

Guidelines and Instructions
Breathing as One: Allied Health Research Grant

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Introduction

The Canadian Lung Association (CLA) is pleased to launch the request for applications for 2020 for the Lung Association Breathing as One Allied Health Research Grants.

These awards were formerly known as Canadian Lung Association (CLA) - Canadian Respiratory Health Professionals (CRHP) Grants. The awards have been renamed to reflect the funding organization. The Canadian Thoracic Society (CTS) and its CRHP Clinical Assembly remain partners in providing oversight and expertise in the peer review process.

Eligibility requirements for applicants have been broadened and awards are now open to members and non-members of CTS and CRHP who are conducting lung research that aligns with the Lung Association mandate and a respiratory health professional from a recognized clinically based discipline (e.g., registered nurse, nurse practitioner; physiotherapist; respiratory therapist; pharmacist; cardio-pulmonary technologist; polysomnographic technologist; kinesiologist; dietician; occupational therapist; social worker; or psychologist) (**MDs are not eligible for Breathing as One: Allied Health Research Grant support as a Principal Investigator**). Information and policies are provided in the following pages.

Registration deadline: **June 30, 2020 by 3:30pm EDT**

Application deadline: **July 17, 2020 by 3:30pm EDT**

The forms may be downloaded from the Lung Association website: www.lung.ca/lung-research/apply-funding

About the Lung Association Research Awards Program

The research awards program of the Lung Association was established in 1959. It is financed through donations to the provincial lung associations across Canada. Where possible, the Lung Association partners with outside organizations to match and/or leverage available funding. Based on the success of this approach and to significantly increase the number of outstanding applicants who will receive funding, we are excited to announce that beginning in 2019, CLA research awards are awarded contingent upon the awardee securing matching funds. The formula for matching is award-dependent, as described in the funding sections below. There are a number of options for applicants to pursue matching funds as these may be contributed by a number of sources, including the trainee supervisor, host institution, Provincial Lung Association, and/or a research partner. Applicants are required to identify matching funds sources and are encouraged to reach out to their host institution, as well as other funding organizations, including provincial lung associations to determine whether they will participate in matching funds using their provincial Breathing as One funds or other available resources.

The Lung Association research awards are administered by The Lung Association – National Office (also known as the Canadian Lung Association, or CLA). A Review Committee reviews the *Breathing as One: Allied Health Research Grant* applications for merit and funds are administered by the Lung Association - National Office.

The objective of the Breathing as One: Allied Health Grant is to promote research in areas that contribute to the field of respiratory health in Canada. Studies should include research related to an applied or clinical question using quantitative or qualitative methodologies. The study may include a basic science component but the primary research questions must be applied or clinically focused.

Your application will be reviewed by CLA for relevance to CLA's mission and to an administrative review will be conducted to ensure that the competition criteria are met. Given that your application is accepted, it will then be reviewed in detail by at least two Review Committee reviewers for scientific merit. Given the limited funds available, applications that receive higher rankings and support the mission of the Lung Association are given funding priority. Therefore, it is important that you provide all details required as clearly as possible to facilitate the review process.

Eligibility

To be eligible for a *Breathing as One: Allied Health Research Grant* the applicant must be:

- a) A Canadian citizen, permanent Canadian resident or landed immigrant. These awards are normally held at Canadian institutions.
- b) A respiratory health professional from a recognized clinically based discipline (e.g., registered nurse, nurse practitioner; physiotherapist; respiratory therapist; pharmacist; cardio-pulmonary technologist; polysomnographic technologist; kinesiologist; dietician;

occupational therapist; social worker; or psychologist) (**MDs are not eligible for Breathing as One: Allied Health Research Grant support as a Principal Investigator**).

- c) Affiliated with a health care organization, an educational institution or any other Canadian institution that can manage funds in the approved way.
- d) Pursuing a research study with respiratory health as the major focus.
- e) At the time of submission, and for the duration of the award, individuals who currently hold or have held and/or are being supervised by individuals holding or have held funding, directly or indirectly, from tobacco and/or cannabis industry are not eligible.
- f) Able to secure matching funds for the one (1) year duration of the award (see section below for formula). The applicant must include within their application a signed letter guaranteeing the matching funds for the duration of the award.

Submission Date

- Registration deadline: **June 30, 2020 by 3:30pm EDT**
- Application deadline: **July 17, 2020 by 3:30pm EDT**

Instructions for Submitting a Research Grant Application

The forms may be downloaded from the Lung Association website: www.lung.ca/lung-research/apply-funding

1. Applicants must register at: <https://form.simplesurvey.com/f/l/bao-allied-health-grant-competition-2020-registration> by **June, 2020 by 3:30pm EDT**. Applicants are required to provide the names of the Principal Investigator, Co-Principal Investigator, co-investigator(s), supervisor(s), three (3) suggested reviewers, the project title, keywords, and a maximum (one) 1 page abstract of your research project. The Lung Association will confirm receipt of your registration via e-mail.
2. Upload one (1) electronic copy of the application to: <https://form.simplesurvey.com/f/l/bao-allied-health-grant-competition-2020-application> by **July 17, 2020 by 3:30pm EDT**. The electronic copy must include a completed copy of the application form with signatures and all the relevant documents. The Lung Association will confirm receipt of your application via e-mail. Please ensure that your e-mail address is included on page 1 of the application.
3. Do not use additional pages except where indicated. Keep the application as clear and concise as possible. Note that copies of your publications are not required.
4. Enter 'Applicant' name in the header of all forms submitted.
5. Applicants are expected to include within the body of their application, and not in the appendices, all essential information required to permit assessment of the application. Additional information should be included in the appendices, e.g. approval for clinical facilities, questionnaires and consent forms.

