, 2021
Project Execution	Grant Start Date	Project is one year in duration	December 1, 2021
	Grant End Date	Project results are presented to the CCRA during its annual members' meeting in December 2022 and in an online call with PIP participants	November 30, 2022

Step 1: Applications will be reviewed and rated by PIP participants on five-point scales for each criterion as follows:

- **Proposed Impact of Research:** Outcomes/impacts are clearly stated as well as how it is/will be related to patient benefit in the short and long term.
- **Patient Integration/Involvement Approach:** Patient engagement approach is well described, based on best practice, and tailored to the proposed project.
- **Readability of Proposal:** Clearly written and accessible description of the *whys* and *hows* of the proposed project.
- **Feasibility of work plan:** Activities are deemed feasible given the timeline provided and the expertise of the applicant. Requested budget is appropriate and well-justified. There is a demonstration that the applicant has the tools and resources to conduct the research.

Step 2: This session will entail a half-hour online meeting with a small group of PIP participants. It will consist of a 10-minute presentation by the applicant and a discussion/question-and-answer period. Applicants proceeding to this online presentation step will be evaluated on five-point scales for each criterion as follows:

- **Patient Integration/Involvement Approach:** Patient engagement approach is well described. Applicant demonstrates an understanding of how patient engagement is important to the success of the project.
- **Clarity of Presentation:** The project is presented clearly and concisely, building on the submitted application.
- **Receptiveness:** Applicant addresses questions from patients and is receptive to feedback. The applicant may use this opportunity to seek input from patients to help refine the proposed project.
- **Proposed Impact of Research:** Outcomes/impacts are clearly stated and related to patient benefit in the short and long term.

Step 3: Applicants will have an opportunity to strengthen their proposal based on this feedback. Those proceeding to the final stage will be assessed on the extent to which the proposed refinements to their proposals reflect the feedback and discussion that occurred during the proposal pitch.

QUESTIONS?

Please contact:

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