

## **2017/18 Department of Medicine (DOM) Innovation Fund Guidelines**

### **Categories:**

1. **ICES Project Grants** – maximum \$10K each  
To support investigators who use ICES for public health services research. (This is part of the DOM ICES initiative.)
2. **Educational Scholarship Grants** – maximum \$10K each  
Targeted scholarship grants for education. Identifies and supports an area which traditionally has not been supported by the department. The goal is to fund new means of delivering educational content and perform evaluations of trainees that is consistent with the impending switch to competency-based learning, mandated by the Royal College.

### **Timelines:**

Call for proposals: December 01, 2017

Deadline for submission: Monday, February 05, 2018 by 4pm

**Peer review body:** The DOM Research Committee

### **Guiding Principles for the Application Review Process and Dispersing of Funds:**

1. The spirit of these awards is to enhance innovation in research and education.
2. To apply, applicants must have
  - a DOM GFT faculty appointment,
  - completed a TRAQ DSS,
  - applied for ethics approval (if applicable),
  - and completed and attached their Canadian Common CV.
3. ICES proposals must
  - include an ICES budget template,
  - and include an ICES scientist in the research team.

(see Appendix for more detailed ICES instructions)
4. Priority will be given to junior investigators and proposals that will lead to enhanced scholarly activity for the applicant(s), such as publication and enhanced competitiveness for external funding.
5. Junior investigators (within 5 years of their faculty appointment at application deadline) may receive 3 grants (DOM Research Award and DOM Innovation Fund combined) in 5 years, and may only apply for either the DOM Research Award or the DOM Innovation Fund. They will be required to report on their progress and dates they applied to external funding.

6. Senior investigators (post 5 years of being faculty members at application deadline) may only apply once every 3 years (DOM Research Award and DOM Innovation Fund combined), and may only apply for either the DOM Research Award or the DOM Innovation Fund.
7. To increase breadth of the benefit from this fund no investigator will be awarded more than 1 grant as PI.
8. Team or collaborative projects may combine funding allocations if well justified.
9. Any awards not activated after 1 year from the date of award notification will be returned to the department.
10. These awards will have a 3-year lifespan unless there is extenuating circumstances. Any unused funds will need to be returned to the department after 3 years.

**Submit to:**

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Research & Finance Coordinator

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Etherington Hall, Rooms 3038  
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Queen's University  
Kingston, ON K7L 3N6

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## APPENDIX

### ICES Grant Submission Instructions

1. Unless you are an ICES Scientist, you will need to have an ICES Scientist on your team. The ICES Scientist can help to determine if your proposed research question is feasible using ICES data and to ensure such work is not already being done by another team. ICES Queen's Scientists are listed on the webpage and you can involve an ICES Scientist from another institution as a collaborator. You can contact Dr. Joan Tranmer, Queen's ICES Site Director (cc Shari Scanlon, Queen's ICES Senior Administrative Secretary) to assist you with finding an ICES Scientist.
2. Once you have the sign off from your collaborating ICES Scientist, draft a brief outline of your project (this can be your DOM grant application or a shorter version but must have enough detail so that the ICES team can assess the scope of analytic work involved) and send to Shari Scanlon at ICES Queen's to request a budget for the proposed work. Shari will consult with the Site Director and Lead Local Analyst to determine the Full Time Equivalent (FTE) for analyst and Research Coordinator time to conduct your project. The turnaround time for the budget is usually a few days.
3. You must include the ICES budget template with your DOM Innovation Fund application.

#### Queen's ICES Contacts:

Dr. Joan Tranmer, Site Director: [tranmerj@queensu.ca](mailto:tranmerj@queensu.ca)

Shari Scanlan, Senior Administrative Secretary: [shari.scanlan@ices.on.ca](mailto:shari.scanlan@ices.on.ca)