

ONTARIO RESPIRATORY CARE SOCIETY RESEARCH GRANTS

Guidelines for Applicants

1. OBJECTIVE

The objective of this fund is to promote research regarding any field of acute or chronic lung disease. Research may include investigation of any phenomenon pertinent to illness assessment, management, or responses of the individual with a respiratory condition. Research may also be aimed at health promotion, education and prevention issues. Studies may use quantitative or qualitative methodologies.

The Lung Association – Ontario (TLA) is committed to supporting the best respiratory research in Ontario. TLA has established focus areas: asthma, air quality and smoking-related lung disease. Projects in these areas are encouraged. However, the primary criterion for the awarding of research monies shall be the excellence of the research proposal.

2. ELIGIBILITY

There must be one principal investigator responsible for the study although there may be several co-investigators. The principal investigator must:

- A. Be a respiratory health professional or graduate student and member of the ORCS pursuing a research study with respiratory health as the major focus (MDs are not eligible for ORCS grant support as a Principal Investigator)
- B. Be a member of the Ontario Respiratory Care Society in good standing;
- C. Be an Ontario resident who is a Canadian citizen or who has permanent resident status; and
- D. Hold an appointment in, or have an affiliation with, a health care agency, educational institution, or other organization in Ontario that can administer the funds in an approved manner.
- E. Students must be enrolled or accepted for full-time or part-time studies in a graduate program at the Master's or Doctoral level.

Please note that ORCS members with a PhD are also eligible to apply for research funding through the Ontario Thoracic Society Grant-in-Aid program. Details on the program are on TLA's website.

### 3. GENERAL CONDITIONS OF AWARDS OF RESEARCH GRANTS

- A. The Lung Association – Ontario assumes no responsibility for accidents, illnesses, or claims arising out of studies, work, or other activities undertaken with financial support provided by TLA. The sponsoring agency should take steps to protect or insure itself as may be deemed desirable.
- B. Copyright of all publications belong to the author(s). However, published papers should acknowledge the assistance provided by The Lung Association – Ontario.
- C. All research grant applications involving studies on patients or experiments on volunteers must be accompanied by approval of an Ethics Committee of the university or other institution(s) in which the work is to be undertaken.
- D. Grants are awarded in each case in support of research to be conducted in a specific Ontario institution with the concurrence of the institution's executive head; if you transfer from one institution to another, normally your grant through the first institution ceases, and you must re-apply from the second institution for a new grant.
- E. The Association has limited funds available, therefore, large operating grants are unlikely. Partial funding may be awarded. Applicants are encouraged to apply for supplementary sources for additional funding for major research projects.
- F. Research Grants are awarded for a period of one year only.
- G. Investigators may apply for subsequent renewal grants, but their application will be considered in fair competition with new applications. Consequently, a complete application must be submitted including a progress report.

### 4. DEADLINE

Applications for projects should be postmarked no later than FEBRUARY 1st. Final review and decisions are normally made in April, subject to approval by TLA Board of Directors in May or early June. The first 50% of the funds will be disbursed in July and the balance will be paid in January.

### 5. INSTRUCTIONS FOR SUBMITTING GRANT PROPOSALS

#### A. General Information

Grant proposals must not exceed ten, single-spaced (8 1/2 x 11") pages, exclusive of application forms (Arial 10 or New Times Roman 12 font). Appendices should be limited to

supplementary information, e.g., questionnaires, consent forms, instruction sheets. Graphic materials should be drawn and labelled clearly.

One signed copy and one electronic copy of the application form must be submitted to the ORCS. The original will be kept on file and the electronic copy will be sent to members of the Research and Fellowship Committee and to external reviewers. Letters of reference and any transcripts that you are submitting should be enclosed with the original copy. Electronic submissions should be sent to [orcs@on.lung.ca](mailto:orcs@on.lung.ca). If the file is too large to e-mail as a single document, CVs may be sent separately.

**Two** copies of the attached checklist are to be filled out - retain one for your records and forward one with your proposal and covering letter.

## B. Guidelines for Completion of the Application Form

### Sections 1, 2 & 3 - Cover Page

Complete summary information as required.