6. Ethics approval for the proposed study is required if the proposed work will use human/animal subjects and/or confidential records. Before release of funds occurs, evidence is required of ethical clearance by a duly constituted ethics review committee or other body associated with the institution(s) involved. The same Principal Investigator must be named on the Ethical Approval Certificate and the Breathing as One application. The only exception is in the context of a student application where the study might be a component of an approved larger study.
7. All co-investigator(s) should be identified, including their professional designations in the Co-Investigator(s) section. Postgraduate students should identify thesis committee members and/or supervisors, as appropriate.
8. Complete the application form, filling in all the requested information and obtaining all required signatures. Use Arial 12 point, single-spaced, black font, with one-inch margins.
9. Ensure that the budget is accurately calculated and detailed justification is provided for funds requested. If funding and/or other support covering the costs that would otherwise be required for elements of the research will be provided by another source, please identify the item/category and source within the budget section.
10. The study proposal must not exceed eight (8) pages (exclusive of reference list) and should include:
 - a. Problem statement, significance of the problem and purpose of the study;
 - b. A review of the present state of knowledge relative to the work proposed, including references to key publications and relevant work carried out by the principal and/or co-investigator(s);
 - c. Research objectives, questions or hypotheses;
 - d. A description of the methods and procedures (including study design, recruitment, sampling power calculations and sample size estimates, data collection and plan for data analysis);
 - e. Information regarding the established reliability and validity of existing instruments to be used or steps to establish reliability and validity of any instruments being developed;
 - f. A description of ethical considerations (please include a copy of the consent form(s) in draft or final as an appendix);
 - g. A statement of the relationship of the proposed study to the aims and objectives of the Lung Association;
 - h. A statement of the expected contribution of the proposed study to the respiratory health field;
 - i. A description of the roles of the principal investigator, co-investigator(s) and other key personnel (e.g. research assistants);

NOTE: applicants who are postgraduate students applying for funding for research related to their thesis should include the role of the thesis committee members and supervisor(s);

 - j. A detailed timeline;
 - k. Plans for knowledge translation; and
 - l. Reference list.

11. A complete copy of the applicant(s) (and supervisor's and co-supervisor(s), if applicable) CV using the Academic version of Common CV form (as used by CIHR). **Failure to comply or the submission of an incomplete CV Module will result in the application being rejected.**
12. Provide letters of support for research site access and subject access from the appropriate authorities at the institution where the research will be conducted.
13. If collaborators who will make significant contributions to the research proposed are not listed as applicants on this application, a signed statement of agreement from each collaborator must be appended; and
14. Complete the checklist.

NOTE: Incomplete applications or applications that do not follow guidelines for completion will not be reviewed. It is your responsibility to ensure that your submission is complete.

General Conditions of Awards for Research Grants

The following general conditions apply to research grants awarded by the Lung Association – National Office:

1. The Lung Association assumes no responsibility for accidents, illness, or claims arising out of studies, work, or other activities undertaken with financial support provided by the Lung Association.
2. Copyright of all publications belongs to the author(s). However, in **any publication arising from the grant supported by the Lung Association, acknowledgement of funding received from the Lung Association is required.**
3. It is understood that the name of the successful applicant, his/her field of study and some content of the lay abstract and final report to the Lung Association will be made public. Successful applicants are expected to facilitate knowledge translation in their field of expertise through presentations in conferences and/or workshops sponsored by the Lung Association.
4. Proposed projects and funding requested for this funding opportunity should be for projects where further funding is not required for completion of the research proposed with funds necessary and sufficient for the described project.
5. Any commitments (or expenditures) incurred by a grantee either in excess of the current grant funds or beyond the term of the grant are the responsibility of the grantee.
6. The grantee (or the institution on his/her behalf) shall, if the need arises, immediately notify the Lung Association – National Office in writing of his/her inability, for any reason, to carry out or complete the research for which a grant has been made.
7. Normally grants are awarded in support of research to be conducted in a specific Canadian institution with concurrence of the institution's executive head. Transfers to another institution are permitted during the course of funding; however, you must request a transfer from the Lung Association – National Office in writing prior to doing so. The request must include an explanation of why the transfer is requested and how the transfer will

affect the course of the research and information on how the proposed institution will support the continuation of the research.

