



**Jim Pattison Children's Hospital Foundation**

# **Letter of Intent Guide**

**Research Grants**

Last Revised:  
4/15/2016

## Introduction

Jim Pattison Children's Hospital Foundation is dedicated to raising funds for the enhancement of maternal and children's healthcare across Saskatchewan and Jim Pattison Children's Hospital. While the majority of funds raised by Jim Pattison Children's Hospital Foundation are committed to enhancing our new provincial maternal and children's hospital, a portion is available each year for grants.

This is meant to provide a guide to submitting a Letter of Intent (LOI) to Jim Pattison Children's Hospital Foundation for a Research Grant. Before a full research application can be accepted, a letter of intent must be submitted and reviewed by our committee. Only applicants with approval to proceed can complete the full research application.

## Areas We Support

Our scope is provincial, supporting both maternal and pediatric health care across Saskatchewan. We are able to accept grant applications to support maternal and pediatric needs in the following health regions:

We support funding within the following areas:

- Children's Surgery;
- Children's Emergency;
- Oncology & Day Medicine;
- General Pediatrics/Outpatients;
- Pediatric Intensive Care & Step Down Unit;
- Maternal/Labour & Delivery;
- Developmental Rehabilitation/Therapeutic Treatment;
- Programming/Initiatives;
- Neonatal Intensive Care Unit;
- Acute Care Pediatrics, and;
- Pediatric Subspecialties (e.g. endocrinology, hematology, rheumatology, etc.).

## Funding Limits

While Jim Pattison Children's Hospital is still under construction and our Foundation is still in our Capital Campaign, limits to funding on research grants are as follows;

- Researchers may obtain up to a maximum of \$50,000 annually for up to 3 years for a total of \$150,000 for their research project. The grant may be used for;
  - Research costs – materials, services, salaries of staff including research assistant/technicians, etc;
  - Knowledge translation or dissemination of results, travel, supplies, resources, animals;
  - Equipment purchase or rental (including computers) required for the project up to 10% of total including set-up.
- Applicants may or may not be awarded the full amount requested.

## Applying for a Research Grant

Our granting process provides an opportunity to share your research project idea through an open and fair process, which includes the meaningful participation of Foundation staff, Grants Committee and Scientific Advisory Committee. The three main steps in applying for a Research Grant are;

- Step 1: Submit a LOI;
- Step 2: Work with the Scientific Advisory Committee to complete the research application;
- Step 3: Submit the research application to Jim Pattison Children's Hospital Foundation.

The LOI is meant to provide an opportunity to discuss your project and provide our Foundation with an understanding of what you wish to research, why it is important to maternal and pediatric healthcare and why you require funding.

### Completing a Letter of Intent

Please outline the following information in your LOI. Answer all applicable questions. Write in simple, concise language. Where appropriate, the use of point form and statistics are encouraged. The LOI should be concise but thorough. **Remember, this is not a complete application.**

The maximum length accepted for an LOI is 8 pages (including attachments).

### Your Letter of Intent Application

In 2017, Jim Pattison Children's Hospital Foundation moved to an online grant database. To submit a letter of intent, head to our online portal:

[https://www.GrantRequest.com/SID\\_5783?SA=SNA&FID=35008](https://www.GrantRequest.com/SID_5783?SA=SNA&FID=35008)

Click "New Applicant" and provide your email address and create a password. Save this login as it can be used for future grants in different categories. (i.e. equipment, PD, patient care) To review past grant applications and continue working on in progress applications, log in here:

[https://www.grantrequest.com/SID\\_5783/default.asp?SA=AM&FID=&SESID=6962&RL=](https://www.grantrequest.com/SID_5783/default.asp?SA=AM&FID=&SESID=6962&RL=)

Before you begin, review the following helpful tips:

- Ensure you are completing each section within the application, please do not submit, "See attached document" as an answer.
- Copy and paste from a word document when possible.
- Add [mail@grantapplication.com](mailto:mail@grantapplication.com) to your safe senders list to ensure you receive all system communications.
- Remember to save your progress periodically to ensure your application is not timed out and lost.

**The Deadline to submit your LOI is August 15 annually, unless otherwise posted on the Foundation website.**

### Letter of Intent Outline

In order to be eligible to complete the first part of our letter of intent application, you must answer two questions:

1. Do you work within the province of Saskatchewan?
2. Do you work in an area of pediatric or maternal healthcare?

### Project Information

**Contact Information:** You must provide the contact information for the project lead and the facility you are working out of. Please include the specific college/department.

**Project Title:** The title of your project should reflect the overall goal/issue you are addressing. Ensure the title is brief and easy to understand.

**Project Summary:** Provide a brief, one paragraph summary of your research project.

**Dates:** Include estimated project start dates and end dates.

**Amount Requested:** Include an accurate amount of funding requested. This request must be broken down in a detailed budget when you get to the full research application stage.

**Note:** It is critical that you disclose other funding sources.

### **Alignment to JPCHF Priorities**

- 1) How does your research project align with JPCHF priorities?
- 2) Indicate the PRIMARY priority that your project will address.
- 3) If applicable, indicate the SECONDARY priority that your project will address.

### **Project Description**

- 1) Project Goal
  - What is the purpose of the project? The project goal should be a high-level statement about the ultimate intended impact of the project.
  - Describe clearly and concisely, the main research question(s) that will be answered, methodology and data analysis plan.
  - Describe how the research results will improve maternal or child health outcomes; and
  - Describe how you will promote the integration of the research findings into child health policy and practice.
- 2) Needs & Opportunity
  - What maternal or child health need will your project address?
  - Why will your project address this need?
  - How does this project benefit Saskatchewan's healthcare needs?
- 3) Target Group & Deliverables
  - What target group(s) will your research focus on?
  - What deliverables do you anticipate from your research?
- 4) Outcomes & Measurement
  - What are the intended outcomes of this project?
  - What are your initial thoughts on how you will measure the progress you have made towards your project outcome.
- 5) Knowledge Transfer
  - How will you share and communicate the results of your project?
- 6) Project Governance
  - Provide an overview of who will be accountable for decision-making, project management, monitoring and reporting if your LOI is approved.

## Next Steps

All requests for research grant funding start with an LOI which will be reviewed by our Scientific Advisory Committee who then make recommendations to our Grants Committee and Board of Directors.

Your application will be reviewed on the following criteria:

- Clear description of need;
- Feasibility and strategy to address identified need;
- Achievable and measurable outcomes;
- Strong alignment of Foundation priorities;
- Budget appropriate to the scope of the project;
- Plans for sharing and translation of results; and,
- Sustainability.

The Scientific Advisory Committee will recommend one of the following:

- Your LOI will be recommended to proceed to the application stage.
- Your LOI may be returned to you for additional information.
- Your LOI may be declined.

**If it is determined that your application can proceed to the second phase of review, you will be notified and must submit a full research grant application by January 15.**

All LOIs that have been recommended to proceed to the application state are further reviewed by our Grants Committee and approved by the Jim Pattison Children's Hospital Foundation Board of Directors. Notification of research grant funding will be released annually by March 31.