### Sections 4 & 5 - Organizational Endorsements & Signatures

Evidence of organizational endorsements by the Head of your Department or Dean of Faculty and the Chief Executive Officer or their designates are to be provided for all proposals through signatures on the Application Form.

If the proposed work involves the use of human subjects and/or access to confidential records, evidence is required of ethical clearance by a duly constituted ethics review committee or other body associated with the institution involved. This letter of approval must be received no more than **sixty (60) days** after the application deadline. If this is not possible due to institutional scheduling or policy, a letter of explanation should be included with the application.

### Section 6 - Proposed Budget

Complete information required for all budget items, justifying all proposed expenditures. See Clause 7, BUDGET GUIDELINES AND FINANCIAL CONSIDERATIONS on pages 4 and 5 of these Guidelines.

### Section 7 - Other Funds

Provide details of any other funding received or requested for this project.

### Section 8 - Timeline

Include a timeline that outlines by month and year the anticipated schedule for the various components of the study, e.g., commencement of study, recruitment of subjects, data collection, data analysis, preparation of results, etc.

### Section 9 - Lay Summary

Prepare a lay summary of the proposal. This summary should not exceed ten lines and should be suitable for use in a press release and for submission to TLA Board of Directors.

### Sections 10 & 11 - Personal Data Form & Publications

If the Principal Investigators or the Co-investigators have a CIHR common CV, it should be submitted in pdf format with the application. <https://ccv-cvc.ca/indexresearcher-eng frm>. Otherwise, the Personal Data Form and List of Publications for the Principal Investigator and all Co-Investigators listed in Section I may be used.

### Section 12 - Abstract

Prepare an abstract or summary of the research proposal (maximum length of one page).

### Section 13 - Suggested Reviewers

Identify two individuals who could review the proposal and provide their contact information. Do not include persons with whom the applicants have collaborated within the past three years or who are from the same institution as the applicants.

### Section 14 - Grant Proposal - Detailed Description

Submission (in essay form) must include:

- i. a statement of the problem to be studied and the specific objectives of the proposed project;
- ii. a review of the present state of knowledge relative to the work proposed, including references in key publications;
- iii. a clear statement of any hypotheses to be explored or tested and/or research questions to be answered; details of methods to be used to collect and analyze data; the time-line for the proposed research;
- iv. information regarding the established reliability and validity, if any, of existing instruments to be used and/or steps to establish reliability and validity of any instruments being developed;
- v. a statement of all ethical considerations entailed in the proposed project;
- vi. a description of the role of the principal investigator, co-investigator and other key personnel as appropriate;
- vii. the educational background, area of expertise and experience of the principal investigator, the co-investigator(s) and any consultants to be used;
- viii. a brief description of the research facilities available (location, equipment, personnel, etc.)
- ix. a statement of the relationship of the proposed project to the aims and objectives of the ORCS's Vision (Improved lung health through excellence in interdisciplinary respiratory care) and Mission (Furthering excellence in the provision of interdisciplinary respiratory care through education, research, collaboration, provision of professional expertise and support for Lung Association efforts to improve lung health). Also describe the potential of this project for building capacity for advanced practice and/or research in respiratory care.
- x. a reference list or bibliography and appendices as appropriate.

### Section 15 - Checklist

Complete two copies of the checklist. Retain one for your own records and include one with the application form.

***NOTE: Incomplete applications cannot be reviewed. It is your responsibility to ensure that your submission is complete.***

### Sections 16 & 17 - Progress & Final Reports

Submit the Progress Report in December including an updated timeline and a copy of the abstract to support your request for the remaining 50% of the funds. A letter from your designated financial officer is also required at this time.

Retain the Final Report Form for submission at the end of the funding year. See Clause 8A of these Guidelines (Terms of the Award) for further details regarding the required content of the Final Report.

## 6. REVIEW PROCESS

- A. Applications will be reviewed by internal and external reviewers.
- B. Reviewers' comments, presented anonymously, will be available to the applicant whether or not the project is funded.
- C. Written announcement of the decision will be mailed to the applicant by the ORCS office as soon as fiscal decisions are available from TLA Board of Directors in late May or early June.

