

## Guidelines for CFPC/FAFM Research Proposals

These guidelines apply to all research proposals and follow the application form for the Janus Research Grants.

For advice and guidance in preparing your research proposal, the following are suggested:

- The Canadian Library of Family Medicine (CLFM) offers **free literature reviews** for CFPC members. See [www.cfpc.ca/clfm](http://www.cfpc.ca/clfm)
- Research Directors at the university Departments of Family Medicine
- Provincial chapters may have contact information on researchers

**The following questions will be answered directly in our online application system:**

### Summary

- Maximum 300 words; must be suitable for public information
- Please prepare using the following subheadings:
  - Background (why is this study needed?)
  - Research Goal
  - Research Questions (primary and secondary)
  - Overall Study Design
  - Participants
  - Data Analysis Methods
  - Amount Requested

### Duration

Research projects funded by the CFPC's Foundation for Advancing Family Medicine are expected to be completed within two years of receiving the award. Extensions of time must be requested if more time is needed for project completion.

### Clinical Trial Registry

In order to publish results from any clinical trials, the International Committee of Medical Journal Editors (ICMJE) will require registration; any request over \$1,000 should be registered. The following sites provide information: [www.clinicaltrials.gov](http://www.clinicaltrials.gov) ; [www.isrctn.org](http://www.isrctn.org) ; [www.actr.org.au](http://www.actr.org.au) ; [www.umin.ac.jp/ctr/index.html](http://www.umin.ac.jp/ctr/index.html) ; <http://www.trialregister.nl/trialreg/index.asp>

## Budget

- An itemized budget with a short description of each item and unit amount (e.g. dollars per hour charged and total amount of hours anticipated for statistical analysis or transcription) is required.
- The principal investigator and co-investigators cannot be remunerated for their participation in a study, including loss of income or practice time.
- If additional funding is required to complete your study beyond the amount being requested in this application, please indicate where you have applied, if you have received funding from another source, and the amount received.

## Personnel

- Please provide a job title and description of their role, their hourly rate, and the number of hours required.
- Paid personnel provide contracted, ongoing assistance for the project, e.g. secretarial work, telephone interview, data entry, etc. CVs are not required for paid personnel.
- The principal investigator and co-investigators cannot be remunerated for their participation in a study, including loss of income or practice time.

## Travel Costs

- Detail travel costs associated with the project include such trips as required to inspect test sites, consult with specialists, etc.
- Award funding cannot be used to cover the costs to present the data at a conference.

## Equipment

- Award money may be used towards purchase of essential equipment required for the project. Award money can also be requested to rent/lease major equipment required for the project.
- Computers and laptops cannot be included.
- Equipment costs exceeding \$200 must be fully explained.

## Supplies and Services

- “Supplies” refers to items such as stationery, pens/pencils, postage, etc. “Services” apply to computer analysis costs and other services needed on a short-term basis, which are not provided by any of the study personnel and must be purchased.
- Award money cannot be used as an incentive or to purchase incentives for study participants.
- Reasonable reimbursement for costs incurred to subjects participating in a research study (e.g., cost of a meal, parking, gas, transit) is acceptable. However, any monies or gifts (including gift cards) which go above and beyond the amount of reasonable reimbursement, are considered incentives, and are not permitted.
- Award money cannot be used to cover overhead expenses such as rent, utilities, etc.

## Dissemination Strategy

- Please outline the applicable costs of your dissemination plan in detail.
- A maximum of 20% of your requested funds can be allocated to dissemination.
- A maximum of \$1,500 can be requested for publication costs.

