

GUIDELINES FOR APPLICATIONS TO THE FACULTY RESEARCH FUND

The Faculty Research Fund (FRF) aims to promote the development of Faculty-based research projects or initiatives that will lead to nationally and internationally successful competitive research grant applications. While supportive of a broad spectrum of research areas (basic science, clinical, education, community and population health), this intramural fund is intended to assist projects with direct relevance to Dentistry, Dental Hygiene and oral health; applications for research support will only be considered in cases where the principal applicant holds an appointment in the Faculty of Dentistry. Applications from Faculty members new to research are strongly encouraged as are collaborative team applications. These funds are intended to encourage new research initiatives and therefore should not be considered a source of continuing or supplemental support for an existing research project. Faculty members may submit no more than one application in a given competition, either as an individual or in collaboration with others.

The principal criteria used to judge applications for support of a new project are the potential of the proposed project to build research capacity within the Faculty, and the quality and scientific merit of the application. Investigators who are inexperienced in the preparation of grant applications are *strongly* advised to seek guidance from colleagues who have been successful in obtaining external funds. All applications will be peer-reviewed by the Research Development Advisory Committee, with the enlisted aid of reviewers external to the Faculty when warranted. Applicants will be notified of the outcome of their applications with written assessments of their proposals. As this evaluation process is intended to be a supportive one, the Research Development Advisory Committee will make every effort to provide constructive feedback to unsuccessful applicants and, where possible, encourage re-submission to a future competition.

As limited funds are available, all worthy proposals may not be funded in any given competition. Projects may be funded to a maximum of \$10,000, with this funding level exceeded only in exceptional circumstances. Research awards are for one year only. A progress report must be submitted to the Assistant Dean, Research at the end of the funding year describing the achieved outcomes. Any unspent funds remaining in the account twelve (12) calendar months after the award was made will revert to the Faculty Research Fund unless a written request for an extension with adequate justification is made by the investigator.

Application Deadlines: February 1st, May 1st and October 1st, 2012.

Submit all applications to Martha Brilliant, Research Development Officer

INSTRUCTIONS FOR COMPLETING A FACULTY RESEARCH FUND APPLICATION

All applications should be prepared with care and attention to detail using the form provided, and should be reviewed by at least one knowledgeable colleague prior to submission. The FRF form allows direct entry of the information requested in the fields provided. The “tab” key will allow you to move to the next field. Note that text may also be copied and pasted into these fields, though any formatting will be lost. All text should be prepared in 12-point Times New Roman without special formatting (bold, italics, etc.) to avoid unwelcome changes.

A **complete** application should include (1) a cover page, (2) a description of the proposed project as detailed below, (3) a detailed budget with appropriate justification, (4) an abstract and (5) an abbreviated CV for all applicants listed as principal or co-investigators. Incomplete applications or those failing to comply with formatting and length requirements as specified will be returned without action.

Section 1: Cover Page

- Indicate the name, position and department of the principal investigator (PI), and provide any contact information. The PI is defined as the project leader, and is responsible for the overall design and implementation of the project and any associated costs. In exceptional circumstances, a co-PI may be designated.
- Indicate the name, position and department of any co-investigators. A co-investigator is considered someone who makes a substantive contribution to the design and implementation of the project. Co-investigators may be external to the Faculty of Dentistry.
- Provide a descriptive title for the proposed project
- For proposals involving human subjects (including patient records / charts), animals or biohazardous materials, indicate whether approval from the appropriate University, Hospital or Faculty committee (Ethics Review Committee, University Committee on Laboratory Animals, University Biohazard Committee) has been obtained. (Attach a copy of any approval letters.) Any questions concerning the need for such approvals should be directed to the Research Development Advisory Committee (RDAC) *prior* to submission of the application. ***Note that the release of any RDC funds will be contingent upon the receipt of appropriate approval for these classes of research.***
- Provide dated signatures for the PI and any co-investigators

Section 2: Description of the Research Proposal

In the sections below, describe the project for which funding is requested. Please adhere to any space limitations noted. Alternatively, a “free-form” version of this section may be submitted using the headings in bold below. Pages should have margins no less than 3/4” (1.7 cm) all around and *all* text should be no smaller than 12-point or no more than 10 characters per inch. Please adhere to space restrictions as indicated in the form.