## 7. BUDGET GUIDELINES & FINANCIAL CONSIDERATIONS

- A. Awards are given for 12 calendar months from July 1 to June 30.
- B. Funds are disbursed by The Lung Association – Ontario twice yearly. The first installment (50% of the Award) is paid in July. The second installment is paid in January upon receipt of a satisfactory progress report from the recipient and a written request from the recipient's designated financial officer.
- C. Financial support for the project from all other sources must be reported to The Lung Association – Ontario during the funding period.
- D. The Lung Association – Ontario reserves the right to terminate further payments and request refunds of awards in the event that the recipient fails to fulfill the conditions specified in these Guidelines.
- E. Title to equipment purchased under a grant remains in the institution at which the grant is

held, but its use for research projects listed on your application or otherwise approved by The Lung Association – Ontario should be given priority over other uses. Please acknowledge The Lung Association – Ontario on equipment purchased through the grant. A request for funding for equipment valued at \$1,000 or more must be accompanied by a written quotation.

- F. Expenses for intended travel in order to present the research results at Better Breathing or other conferences and any expenses directly associated with research may be included in the proposed budget. The amount budgeted for this purpose may not exceed \$1,500.
- G. Salaries paid to research assistants and support staff will be within the acceptable salary range for that institution.
- H. Costs incurred in the preparation of reports and the publication of research results may be included in the budget.
- I. Principal investigators may only be awarded one Lung Association research grant in any one year.
- J. In the event of termination of the research prior to the established completion date, you must notify TLA in writing immediately. Project termination requires the submission of a report of any results to date, a statement of expenditures and explanation for the early completion. Any unexpended funds received by your agency must be refunded.
- K. Any commitments (expenditures) incurred by a grantee either in excess of his current grant funds or beyond the term of the grant are the responsibility of the grantee.
- L. Grant funds may not be used to pay fees for membership in professional societies or the salary of the Principal Investigator or the Co-Investigators.
- M. Funding will be allocated to the institution/agency in which the applicant is employed or with which the applicant is affiliated. The fund may then be administered by the institution/agency in accordance with standard financial accounting practices; however, monitoring the expenditures is the responsibility of the principal investigator to whom the funds are granted.

## 8. TERMS OF THE AWARD

- A. The Lung Association – Ontario requires you to submit a Final Report. This should include:
  - (1) title of project;
  - (2) name, address and affiliation of investigator(s);
  - (3) one-page summary of project and results obtained including a statement of

- significance to health care;
- (4) a full accounting of budget, clearly showing any unexpended balance;
  - (5) a refund of any unexpended balance;
  - (6) a list of publications arising from TLA-supported research, including any papers in draft; and
  - (7) an acknowledgement that a report/paper will be presented at the next annual Better Breathing Conference of TLA (ORCS sessions).
- B. You are required to present a report (paper) of your completed research at the next Better Breathing Conference, normally held in late January or early February. Abstracts are to be sent to the ORCS Director.
- C. Publication of the research in a suitable, refereed professional journal is required as soon as possible. Please inform the ORCS Director or the Chair of the ORCS Research and Fellowship Committee when the first article is in press.
- D. In any publication or presentation (poster, paper) related to the project, the support of the ORCS and The Lung Association should be acknowledged in the following way:  
*Funding for this study was provided by The Lung Association – Ontario through an Ontario Respiratory Care Society Research Grant.*
- E. Requests for extensions to the completion date of the project should be submitted in writing to the ORCS office to the attention of the Chair of the ORCS Research and Fellowship Committee.
- F. The Investigator is required to document the outcome of the research supported by the funds (see A above). The Final Report must be returned to the ORCS office within 90 days.
- G. Acceptance of this Award constitutes the granting of permission to The Lung Association – Ontario and its Societies to include the project in public announcements of the research awards.
- H. The Lung Association – Ontario respects your right to the privacy of your personal information in its possession. The information collected will be used only to inform you of the activities of The Lung Association and its two professional healthcare societies. Our full Privacy Policy may be found at [www.lungontario.ca](http://www.lungontario.ca) or by contacting the ORCS Director.

All communications should be addressed to:

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The Lung Association – Ontario  
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Toronto, Ontario M3C 0K8

Tel: (416) 864-9911

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