



Honours and Awards Program

Application Guidelines

Janus Research Grant/Research Proposals

These guidelines apply to all research proposals and are aligned with the application form for the Janus Research Grant.

Please answer the following questions 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 are expected to be completed within two years of receiving the award. An extension must be requested if more time is needed to complete the project.

Clinical trial registry

The International Committee of Medical Journal Editors (ICMJE) provides information about clinical trials, including ICMJE definitions, recommendations, and list of [registries](#). Clinical trial research proposals submitted to the Foundation for Advancing Family Medicine (FAFM) should be registered if the requested funding is over \$1,000.

Budget

- Please provide an itemized budget including a brief description of each line item and the corresponding dollar amount.

- Please note the principal investigator and co-investigators cannot be remunerated for their participation in a study. This includes loss of income or practice time..
- Please indicate if additional funding is required to complete your study beyond the amount requested in this application. Please indicate where you have applied, if you have received funding from another source, and the amount received.

Please provide budget amounts for the following costs:

Personnel

- Please provide the total cost for personnel who are involved in carrying out the study. This may include, for example, research associates, biostatisticians, focus group facilitators, and others who are involved in study design, conduct, data analysis, or output production. Please identify your personnel and their activities/contributions in the appropriate sections of your proposal (e.g., study design, data management and analysis, milestones and timelines, dissemination plan).
- Please note that 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 trips required to inspect test sites, consult with specialists, etc.

Note: Award funding cannot be used to cover the costs to present the data at a conference.

Supplies and equipment

- Award money may be used toward the purchase/rental of essential equipment and supplies required for the project.
 - “Supplies” refers to items such as stationery, pens/pencils, and postage, etc.
 - “Equipment” refers to items such as recording devices and analytical software.
 - Equipment costs exceeding \$200 must be fully explained.
- Award money may not be used to purchase computers, laptops, tablets, and similar devices that are retained after the study.
- Award money may not be used to cover overhead expenses such as rent, utilities, etc.

Study subjects

- Reasonable reimbursement for costs incurred by study subjects (e.g., cost of a meal, parking, gas, transit) is acceptable.
- Honoraria/stipend costs will be considered on a case-by-case basis. If applicable, please indicate these costs in your budget along with information about your institution’s and/or organization’s related policy or practice.

Knowledge translation/dissemination strategy

- Please outline the applicable costs of your dissemination plan in detail.

- Please note that a maximum of 20 per cent of your requested funds can be allocated to dissemination.
- Please keep in mind that you may include costs associated with disseminating your research results, such as manuscript publication, in this section.

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 one-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 all of the headings will be rejected.

Study context

Maximum two 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.)
 - State your goals through this study (including specific study objectives if applicable).
 - List your research questions (include primary questions and secondary questions if applicable).

Study design

Maximum two pages.

- State your 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 of half of a page.

- E.g., Quality of life as measured by ... (name of tool)

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 one page.

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

Milestones and timelines

Maximum one page (table or figure is acceptable).

- Key milestones (and their associated dates/timelines), e.g., submission to the Research Ethics Board (REB), participant recruitment, data collection, data analysis, etc.
- The work must be completed within two years. A study report that includes the results of the study analysis and its interpretations is to be submitted to the College of Family Physicians of Canada (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/knowledge translation

Maximum of half of a page.

- A maximum of 20 per cent of your requested funds can be allocated to dissemination.

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 systems.

Ethical considerations

Maximum of a half of a 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 REB or equivalent organization is required if your study involves humans or animals as subjects. If you have not submitted your study for an 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 of a half of a 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)

Maximum of five pages; anything longer than five pages may be truncated.

- Please upload a separate CV for your principal investigator only if it's relevant to the proposed project.

Fund administration, deliverables, acknowledgement

Fifty per cent of the value of the grant will be provided at the time the award is announced, following receipt of your SIN and ethical approval, if required. If requested, 25 per cent 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 FAFM and the 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 FAFM or the CFPC.

Receipt of funding does not constitute a CFPC endorsement. The CFPC logo and/or name cannot be used to promote a study or project funded by the FAFM or the CFPC without official CFPC approval or endorsement.

[Request an endorsement.](#)