

**DEPARTMENT OF MEDICINE  
RESEARCH AWARDS PROGRAM**

**GUIDELINES**

**PURPOSE**

To support young investigators, new initiatives, and particularly to foster collaborative research which enhances research participation in the Department. Applications must be of good or high scientific merit in order to be considered.

**ELIGIBILITY**

- To support young investigators early in their careers (i.e. first 1-5 years) to be competitive for external funding.
  - Applicants must be adequately trained, have formal documentation of a protected environment and space to carry out the research, and demonstrate clearly how the study will lead to increased competitiveness for external funding.
- To support Department of Medicine members who wish to develop a collaborative, peer-reviewed program with one or more established investigators, i.e. established track record of publications and peer-reviewed funding in any department.
  - Applicants must have some training in the area, have adequate time and space to participate, and demonstrate how the study will lead to increased competitiveness for external funding.
- To support investigators who are not currently externally funded and wish to develop an independent research program.
  - Applicants must be adequately trained, have documentation of protected environment and space to carry out the research, and demonstrate clearly how the study will lead to increased competitiveness for external funding.
- To provide faculty small awards (maximum \$5,000.00) to support studies which are not anticipated to lead to ongoing peer-reviewed programs.

**TERMS OF THE AWARD(S)**

- Funds supporting studies that are not initiated within one year of the award must be returned to the Department of Medicine.
- If competing applications include an application from a member of the Division of Cardiology, preference will be given to that application provided it is of equal strength and merit.

- If an award is made to a Cardiologist, the award will be known as the 'Parker Cardiology Research Award'.
- The starting date for awards will normally be January 31<sup>st</sup>.
- An annual progress report will be required of all award recipients.
- Unspent funds may be used as part of a Research Initiation Grant (RIG). For these awards, priority will be given to where there is a matching from other sources, especially CIHR, and particularly where there is a multiple matching, e.g. CFI competitions.

### **APPLICATIONS**

- Applications for the Department of Medicine Research Awards Program must be received in the office of the Department Head by **October 15<sup>th</sup>** of each year.
  - One application per department member may be submitted.
- Applications must be **no** longer than **five pages** in length, single-spaced, excluding references and CV, and follow the format stated. Applications which exceed this limit will not be accepted. The font must be no smaller than 12 point.
  - Applications which exceed this limit will **not** be accepted.
- Applicants are asked to include a lay summary (approximately 10 lines), which briefly outlines the project. As well as being used to promote the awardees' work, this will foster collaboration with other interested parties, when used in forums such as InforMed.

### **APPLICANTS ARE REQUIRED TO**

- Outline their precise role in the project (the role of the co-applicants must also be delineated clearly).
- Detailed justification for each budget item is required.
- One or two pages of preliminary data may be appended (i.e. no other appendices permitted).
- All applicants will also apply to the appropriate extramural sources for funds. If such funds were obtained, all or part of the Department of Medicine Award would be returned. Applicants must clearly state any overlap with another project or other funding applied for. If other funds have been applied for the applicant must submit a one page budget and abstract for each application.

- The number of annual awards will be determined by available funds and the amounts allocated to individual awards.
- Funding may be approved pending Ethics Board approval of the project, if applicable.
- The applicant will state clearly if the project is part of thesis requirements. The supervisor's name and role should be clearly indicated.
  - It is reasonable to expect a matching financial contribution from the supervisor should the candidate be funded since it is usual for them to support their own students and this award is not meant to replace that funding.
- Applications will be reviewed by the Department of Medicine Research Committee, Chaired by the Director of Research, with the addition of two members from the Division of Cardiology if applications from that Division are submitted. Outside referees may be utilized.
- Successful applicants are asked to submit a list of abstracts, publications and grants on the anniversary of the funding date. This will enable the Department of Medicine Research Committee to measure the impact these funds are having.

### **ADMINISTRATION OF FUNDS**

- All research funds will be held in accounts administered by the Office of Research Services, Queen's University.
- Institutional guidelines will be used to calculate overhead charges for all contract research.