- **Project Overview**

Summarize briefly the overall purpose and objectives of the project, any relevant hypotheses (if applicable) and how the project is to be implemented.

- **Background information**

Provide any relevant background, including a statement of the problem, what is currently known about the project area and what information is lacking. Use appropriate citations. (Full references may be included at the end of Section 2.)

- **Research Plan / Methodology**

Describe in concise terms the research approach / experimental design, including methodology to be employed and why this approach is best suited to the project.

Describe in detail where applicable how you plan to collect your data, what end points will be used and what measurements will be taken. Outline any alternative approaches to circumvent anticipated difficulties.

If applicable, provide specific details as to how you plan to evaluate your data, including any appropriate statistical analyses.

It is the responsibility of the applicant(s) to clearly demonstrate the feasibility to conduct the research proposed. Clearly indicate in the research plan your skills and experience pertinent to carrying out the proposed research, availability of key resources (equipment, personnel, etc.) required to implement this study, and support (equipment, expertise) to be provided by co-investigators or colleagues.

- **Dissemination**

Briefly describe your plans for dissemination of your research findings.

- **Significance**

Describe the significance of this project (as appropriate) in terms of: your research program, student training, research capacity building within and outside the Faculty, the public, and the dental / dental hygiene professions.

- **Timetable**

Provide project start and end dates, and estimate when, in the maximum 12-month period to be supported by the grant, activities / milestones in this project will be completed.

- **Deliverables / Anticipated Outcomes**

List project outcomes and outputs.

- **Long-Term Planning**

Describe long-term goals with this project, including any plans for extramural funding.

- **References**

Include full references for any cited work / publications.

Section 3: Detailed Budget and Justification

Using the table provided, itemize the overall costs of supplies, personnel and equipment required to carry out the project. Indicate any other resources or in-kind contributions and the amount requested from the Faculty Research Fund.

In the section that follows, provide a detailed description of major expenses, with adequate justification of the need and cost. Clearly describe the nature of any conceptual or budgetary overlaps with currently held grants. For these grants, attach a summary page (or equivalent) and budget page.

Use the following guidelines when developing your budget.

- Grant funds must contribute towards the direct costs of the research project for which the funds are awarded.
- Funds must be used effectively and economically, and the expenses must be essential for the research supported by the grant.
- Attach suitable financial quotes for all equipment requests.
- “In-kind” contributions, such as summer research student funding and departmental travel supplements must be included in budget totals.
- Travel costs required to carry out the research project will be considered. See the Dalhousie travel policy for a description of eligible expenses. (<http://as01.ucis.dal.ca/fs/index.cfm>)
- Travel costs to support dissemination of the research findings may be included in the budget to a maximum of \$1500. These funds will be released upon receipt of documentation of acceptance for presentation.
 - Travel costs must be itemized, including anticipated costs of airfare/mileage, meeting registration fees and accommodation.

Section 4: Abstract

Provide a summary in lay terms of your proposal (max. 250 words). As this summary may be used by the RDAC for promotional purposes, it should be written for a wide audience with limited use of technical terminology and jargon. You may wish to use the “readability” scoring option available under the Spelling and Grammar tools in Microsoft Word to ensure that the text is written at no more than a Grade 8 level.

Section 5: Abbreviated Curriculum Vitae

An abbreviated *curriculum vitae* must be submitted for each applicant (PI and any co-investigators) using the table provided. Background information should include education (Bachelors, Masters, Doctorate, Clinical Training & License), research training (post-doctoral and post-health professional training) and any academic or health / community-related positions held.

List all publications in the last 5 years, beginning with the most recent; you may include here as well titles of abstracts and/or presentations relevant to the submitted application.

Include the titles, amounts, granting agency and tenure of any research grants held within the last 5 years. For grants on which you are/were a co-applicant, indicate the total number of co-applicants and your relative contribution (%) to the project. **Include here as well any research grant applications for which a decision is pending.**

Alternatively, a “free-form” version of all or parts of this section may be submitted. Include only the information requested. DO NOT SUBMIT A FULL CV. Pages should have margins no less than 3/4” (1.7 cm) all around and ***all*** text should be no smaller than 12-point or no more than 10 characters per inch.