**Internal Grant Review Process**



**Queen’s University Faculty of Health Sciences (FHS) Research Funds**

**and Kingston General Hospital (KGH) Foundation Funds**

**2016 Internal Grant Applications**

**Available Funds**

The 2016 grant competition is providing funding for projects in the areas of:

* Neurological Sciences and Encephalitis
* Cardiovascular Research
* Pulmonary and Respiratory Research
* Cancer (general)
* Breast Cancer
* Mental Health
* Prostate Cancer *(Available funding to be advised)*

See pages 3 to 5 to view the terms of reference, funding available and source of funds for each area of research

**Application Submission and Review Process**

The deadline for the FHS Research and KGH Foundation Funds 2016 Internal Grant Applications have been consolidated. **The 2016 deadline for submission of applications is: January 18, 2016.**

***New for 2016:***

1. A TRAQ DSS application **must** be completed for all applications in this competition in order to be considered for funding: (<http://www.queensu.ca/traq/signon.html>) and, if successful, for the administration of the project.
2. Applicants must use the Internal Grant Application Form and complete all applicable fields and append only the requested information.
3. The completed Internal Grant Application Form must be uploaded to the TRAQ DSS application.

Note: TRAQ will route your application electronically for department head and/or additional review and authorization. Applicants using hospital resources should allow sufficient time for hospital operations directors’ review and approval.

1. Email the pdf of the Internal Grant Application Form to Gladys Smith ([Gladys.Smith@queensu.ca](mailto:Gladys.Smith@queensu.ca)) by the deadline for cross-referencing the list of applications in the TRAQ records.
2. Applicants may only apply for one FHS/KGH internal grant per competition.
3. Current holders of internal grant funds are not eligible to re-apply for an internal grant until the current project has been completed.

Each application will be peer reviewed. The reviewers’ comments, recommendations and scores of the referees will be consolidated and ranked, and submitted to the FHS Vice-Dean of Research/KGH Vice President of Health Sciences Research for final adjudication.

Results of the reviews and adjudication are expected to be communicated to applicants by April 1, 2016.

In assessing applications, priority will be given to requests for seed funding for pilot projects expected to lead to and strengthen applications for external funding agencies, rather than to fill shortfalls in ongoing research programs. Requests for equipment that will benefit the research of multiple investigators are also encouraged.

Grants are normally provided for a one-year period from June 1st to May 31st of the following year.

The source of the funding must be acknowledged in all publications.

Successful applicants of KGH Foundation Funds will use research accounts held at the Kingston General Hospital Research Institute (KGHRI).

For further information on the application submission and review process, please contact Gladys Smith in the FHS Research office by email ([Gladys.Smith@queensu.ca](mailto:Gladys.Smith@queensu.ca)) or phone (613-533-6627).

**Submission Instructions:**

1. Complete the application form by filling in all applicable fields.
2. Include additional budgetary information (eg: quotes for equipment) IF APPLICABLE.
3. Append a document, up to three pages, providing essential figures/tables and description of key methods for your application IF APPLICABLE.
4. Include Personal Data/your abbreviated cv (five pages), plus a list of publications for past five years.
5. ***NEW:*** All applications **must** be submitted via the TRAQ DSS application system. Create a TRAQ DSS application and enter the 5-digit TRAQ DSS application reference number on your application form. *Applicants* ***must*** *select the appropriate “Agency” (Kingston General Hospital or Queen’s University) and “Program” for funding in the TRAQ DSS application to match the Source of Funds Requested for this application.*
6. ***NEW:*** Combine all of the application documents (1 through 4 above) in order, into one pdf document. Title your document starting with your last name and initial, and other meaningful information (eg: SmithG-BCAK 2016.pdf; DeeleyR-GarfieldKelly.pdf; FisherJ-BotterellHowePowell)
7. ***NEW:*** Upload the application/pdf to your TRAQ DSS application (go to the “Attachment” tab to upload the document), to facilitate the review of the application and if successful, the administration of the grant.
8. Email the pdf of the application (not the TRAQ DSS application) to Gladys Smith ([Gladys.Smith@queensu.ca](mailto:Gladys.Smith@queensu.ca)) by the **January 18, 2016**

**Neurological Sciences and Encephalitis**

The ***Harry Botterell Foundation for the Neurological Sciences*** *and the* ***Dr. James B Howe Endowment Fund*** support research in the neurological sciences. The ***Violet E. Powell Research Fund*** has a focus on encephalitis. The Howe fund has an emphasis on Alzheimer’s Disease and Dementia;

Applications may be for operating grants, equipment, or for support of personnel. Funds are not available for salary support of members of the academic staff. Applications may be considered for funds for special purposes other than those above.

