

## 1. Purpose of the Grant

This grant was established to stimulate research and scholarship in Saskatchewan. This funding supports members in active practice to carry out research activities related to meeting the changing needs of their patients and communities within Saskatchewan.

Various family medicine research activities are eligible for these grants, including:

- Practice-based research projects
- Observational studies/surveys
- Program development and evaluation
- Educational research
- Cohort studies
- Meta-analyses
- Secondary data analyses
- Randomized controlled trials
- Research projects using the Janus Project's National Physician Survey (NPS) database; all questions asked, as well as data tables and reports, are accessible on the NPS website.

## 2. Value

The Saskatchewan College of Family Physicians (SCFP) shall allocate up to \$5,000 for each of two recipients. The SCFP can, at any time, withhold distribution on the basis of inadequate funds.

Recipients of the Member Research Grants are required to provide a written manuscript, journal article, or conference abstract which will be considered a final report.

This Grant does not cover the costs of salary or travel for the primary investigator.

This grant is an annual competition held if approved by the SCFP Board and funding is available.

## 3. Selection Process

The SCFP Awards Committee will recommend recipients to the Board of Directors.

Applicants will be notified of the results in July.

## 4. Number and Value of Awards:

Up to two (2) awards, each valuing up to \$5000.

Award funds will be provided in two allotments (one on approval and one at the time that the Final Report is received).

Grant applications may be submitted through the University. Please contact your Research Facilitator for support with submitting applications through the University. A research fund will be established for the successful applicant through the Department of Academic Medicine

## **5. Eligibility**

Applicants must be SCFP members who have been in good standing for at least one year and must be family physicians in active practice.

- The project must be started between January 1, 2020, and December 31, 2020.
- Applicants cannot have received this award in the past three years.
- Family medicine residents and medical students, or projects submitted on behalf of residents or students are not eligible.
- Definition of a Research Mentor: To serve as a research mentor the individual should have an advanced degree with research training (e.g. MSc) and some research experience.

## **7. Selection Criteria**

- Selection will be based on the received proposal (see below). This proposal must include an Abstract, Introduction/Background, Research Questions, Objectives, Methods, Expected Results/Findings, Significance of the Research, Deliverables, Key Words and a budget and budget justification.
- Current Academic CV of the Principal Investigator and a Research Mentor if applicant has no previous research experience.
- A Certificate of Approval or exemption from an appropriate University of Saskatchewan Research Ethics Board will be needed if the grant is awarded
- A Cover Letter stating how it applies to family medicine, primary healthcare or medical education is required.
- List of the Team Members (inclusive of patients and/community members) and the roles that each will play in the project and the total number of Co-Investigators, Knowledge Users and Collaborators.
- The project's clinical trial registry and registration number (if applicable).

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The Saskatchewan College of Family Physicians shall administer the funds in keeping with and under the Chapter's Guidelines and Practices as may be established and changed from time to time. This funding will be available to the Principal Investigator for a maximum period of two years. If the funding is not used by the end of that time, this funding will be returned to the SCFP.

A complete application for the SCFP Member Grant must include:

**Section A**

- The name of the Principal Investigator
- The project Title
- The total number of Co-Investigators, Knowledge Users and Collaborators.
- The Co-investigators, Knowledge Users and Collaborators information (names, emails, and occupations and their CVs). Please attach CVs at the end of the application.

**Section B**

- A Budget (Table Format) including descriptions and values; please provide a detailed breakdown of the costs and justification for the costs of the proposed work.

**Section C**

- Please note a Certificate of Approval or Letter of Exemption from an appropriate University of Saskatchewan Research Ethics Board will be required if your study involves humans or animals.
- The project's clinical trial registry and registration number (if applicable)

**Section D**

- A CV relevant to the proposed project for the Principal Investigator (**maximum four pages**)
- A Letter of Support from the Principal Investigator's home institution (Department/Unified Head, Program Director, SHA Area or Division Lead, ISA Physician Executive, Area Chief of Staff, Unit or Site Director, etc.)

**Section E**

- a) Abstract
  - A 300-word abstract containing the objectives/question and design (including methods and setting)
- B) Research proposal
  - Problem being addressed/purpose
  - Potential benefits to learners, teachers, and/or educational programs
  - Methodology and timeline
  - Research instrument (if relevant)
  - Other support/funding for this project
  - Dissemination plans for results
  - Other relevant information

Please upload your complete submission as a PDF and adhere to these formatting requirements:

- Font – Arial or Times New Roman
- Font size – 12 point
- Margins – Standard one-inch margins
- Page restriction – 13pages maximum

All sections must be completed. Final Submission PDFs that exceed 13 pages will be truncated.