**All proposals must be submitted in a single, uploaded PDF that adheres to the following formatting:**

- **Font style – Arial or Times New Roman**
- **Font size – 12 point**
- **Margins – Standard 1 inch margins**
- **Page/word restrictions – please see page/word limits specified for each section.**

**All sections must be completed and separated according to the headings below. Submissions that exceed the page/word restrictions or do not include one of the headings will be rejected.**

### **Study Context**

- Maximum 2 pages
- Why is this study needed?
- What difference will it make?
  - What are the potential benefits to patients?
  - What are the potential benefits to other family physicians and health care professionals?
  - What are the potential benefits to family medicine as a whole?
- Summarize the current literature (e.g. key studies, gaps identified through systematic reviews, etc.)
- What are your goals through this study? (may also include specific study objectives if applicable)
- Research questions (include primary questions and secondary questions if applicable)

### **Study Design**

- Maximum 4 pages
- Include overall study type (e.g. case study, controlled study, systematic review, qualitative study, mixed methods, etc.).
- Describe your research methods.
- Outline your participants and recruitment process.
- You may include a figure to describe your study process. Please embed this within the body of your text and do not exceed the given page limits for its inclusion. Appendices will not be accepted.

### **Outcomes and Outcome Measures**

- Maximum ½ page
- E.g. Quality of life as measured by... (name of tool)
- What are the merging themes from qualitative study?
- If tools are being used, summarize whether there is evidence to support elements of validity in the study population and setting.

## Data Management and Analysis

- Maximum ½ page
- How will data be collected and managed?
- How will data be analyzed and by whom?

## Milestones and Timelines

- Maximum ½ page (table or figure is acceptable)
- Please list the key milestones (and their associated dates/timelines). E.g. submission to REB, participant recruitment, data collection, data analysis, etc.
- The work has to be completed within 2 years. A study report that includes the results of the study analysis and its interpretations is to be submitted to the CFPC no later than the last month of the third year. Preferably, this should be in the form of a paper or manuscript for submission to *Canadian Family Physician* (using *CFP* author guidelines).

## Dissemination Plan

- Maximum ½ page
- A maximum of 20% of your requested funds can be allocated to dissemination.
- A maximum of \$1,500 can be requested for publication costs.
- Please explain your plan to disseminate your findings. Please note that you will also be required to include the details of your budgetary requirements for dissemination in your overall budget table in our online application system.

## Ethical Considerations

- Maximum ½ page
- Highlight any ethical issues that this study may create and how the study plans to mitigate or address these.
- Note that approval from a Research Ethics Board (REB) or equivalent organization is required if your study involves humans or animals as subjects. If you have not submitted your study for REB approval yet, or do not intend to, please explain why here (e.g. your study is a quality improvement initiative, in which case an exception must be sought from an REB).

## Career Impact

- Maximum ½ page
- Please describe how this work could advance your research experience and career.

## Citation

- Not included in page limits described above
- Maximum 20 references

## Curriculum Vitae (separate PDF)

- Please upload a separate CV for your principal investigator only that is relevant to the proposed project.
- Maximum of 5 pages; anything longer than 5 pages will be truncated.

### **Fund Administration, Deliverables, Acknowledgement**

Fifty percent of the value of the grant will be provided at the time the award is announced, following receipt of SIN and ethical approval, if required. If requested, 25% will be provided following an interim report. The final payment will be provided upon receipt of a **final report** in the form of a written manuscript, a journal article, or a conference abstract.

**Acknowledgement of the Foundation for Advancing Family Medicine (FAFM) of the College of Family Physicians of Canada (CFPC)** funding of an award, grant or scholarship is **required** in all published works in print and/or electronic form, including related communications and presentations. Materials must also state that the views expressed in all published works and communications are the views of the recipient and do not necessarily reflect those of the CFPC or FAFM.

Receipt of funding does not constitute CFPC endorsement. The CFPC logo and/or name cannot be used to promote a study or project funded by the CFPC or FAFM without official CFPC approval or endorsement. For information about the CFPC endorsement process please go to: [www.cfpc.ca/CFPCPolicyPapersandEndorsements/](http://www.cfpc.ca/CFPCPolicyPapersandEndorsements/).