Grants normally for a period of one year and are not renewable.

Amounts requested **should not exceed $15,000**. Funding for a maximum of **6 awards** is available.

On the application form select HEALTH SCI-BOTTERELL/HOWE/VIOLET E POWELL under “Source of Funds Requested”.

In your TRAQ DSS application, under the “Project Sponsor Info” tab:

* select QUEEN’S UNIVERSITY as the “Agency”; and
* select HEALTH SCI - BOTTERELL/HOWE/VIOLET E POWELL as the “Program”.

**Cardiovascular Research**

The ***Garfield Kelly Cardiovascular Research and Development Fund*** was established to support the development of new knowledge and understanding of cardiovascular function and disease, through a wide spectrum of research, embracing basic and clinical studies.

Funds may be used for the support of personnel, equipment, space or travel and may be used to supplement grants received from other agencies.

Amounts requested **should not exceed $11,000**. Funding for a maximum of **2 awards** is available.

On the application form select HEALTH SCI-GARFIELD KELLY under “Source of Funds Requested”.

In your TRAQ DSS application, under the “Project Sponsor Info” tab:

* select QUEEN’S UNIVERSITY as the “Agency”; and
* select HEALTH SCI - GARFIELD KELLY as the “Program”.

**Pulmonary and Respiratory Research**

***William M. Spear Endowment Fund in Pulmonary Research\**** was established to foster the development of pulmonary research at Queen’s, and the ***Richard K. Start Memorial Fund (Respiratory Diseases)*** was established to provide funding for research in respiratory diseases.

These funds provide a source of financial support for:

* Promising research that is newly developing and/or partially supported (“seed” or “bridge” funding);
* Initiation of new research collaborations; or
* Established research that would benefit incrementally from further financial support.

Funding shall not be used for salary support of faculty members, graduate students or postdoctoral fellows, or for travel awards.

Grants are expected to be in the **$20,000-$30,000 range**. It is **estimated that 5 to 6 awards** will be made.

*\* NOTE:* The *William M. Spear Endowment Fund* is intended to foster the development of pulmonary research by members of the Queen’s Faculty of Health Sciences Pulmonary Research Node of the Cardiac Circulatory & Respiratory Research Program. Members are encouraged to apply to this joint fund.

On the application form select HEALTH SCI-SPEAR ENDOWMENT/START MEMORIAL under “Source of Funds Requested”.

In your TRAQ DSS application, under the “Project Sponsor Info” tab:

* select QUEEN’S UNIVERSITY as the “Agency”; and
* select HEALTH SCI – SPEAR ENDOWMENT/START MEMORIAL as the “Program”.

**Cancer**

The ***Clare Nelson Bequest Fund*** shall be used to support studies which will further knowledge of the origin and cure of cancer.

Grants for the support of research carried out in the Kingston General Hospital shall be given priority, although support may be recommended for projects conducted in laboratories of Queen’s University.

Grants may be made for salaries and fellowships, technical assistance, equipment, supplies and expenses, and/or travel. Non-expendable supplies and equipment shall, upon termination of the grant, remain the property of the Kingston General Hospital.

Amounts requested should **not exceed $15,000**. Funding for a maximum of **1 award** is available.

Grants selected for the *Clare Nelson Bequest Fund* are administered through the Kingston General Hospital Research Institute. At the end of each grant year, the applicant shall be asked to sign a statement as follows: “These funds have been expended for the purpose of the project approved”.

On the application form select CLARE NELSON BEQUEST under “Source of Funds Requested”.

In your TRAQ DSS application, under the “Project Sponsor Info” tab:

* select KINGSTON GENERAL HOSPITAL as the “Agency”; and
* select CLARE NELSON BEQUEST as the “Program”.