8. 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 the grantee's application or otherwise approved by the Lung Association shall be given priority over other uses.
9. Applicants may hold only one (1) CLA research grant as a principal investigator at any one time. Applicants may only submit one Breathing as One: Allied Health Research Grant as a principal investigator at any one time. Fellowship applicants may apply for both a Breathing as One: Allied Health Fellowship and Grant in a given year, provided they meet the eligibility requirements.
10. The award funding is based on a 50:50 match formula between the Lung Association and the applicant. The matching funding can include funding from the supervisor, the host institution, and/or a research partner, including a Provincial Lung Association. The award is valued at \$20,000 for one (1) year in which the Lung Association will contribute \$10,000 (50%) annually and the applicant's supervisor, host institution, and/or a partner agency is required to contribute the remaining funding \$10,000 (50%) annually for the length of term for the award. Funds from the Lung Association will not be released until formal confirmation of matching funding is received.
11. Funds may not be matched by funds from tobacco and/or cannabis industry and/or supervisors holding funding, directly or indirectly, from tobacco and/or cannabis industry.
12. The research grant is awarded for a period of one (1) year, in two instalments, usually in September and March (unless otherwise agreed upon). A progress report must be submitted in February before the second instalment is paid. The report will be reviewed to determine whether sufficient progress has been made. If adequate progress has not been made, the second instalment will not be released. A financial statement by the Financial Officer and final progress report by the awardee are required at the end of the funding period.
13. A maximum of \$3,000 may be requested for knowledge translation activities.
14. Salaries paid to research assistants and support staff will be within the acceptable salary range for that institution.
15. Grantees are not permitted to receive salary support from this operating grant award.
16. All applications involving human/animal investigation must be accompanied by a letter of approval from the ethics committee of the university or other institution(s) in which the work is to be undertaken. If the ethics approval is not available at the time of submission then it needs to be sent to the Lung Association - National Office as soon as possible. No funds will be made available until this letter of approval has been received at the Lung Association - National Office.
17. Typically awards start on September 1 of the year of the award and end on August 31 of the next year. Awards must start no later than December 1 of the year of the award.

Review Process

Applications will be received at the Lung Association - National Office and screened by administrative personnel for completion and relevancy. The Review Committee will review all applications and supporting materials.

The Review Committee makes funding recommendations in August. Funding announcements are made in September.

A letter of notification including rationale for the decision regarding funding is sent to all applicants via email.

Financial Administration

While the CLA always endeavours to fulfill our research funding commitments, as a charity, our research funding is contingent on the generosity of donors and we anticipate that the current pandemic may have financial implications which may influence available funding.

1. Breathing as One: Allied Health Research Grant funds must be matched but other funding from other sources related to grant cannot duplicate funding from The Lung Association. Please inform the Lung Association's Manager, National Research Programs of other amounts received related to the proposed project.
2. Awards are for twelve (12) calendar months from the date stated in the letter announcing the award or as otherwise agreed.
3. If the award is accepted funds are disbursed by The Lung Association – National Office twice yearly. The first instalment is normally paid out in September of the year of the award. Upon receipt of a satisfactory progress report in February of the following year, the second instalment is paid in March.
4. The Financial Officer at your Institution who deals with such funds will administer the award. Please include the name and address of the Financial Officer responsible for administering your award in your application.
5. Transfers to another institution are permitted during the course of funding however you must request a transfer from the Lung Association – National Office in writing prior to doing so. The request must include an explanation of why the transfer is requested and how the transfer will affect the course of the research and information on how the proposed institution will support the continuation of the research.
6. The Lung Association – National Office reserves the right to terminate further payments and request a refund of the award in the event that the recipient fails to fulfill the conditions specified.
7. At the end of the granting period, unspent funds received from the CLA must be refunded to the Lung Association – National Office. The principal investigator must contact the Institution's Financial Officer and request that the funds be reimbursed.

Project Termination Prior to Completion

In the event of termination of the research prior to completion, you must immediately notify the Lung Association – National Office in writing. Project termination requires the submission of a report detailing the reason for the termination, any results to date, and expenditures. Any unexpended funds must be returned to the Lung Association – National Office.

Completion of Award

The Lung Association – National Office requires a final report at the end of the funding period. A final report template will be provided. The report should include:

- a. Title of the project;
- b. Name, address and affiliation of Investigator(s);
- c. A brief description of the findings and implications;
- d. A full accounting of the budget, clearly showing any unexpended balance (unexpended funds must be returned to the Lung Association – National Office immediately); and
- e. A list of any publications and/or presentations arising from the funded research should be appended.

The financial officer administering the award must submit a financial report upon completion of the award.

Knowledge Translation¹

1. Successful applicants will be highlighted in the National Funding Report posted on The Lung Association website under the Research section.
2. Publication of the research in a suitable, refereed professional journal, as soon as possible after completion of the study, is encouraged. Please notify the Manager, National Research Programs of such publications. Acknowledgement of The Lung Association support is required in all publications or presentations.
3. Successful applicants will be requested to complete a survey (Fellowship/Grant Funding Impact Form) at three (3) and six (6) years following receipt of funding support. This information will be used to develop reports on the impact of The Lung Association's National Research Program for the Lung Association's Board of Directors and the public.

¹ CIHR Definition of Knowledge Translation:

- making users aware of knowledge and facilitating their use of it to improve health and health care systems
- closing the gap between what we know and what we do (reducing the know-do gap)
- moving knowledge into action