**Breast Cancer**

The ***Breast Cancer Action Kingston Research Fund*** shall be used to support studies which will further knowledge of the origin and cure of breast cancer.

Grants for the support of research carried out in the Kingston General Hospital shall be given priority, although support may be recommended for projects conducted in laboratories of Queen’s University.

Grants may be made for salaries and fellowships, technical assistance, equipment, supplies and expenses, and/or travel. Non-expendable supplies and equipment shall, upon termination of the grant, remain the property of the Kingston General Hospital.

Amounts requested should **not exceed $10,000**. Funding for a maximum of **2 awards** is available.

Grants selected for the *Breast Cancer Action Kingston Research Fund* are administered through the Kingston General Hospital Research Institute. At the end of each grant year, the applicant shall be asked to sign a statement as follows: “These funds have been expended for the purpose of the project approved”.

On the application form select BREAST CANCER ACTION KINGSTON RESEARCH FUND under “Source of Funds Requested”.

In your TRAQ DSS application, under the “Project Sponsor Info” tab:

* select KINGSTON GENERAL HOSPITAL as the “Agency”; and
* select BREAST CANCER ACTION KINGSTON RESEARCH FUND as the “Program”.

**Mental Health**

The ***Women’s Giving Circle*** has targeted mental health as the focus for the 2015/16 competition. Applications may address mental health research in its broadest context, ranging from primary mental health topics in health and disease, to mental health challenges associated with chronic disease. Grants for the support of research carried out in the Kingston General Hospital shall be given priority, although support may be recommended for projects conducted in laboratories of Queen’s University.

Funds provided to support with priority given in the following order:

1. Initiation of new research collaborations;
2. Promising research that is newly developing and/or partially supported (ie ‘seed’ or ‘bridge’ funding);
3. Established research that would benefit incrementally from further support.

The fund does not support overhead, faculty salaries, equipment or travel.

Amounts requested **should** **not exceed $10,000**. Funding for a maximum of **3 awards** is available.

Grants selected for the *Women’s Giving Circle Fund* are administered through the Kingston General Hospital Research Institute. At the end of each grant year, the applicant shall be asked to sign a statement as follows: “These funds have been expended for the purpose of the project approved”.

On the application form select WOMEN’S GIVING CIRCLE under “Source of Funds Requested”.

In your TRAQ DSS application, under the “Project Sponsor Info” tab:

* select KINGSTON GENERAL HOSPITAL as the “Agency”; and
* select WOMEN’S GIVING CIRCLE as the “Program”.

**Prostate Cancer**

The ***Prostate Cancer Fight Foundation*** *funds raised by* ***Motorcycle Ride for Dad*** (PCFF/MRD) are provided to save lives through prostate cancer research and education/awareness. Research grants are intended to impact the understanding of prostate cancer and to lessen the burden of this disease.

PCFF/MRD will NOT fund the purchase of equipment; travel expenses or sabbatical leaves; meetings, seminars or conferences (including any expenses related to these activities including registration fees, travel, etc.); living expenses; clinical drug trials; pamphlets and/or brochures regarding general prostate cancer information; and, no portion of the grant money is to be used to cover administration costs.

The successful applicant(s) of this competition will be required to complete a Prostate Cancer Fight Foundation (PCFF) application. The funding period for successful grant applications may fall outside the granting period (normally June 1-May 31 for other internal funds). Previous recipients of PCFF research funds who have not submitted their interim/final reports nor provided a 2-3 minute video to the RFD are not eligible to apply.

Grants are for one year only; multi-year funding is not permitted. The amount of funds available and anticipated number of awards for the 2016 Internal Grant competition will be advised at a later date.

Grants selected for the *Prostate Cancer Fight Foundation/Motorcycle Ride for Dad* are administered through the Kingston General Hospital Research Institute. At the end of each grant year, the applicant shall be asked to sign a statement as follows: “These funds have been expended for the purpose of the project approved”.

On the application form select PROSTATE CANCER FIGHT FOUNDATION/MRD under “Source of Funds Requested”.

In your TRAQ DSS application, under the “Project Sponsor Info” tab:

* select KINGSTON GENERAL HOSPITAL as the “Agency”; and
* select PROSTATE CANCER FIGHT FOUNDATION/MOTORCYCLE RIDE FOR DAD as the “Program”.